AUXILIARY ORGANIZATIONS ASSOCIATION

California State Universities

POLICY AND PRACTICES MANUAL

Revised March, 2015
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Section 1

Introduction, Mission and Organization
**Introduction**

The AOA Policy and Practices Manual has been completely reviewed, revised and republished by its governing board, the Executive Committee, to restate in a convenient reference format, approved policy statements and practices. The Manual also contains key documents and legal instruments that are operative in the management of the organization.

**Organization Purpose**

AOA was established and is organized for these purposes:

- To provide a means of communication among auxiliary organizations.
- To serve as a vehicle for considering and resolving common issues.
- To assist new auxiliary organizations.
- To assist auxiliary organizations experiencing management or other problems.
- To represent the common interest of the members in appropriate forums.
- These purposes are expressed in Article II of the Articles of Incorporation. See Appendix A.

**Mission Statement**

The AOA Executive Committee, in retreat, developed a Statement of Mission, Purpose and Goals in early 2000. This Statement appears as Appendix D.

**Organization**

The AOA is a separate, non-profit public benefit corporation organized and chartered under the Laws of the State of California.

The Articles of Incorporation were adopted August 19, 1986, and endorsed by the Secretary of State on September 15, 1986. See Appendix A.

The Bylaws of the Association are adopted by the Executive Committee, the governing body. The current Bylaws appear as Appendix B in this Manual, and they address the basic organizational structure of the Association.
The Association has been qualified as a tax-exempt corporation organized and operated exclusively for educational purposes under Sections 501(a) and 501(c)(3) of the U.S. Internal Revenue Code (IRC). The IRS has classified the Association as not being a private foundation under Section 509(a) of the IRC. See Appendix C.

The Executive Committee authorizes standing committees to be organized in furtherance of the Association’s mission. See Section III and Appendix E.

Appendix E is a current Association Organization Chart that diagrams the overall structure of the Association.

Revisions To Manual

When policies or major practices are revised, or adopted for the first time by the Executive Committee, they will be included in the next annual revision to this Manual and annually presented to the Executive Committee for re-adoption at its August meeting. The Manual is posted on the AOA Website, and distributed to the Executive Committee.
Section 2

Policy and Practices Statements
Background & Purpose

Article I, Section 2 of the Association Bylaws authorize the Executive Committee to confer nonvoting affiliated memberships.

The Executive Committee, pursuant to action taken by the Membership convened on January 17, 1990, developed proposed criteria for such affiliates and submitted that criteria to the Membership for comment.

The Bylaws Committee after reviewing Membership comment, recommended the affiliation criteria, dues structure, and prerequisites be published in the Association Newsletter. In May 1990, the Executive Committee adopted a resolution setting affiliated membership criteria, a dues structure, and prerequisites. Subsequently, the dues structure was eliminated.

The Executive Committee, as part of a comprehensive policy review, adopted the following policy statement on affiliated membership:

Affiliation Criteria

A. Reasons for Affiliated Members. The Association has determined that certain services, activities, and publications provided by or through the Association to its members should be available to others for these reasons:

1. to strengthen and broaden the professional development of auxiliary services management within the educational sector;

2. to enhance the operational effectiveness of auxiliary services to educational institutions, and

3. to augment Association resources.

B. Commercial Affiliates. Affiliated membership may only be conferred on a for-profit entity or individual upon a finding and determination by the Executive Committee that such affiliated membership shall serve the Association in at least two of the reasons stated in Section A above. The Executive Committee findings and determination shall be by separate resolution on each commercial affiliate application. The resolution may provide for conditions of renewal. The criteria in Section A above are guidelines and the determination of the Executive Committee shall be final.

This provision is not intended to preclude Association arrangements with commercial entities or individuals to otherwise serve Association purposes or goals, consistent with the Articles of Incorporation and Bylaws.
C. **Nonprofit/Professional Affiliates.** The Executive Committee authorizes the Secretary/Treasurer to receive and accept for initial or renewal affiliated membership, the written application of non-profit entities and auxiliary management professionals, upon the determination that each application would satisfy at least two of the reasons stated in Section A above.

D. **Individual Affiliates.** Employees of a member auxiliary organization or of the California State University may upon application join the Association as Individual Affiliate Members.

*Restated from May 1990 Executive Committee Resolution, and updated in 2009.*
AOA
BUSINESS TRAVEL EXPENSE POLICY

Background & Purpose

At its meeting of November 27, 1989, the Executive Committee adopted a resolution establishing the original basis for reimbursement of travel expenses related to AOA business. See Minutes, Item II-I. The business travel expense policy was amended in 1991, and again in 1999. The claim form was revised on August 17, 2007 and the CSU per diem and IRS mileage reimbursement rates were adopted. At the June 20, 2008 meeting, the Executive Committee amended the travel expense process to require business travel claims to be submitted to the claimant's organization, followed by the organization's request to AOA for reimbursement. The 2009 revision added travel reimbursement authorization for Conference Planning Committee members.

The Executive Committee, as a part of a comprehensive policy review, adopted the following business travel expense policy statement:

Basis For Reimbursement

1. Executive Committee Meetings. Executive Committee members (officers and representatives) and standing committee chairs shall be reimbursed for travel expenses to attend Executive Committee meetings based upon the cost of round trip air coach fare to the meeting from the member's home airport (including transportation/parking charges), or at the established private automobile mileage reimbursement rate for said trips (including lodging charges), which ever is the lesser.

Executive Committee meetings will typically include hosted refreshments and lunch, so these expenses will not be reimbursable.

2. Standing Committee Meetings. Standing Committees shall submit budget requests to be included in the annual budget process. Requests shall be limited to cost estimates for meeting presenters, room fees, meals/refreshments, and materials/supplies.

3. Conference Planning Committee. Conference Planning Committee members shall be reimbursed for travel expenses to attend the meetings of this committee on the same basis as Executive Committee meetings. See above.

4. Exceptions. The Secretary/Treasurer is authorized to reimburse other business travel expenses on an exception basis where appropriate.
Reimbursement Rates

Business travel under this policy shall be reimbursed at the following rates:
Lodging – at meeting(s) site rate
Per Diem – at CSU rates and calculation basis
Mileage – at IRS rate

Reimbursement Process

Expense reimbursements under this policy shall be submitted to the Secretary/Treasurer by the claimant’s organization on a timely basis, based upon the claimant’s reimbursement from the organization.

Approved by the Executive Committee October 12, 2001. Claim form revised at direction of Executive Committee on August 17, 2007. By direction of Executive Committee on November 16, 2007, claim forms determined to be nonexclusive, allowing claims to be processed using forms of requesting organization. June 20, 2008 Executive Committee action changed the claim process eliminating the need for prescribed reimbursement forms.
AOA
ANNUAL CONFERENCE SPONSORSHIP POLICY

Background & Purpose

At its meeting of June 18, 2004, the Executive Committee delegated updating and maintenance to the Annual Conference Sponsorship Policy to the conference planning committee. The conference planning committee will report back to the Executive Committee regarding significant changes to the policy. This Policy Statement replaces the Policy dated September 13, 2002.

Policy

The Conference Planning Committee is delegated the responsibility of reviewing and recommending to the Executive Committee Conference Business Partnership levels, captions and benefits.

Approved by AOA Conference Planning Committee and reported to the Executive Committee August 20, 2004 and revised in 2009.
AOA
ANNUAL CONFERENCE
PRESENTER/ATTENDEE COMPLIMENTARIES POLICY

Background & Purpose

At its meeting of November 10, 2000, the Executive Committee adopted by Minute action a policy framework for administering certain typical conference attendee and presenter complimentaries and charges. The policy was revised at the August 15, 2008, June 19, 2009, November 19, 2010, and June 15, 2012 meetings.

Policy

A. The contract or agreement for keynote and general session presentations typically covers what AOA provides in terms of travel, hotel room and meal expenses. A presenter’s fee is also typically charged and billed as a conference expense for the AOA Annual Conference.

B. Keynote and general session presenters who waive their fee for the Annual Conference will be provided complimentary travel, hotel room and meals. Should the presenter stay for the entire Conference, the registration can also be a “comp” item, at the discretion of the Conference Planning Committee Chair.

C. Concurrent session presenters (non-AOA members) will be provided complimentary meals on the day of their presentation. Complimentary meals to be provided to concurrent session presenters for additional days will be at the discretion of the Conference Planning Committee Chair. The Conference Planning Committee has the option of providing “thank you” gifts to the presenters.

D. The Chancellor and Executive Vice Chancellors will be offered complimentary conference attendance as well as complimentary hotel accommodations for one night. Additional nights will be at the discretion of the Conference Planning Committee Chair. All other Chancellor Office staff will be charged regular conference rates (Early Bird, partial or full as appropriate) unless they fall under one of the other provisions noted above.

E. AOA Business Partners receive a minimum of one conference registration as a benefit of their sponsorship. Gold and above Business Partners receive multiple registrations based on their sponsorship level as listed in the AOA Business Partner Packet.
Business Partner conference registrations above complimentary registration(s) received with sponsorship will be charged at the current member conference rates: i.e., Early Bird rate until deadline, full conference rate, daily rate, and on-site rates.

F. Exceptions to this policy may be considered and granted by the Conference Planning Committee Chair in consultation with the Secretary/Treasurer.

Approved by the Executive Committee on June 15, 2012
AOA
ANNUAL CONFERENCE CHARGES POLICY

Background & Purpose

At its meeting of August 15, 2008, the Executive Committee adopted by Minute action a policy framework for administering certain typical conference charges. The policy was revised by Minute action of Executive Committee at its June 19, 2009 and June 15, 2012 meetings.

Policy

A. The conference planning committee will annually review conference fees and if necessary recommend changes to the Executive Committee.

B. Rate Categories:
   1. Early Bird Full Registration
   2. Full Registration
   3. On-Site
   4. Day
   5. Banquet/Special Meals
   6. Other – as approved by the Conference Planning Committee

C. The Conference Planning Committee will establish a registration deadline and cancellation date for each annual conference.

D. Payment for all registration fees is due by the established deadline.

E. Upon written request, a cancellation of registration fees will be granted and a refund issued, less a processing charge, until the CPC-established cancellation date. Refunds will be issued, less processing charges, after the conference. No refunds will be granted for cancellation requests received after the established cancellation date.

F. Exceptions to this policy may be considered and granted by the Conference Planning Committee Chair in consultation with the Secretary/Treasurer.

Approved by the Executive Committee on August 16, 2013
AOA
MEMBERSHIP DIRECTORY POLICY

Background

Historically, the AOA Membership Directory has been published annually in printed form. The 2001 Membership Directory was printed and distributed in the Fall of 2000. The 2001 Membership Directory was also published in digital form on the AOA Web Site.

Policy

By vote of the Executive Committee at its June 1, 2001 meeting, the AOA Membership Directory will be maintained as part of the AOA Web Site and will no longer be issued in printed form. Member organizations are authorized to list their staffs in whole or in part in the Directory as they see fit. The Directory will be updated in real time as changes occur in member organizations. Each member organization is responsible for ensuring that its listings are up-to-date at all times.

Standing committee chairs are encouraged to include meeting agenda items that:

- Remind member-organizations to designate a staff member to keep the Directory listing current for that organization (and to report that designation to the Web Coordinator); and
- Provide information on the procedure for updating the Directory listing.

Update Procedures

By the Fall of 2001, the capability will be available for authorized individuals at each member organization to directly update its organization’s directory records by entering changes on the web. The Executive Committee’s Web Site Coordinator will send periodic e-mails to remind the members to enter their updates. Programmed security will limit update access to those with established passwords and will limit their access to the records of their own organization.

Approved by the Executive Committee October 12, 2001 and updated in 2009.
LEGISLATIVE AND COMPLIANCE SUPPORT POLICY

Background

There is a need for the Association leadership and members to be apprised of legislative, regulatory and related compliance issues on a timely basis, and to have meaningful communications and consultation with the Chancellor's Office on such matters.

The Executive Committee intends to pursue an active consultative, monitoring and analysis program in this arena. This policy statement provides the framework for mutual communications between the Association and the Chancellor's Office on legislative and regulatory matters affecting auxiliary organizations, and for external support services to actively track and analyze legislation, regulations and related compliance matters.

Practices And Procedures

A. Designated Legislative Liaison. The AOA President is designated as the AOA liaison to the Chancellor's Office to coordinate with the Chancellor’s Office on significant legislative and regulatory matters affecting auxiliary organizations. The President is charged with implementing this policy statement, and shall work closely with AOA Legislative & Compliance Advisor, appropriate standing committees, and the Council of Administrative and Business Officers (CABO).

It is expected that the President will maintain close, direct and candid relations to assure that both the Association and Chancellor's Office are fully apprised on legislative and regulatory matters that could affect auxiliary organizations within the California State University.

B. Legislative & Compliance Support Services. The Executive Committee may obtain external services, such as the Legislative & Compliance Advisor, for monitoring, analyzing and otherwise assisting with legislative and related compliance matters affecting the members.

C. Legislative & Compliance Matters Defined. This term is intended to include:

1. Federal and State bills introduced or proposed;

2. Positions contemplated on pending bills or regulatory provisions of administrative agencies;

3. Any component of the Trustee's Annual Legislative Program that could affect auxiliary organizations; and

4. Executive Orders and any proposed major change to Title 5.
C. **Liaison Interaction.** The Chancellor’s Office designated staff typically appraise the AOA leadership of significant pending legislative and compliance matters. The President will evaluate the criticality of such matters and report on a timely basis to the Executive Committee. Broader consultation and collaboration on such matters may be required. Such interaction should involve the Advocacy and Institutional Relations Office. The AOA Legislative & Compliance Advisor will promptly advise the President and the Executive Committee of any such matters as may come to his or her attention. There should be a joint assessment of the potential impact and/or response that should be considered by the Chancellor’s Office and AOA.

D. **Position Statements.** The Executive Committee shall remain alert and sensitive to taking any position on legislative or regulatory matters that may be in opposition to or in conflict with those of an individual member, University president, or the CSU Trustees.

   It is not the role of the AOA liaison or any other officer, Executive Committee member, or Association agent or representative, to represent the position of the Association on such matters, absent Executive Committee action and delegation of authority to make such representation.

   **Approved by the Executive Committee on March 17, 2006.**
AOA
NOMINATIONS COMMITTEE
COMPOSITION AND SELECTION PROCESS POLICY

Purpose

The purpose of this policy is to ensure that the AOA has a sound methodology to identify and recruit talented, experienced and committed individuals to fill officer and representative positions on the Executive Committee.

Nominations Committee

The President shall organize a Nominations Committee to be chaired by the Past President. The Committee shall consist of the President Elect, President, Secretary/Treasurer, and at least one additional member of the Executive Committee. Additional members may be named from outside the Executive Committee as desired by the President and the Chair of the Nominations Committee.

Nomination Process

Executive Committee Representatives

• Based on the qualification criteria, a call for nominations for AOA Executive Committee positions (elected officers and representatives) will be put out to the general membership by the Chair of the Nominations Committee no later than August 1, with nominations due on September 30. This will be done through email to the membership and other means, as appropriate.
• All professional members may nominate a professional member or self-nominate, based on the qualification criteria. A formal nomination shall be submitted to the Chair of the Nominations Committee. A data sheet summarizing the nominee’s qualifications shall also be provided.
• The Nominations Committee will submit its recommendations to the AOA Executive Committee for action at the November meeting.
• The proposed AOA Leadership Roster will be submitted to the AOA membership for a vote at the Annual Business Meeting.

Standing Committee Chairs and Vice Chairs

• The standing committee members will elect the chair and vice chair at a regularly scheduled meeting, based on the qualification criteria and in line with the operating guidelines of the committee.
• The AOA President may appoint an interim standing committee chair, as needed, and inform the AOA Executive Committee about the interim appointment.

Elected Officers

• The President and President-Elect are elected by the general membership from nominations sought by the Nominations Committee and recommended to the Executive Committee on the same schedule as Executive Committee nominations.
Qualification Criteria

President Elect
- Served on the AOA Executive Committee for at least two years
- Served on the AOA Conference Planning Committee for at least one year
- Demonstrated leadership abilities in group settings
- Proficient public speaking skills
- Ability to serve as primary advocate and spokesperson for AOA
- Ability to lead the Executive Committee and AOA

Executive Committee Representative
- Participating professional member of AOA for at least two years
- Served in a CSU auxiliary management position for at least two years
- Demonstrated leadership abilities
- Attended at least one AOA annual conference
- Ability to regularly attend meetings and contribute to the Executive Committee’s work agenda

Standing Committee Chairs
- Participating professional member of AOA in a related capacity for at least two years
- Regular attendee and active participant in committee meetings
- Attended at least one AOA Annual Conference
- Demonstrated leadership abilities
- Ability to represent the committee’s work and needs with the AOA Executive Committee

Approved by the Executive Committee on November 14, 2003 and updated in 2009.
AOA RESERVE POLICY

Background and Purpose

The establishment of adequate reserves assures fiscal viability and is an integral part of the organization’s long range planning. The AOA Executive Committee has established the following reserves.

**Working Capital Reserve**

A Working Capital Reserve (Priority 1) will be maintained to fund general operations in the event of a significant loss of operating income. The funding target will be equal to 50% of the most recently approved annual general operating expense budget, with a minimum reserve balance of $50,000.

**Conference Contingency Reserve**

A Conference Contingency Reserve (Priority 2) will be maintained to provide a funding source for the annual conference in the event of a major loss of income for this purpose. The funding target will be equal to 50% of the actual business partner support recorded in the prior year, with a minimum reserve balance of $75,000. In evaluating this reserve, consideration will also be given to any possible risks associated with non-refundable deposit commitments for future conferences.

**General Contingency Reserve**

An optional General Contingency Reserve (Priority 3) will be maintained at a level, as determined annually, necessary to mitigate any other contingencies not contemplated elsewhere within this policy, but with a minimum reserve balance of $50,000.

Annual Reserves Review

A review of the reserves will be conducted with the annual budget review. This review will include:

A. Analysis of the target levels for each reserve
B. The purpose of each reserve
C. The recommended funding for each reserve based upon the established priority.

Estimated funds in excess of the reserve funding levels established for the year by the Executive Committee will be used as a source of funding for the general operating budget, or for multi-year projects beyond the scope of the annual operating budget.
**Reserve Draws, Additions, and Funding Goal Changes**

The AOA Treasurer is authorized to draw on the Working Capital Reserve as necessary to manage the adopted budget with subsequent written notice to the Executive Committee. Additions or changes to the Working Capital Reserve will be authorized by action of the Executive Committee.

All draw-downs, additions, and changes to the Conference Reserve and the General Contingency Reserve will be authorized by action of the Executive Committee.

**Reserve Investments and Earnings**

Investments tied to reserves are subject to the Investment Policy. Gains and losses generated from reserve investments are posted to the current year’s general operating account.

*Approved by the Executive Committee on June 20, 2008  
Revised July 23, 2013, and November 15, 2013*
AOA
INVESTMENT POLICY

I. Purpose

This Investment Policy provides the Treasurer with direction from the Executive Committee by establishing investment policies and objectives. This statement will:

A. Outline an overall investment philosophy that is specific enough but sufficiently flexible to allow for changing economic conditions and market dynamics;
B. Provide realistic risk and return policies which serve as standards for evaluating investment vehicle performance;
C. Establish restrictions and outline procedures for policy and performance review.

II. Investment Policy Objectives

The primary investment objective is to achieve risk-adjusted positive returns necessary to preserve and grow capital and to support the long term and short term spending requirements of AOA. The Treasurer must balance the following overall objectives:

A. **Liquidity.** AOA’s investment portfolio will remain satisfactorily liquid to enable it to meet anticipated operating and cash flow requirements, which are to be analyzed continuously.

B. **Return on Investment.** The investment portfolio will be designed to attain a market or better rate of return throughout a full economic cycle.

C. **Preservation of Capital.** The portfolio will be protected by placing sufficient limitations on risks associated with the implementation of the return on investment objective, through the diversification of assets, and by setting specific quality standards.

AOA invested assets (hereafter called the “Fund”) shall be invested in accordance with this Investment Policy and in compliance with current State and Federal laws and regulations.

III. Short Term Investment Objectives – (Working Capital Reserve)

A. **Preservation of Capital.** It is important to protect the asset values of short-term investments by minimizing market value risks.

B. **Investment Return Objectives.** The goal is to provide a return on investment of available cash, which:

1. Maximizes interest income in an environment that preserves 100% of capital;
2. Equals or exceeds the 90-day Treasury Bill rate on a consistent basis.
C. **Investment Guidelines and Target Allocations.** The minimum and maximum guidelines for each investment category and the associated target allocation will typically be:

<table>
<thead>
<tr>
<th>Investment Category</th>
<th>Minimum %</th>
<th>Maximum %</th>
<th>Target allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash &amp; Cash Equivalents*</td>
<td>30%</td>
<td>70%</td>
<td>50%</td>
</tr>
<tr>
<td>Fixed Income</td>
<td>30%</td>
<td>70%</td>
<td>50%</td>
</tr>
</tbody>
</table>

*Cash equivalents are defined as less than one-year maturities. Fixed income investments can be invested in cash equivalents as necessary.*

The investment portfolio will be rebalanced to these target percentages at least annually, or quarterly if there is a five percent (5%) or greater shift.

In the event of wide financial market fluctuations, the actual investment allocation mix can vary from the target mix with the understanding that the investment pool will be rebalanced as normal market conditions return.

D. **Authorized Investments.** The primary investments shall be in secure vehicles such as governmental obligations or fully-insured accounts. Typical investments may include, but are not necessarily limited to:

1. Commercial bank certificates of deposit (up to maximum FDIC insured amount);
2. U.S. Government and California State Government guaranteed securities, as well as U.S. Treasury Bills;
3. Money market accounts offered by licensed financial institutions;
4. Corporate bonds rated “A” or higher by Moody’s and Standard and Poor’s with a maturity of 6 months or less;
5. Other investments that meet the security, liquidity and yield requirements and are specifically approved by the Executive Committee.

E. **Spending Objectives.** The Working Capital Reserve shall be used to provide working capital, produce interest income for the operating budget, provide for unexpected operating expenses, and offset unexpected shortfalls in anticipated operating income. These funds are to be accessed as required by the Treasurer to manage the operating budget approved by the Executive Committee, with a report to the Executive Committee at the subsequent meeting.

IV. **Long Term Investment Objectives – (To include Conference Contingency Reserve and General Contingency Reserves)**

On an annual basis, the Executive Committee will project the likely liquidity and spending needs for the upcoming five-year period, thereby determining the investment horizon for the Contingency Reserve accounts. The preferred asset allocation mix for the investment of the long-term Contingency Reserves will be 70% equities and 30% fixed income. If the Executive Committee anticipates the need to spend a portion of the corpus within the next three to five years, the preferred investment in equities will not exceed 50%, with the remainder in fixed income.
A. **Investment Guidelines and Target Allocation.** The minimum and maximum guidelines for each investment category and the associated target allocation will typically be:

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Maximum</th>
<th>Target Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash &amp; Cash Equivalents*</td>
<td>0%</td>
<td>20%</td>
<td>0%</td>
</tr>
<tr>
<td>Fixed Income</td>
<td>10%</td>
<td>50%</td>
<td>30%</td>
</tr>
<tr>
<td>Equities</td>
<td>30%</td>
<td>75%</td>
<td>70%</td>
</tr>
<tr>
<td>Alternative Investments - Real Estate</td>
<td>0%</td>
<td>10%</td>
<td>0%</td>
</tr>
</tbody>
</table>

* Cash equivalents are defined as less than one-year maturities. Fixed income investments can be invested in cash equivalents as necessary.

The investment portfolio will be rebalanced to these target percentages at least annually, or quarterly if there is a five percent (5%) or greater shift.

In the event of wide financial market fluctuations, the actual investment allocation mix can vary from the target mix with the understanding that the investment pool will be rebalanced as normal market conditions return.

B. **Authorized Investments.** The primary investments are to be invested in a diversified mix of mutual funds approved by the Executive Committee, within the following asset classes:

1. Domestic Equities
2. International Equities
3. Real Estate (primarily REITs)
4. High Grade Bonds
5. High Yield Bonds
6. International Bonds
7. Short Term Investments

Other investment vehicles are permitted that meet the organization’s risk and return requirements and are approved by the Executive Committee. Investment instruments must meet two criteria:

1. The assets must be liquid; and
2. The assets must contribute to the overall productivity of the portfolio by increasing the expected return while controlling the risk (i.e., by having a negative correlation to other assets).

C. **Prohibited Investments.** The AOA prohibits investments that subject the principal to a high degree of risk. Unless approved in advance by the Executive Committee, direct investment in the following types or methods of investments is prohibited:

1. Trading in Securities on Margin
2. Trading in Commodity Futures
3. Investing in working interests in oil or gas wells
4. Investing in Derivative Securities  
5. Selling Short  
6. Leveraged Buyouts  
7. Venture Capital  
8. Private Placement  
9. Precious Metals  

D. **Custodial Arrangements.** All securities will be held by a custodian approved by the Executive Committee. Such a custodian must be registered and licensed by appropriate bodies – e.g., Federal Reserve Bank, Securities and Exchange Commission. The terms and conditions of this custodial relationship shall be detailed in a written agreement with the custodian.  

E. **Spending Objectives.** The Conference Contingency Reserve and the General Contingency Reserve may be drawn upon for non-operating expenses of the organization – that is, to meet unusual, unforeseen or emergency needs not within the scope of the operating budget. They are not intended to cover anticipated Special Project, Conference or other program expenditures, which are to be considered part of the annual General Operations budget. Appropriations from the Contingency Reserves shall be authorized by action of the Executive Committee in accordance with the provisions of the AOA Reserve Policy.

V. **Investment Administration**

The Treasurer, in consultation with the Financial Services Chair (or designee), will have full discretion to invest the assets of the Fund in a prudent manner, consistent with the Fund’s objectives and established guidelines.

A. **Investment Reporting.** At the end of each calendar quarter, the Treasurer shall report the performance of the AOA portfolio, and this report will be reviewed by the Executive Committee. Within 90 days of fiscal year-end, the Treasurer will advise the Executive Committee in writing of the investment performance for the preceding year, describing the extent to which each of the AOA investment objectives and guidelines were accomplished.

B. **Evaluating Investment Performance.** The evaluation of the performance of asset groups, if applicable, will be based on the following indices:

1. Domestic Equities: Standard and Poor’s 500 Index
2. Domestic Fixed Income: Barclays Capital U.S. Bond Index
3. Cash Equivalents: 90-day Treasury Bill Rate
4. Subsets of equities and fixed income investments will be measured against appropriate benchmarks.
5. Real Estate (REITS): MSCI US REIT Index

*Approved by AOA Executive Committee on June 20, 2008, and updated in 2009 and on November 15, 2013.*
AOA
CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY (CSURMA) RELATIONSHIP POLICY

Background
On November 13, 1996 the California State University's Board of Trustees approved formation of the California State University Risk Management Authority (CSURMA) by authorizing the Chancellor to execute an agreement permitting the CSU to form a Joint Powers Authority (JPA) with its Auxiliaries to provide insurance. This policy was approved by the Executive Committee on October 12, 2001, and updated in 2009 at the recommendation of the Risk Management & Insurance Committee.

At its meeting of January 11, 2003, the AOA Executive Committee approved by Minute Action, a relationship framework with the CSU Risk Management Authority (CSURMA) to establish for AOA members effective risk management and insurance programs. This Policy Statement parallels a policy and practices resolution adopted by the CSURMA Executive Committee.

Participation in CSURMA is voluntary and an auxiliary organization is not obligated by any statute or regulation to join the CSURMA.

The types of program coverage traditionally purchased by auxiliaries (liability, excess liability, crime, property, auto physical damage, workers’ compensation, participant accident insurance, etc.) are addressed by CSURMA's governing body for the auxiliary programs, the Auxiliary Organizations Risk Management Alliance (AORMA).

The benefits of an auxiliary organization's participation in CSURMA include:

- Market clout of a cohesive group to negotiate the best terms and conditions for all auxiliaries;
- Economies of scale to reduce the cost to provide coverage through group purchase and self-insurance programs;
- Cost stability resulting from individual losses being averaged over a larger premium base;
- Coverage stability resulting from members having market clout to maintain broad coverage;
- Customized programs designed to meet the member’s needs; and
- A forum for the auxiliaries and the CSU to develop strategies that streamline and integrate the risk management practices of the CSU system.
- Dividends are paid to members upon approval of the AORMA Committee from surplus contributions and investment income based on an independent actuary’s calculations.
CSURMA is a vehicle for arranging group purchase and self-insurance coverage for risk management programs made available to auxiliary organizations.

The Auxiliary Organizations Association commends CSURMA for its past performance and its worthwhile services to individual auxiliary organizations, and looks forward to a positive working relationship with CSURMA in the future.

The participants in CSURMA are the individual auxiliary organizations participating therein, each of whom must maintain AOA membership. Distinct from this, the AOA itself also participates in CSURMA’s liability insurance program.

**Policy**

Effective July 1, 2003, participation in the CSURMA auxiliary organization coverage programs requires membership in AOA.

The Auxiliary Organizations Risk Management Alliance (AORMA) of the CSU Risk Management Authority (CSURMA) is designated as Risk Management and Insurance Programs standing committee to the AOA Executive Committee to advise upon and coordinate risk management and insurance, including employee benefit programs, made available through the CSURMA to AOA members. The Chair of this committee shall serve as a voting member of the AOA Executive Committee. The committee shall develop a guidelines statement for approval by the AOA Executive Committee. The statement shall express the appropriate charge of the committee and provide for subcommittees, membership criteria, and a process for nominating and electing committee and subcommittee members.

**Promoting CSURMA Programs**

AOA, through its designated standing committee, will actively sponsor presentations and information that promote CSURMA auxiliary organization coverage programs to AOA members.

AOA
MEMBERSHIP DUES POLICY, SCHEDULE & LIMITED
DELEGATION OF AUTHORITY

Background

This statement is a consolidation of the August 18, 2006 Membership Dues Policy and the January 11, 2003 Membership Dues Schedule and Limited Delegation of Authority Policy.

This policy statement memorializes action by the Membership at its 2002 Business Meeting to increase the dues, and to delegate limited authority to the Executive Committee to adjust the annual dues rates. A number of years have elapsed since the last Membership Due Rate Schedule increase. The Executive Committee explored with some success ways to keep the Association fiscally viable without an increase to the dues schedule. Since the last dues increase the Association’s operating costs have increased dramatically. Efforts to contain costs, yet improve member services, have included:

- Electronic distribution of current events and important notices;
- Establishment and enhancement of AOA web site;
- Placement of AOA Resource Center on AOA web site;
- Proactive response to adverse legislation;
- Comprehensive business & conference support services;
- Active special interest standing committees;
- Web-based Members Directory;
- Cost-effective professional conferences/workshops & monographs
- Enhance conference revenue through sponsorships and higher attendance; and
- Utilization of e-mail and electronic zip files for distribution of AOA meeting materials.

Under the AOA Bylaws, approval of the Membership is required to change the dues schedule. The Membership can also delegate such responsibilities under the California Nonprofit Corporation Law.

At its meeting of November 30, 2001, the Executive Committee authorized a proposal for submission to the Membership at its Business Meeting to be held in connection with the 2002 Annual Conference.

The Membership, with some opposition expressed, voted to delegate limited authority to the Executive Committee to adjust the Membership Dues Schedule as set forth below. The expressed rationale for this delegation was to provide a more flexible way for the Association to make modest rate adjustments from year-to-year through its governing board, while keeping the membership informed and able to budget for the dues payments.

Purposes

It is the intent of the AOA Executive Committee that the Membership Dues Policy shall form the basis for determining membership dues assessments for individuals, institutional member organizations, commercial organizations and support organizations in accordance with the AOA membership structure.
Membership Dues Assessment Guidelines

The following guidelines shall be used in assessing annual membership dues:

- **Individuals:** There shall be no individual dues charged for membership in AOA. Individual membership is provided through institutional, commercial or recognized affiliate organization members as described in the AOA Membership Structure.

- **Institutional Member Organizations:** Membership dues for CSU auxiliary organization members in good standing shall be assessed in accordance with the approved indexed schedule and shall be based primarily on prior year gross revenues of the auxiliary organization as reported by the CSU Chancellor’s Office. The total revenue used for the calculation shall be based on the total of the Total Operating Revenues and Net Non-Operating revenues. Revenue data for the prior June 30 will be provided to AOA by the CSU Chancellor’s Office each January.

- **Commercial Organizations:** These organizations support the mission of AOA by participating via partnership as described in the Annual Conference Business Partnership Policy. These organizations pay no membership dues.

- **Recognized Affiliate Organizations:** Nonprofit organizations engaged in work pertaining to higher education and/or student affairs that support the mission and activities of AOA pay no membership dues, will be listed on the AOA website and may attend the annual conference at the AOA member rate. Qualifying nonprofit organizations requesting designation as Recognized Affiliate Organizations should submit a request for approval to the AOA Executive Committee.

Membership Dues Rate Limited Delegated Authority Policy

The Executive Committee has delegated authority from the Membership to adjust the annual dues rates a maximum of ten percent (10%) per year commencing in 2003 in order to sustain the financial stability of the Association and to maintain the level of service to the members.

Such increase would be instituted for an ensuing year based upon notification to the Membership by July of the prior year. Any adjustment of annual dues beyond this delegated authority limit shall be referred to the Membership in accordance with the Bylaws. The Executive Committee will endeavor to raise the rates as little and as seldom as possible.

*Approved by AOA Executive Committee in 2009.*
AOA
RECOGNITION PROGRAM POLICY

Purpose

It is the intent of the AOA Executive Committee to recognize the demonstration of commitment and dedicated service to AOA in the appropriate manner and setting as outlined in this policy statement.

AOA Leadership Position Recognition

Individuals who served in the AOA leadership positions listed below should be recognized:

Outgoing President Recognition Gift
- Presidential Plaque, Gavel or Engraved Recognition Gift

Outgoing Executive Committee Plaque or framed Certificate of Appreciation signed by (at least one year) AOA President

Outgoing Committee Chair Plaque or framed Certificate of Appreciation signed (at least one year) by AOA President

It is recommended that the outgoing AOA President be recognized at the Annual Business Meeting at the AOA Annual Conference, and that the outgoing Past President be recognized at the President’s Awards Luncheon.

It is recommended that the outgoing Executive Committee members and Committee Chairs be recognized and given certificates/plaques at the Executive Committee dinner on the Saturday prior to the Annual Conference or at the Annual Conference. The President may, at his/her discretion, introduce and thank the Executive Committee members and Committee chairs AS A GROUP at the President’s Awards Luncheon.

AOA Harvey Goodfriend Honorary Lifetime Membership Award

The AOA Honorary Lifetime Membership Awards was established to recognize individuals who have regularly made an exceptional contribution to AOA. In 2009, the Award was named in memoriam, the AOA Harvey Goodfriend Honorary Lifetime Membership Award. These awards can be given to those deserving individuals who may already be retired or are retiring or transferring to another job position within or outside the CSU as of September 1 of the year preceding the conference at which the award will be given. It is not intended for currently employed AOA members.
Lifetime membership award recommendations will be proposed by the Selection Committee and approved by the Executive Committee based on historical service information (at least three years) and documentation of the individual’s significant contributions to AOA. Other than the Chair, the Selection Committee will be anonymous and include AOA members with extensive experience within AOA and the CSU system. These AOA Lifetime Membership Awards are recommended to be in the form of a plaque or engraved recognition gift and awarded at the AOA Conference President’s Awards Luncheon. The award recipients will be entitled to the benefits of full membership in AOA.

Retired honorary lifetime members will be entitled to a waiver of the annual conference registration fee. The waiver also applies to the retired lifetime member’s guest during the conference when the honoree receives the award.

**AOA John Francis Service Award**

John Francis Service Awards may be recommended in order to recognize AOA members for their contributions to AOA outside of the AOA leadership positions listed above. Recipients may include members who regularly serve on AOA committees or an AOA task force, individuals who assist with an aspect of AOA’s business for which there is no usual recognition or an individual who has consistently provided outstanding service to AOA. The award recipients will receive a framed certificate of appreciation for outstanding service, signed by the AOA President. Service award nominations will be made by the Executive Committee or Selection Committee and be voted upon at the November meeting of the Executive Committee, based on documentation of the services provided to AOA.

**AOA Selection Committee**

The Past President will appoint a Selection Committee Chair and agree on two to five additional committee members. The Selection Committee Chair should have many years of AOA experience including several years on the Executive Committee. Other committee members will also be named based on their significant involvement / experience in AOA. Other than the Chair, the Selection Committee will by anonymous.

**SUMMARY**

**Recognition at AOA Annual Business Meeting:**
- Outgoing AOA President and Chair of Conference Planning Committee

**Recognition at AOA President’s Awards Luncheon:**
- Retiring Past President
- Honorary Lifetime Membership Award Recipients
Recognition at AOA Executive Committee Meeting in January (Saturday Dinner):
   Outgoing Executive Committee Members (at least one year)
   Outgoing Committee Chair (at least one year)

Honorary Lifetime Membership and Service Awards Time Line
   • Call for Nominations – broadcast email messages to membership and notices by early August, and again in September & October
   • Nominations Deadline – October 15
   • Selection Committee Meets – not later than November 7
   • Executive Committee Acts on Selection Committee Recommendations – November

Approved by the Executive Committee on November 18, 2005, updated on November 16, 2012, and corrected on February 10, 2014.
AOA
SIGNATORIES AND REPOSITORY OF
CONTRACTS POLICY

Purpose

The purpose of this policy is to ensure that AOA has a clearly articulated policy in place with regards to the execution of contracts that obligate the organization to perform in some manner; which often contain financial obligations/risks on behalf of AOA. The second goal of this policy is to establish an official repository of executed contracts on behalf of the organization.

The decentralized manner in which AOA conducts its business has been successful to date as evidenced by the great work of the Standing Committees. However, the organization must have a centralized approach to record keeping and the maintenance of its corporate files.

To that end, this policy provides that all contracts executed on behalf of and obligating the AOA be signed by two Officers of the organization and provides that an executed copy be kept within the corporate files that are in possession of the Secretary/Treasurer.

Policy

1. Contracts in the name of the Auxiliary Organizations Association (AOA) require the signature of two authorized individuals (one being the Secretary/Treasurer).

2. The following positions are authorized to execute contracts in the name of AOA:
   a. President
   b. President-Elect/ Conference Committee Chair
   c. Past President
   d. Secretary/Treasurer

3. All executed contracts must be forwarded to the Secretary/Treasurer for signature and final execution. The Secretary/Treasurer will then retain a copy within the corporate files of the organization.

Approved by the Executive Committee on November 14, 2003
and updated in 2009.
AOA
RECORDS MANAGEMENT POLICY

Background and Purpose

The Auxiliary Organizations Association (AOA) recognizes that sound business practices call for the orderly management of its official records, together with a documented records retention and destruction schedule congruent with applicable state and federal laws and regulations.

This statement identifies the major record compliance standards, establishes a comprehensive records management policy, and provides for a records retention schedule, and an implementation process.

It is recognized that AOA is an evolving organization and that the scope and extent of this policy will need to keep pace with that evolution. This is particularly the case with the interim arrangements for archiving organization “hard-copy” records. The present arrangement involves temporary storage of these records at a private storage facility in San Luis Obispo, under the custody of the Legislative & Compliance Advisor.

Primary Compliance Standards

As a nonprofit public benefit tax-exempt corporation, the AOA is required to comply with records and report management standards of the Attorney General, the Franchise Tax Board, the Secretary of State, and the U.S. Internal Revenue Service, including the following specifically related to record retention:

- **Access to Records.** The California Attorney General has the statutory authority to inspect all organization documents [Corps. Code § 5250].

- **Retention of Tax-related Records.** Federal tax information returns must be maintained for three years [U.S. Treas. Reg. § 1.6033-2(a)(2)(i)]. Federal and State tax returns and related documents should be kept for eight years [IRS Pub 583, Table 3 & Rev & Tax Code § 19057].

- **Corporate Documents Retention.** Up-to-date original or copy of articles of incorporation and bylaws must be kept at organization’s principal California office [Corps. Code § 5160]. Adequate and correct books and records of account, including board and committee proceedings shall be kept [Corps Code § 6320].

Policy

All official records (paper, microfilm, electronic, or any other media) will be created, distributed and filed on an orderly basis. Such records shall be retained for the minimum periods stated in the Records Retention Schedule (see below). After a specified period of time, official records must be disposed of in a manner that is consistent with, and systematically carried out in accordance with, prescribed records management guidelines and procedures, including a filing system, developed and maintained by the Secretary-Treasurer.
Duplicate files, duplicate copies, and stocks of obsolete forms or pamphlets originally intended for distribution are not considered to be official records or record copies. Duplicates or non-record convenience copies should be destroyed when they cease to be useful and should never be kept longer than the official record copy.

The *Records Retention Schedule* (see below) provides a list of official organization records and prescribes *minimum* periods of authorized retention. The *Schedule* may be revised periodically by the Secretary-Treasurer to include a newly created record type or series, to change retention compliance periods, or to delete a record type or series no longer required or deemed useful. *Schedule* revisions shall be brought to the attention of the Executive Committee and published as a revised Appendix A to this policy statement.

Notwithstanding the prescribed minimum retention periods, all records must be maintained until all required audits or inspections by agencies of competent jurisdiction are completed and should be retained beyond the listed retention period(s) when there is a probability of litigation either involving records or requiring their use.

Documents may be maintained for the prescribed minimum retention period(s) in microfilm or other equivalent electronic media, as long as they are readily accessible. Official records kept only in electronic format must be identified in the *Retention Schedule* and must comply with any applicable statutory or regulatory standards.

Consistent with applicable compliance standards and good business practices, the Secretary-Treasurer is authorized to implement this policy, including: adopting and maintaining a systematic records filing system; updating the *Records Retention Schedule*; converting records to an alternative archive media; and destruction practices. Implementation practices shall be subject to the operating budget process, and periodic reports to the Executive Committee on significant implementation developments.

### Schedule Revision History

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Date</th>
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*Approved by the Executive Committee on January 12, 2008.*
## AOA RECORDS RETENTION SCHEDULE

<table>
<thead>
<tr>
<th>Description of Record(s)</th>
<th>Manner of Record Keeping</th>
<th>Disposition Period</th>
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<tbody>
<tr>
<td>1. Corporate Records:</td>
<td></td>
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<tr>
<td>Incorporation documents, such as Articles of Incorporation, Bylaws, &amp; related instruments (Tax ID No.) (past &amp; current)</td>
<td>Maintain in Official Corporate Record Book (current first)</td>
<td><strong>Permanent</strong> Obsolete documents may be archived.</td>
</tr>
<tr>
<td>Tax-exemption documents, including tax exempt application, determination status letter &amp; related documents</td>
<td>Maintain in Official Corporate Record Book (current first)</td>
<td><strong>Permanent</strong>. Federal law requires these documents to be held at organization’s designated office, and to be made available (w/exceptions) for public inspection upon request.</td>
</tr>
<tr>
<td>Board meeting documents (agendas, Minutes &amp; related documents)</td>
<td>Compile &amp; file by operating year</td>
<td><strong>Permanent. These documents should include only necessary information.</strong></td>
</tr>
<tr>
<td>2. Transaction Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year-end Financial Reports/Statements</td>
<td>Compile &amp; file by operating year</td>
<td><strong>Permanent.</strong> Three years held by Secretary-Treasurer, then archived.</td>
</tr>
<tr>
<td>Annual Independent Audit Reports &amp; related documents</td>
<td>Compile &amp; file by operating year</td>
<td><strong>Permanent.</strong> Three years held by Secretary-Treasurer, then archived.</td>
</tr>
<tr>
<td>Secretary-Treasurer Reports</td>
<td>Compile &amp; file by operating year</td>
<td>Three years.</td>
</tr>
<tr>
<td>Bank Statements, canceled checks, check registers, investment statements &amp; related documents</td>
<td>Compile &amp; file by operating year</td>
<td><strong>Eight years.</strong> Three years held by Secretary-Treasurer, then archived.</td>
</tr>
<tr>
<td>Annual Tax Information Returns – Federal &amp; California</td>
<td>Compile &amp; file by reporting year. Federal law requires that the three most recent year returns be kept at the organization’s office &amp; be made available (w/exceptions) for public inspection upon request.</td>
<td><strong>Three years</strong> by Secretary-Treasurer. Archived for <strong>Five additional years.</strong></td>
</tr>
<tr>
<td>Agreements, contracts, leases &amp; other documents of obligation</td>
<td>Compile &amp; file by operating year</td>
<td><strong>Three years</strong> from end of obligation.</td>
</tr>
<tr>
<td>3. Conference Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Committee guides, forms &amp; related documents</td>
<td>Compile &amp; file by year.</td>
<td><strong>Three years</strong> or when revised.</td>
</tr>
<tr>
<td>4. Publications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pamphlets, monographs &amp; related publications</td>
<td>Compile &amp; file by topic</td>
<td><strong>Three years</strong> or when revised.</td>
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AOA
STANDING COMMITTEE FUNDING POLICY

Purpose

The purpose of this policy is to provide Standing Committee Chairs a process to request funds for the needs of the committee.

Policy

Annually, during the budget process, standing committee chairs shall prepare and submit a formal request for funds to the Executive Committee, including reasonable meeting expenses (facility charges, trainer fees, and food expenses proposed in connection with the meeting/conference). Individual participants are responsible for travel, lodging, and for meal expenses not covered in the meeting fee. The annual request for committee funding should project the amount of funds required and the expected purpose of which those funds will be utilized.

Funding is available for the cost of speakers/trainers obtained for the standing committees held at the annual conference. Funding for such programs requires a formal request submitted to the Conference Planning Committee.

While there is no annual minimum or maximum number of standing committee meetings allowed, nor a minimum or maximum number of days over which to hold such meetings or conferences, they should be relevant and necessary.

From time to time, whether during the annual budget process or not, standing committee chairs may develop, in concert with their respective committees, and submit to the Executive Committee formal requests for special project funding to support either the committee or AOA’s mission.

Additional funding consideration is given to standing committees for training needs arising from new legislation or compliance requirements.

All funding requests are considered by the Executive Committee based upon available funds, the request justification, and Association priorities.

Approved by the Executive Committee on March 21, 2008.
AOA
LIMITED DELEGATED AUTHORITY TO OFFICERS
GROUP POLICY

Purpose

The Bylaws provide that the Executive Committee, as the AOA governing body, has the authority, subject to membership powers, to manage the organization.

The purpose of this policy is to ensure that there is sufficient continuity of organization operations between Executive Committee meetings by delegating limited authority to a designated Officers Group to act in certain circumstances on behalf of the Executive Committee.

Policy

At the initiation of the President or President-Elect, the Officers Group may meet to consider and act on behalf of the Executive Committee in the following situations when it is not practicable for the Executive Committee to meet, and circumstances are deemed to require prompt action:

a. Policy positions of the organization, consistent with CSU policy;
b. Unbudgeted expenditures not to exceed $20,000, for purposes consistent with purpose of the organization; or
c. Special projects involving expenditures within the limits specified in 1(b) above.

The Officers Group under this policy shall consist of the following positions:

a. President
b. President-Elect
c. Past President
d. Secretary/Treasurer

Any actions taken by the Officers Group must be unanimous and shall be promptly reported in writing or electronically to the Executive Committee by the President or an Officer Group designee of the President. All such actions shall be included in the President’s Report on the agenda of the subsequent Executive Committee meeting.

Approved by the Executive Committee on November 16, 2007.
AOA
ACCOUNTING AND ADMINISTRATIVE POLICY

General

A. The Secretary/Treasurer also serves as AOA’s Business Manager providing assigned administrative support services. Other officers provide assigned internal control, oversight, and alternate signatory authority.

B. The Association’s Administrative Office will utilize accounting and administrative procedures and internal controls that are consistent with applicable compliance standards and professional business practices.

C. The Association’s Business Manager, in consultation with the Officers Group, may implement this policy statement with more detailed procedures.

D. The Administrative Office’s operative business practices will be reviewed annually by the Association’s external CPA firm and any recommendations will be reported to the AOA Executive Committee.

Management and Oversight

A. The President (or the designated officer, in the absence of the President) will review and approve all payments/reimbursements to the Secretary/Treasurer.

B. The President will have view only on-line access to AOA bank accounts, and will receive hard-copy copies of AOA’s investment account statements. The President will have periodic review access to the AOA accounting system utilized in the conduct of AOA business. The President will review the monthly bank statements and provide written approval of the monthly bank reconciliation done on the AOA accounting system.

C. Expenditures not included in the approved annual operating budget will be taken to the Executive Committee for approval.

D. The President will review, on a monthly basis, a printout of all Association financial transactions. Quarterly, the Executive Committee will be provided with a YTD listing of financial transactions.

E. The Business Manager will notify the President (via email) when issuing Accounts Payable checks in excess of $10,000, and confirmation by the President will be attached to the payment authorization. Contractual relationships over $10,000 require prior approval by the Executive Committee. The Business Manager will notify the President when executing contracts under $10,000.

F. The President, with approval from the Executive Committee, will appoint an officer (or other designee) who resides in proximity to the Association office to serve as the alternate signatory authority for the Business Manager. In urgent situations in the absence or incapacity of the Business Manager, the designated alternate will transact Association business at the direction of the President. The designated alternate individual will be
identified as a co-signatory on the AOA bank account, have a key to the Association Post Office box, and have access to and some basic knowledge of the Association’s accounting practices and back-up systems, as well as office files and storage materials. The designated alternate shall be "re-designated" after written confirmation of acceptance of the designation on an annual basis. The designated alternate will also agree in writing to uphold all policies and procedures of the AOA and will be subject to AOA’s policy requiring an annual conflict of interest certification.

**Accounting Practices**

A. **Capitalization and Depreciation Threshold.** Capital assets purchased with an effective useful life of more than one year and a cost of $5,000 or more will be capitalized and depreciated. Computer-related assets and software will generally be depreciated over a three-year period.

B. **Bad Debts.** Uncollectable accounts will be written off annually upon authorization of the Executive Committee.

C. **Annual Audit of Financial Statements.** The Business Manager will prepare draft financial statements for audit by the Association’s external CPA firm. As part of the annual audit process, the CPA firm will conduct a phone interview with the current AOA President. Upon completion of the firm’s draft audit report, the Officers Group, acting as the AOA Audit Committee, will review the report and, at its discretion, hold a teleconference meeting with the audit firm to ask questions and discuss the report before it is finalized. The President, acting as Chair of the Audit Committee, will present the final audited Financial Statements and the auditors’ accompanying Report to the Board to the Executive Committee and recommend acceptance.

D. **Tax Information Returns Review.** The Business Manager will collaborate with the Association’s independent audit firm to prepare the annual exempt organization tax information returns (IRS Form 990 and FTB 199) for filing on a timely basis. Final tax returns will be reviewed by the Executive Committee prior to submission to the tax agencies and authorized by the Officers Group for submission.

E. **Annual Report to Membership.** Pursuant to Corporations Code Section 6321, the Executive Committee shall cause an annual report to be sent to the membership not later than 120 days after close of the fiscal year. The annual report and any accompanying material may be sent by electronic transmission.

F. **Information Back-Up Procedures.** The AOA Business Office shall maintain an external hard-drive copy of all the AOA financial, business and organizational records existing on its computer. In addition, these files will be separately backed-up on an off-site system (e.g., the AOA server, cloud storage) for further security and accessibility.

**Other Policy and Practices References**

Refer to the Investment Policy, Reserve Policy, Signatories and Repository of Contracts Policy, and Records Management Policy.
Approved by the Executive Committee on March 16, 2012, and amended on November 15, 2013 and November 21, 2014.
AOA
PUBLIC REPORTING AND TRANSPARENCY POLICY

Purpose
The Auxiliary Organizations Association (AOA) and its member organizations are committed to the principles of transparency and accountability by making information available on governance structure, operating policies, and its financial condition as reflected in annual audited financial statements including annual federal and state informational/tax returns.

Member organizations are subject to the Richard McKee Transparency Act of 2011.

AOA intends that this policy shall implement IRS standards on public disclosure expected of nonprofit organizations.

Information Available to the Public

AOA shall post on its website and make the following records available upon request in a timely manner:

1. Governance Documents, including, but not limited to:
   a. A list of the current officers and governing body members
   b. Articles of Incorporation
   c. Bylaws
   d. Exempt Organization Determination Letters
   f. Committee charters

2. Financial Reports and Other Program Materials
   a. Annual Audited Financial Statements prepared by an external CPA firm and approved by the Executive Committee
   b. Federal and State Informational/Tax Returns approved by the Executive Committee
   c. Approval Annual Budget approved by the Executive Committee
   d. Periodic Financial Activity Reports reviewed by the Executive Committee

Delegation of Authority

The Executive Committee, as the AOA governing board, delegates to the Officers Group the authority to implement this policy and to manage the AOA website in accordance with this policy, and with the further objectives of informing member
organizations and the public of AOA’s major activities and programs, and providing information that supports the organization’s mission.

*Adopted by the Executive Committee on June 15, 2012*
AOA
STANDARDS OF CONDUCT POLICY

Purpose

To restate statutory standards of conduct applicable to Executive Committee (governing board) members and officers, and to establish a policy framework of parallel standards for volunteers, agents and other representatives of the organization.

Reference

California Corporations Code, Section 5233

Background

The Auxiliary Organizations Association is a chartered California nonprofit public benefit corporation and its governing board (the Executive Committee), officers, and representatives from member organizations have a fiduciary duty to exercise care, skill and sound judgment in all organization affairs.

Some Executive Committee members may also be auxiliary organization or state employees or officers subject to statutory and Board of Trustees requirements distinct from the requirements set forth in this statement. This policy applies to all Executive Committee members.

Each Executive Committee member has a general affirmative duty to know and understand the conflict of interest standards, and to disclose to the Executive Committee any known real or perceived transaction conflict, and to step aside from deliberations and actions on such matters.

Policy

A. Self-Dealing Director Transactions under Corporations Code

Transactions of the organization that involve an Executive Committee member with a material financial interest may be subject to Corporations Code self-dealing standards. The following are typical examples of permissible transactions under Corporations Code standards:

- Setting compensation for Executive Committee members or Executive Committee members as officers;
- Employment contract between organization and an Executive Committee member;
• Actions that are part of the organization’s public or charitable purposes, when approved in good faith and without unjustified favoritism (even if one or more board members or their families benefit as part of the class of persons intended to benefit from the program);

• Other organization transactions involving an “interested” board member(s) who have no actual knowledge of the transaction, and the financial interest in the other party to the transaction does not exceed the lesser of 1% of gross receipts for the preceding fiscal year, or $100,000; or

• The approval prior to or after the transaction is obtained from the Attorney General, or through the statutory validation process by the Executive Committee, or by a committee or officer authorized by the Executive Committee.

B. Other Actions or Transactions

Except as provided in Section A above, Executive Committee members, officers, employees, volunteers or designated agents or other representatives shall not engage in self-dealing actions or transactions in which they have a personal pecuniary interest. Examples include, acceptance of compensation, advances, discounts, loans, gifts, entertainment or other favors in actual or perceived exchange for, or to influence organization actions, judgments or transactions.

The organization encourages the prompt disclosure of any such conflict, real or perceived, to the AOA President for review and determination. In any case involving the AOA President, disclosure shall be made to the AOA Compliance Advisor for review and determination consistent with this policy statement.

Procedures

A. Executive Committee Deliberations and Actions under Financial Interest Circumstances

Any Executive Committee member with an actual or apparent financial interest in a pending or completed transaction involving the organization shall promptly disclose the nature and scope of that interest to the designated officer, and thereupon be recused from participating in any deliberations or actions on that matter. The Executive Committee meeting minutes shall note the disclosure and recusal. The Executive Committee shall then make a determination whether or not the transaction is permissible and just and reasonable for the organization at that time and under the circumstances. If so, the Executive Committee may then authorize, approve, or validate the transaction in good faith by a vote sufficient for the purpose of the action without counting the vote(s) of such financially interested Executive Committee member(s).

B. Purchasing/Expenditure Authorization Certification
Organization officers, agents or others with purchasing and expenditure authority shall receive, review, sign and return the *Signature Authorization Certification*, in a form prescribed by written procedures, acknowledging the following prohibitions and certifying that they will avoid them:

- Engaging in or having any self-interest in any business or transaction, or incurring any obligation which conflicts with or gives the appearance of conflicting with or impairing independent judgment in the discharge of duties owed the organization;

- Accepting money, tips, or other considerations for work required or expected in the regular course of organization duties;

- Self-referring organization clients, donors, or customers, or recommending others with which there is a personal pecuniary (financial) interest;

- Accepting gifts, gratuities or other favors from those having a business relationship, or prospect of a relationship, with the organization; or

- Disclosing organization information, not a matter of public record, without authority, or using such information for personal gain.

*Approved by the AOA Executive Committee on August 17, 2012.*
General Policy

The Auxiliary Organizations Association ("the organization") requires Executive Committee Members and members of standing committees or other similar sub-boards, officers, any employees, and agents or other representatives, to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The organization's reputation and credibility depends in large measure upon the consistent practice of honesty and integrity in all operations and matters.

Reporting Responsibility

This Whistleblower Protection Policy is intended to encourage and enable the raising of serious concerns internally so that the organization can address and correct inappropriate conduct and actions. It is the responsibility of all Executive Committee Members and any committee members, officers, employees and volunteers or other representatives to report concerns about conflicts with the organization’s conduct standards policy or suspected violations of law or regulations that govern the organization's operations.

No Retaliation

It is contrary to the values of the organization for anyone to retaliate against those who in good faith report a suspected conduct of standards violation, or a suspected violation of law, such as a complaint of discrimination, suspected fraud, or suspected breaches of organization policy. Retaliation against someone who has reported a violation in good faith shall be considered a serious breach of the organization’s standards of conduct.

Reporting Procedure

This organization has an open door policy that encourages questions, concerns, suggestions or complaints about corporate affairs. Complaints or concerns about suspected ethical and legal violations should be reported to the Compliance Officer who has the responsibility to investigate all reported complaints.

Compliance Officer

The organization's Compliance Officer is responsible for ensuring that all complaints about suspected unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Officers Group and the Executive Committee of all complaints and their resolution and will report at least annually to the Executive Committee through the Officers Group on compliance activity relating to any complaints, including any accounting or alleged financial improprieties.
The Compliance Officer designated to receive, investigate and respond to complaints is the AOA Compliance Advisor. The AOA President serves as the alternate point of contact for receiving and processing complaints under this policy.

**Accounting and Auditing Matters**

The Compliance Officer shall immediately notify the Officers Group of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the Executive Committee until the matter is resolved.

**Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious misconduct.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Complaints**

The Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

*Approved by the AOA Executive Committee on August 17, 2012.*
AOA MEMBER EMPLOYEE BENEFITS
ANCILLARY PROGRAM STATEMENT

Background
The Auxiliary Organizations Association (AOA) has developed and intends to further facilitate an ancillary service support program (Program) around one or more benefit plans available to all AOA member-organizations for their employees. To better organize and manage the Program, the AOA Executive Committee has endorsed the creation of the Benefits User Group (Group).

Purpose
This statement outlines the relationship between the Group and AOA, the framework within which the Group agrees to operate, and the general policies of the Program as viewed by both AOA and the Group.

AOA Relationship
AOA serves a limited role as a facilitator of this Program by:

a) Helping to identify member employee benefit plan needs for inclusion in the Program;

b) Negotiating with qualified private benefit providers (directly or through a broker) based upon Program requirements;

c) Acting as the policyholder of plans on behalf of the Group through appropriate written master arrangements with private benefit plan providers or through a broker agreement(s) approved by the Group;

d) Assisting with the marketing of approved plans to AOA member organizations; and

e) Evaluating Program effectiveness.

Group Framework
The Group is charged with:

a) Assessing the needs of member-organizations for benefit plans and coverage features;

b) Recommending benefit plans and coverage features for the greatest benefit of all auxiliaries;

c) Screening for qualified private benefit providers;

d) Overseeing Program benefit plans and serving as liaison to benefit providers; and

e) Recommending Program improvements, including long-range plans.

Composition of the Group shall include at least one participating member-organization in each of the Program benefit plans. As initially structured, organizations participating in the medical program shall be invited to participate as long as that number does not exceed 10. At the point when there are more than 10 organizations participating in the medical program, membership in the Group (up to 10) will be determined by a vote of those
participating in the medical program and must be representative of the demographics affected by size and location. The Group will have the option of inviting subject-matter experts to participate in meetings as well as non-participants in order to assist with assessing the needs of all AOA member organizations.

The Group shall meet to conduct business on a timely, scheduled basis on matters set out in a notice and agenda to all Program participating member-organizations at least seven working days in advance of each meeting. Urgency matters may be considered and acted upon by the Group within three working days notice of the agenda matters to Group participating member-organizations. Urgency meeting notices shall disclose the nature of the matters requiring urgent consideration/action.

The Group shall designate a Group Chair who is a representative of a Group member-organization. The Group Chair shall organize and conduct Group affairs, including meetings, correspondence and representation of the Group to others (and act as liaison to the AOA Executive Committee).

Recommendations for Group matters shall be reported to the AOA Executive Committee for approval. Approval for Program modifications shall vest with the Executive Committee which in turn has the authority to delegate approval authority to the Officers Group. When time constraints are involved (e.g., at renewal time), the Group will report directly to the Officers who will have authority to approve such recommendations.

**Member-Organization Responsibilities**
Each member-organization participating in the Program shall be separately responsible for (in a manner consistent with the provision of each group benefit plan arrangement):

a) Eligibility determination

b) Enrollments

c) Communication of benefit programs

d) Premium payments under group benefit plans in which it elects to participate

**General Program Policies**
Participation in the Program is limited to AOA member-organizations having good-standing status as defined in the California Code of Regulations, Title 5, Section 42406. AOA and the Group shall exercise Program due diligence and engage in practices within industry-accepted standards. Program group employee benefit plans shall comply with applicable law.

The Group and the AOA Executive Committee may develop and adopt more detailed written policies and practices consistent with this statement. All policies and practices shall be reported to participating member-organizations, the Group, and the AOA Executive Committee.

*Approved by the Executive Committee on November 16, 2012*
AOA
CONFLICT OF INTEREST PROCEDURES

Reference: Standards of Conduct Policy

Purpose: To implement the referenced policy statement with conflict of interest procedures.

Background:
The organization’s Standards of Conduct Policy calls for written procedures to implement the policy. These procedures include definitions, certification processes, and reporting forms. The procedures must be consistent with the policy statement, and have been reviewed and approved by the Officers Group.

Definitions:
A conflict of interest (potential or actual) exists when legal obligations or widely recognized professional or accepted norms are likely to be compromised by a person’s other interests, particularly if those interests are not disclosed. This term is frequently attached to situations described as perceived conflicts of interest – that is, when others may view a relationship or involvement with a transaction as creating a compromising position for the person(s). Perceived conflicts typically involve more subjective values, but must still be considered within the context of the organization’s policy and mission. The fundamental question to be answered is: how would an ordinarily reasonable and prudent person decide?

Financial Interest in a decision means that it is reasonably foreseeable that a decision by the person will have a material financial or economic personal, family or business effect on that person. Such an effect should be distinguished from its effect on the public generally. Materiality may be gauged by the following examples:

• A business entity in which the person has a direct or indirect investment of at least $1,000.
• Real property in which the person has a direct or indirect interest worth at least $1,000.
• An income source (excluding gifts or commercial loans on terms available to public) totaling at least $250 in value provided to, received by or promised to the person within 12 months before the decision.
• A business entity in which the person is a director, officer, partner, trustee, employee, or manager.
• A donation (direct or through agent or intermediary) of a gift(s) totaling at least $250 in value provided to, received by, or promised to the person within 12 months before the decision.
**Personal Pecuniary Interest or Gain** means any direct or indirect material financial or economic advantage derived by a person from a transaction or use of information. Indirect advantage includes any investment or interest owned by the spouse or dependent child of the person, by an agent for the person, or by a business entity or trust in which the person, the person’s agent, spouse, or any dependent children own directly, indirectly, or beneficially, at least a 10% interest.

**Transaction of the Governing Board** means any action by the Executive Committee that approves, authorizes, or ratifies a business arrangement or exchange, or establishes a relationship involving either consideration or an intent to donate. An agreement or contract is a type of transaction.

**Procedures:**

**Annual Executive Committee Member Certification**

Following the last meeting of the Executive Committee in the fiscal year, each Board member shall receive a Related Party Questionnaire and Conflict of Interest Certification form with a copy of the organization’s Standards of Conduct Policy and implementing procedures, with instructions for completing and returning the form.

Completed forms shall be returned to and reviewed by the AOA President in accordance with the Standards of Conduct Policy. Any policy conflicts raised in any of the completed forms shall be resolved and documented. All completed forms and related documentation shall be filed and retained consistent with the organization’s records retention policy and practices.

**Conflict of Interest Reporting**

Potential or actual Executive Committee member or employee conflicts of interest shall be reported in writing on a timely basis to the AOA President in accordance with the Standards of Conduct Policy. Such reports shall include a concise, but complete statement of facts (including dates, nature of transactions or decisions, individuals/entities involved, and financial materiality).

**Purchasing/Expenditure Authorization Certification**

Employees or agents authorized to make purchases for the organization, expend organization funds, or otherwise obligate organization assets shall first receive, review, sign and return the Signature Authorization Certification form. The form shall include the prohibitions cited in the Standards of Conduct Policy.

Completed forms (with copy to certifying person) shall be reviewed by the AOA President and filed in accordance with the organization’s records retention policy and practices.
Consultation Process

Conflict of interest issues can often be complex in nature. As the reviewing official, the AOA President may consult with the Officers Group and legal counsel in appropriate circumstances to prudently assess and resolve conflict circumstances in the best interest of the organization.

Procedures Report to Executive Committee

These procedures, and any changes to them, shall be reported to the Executive Committee. The reviewing official shall periodically review these procedures and make appropriate recommendations to the Officers Group.

Forms:

Attachment – Related Party Questionnaire and Conflict of Interest Certification

Attachment – Signature Authorization Certification

Authorized by the AOA Officers Group on November 15, 2012
Auxiliary Organizations Association

RELATED PARTY QUESTIONNAIRE & CONFLICT OF INTEREST CERTIFICATION

1) Have you or any related party of yours had any interest, direct or indirect, in any of the following transactions since July 1, 20xx – June 30, 20xx to which the organization was, or is to be, a party?

   YES  NO
   [  ]  [  ]
   • Sale, purchase, exchange, or leasing of property?
   [  ]  [  ]
   • Receiving or furnishing of goods, services, or facilities?
   [  ]  [  ]
   • Transfer or receipt of income or assets?
   [  ]  [  ]
   • Maintenance of bank balances as compensating balances for the benefit of another?
   [  ]  [  ]
   • Acting as a director, officer, partner, trustee, employee, or manager in a business entity?
   [  ]  [  ]
   • A direct or indirect investment in a business entity of at least $1,000?
   [  ]  [  ]
   • Other transactions?
   [  ]  [  ]

2) Do you or any related party of yours have any interest, direct or indirect, in any of the following pending or incomplete transactions to which the organization is, or is to be, a party?

   YES  NO
   [  ]  [  ]
   • Sale, purchase, exchange, or leasing of property?
   [  ]  [  ]
   • Receiving or furnishing of goods, services, or facilities?
   [  ]  [  ]
   • Transfer or receipt of income or assets?
   [  ]  [  ]
   • Maintenance of bank balances as compensating balances for the benefit of another?
   [  ]  [  ]
   • Acting as a director, officer, partner, trustee, employee, or manager in a business entity?
   [  ]  [  ]
   • A direct or indirect investment in a business entity of at least $1,000?
   [  ]  [  ]
   • Other transactions?
   [  ]  [  ]

3) Have you or any related party of yours been indebted to or had a receivable from the organization at any time since July 1, 20xx – June 30, 20xx? Please exclude amounts due for ordinary travel and expense advances.

   YES  NO
   [  ]  [  ]

4) Do you know of any related party that has misappropriated assets or committed other forms of fraud against the organization?

   YES  NO
   [  ]  [  ]

5) Do you know of any person or organization that should be receiving this questionnaire?

   YES  NO
   [  ]  [  ]

6) Have you or any related party of yours had any interest, direct or indirect, in any transactions since July 1, 20xx – June 30, 20xx, or in any pending or incomplete transactions, to which any pension, retirement, savings, or similar plan provided by the organization was, or is to be, a party? Do not include payments to a plan or payments by the plan made pursuant to the terms of the plan.

   YES  NO
   [  ]  [  ]

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief. I have received, read and will comply with the organization’s Standards of Conduct Policy Statement and Conflict of Interest Procedures.

Print Name

Signature

Date

Title

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Auxiliary Organizations Association

SIGNATURE AUTHORIZATION CERTIFICATION

Authorization Requested:
Name of Appropriate Administrator Applicant

Acknowledgements:

I acknowledge the following prohibitions and shall avoid them:

• Engaging in or having any personal pecuniary interest in any business or transaction, or incurring any obligation which conflicts with or gives the appearance of conflicting with or impairing independent judgment in the discharge of duties owed the organization;

• Accepting money, tips, or other considerations for work required or expected in the regular course of organization duties;

• Self-referring organization clients, donors, or customers, or recommending others with which there is a personal pecuniary interest;

• Accepting gifts, gratuities or other favors from those having a business relationship, or prospect of a relationship, with the organization; or

• Disclosing organization information, not a matter of public record, without authority, or using such information for pecuniary gain.

Signature _______________________________ Date __________

Certification

I approve the individual(s) listed above to be the designated person(s) for financial and contractual transactions consistent with established policies and procedures.

Name of Authorizing Officer

Signature _______________________________ Date: __________
Purpose

The purpose of the AOA Scholarship of Excellence is to annually recognize one California State University (CSU) student with a scholarship award of up to $5,000 to support academic and academic-related expenses. The basis for the scholarship award shall be a combination of academic excellence and for service to the campus or community, particularly to an auxiliary or a nonprofit organization.

Ideal candidates should be able to demonstrate a history of service to auxiliary organizations at their campus of origin or throughout the California State University system. Examples include but are not limited to, serving as a member of an auxiliary organization governing board, volunteering time for a child development center or community service nonprofit organization, being 1st or 2nd author of a proposal that leads to an externally awarded contract or grant, promoting the mission of an auxiliary organization through committee or volunteer work, or by serving as a elected or appointed student leader.

Funding Source

The scholarship shall be funded by AOA on an annual basis. The Secretary-Treasurer shall include a recommended appropriation of up to $5,000 in the annual budget to fund the scholarship in advance of the ensuing scholarship award cycle, for review and approval by the Executive Committee.

Timeline

Announcement of the annual Scholarship of Excellence awardee shall be made at the regularly scheduled annual AOA conference, typically held in January. An application announcement and specific deadline shall be established annually. The application announcement will typically be made in the fall semester and awards will be made the following spring.

Eligibility

Each campus, through the office of the Vice President for Student Affairs, is invited to nominate one student for the Scholarship of Excellence. All students must meet the following criteria:
• Be a full time CSU student (sophomore or junior at time of application);
• Possess a minimum 3.0 GPA;
• Be in Good Standing; and demonstrate service to an auxiliary organization or nonprofit.

Selection

A scholarship committee is authorized and shall comprise the following:

• One designated CSSA representative
• The Chair of the AOA Associated Students/Student Union Committee
• Two additional members of the AOA Executive Committee
• One recognized AOA honoree (e.g., Harvey Goodfriend Honorary Lifetime Member), selected by the AOA president.

The scholarship committee shall annually select a chair from within the committee. Upon announcement of the annual scholarship application process, the scholarship committee shall receive all nominee applications, as provided by each campus, and then select the award recipient from among qualified applicants.

The scholarship selection committee will be charged to:

• Develop a scoring and selection process (June – August);
• Develop an annual scholarship announcement and application process (June – August);
• Announce scholarship opportunity (August);
• Review and score applications nominations (September – October);
• Submit recommendation for scholarship recipient to the AOA Executive Committee (November);
• Implement practices consistent with this policy; and
• Make periodic reports and recommend policy or procedural framework changes to the Executive Committee.

Award

The Scholarship of Excellence award shall be made in the amount of up to $5,000. The award will be allocated to the student awardee via their campus financial aid account, at their Financial Aid Office. Scholarships are disbursed in equal amounts for each academic year term (quarter or semester) of full-time enrollment. This timeline reflects the scholarship awarding cycle and typical operating procedure. In accordance with Federal regulations governing over-awards (34 CFR 673.5), recipients of need-based aid shall have resources coordinated regardless if need is an eligibility requirement.
Use of Award

The AOA Scholarship of Excellence may be used for either qualified or unqualified educational expenses. The following define those uses:

- **Scholarship**: An amount provided to an undergraduate or graduate student to aid them in pursuit of their studies.
- **Qualified Scholarship**: A scholarship for tuition and fees, books, supplies and equipment required for coursework. These are typically non-taxable to the student.
- **Non-Qualified Scholarship**: A scholarship for room, board, or other living costs that does not meet the qualified scholarship criteria. These are typically taxable to the student.

Procedural Framework

Upon being nominated by the Vice President for Student Affairs, eligible students shall apply for the AOA Scholarship of Excellence by completing the following:

- Complete and submit a Verification of Nomination Form.
- Submit a resume. The resume shall include all relevant non-profit auxiliary organization volunteer, paid or other work; system-wide, campus, and community service; a list of references including your Vice President for Student Affairs; GPA; major; and class standing.
- Submit an essay, including no more than 500 words, with a description of contributions and service to the mission of an auxiliary organization(s) at campus of origin or within the CSU system. This essay should articulate qualifications for receiving the award.
- Submit a copy of all college coursework transcripts.
- Submit up to 3 letter(s) of recommendation.

Approved by the Executive Committee on June 21, 2013
Auxiliary Organizations Association

DATA AND INFORMATION USE POLICY

Purpose and Background

The Auxiliary Organizations Association (AOA) promotes transparency as well as the proprietary rights of its member organizations. AOA collects data, data sets, and information in electronic, digital or paper form from its member-organizations to support AOA programs and services. At times, information developed from such data is posted on the AOA website with authorized access by employees of our member organizations.

This Data and Information Use Policy presents both policy and practices regarding the collection of data or information about its member-organizations, or that can personally identify its member-organization representatives, staff, advisors, sponsors, and associates, and the choices that can be made about the way such information is collected and used. This Policy also sets forth AOA’s rights regarding content use of data and information and the proprietary rights to data and information of AOA’s member-organizations.

This policy statement complements the AOA Public Reporting and Transparency Policy and should be read consistent with its provisions. See AOA Policy and Practices Manual.

Data Collection

Through AOA’s member and research database, AOA collects and stores contact information from individuals as it is knowingly provided to AOA, including email addresses. AOA does not distribute personal information or email addresses to third parties. This information is strictly used by AOA or its member organizations to provide or facilitate providing resources that may of interest to our members, including upcoming events and trainings, new publications, or other resources. Member-organizations and/or their representatives may choose at any time not to provide personally identifiable information, although this may restrict AOA’s ability to provide requested services or information.

The following are examples of personally identifiable information provided, with examples of how such information is used by AOA:

- **Email Addresses** - AOA seeks and collects email addresses from User accounts established through member-organizations, affiliated entities or from authorized associates. AOA may use a member-organization and/or its representative’s email address to send them emails relating to AOA business or events. AOA does not distribute email addresses to third parties.
• **Mailing Addresses** - AOA seeks and collects mailing addresses of those individuals authorized by each member-organization. AOA may send via mail member newsletters, brochures or other promotional items. AOA only distributes publicly available organizational addresses, and in doing so does not associate individual names, except main contacts, to third parties.

AOA, based upon input from member-organization representatives, makes organizational contact information available through online directories and listservs. These lists are limited to designated positions, organization names, and publicly available contact information.

**Proprietary Rights Distinguished**

AOA requests and receives member-organization data and information. Such data and information shall remain the property of the member-organization, but the resulting application and analysis of this data belongs to AOA.

**Access to AOA Website Content**

Designated representatives of member-organizations are authorized by AOA to view and download content from the AOA website solely for use by their organization, or in connection with AOA operations.

The content of the AOA website, including, for example, the Research Administration Committee (RAC) Data Warehouse, survey results, professional development monographs and issue briefs or other text, graphics, images, and other information, are protected by copyright under both United States and foreign laws. Unauthorized use of the material and information may violate copyright, trademark, and other laws. Users must retain all copyright and other propriety notices contained in the original material on any copy made of said contents. Users may not sell or modify the material or reproduce, display, distribute or otherwise use the material in any way for any public or commercial purposes unless expressly authorized by AOA.

**Linked Websites**

AOA does not control or guarantee the accuracy and maintenance of the information contained in other websites. Links and pointers to non-AOA sites are provided for information only and do not constitute endorsement by AOA, its member-organizations, and/or their representatives of the referenced organizations, their suitability, content, products, or services, whether they are governmental, educational, or commercial. AOA is not responsible for the content of linked third-party sites and does not make any representations or warranties regarding the content or accuracy of materials on such third-party websites. Access to linked third-party websites is at the user’s risk.
**Disclaimers**

In no event shall AOA, its member-organizations, their employees, officers, agents or board members, or any third parties mentioned at the AOA website, be liable for any damages whatsoever (including, without limitation, incidental and consequential damages, lost profits, or damages resulting from lost data or business interruption) resulting from the use or inability to use the website and the material, whether based on warranty (express or implied), contract, tort, or any other legal theory, and whether or not AOA is advised of the possibility of such damages. AOA cannot guarantee the accuracy of data or content on the AOA website entered by member-organizations and/or their representatives and does not assume any legal liability or responsibilities for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, nor represent that its use would not infringe on privately owned rights. All reasonable efforts will be made to keep the content up-to-date and meaningful for use by its member-organizations and others with access.

**Policy Exceptions**

In particular limited situations, the Executive Committee is authorized to make exceptions to the provisions of this policy.

*Adopted by the Executive Committee on November 15, 2013.*
Purpose

This policy statement establishes the CSUnity Conference as an annual program of the AS/SU Committee, and creates a fund balance restriction for the accumulated net income of the CSUnity conferences.

Background

The CSUnity Conference was inaugurated in 2012 at the initiative of the AS/SU Committee to provide synergy among the member organizations. The purpose of the conference is to come together as a group and provide coordinated student leader training, which was previously conducted by the organizations individually. The conference prepares student leaders for the legal and fiscal responsibilities that come with serving on a governing board, such as an Associated Students Board or a Student Union Board. The training covers auxiliary governance, leadership development, and peer networking. The conference has a planning committee, consisting of members of the AS/SU Committee, CSSA, and students, which coordinates the logistics of the conference. This committee oversees host campus logistics, catering, accommodations (if on-campus), program development, marketing, advertising, and registration.

Originally, CSSA established a trust account to process registrations and expenses, and to hold the accumulated net income. Since the inception of the conference, AOA has provided support through a financial contribution, business partner revenue, and assistance processing expenses.

In January, 2014 the AS/SU Committee agreed that the conference should be formalized as an annual program of the AS/SU Committee, and that oversight of conference expenses and the holding of net income should come under the AOA umbrella.

Policy

The CSUnity Conference will be managed as an annual program of the AS/SU Committee with administrative oversight and support by AOA. The role of AOA will consist of:

- Assistance with negotiation and execution of contracts with hotels, posting of registration revenues (reconciled to an attendee spreadsheet by the conference committee), and payment of documented conference expenses as approved by the conference committee.

- Establishment and oversight of a restricted Fund Balance account for the
accumulation of net conference income for use by future CSUnity conferences, or for other purposes as proposed by the AS/SU Committee and approved by the AOA Executive Committee.

• Assistance in securing Business Partner sponsorships to off-set conference expenses.

Approved by the Executive Committee on March 21, 2014.
Section 3

Standing Committee Operating Guidelines
AOA
ASSOCIATED STUDENTS/STUDENT UNIONS COMMITTEE
OPERATING GUIDELINES

Mission Statement
The Associated Students/Student Unions Committee is established to provide a structured forum to inform, develop, support and represent the particular needs and interests of the professional staff of AS and Student Union organizations often functioning as student-directed auxiliaries on the campuses of the California State University.

Mission Achievement
The Committee’s primary resource to achieve its mission is communication. To that end, the committee will seek to develop an open dialogue, programs and services that allow for the exchange of ideas, the development of system-wide strategy, and the education and empowerment of its members.

Membership
All professional staff employed at Associated Students and Student Unions throughout the CSU system are actively encouraged to participate in the scheduled meetings, as well as other allied professionals involved in the issues and operations of AS and Student Union organizations, as well as campus recreations centers. However, at its core the Committee shall consist of the professional directors of AS and Student Union auxiliaries throughout the campuses of the CSU, or their assigned designees. Campuses having a combined AS/Student auxiliary will be asked to designate two members to the Committee’s core; one to represent the AS and one to represent the Union. It is highly recommended that the Executive Director of the California State Student Association (CSSA) along with the AOA Executive Committee liaisons from CABO and Student Affairs be formally included in the Committee’s core.

A Committee Chair and Chair-elect (in service as Vice Chair) shall be affirmed by the Committee core for a one-year term coinciding with the annual seating of the President of AOA. The Committee may also include one or more designated members of the AOA Executive Committee who with the Chair shall serve as liaisons to the Executive Committee throughout the year. If the Chair is unable to attend an Executive Committee meeting, she or he may designate another member to represent the Committee at those meetings.

CSSA Liaison
Each year during the Committee’s annual January meeting, two Committee members, one northern and one southern, shall be selected to serve as liaisons to the CSSA, beginning their one-year term in July of that year. These
individuals will communicate regularly with the CSSA Executive Director to
provide an AS/SU management perspective on policies, legislation, CSU
Executive Orders, and other matters coming before the CSSA Board of Directors.
The CSSA Liaison will attend the monthly CSSA meetings in their region,
whenever feasible, and provide reports of the meetings’ outcomes to the Chair of
the AS/SU Committee.

Other Special Positions
The Committee also has a series of Special Positions performing roles related to
the functions of the Committee.

These assignments are made by the Chair and include the following:

1. Advisors’ Summit Coordinator;
2. Advisors’ Summit Host and Convener;
3. CSUnity Coordinator;
4. CSUnity Host;
5. Conference Planning Committee Program Committee member for programs
   in the AS/SU track (which appointment will be made with the approval of the
   Conference Planning Committee Program Chair); and
6. Database Coordinator.

Role of the Chair
The role of the Committee Chair shall be to:

1. Call for agenda items publish agenda, coordinate and conduct Committee
   meetings;
2. Represent the AS/SU Committee on the AOA Executive Committee;
3. Work with the Vice Chair to establish an annual budget for the Committee and
   present it to the Executive Committee in March or as soon after as possible;
4. Encourage membership of the Committee and attendance at the meetings;
5. Prepare and present an annual report to the AOA Executive Committee and
   membership;
6. Establish sub-committees to accomplish specific objectives;
7. Maintain a history binder and share resources with members as needed;
8. Upon completion of term, serve as Immediate Past Chair for one calendar
   year, serving in coordination with any special positions assigned to her or him
   by the Chair.

Role of the Vice Chair
The role of the Committee’s Vice Chair shall be to:

1. Serve as Chair of the Committee in the absence of the Chair;
2. Assist the Chair in Committee operations as needed;
3. Coordinate with the Chair on the call in early fall for nominations for Vice
   Chair and other nominations as needed;
4. Serve as Chair of the Committee upon the expired term of the Chair;
5. Maintain and update the membership roster for the AS/SU Committee;
6. Serve in any special capacity assigned to him or her by the Chair.

**Role of the Recorder/Secretary**
The role of the Committee’s Recorder/Secretary shall be to:

1. Be appointed by the newly seated Chair from among all active Committee members and affirmed by the core membership;
2. Take minutes of each meeting and disseminate them to the membership for review.

**Meetings**
The Chair is responsible for facilitating scheduled meetings and maintaining communications among members throughout the year. The Committee shall gather at minimum twice annually, usually occurring at the Annual Conference and mid-summer. These meetings should, whenever possible, alternate between northern and southern California. Additional programs, workshops, or web-meetings are encouraged in Spring and Fall, scheduled with a consensus of the membership.

**Amendments**
Committee direction is provided through consensus; as such, there are no outlined formal voting procedures. Proposed amendments to these Operating Guidelines shall be submitted to the AOA Executive Committee for final approval.

*Approved by the Executive Committee on September 24, 1999, and amended August 15, 2104.*
Mission Statement

The purpose of the AOA Commercial Services Committee is to provide a forum that devotes its energies and resources to the concerns of AOA commercial operations including the sharing of information and ideas to improve operations/services to customers as well as the CSU Campuses served. The Committee will encourage collaboration among members on endeavors to enhance CSU and campus relations, utilize technology to run operations more effectively and partner to become more competitive.

Membership

The Committee shall consist of at least one (1) member representative from each CSU auxiliary organization that provides commercial services. (There should be at least one representative from each CSU campus).

The Committee will include a member of the AOA Executive Committee, who will serve as liaison.

At the convening meeting, a Committee Chair will be selected for a term of one year. The committee will appoint a Vice Chair

Meetings

Meetings will be held a minimum of two (2) times a year, (one at the annual AOA meeting). Meeting times and locations will be established by the Chair.

Duties Of The Chair And Vice Chair

Duties of the Chair and Vice Chair will include the following:

Chair
- Coordinate and conduct meetings
- Develop and coordinate committee work
- Present annual report to the Executive Committee and at the Annual Conference
- Encourage membership on the Committee

Vice Chair
- Prepare agenda and minutes for each meeting.
- Serve as Chair in the absence of the Chair.
- Serve as Chair of the Committee upon expired term of the Chair.
Changes to the Committee mission statement and procedures must be forwarded to the Executive Committee for approval.

*Operations suspended by Executive Committee on June 19, 2009.*
**Mission Statement**
Given that the AOA exists to inform, develop, and represent its membership, the mission of the AOA Financial Services Committee is to provide a forum in which financial, accounting, audit, and business services issues can be discussed, studied, developed, disseminated, and implemented.

**Mission Achievement**
The mission is to be achieved through the gathering and analysis of data, the development and dissemination of written communication that educates and informs, and maintaining a open dialogue and continuous communication with the membership and the Chancellor’s Office staff.

**Membership**
The Committee will consist of a minimum of six members. There shall be at least one (1) representative from each auxiliary organization function (foundation, student union, and associated students). The Committee will select a Chair and Vice-Chair, who will begin a term to expire at the conclusion of the annual AOA conference. The Chair of the Committee will serve as liaison to the AOA Executive Committee as well as liaison to the Chancellor’s Office Auxiliary Audit Department.

**Meetings**
Meetings will be held a minimum of three (3) times a year. Meeting times and locations will be established by the Chair.

**Duties of the Chair and Vice-Chair**
Duties of the Chair and Vice-Chair will include the following:

**Chair**
- Coordinate and conduct meetings
- Develop and coordinate committee work
- Present annual report to the Executive Committee at the AOA Annual Conference
- Serve as liaison to the Chancellor’s Office Auxiliary Audit Group
- Serve as liaison to the AOA Executive Committee
- Encourage membership on the committee

**Vice-Chair**
- Serve as Chair of the Committee in the absence of the Chair
- Serve as Chair of the Committee upon expired term of the Chair
Changes to Mission Statement and Procedures
Changes to the Committee mission statement and procedures must be forwarded to the AOA Executive Committee for approval.

Approved by the Executive Committee on March 16, 2012
AOA
HUMAN RESOURCES COMMITTEE
OPERATING GUIDELINES

Mission Statement

The Human Resources Committee serves to provide opportunities for professional enrichment, promote member interaction, provide resources and advance a common body of knowledge to members of the Auxiliary Organizations Association.

Statement of Purpose

The purpose of the Human Resources Committee is to keep auxiliary personnel current and informed on issues in the human resources field, federal and state legal requirements and CSU mandates. The Committee encourages networking among auxiliary organizations. The Committee promotes creativity and information sharing through participation and planning of HR topics for the annual AOA Conference and planning specific topic workshops and projects for HR Committee meetings.

The Committee also oversees the activities of various subcommittees dedicated to providing members with resources such as periodic compensation & benefits surveys, and options to participate in a variety of health and welfare benefit programs.

Officers

The Committee officers shall include a Chair, Vice Chair, and Treasurer. The Committee members select the Vice Chair and Treasurer annually (normally occurs at the Annual AOA Conference HR Committee meeting).

Role of the Chair
1. Encourage membership in the Committee.
2. Establish agendas for meetings.
3. Coordinate and conduct meetings and make committee assignments.
4. Work with Vice Chair and Treasurer to establish the annual budget for the Committee. Present proposed budget to the Executive Committee along with appropriate explanations.
5. Serve as member of the Executive Committee. Attend all Executive Committee meetings.
6. Prepare and present annual report to the Executive Committee.
7. Maintain historical binder and share resources with members as needed.
8. Oversee activities of any subcommittees providing resources to members.
Role of the Vice Chair

1. Accurately record and prepare minutes of each Committee meeting; submit to the Chair within thirty (30) days after each Committee meeting.
2. Serve as Chair in the absence of the Chair during Committee meetings and at the Executive Committee meetings.
3. Serve as Chair upon expired term of the Chair.
4. Maintain and update membership roster for the Committee.

Role of the Treasurer

1. Maintain financial accounting records of all expenses and revenues of the Committee.
2. Present oral and written financial reports at each Committee meeting.
3. Collect meeting and conference fees and submit reimbursements for same to AOA Treasurer or designee.

Subcommittees

The Committee will utilize subcommittees as the working group and liaisons with vendors/brokers in the areas to include but not be limited to compensation and benefits. Subcommittee composition will include 3-5 Committee members and resources may be provided to cover expense costs. These subcommittees should meet a minimum of two (2) times per year, should appoint a Chair and members of the subcommittees may be appointed for staggered terms not to exceed five (5) years.

Subcommittees will evaluate all subcommittee vendors providing HR related services to the AOA a minimum of every three (3) years and may recommend vendor changes to the entire HR Committee which in turn would be reported to the AOA Executive Committee where final authority rests.

Approved on November 5, 1999, revised March 19, 2010
AOA LONG RANGE PLANNING COMMITTEE OPERATING GUIDELINES

At the March 21, 2008 Executive Committee meeting, it was proposed that a standing committee be established to deal with the long-range planning needs of AOA. This committee grew out of a work group commissioned by Kim Clark, AOA President, in 2007. That effort focused on the adequacy of financial resources and the policies that should frame those resources.

Purpose

The purpose of the Long Range Planning Committee is to:

• Solicit and develop long-term strategic initiatives for consideration by the Executive Committee;

• Periodically review the adequacy of Association policies with long-range financial or operational impacts;

• Assess the relative value of Association services to the membership and how such services ought to be supported/funded;

• Identify and evaluate Association issues with the potential for significant long-range implications; and

• Undertake special assignments from the Executive Committee.

Meetings

The Committee will meet as frequently as deemed necessary given the initiatives being considered, beginning as early in the year as possible (recommend prior to March EC meeting). Teleconference meetings may be held as needed at the call of the Chair.

Members

• The Past-President will serve as Chair of the Committee.

• The President, President-Elect, prior Past-President, Secretary-Treasurer, and Legislative & Compliance Advisor shall be standing Committee Members.

• The Chair shall appoint up to three (3) individuals as additional Committee members based upon factors such as auxiliary function, perspective, and extended leadership experience in AOA and/or the CSU system.
Periodic Reports and Recommendations

The Chair, on behalf of the Committee, shall submit periodic reports and recommendations to the Executive Committee.

Established by Executive Committee on June 20, 2008, and last revised November 21, 2014.
AOA
RESEARCH ADMINISTRATION COMMITTEE
OPERATING GUIDELINES

Mission

The mission of the AOA Research Administration Committee is to provide a forum in which sponsored programs administration issues can be discussed, studied, developed, disseminated, and implemented.

The mission is to be achieved by providing current information and updates about the field through meetings and written communication, gathering and analysis of data, and maintaining an open dialogue and continuous communication with the membership, AOA Executive Committee, and the Chancellor’s Office staff.

Membership

All sponsored research administration staff from auxiliary organizations and universities are welcome and encouraged to attend Research Administration Committee meetings. Should an issue require a formal vote, the Committee will consist of one voting member from the auxiliary organization and/or CSU campus and may include both pre-award and post-award administration personnel.

Meetings

RAC meetings will generally be held a minimum of two (2) times per year, including the meeting at the AOA Annual Conference. Other meeting times and locations will be established by the Chair. At the consensus of the committee, more meetings will be scheduled when needed.

Role of the Chair

1. Call for agenda items, publish agenda, and preside over meetings.
2. Represent the Research Administration Committee on the AOA Executive Committee.
3. Encourage membership on the committee and attendance at the meetings.
4. Prepare and present an annual report to the AOA Executive Committee and membership.
5. Establish sub-committees to accomplish specific objectives.

Role of the Chair Elect

1. Take minutes of each meeting and disseminate to membership for review.
2. Serve as Chair of the Committee in the absence of the Chair.
3. Coordinate with the Chair the call in early fall for nominations for Chair Elect position and any other nominations for committees established by
either the AOA or Research Administration Committee.
4. Serve as Chair of the Committee upon expired term of Chair.
5. Serve on committee as requested by either the AOA Executive Committee or the Chair of the Research Administration Committee.

Approved by the Executive Committee on March, 2010.
AOA
RISK MANAGEMENT AND INSURANCE PROGRAMS COMMITTEE
OPERATING GUIDELINES

The Auxiliary Organizations Risk Management Alliance (AORMA) Committee of the CSU Risk Management Authority (CSURMA) has been designated the AOA Risk Management and Insurance Programs Committee – a standing committee of the AOA. As such, it advises the AOA Executive Committee and coordinates risk management and insurance made available through CSURMA to AOA members. Since the AORMA Committee provides oversight and advice to the CSURMA Executive Committee on CSURMA programs and policies affecting member auxiliary organizations, it is ideally suited to serve in a parallel capacity to the AOA Executive Committee as the Risk Management and Insurance Programs Committee.

These operating guidelines are intended to be consistent with and in furtherance of CSURMA Bylaws, policy and procedures.

Meetings
Meetings will be held as required by the CSURMA Bylaws.

Membership
The AORMA Committee members will be elected from among the participating auxiliaries under CSURMA Bylaws and policies. The Chair of the Committee shall be elected from among the Committee members, and shall serve as a voting member of the AOA Executive Committee.

Each year a nominations list for Committee membership will be forwarded to the AOA Executive Committee for review and comment. The review will emphasize broad representation of participating auxiliaries.

Subcommittees
There shall be AORMA standing subcommittees as outlined in CSURMA Policy #A -2, and as described on the CSURAM website at www.csurma.org. These subcommittees will be charged with review and recommendation of potential programs that provide benefit to participating organizations through group purchasing. The Chair of the AORMA Committee shall appoint the membership of these subcommittees.

Other subcommittees shall be assigned by the Chair, as authorized by CSURMA policies.

Role Of The Chair
- Coordinate and conduct meetings.
- Develop and coordinate committee work.
• Serve on the AOA Executive Committee.
• Present an annual report to the Executive Committee and to the AOA membership.
• Encourage membership on the committee.

**Role Of The Vice Chair**
• Serve as Chair in the absence of the Chair.

THESE GUIDELINES WILL BE AMENDED FROM TIME TO TIME TO REMAIN CONSISTENT WITH CSURMA POLICIES AND PROCEDURES. ANY PROPOSED AMENDMENTS WILL BE FORWARDED TO THE EXECUTIVE COMMITTEE FOR APPROVAL.

*Approved by the Executive Committee in 2009. Updated in August 2014.*
AOA
PROPERTY DEVELOPMENT COMMITTEE
OPERATING GUIDELINES

**Background**

Because of the large number of AOA organizations involved in public/private partnerships, public/public partnerships, faculty/staff housing and student housing projects, there is a need for an AOA-sponsored forum to share and discuss issues.

**Purpose**

The purpose of the Property Development Committee is to provide a forum to share ideas and discuss issues related to real property in the areas of development, property management and partnering. The Committee will focus on public/private partnerships, public/public partnerships, faculty/staff housing projects, student housing projects and other capital projects (design and construction) involving auxiliaries.

**Meetings**

Committee meetings allow AOA and Chancellor's Office professionals involved with auxiliary organizations’ real estate-related activities an opportunity for information sharing and more in-depth examination of key topics of concern and interest. The Committee will typically meet twice a year, once during the annual AOA conference.

**Membership**

Committee membership will be open to AOA member professional on all campuses involved in real property and capital project functions. The Committee shall have a chair and vice chair selected by the Committee.

**Standing Committee Status**

Committee practices shall be consistent with guidelines established for AOA Standing Committees.

Approved by the Executive Committee on June 20, 2008.
AOA
INFORMATION TECHNOLOGY COMMITTEE
OPERATING GUIDELINES

Mission Statement

The Information Technology Standing Committee exists for the purpose of providing a forum to support, inform, develop and represent the particular needs and interests of Information Technology professionals within the AOA’s members Auxiliaries. The Committee will encourage collaboration among members on endeavors to enhance the CSU and campus relations, meet system policy requirements, investigate technologies to run operations more effectively and partner to become more competitive.

The Information Technology Committee shall serve as a resource to the Executive and Membership Services Committees, providing technical expertise when evaluating or procuring technologies to support member services and communications. The Committee will also work with the AOA Web Coordinator, a key position on the AOA Executive Committee to develop and maintain a succession plan and documentation of AOA web content and services.

Membership

The Committee’s membership shall include, but not be limited to, managers and professional staff employed at AOA member Auxiliaries on all campuses of the California State University.

The Committee will include a member of the AOA Executive Committee, who will serve as liaison.

AOA has contracted with Educational Web Services at Cal Poly to develop and host the AOA website, and a designated representative serves as the AOA Web Coordinator. The AOA Web Coordinator has been designated as a permanent, non-voting member of the Executive Committee, and will also be a member of the Information Technology Committee.

At the convening meeting, a Committee Chair will be selected for a term of one year. The Committee will appoint a Vice Chair.

Meetings

The Committee shall meet at least 4 times annually. Two meetings will be conducted on-line using a web conferencing tool, one face-to-face meeting, and the final meeting at the AOA Annual Conference. Meetings will typically be two hours long. At the consensus of the membership, the face-to-face meeting may have a presentation or workshop. Additional meetings or programs may be scheduled with a consensus of the membership.
Duties of the Chair and Vice Chair

Duties of the Chair and Vice Chair will include the following:

**Chair**

- Coordinate and conduct meetings
- Develop and coordinate committee work
- Present annual report to the Executive Committee and at the Annual Conference
- Encourage membership on the Committee

**Vice Chair**

- Prepare agenda and minutes for each meeting
- Serve as Chair in the absence of the Chair
- Serve as Chair of the Committee upon expired term of the Chair
- Serve as IT Representative on the Conference Planning Committee
- Plan one Presentation/Workshop for the IT Committee face-to-face meeting

*Approved by the Executive Committee in 2010, and revised in March, 2014.*
Section 4

Financial Reporting System Framework
To facilitate and document the consistent dissemination of AOA financial information, the contract service provider for business and financial services, proposes the following framework for reporting and distributing financial information:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Description</th>
<th>Distribution</th>
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<tbody>
<tr>
<td><strong>Statement of Financial Position</strong></td>
<td>A presentation of:</td>
<td><strong>Quarterly to the Executive Committee.</strong></td>
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<tr>
<td><em>(Balance Sheet)</em></td>
<td>▪ AOA assets, liabilities and net assets as of the period ending date;</td>
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<td>▪ allocated net assets among various reserves categories.</td>
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<tr>
<td><strong>Consolidated Profit &amp; Loss Statement</strong></td>
<td>A year-to-date presentation of all AOA income, expense, and the net income for:</td>
<td><strong>Quarterly to the Executive Committee</strong></td>
</tr>
<tr>
<td><em>(Income &amp; Expense)</em></td>
<td>▪ General Operations (detailed)</td>
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<td>▪ Conference (summarized)</td>
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<td>▪ Special Projects (detailed)</td>
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<td>▪ Total Net Income (for all these activities combined)</td>
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<tr>
<td><strong>Annual Conference Profit &amp; Loss</strong></td>
<td>A year-to-date detailed presentation of income, expense and net income related to the annual conference.</td>
<td><strong>Quarterly to the Executive Committee</strong></td>
</tr>
<tr>
<td><em>(Income &amp; Expense)</em></td>
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<tr>
<td><strong>Significant Activity Report</strong></td>
<td>A presentation of the major transactions behind the financial reports, and also:</td>
<td><strong>Quarterly to the Executive Committee</strong></td>
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<tr>
<td></td>
<td>▪ Listing of Accounts Receivable</td>
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<td>▪ Investment Performance related to benchmarks</td>
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<td>▪ Hotel Bonus Point Balances</td>
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<tr>
<td><strong>Budget Packet</strong></td>
<td>Projections for the coming FY for the:</td>
<td>Preliminary budgets for March Executive Committee</td>
</tr>
<tr>
<td></td>
<td>▪ Income &amp; Expense Statements listed above</td>
<td>Final proposals for June meeting</td>
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<td>▪ Proposed Dues Schedule</td>
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<td>▪ Reserve Levels set by policy</td>
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<td></td>
<td>▪ Net Assets available in coming year to augment General Operations</td>
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*Adopted by the Executive Committee on March 20, 2009*
APPENDIX

“A” Articles of Incorporation

“B” Revised Bylaws

“C” Federal Tax Exempt Status Determination Letter

“D” Statement of Mission, Purpose and Goals

“E” Organization Chart (2011 Revision)
ARTICLES OF INCORPORATION
OF THE
AUXILIARY ORGANIZATIONS ASSOCIATION

ARTICLE I

The name of this corporation is the: AUXILIARY ORGANIZATIONS ASSOCIATION

ARTICLE II

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes. The public purposes for which this corporation is organized include the following: To provide a means of communication among auxiliary organizations, to serve as a vehicle for considering and resolving common issues, to assist new auxiliary organizations, to assist auxiliary organizations experiencing management or other problems, and to represent the common interest of the members in appropriate forums.

ARTICLE III

This corporation is organized and operated exclusively for public purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code. Notwithstanding any other provision of these Articles, the corporations shall not carry on any other activities not permitted to be carried on by a corporations exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code.

ARTICLE IV

a) No substantial part of the activities of this corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, nor shall this corporation participate or intervene in any political campaign (including publishing or distribution of statements) on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United State Internal Revenue Law), or (b) by a corporation contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

b) All corporate property is irrevocably dedicated to the purposes set forth in Article Two, above. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.
c) On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to one or more nonprofit organizations; such organization or organizations to be selected by the Board of Directors of this corporation. Such nonprofit organization or organizations must be organized and operated exclusively for educational purposes, and have established tax-exempt status under Section 501(c) (3) or the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) and have established tax-exempt status under Section 23701d of the California Revenue and Taxation Code (or the corresponding section of any future California Revenue and Tax Law).

ARTICLE V

The number of directors, the manner in which they shall be chosen and removed from office, their qualifications, powers, duties, compensation and tenure of office, the manner of filling vacancies on the Board, and the manner of calling and holding meetings of direction, shall be as stated in the Bylaws.

ARTICLE VI

The Articles of Incorporation shall not be amended without the vote of a majority of the total voting membership of the Association.

ARTICLE VII

The name of the existing unincorporated association now being incorporated by the filing of these articles is the AUXILIARY ORGANIZATIONS ASSOCIATION, CALIFORNIA STATE UNIVERSITIES.

The above amended Articles of Incorporation were approved by a majority of the Association membership at its Annual Business Meeting on January 13, 2004.
BYLAWS OF THE
AUXILIARY ORGANIZATIONS ASSOCIATION,
a California Public Benefit Corporation

ARTICLE I
Name
Section 1. The name of this corporation is Auxiliary Organizations Association.

ARTICLE II
Nature and Purposes
Section 1. This corporation is organized under the California Nonprofit Public Benefit Corporation Law for public purposes.

Section 2. The purpose of this corporation shall be to support and enhance the educational mission of its member auxiliary organizations by providing the resources and services to enable them to be effective. However, this corporation is not an auxiliary organization as defined by California Education Code Section 89901.

ARTICLE III
Membership
Section 1. Membership in the corporation shall be open to any auxiliary organization as defined by California Education Code Section 89901 and operating in good standing within the California State University.

Section 2. The Executive Committee, as defined herein, may, by resolution, confer affiliated membership upon persons or organizations. Affiliated members shall not have any right to vote, but shall have such other rights, privileges, preferences, restrictions, and conditions as the Executive Committee may determine.

Section 3. Each member auxiliary organization shall have one vote on each matter submitted to a vote of the members in accordance with the Articles of Incorporation, these Bylaws, and as required by law. Notwithstanding the foregoing, any member auxiliary organization that has not paid its annual dues as set forth herein shall have their right to vote suspended until their annual dues are paid and current as determined by the Executive Committee in consultation with the corporation’s Treasurer. Such action to suspend a member shall be in accordance with the procedures established by the Executive Committee consistent with Section 5341 of the California Corporations Code.

Section 4. The corporation’s dues for member auxiliary organizations shall be established by the Executive Committee pursuant to this section. The Executive Committee shall have the power to establish the amount of the annual dues and may increase the dues a maximum of ten (10) percent per calendar year for the next calendar year as may be necessary to sustain the financial stability of the corporation and to
maintain the level of service to its members. Member auxiliary organizations shall be notified of a dues increase a minimum of 30 days prior to July 1 of the fiscal year in which the increase occurs. The member auxiliary organizations shall be invoiced each calendar year on or by April 1st for their annual dues. The dues shall be payable within thirty (30) days of being invoiced.

Section 5. In addition to a member auxiliary organization being subject to suspension of their right to vote for failure to pay their annual dues as set forth herein, the Executive Committee may establish, in writing, any other grounds for the suspension or termination of a member auxiliary organization’s membership consistent with the requirements of Section 5341 of the California Corporations Code.

Section 6. No membership or right arising from membership in this corporation may be transferred to any other auxiliary organization or person. All membership rights shall cease on the dissolution or removal from good standing of a member auxiliary organization.

ARTICLE IV
Governance

Section 1. Subject to limitations imposed in the Articles of Incorporation, these Bylaws, the Nonprofit Public Benefit Corporation Law and any other applicable laws, the activities and affairs of this corporation shall be managed and all corporate powers exercised by or under the direction of the Executive Committee. The Executive Committee shall be this corporation’s governing body. The Executive Committee shall set the policies and oversee strategic direction and operations of the corporation. The Executive Committee may delegate the management of the activities of the corporation to any person or persons, provided that the activities and affairs of this corporation shall be managed and all corporate powers shall be exercised under the ultimate direction and authority of its governing body.

Pursuant to California Corporations Code Section 5140 subdivision (n), the Executive Committee may take appropriate actions in anticipation of or during an emergency.

Section 2. Executive Committee members shall be elected at the corporation’s regular meeting conducted at its annual conference and shall serve staggered two-year terms. Standing Committee Chairs serve on the Executive Committee and shall be selected in accordance with the respective Standing Committee Operating Guidelines. The President and President-elect shall be elected at the corporation’s annual conference. The President, President-elect, and Executive Committee members shall assume their respective office or position upon conclusion of each annual conference and their term shall continue throughout the subsequent annual conference until its conclusion.
In the event the President is unable to complete the term of office, the Executive Committee shall appoint a member of the Executive Committee to serve as President for the unexpired term of office. In the event the President-Elect is unable to complete a term of Office, the Executive Committee shall appoint a member of the Executive Committee to serve as President-Elect for the remainder of the term. In the event the Immediate Past President is unable to complete a term of Office, the Executive Committee shall appoint a past president to complete the term.

Section 3. The officers of the corporation shall be subject to the direction of the Executive Committee and the membership of the corporation voting at a duly held meeting.

Section 4. The Executive Committee shall consist of the following members: the President, the President-Elect, the Secretary, the Treasurer, the Immediate Past President, the standing committee chairpersons, and at least six, but not more than ten, management employees of member organizations. To the extent practical, Executive Committee membership shall be reflective of corporation’s constituent interests. The standing committees of the corporation shall be established by the Executive Committee.

Section 5. Formal actions of the Executive Committee shall be reported to the Membership in a timely fashion.

Section 6. Unless otherwise provided in these Bylaws, a vacancy on the Executive Committee shall be filled by appointment by the President.

Section 7. Executive Committee members and officers, except for the Secretary and Treasurer, must be member employees, classified as direct, assigned, or reimbursed.

Section 8. Each Executive Committee member shall have one vote on each matter presented to the Executive Committee for action. No Executive Committee member may vote by proxy.

Section 9. Any action required or permitted to be taken by the Executive Committee may be taken without a meeting, if all members of the Executive Committee, individually or collectively, consent in writing to the action. For the purposes of this section only, "all members of the Executive Committee" shall not include any "interested director" as defined in Section 5233 of the California Corporations Code. Such written consent shall have the same force and effect as a unanimous vote of the Executive Committee taken at a meeting. Such written consent or consents shall be filed with the minutes of the proceedings of the Executive Committee. Written consent may be transmitted by first-class mail, messenger, courier, facsimile, e-mail or any other reasonable method satisfactory to the President.

Section 10. The Executive Committee may create standing or other committees through written operating guidelines for each committee. No committee may do the following:
(a) Take any final action on any matter that, under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members;

(b) Fill vacancies on the Executive Committee or any other committee;

(c) Fix compensation of the Executive Committee member for serving on the Executive Committee or on any committee;

(d) Amend or repeal bylaws or adopt new bylaws;

(e) Amend or repeal any resolution of the Executive Committee that by its express terms is not so amendable or repealable;

(f) Create any other committees or appoint the members of other committees; or

(g) Expend corporation funds to support a nominee for Executive Committee membership if more have been nominated for a position than can be elected.

ARTICLE V
Officers

Section 1. The officers of the corporation shall be the President, the President-Elect, the Immediate Past President, the Secretary, and the Treasurer. The Executive Committee may combine the Secretary and Treasurer into one position.

Section 2. The President shall preside at all meetings of the corporation. The President shall have the power to call and conduct the annual conference and regular meeting of the members, meetings of the Executive Committee, and special meetings of the corporation. The President or a designee shall have the authority to establish ad hoc committees and appoint members and chairpersons.

The President shall represent the corporation before all boards, commissions, and other policy-making committees or groups of the California State University, the State of California and other entities as appropriate. The President shall consult with the Executive Committee as appropriate to the circumstances of such representation.

Section 3. The President-Elect shall serve as a member of the Executive Committee, assist the President, preside in the absence of the President, and succeed to the office of President at the conclusion of the annual conference.

Section 4. The Immediate Past President shall serve as a member of the Executive
Committee, and is responsible for monitoring the special projects committee, and perform other duties as requested.

Section 5. The Secretary shall be responsible for recording and disseminating Executive Committee and member business proceedings, retention of the corporation’s records, publication of the corporation’s policy statements and updating the corporation’s policy manual. The Secretary, if a member employee, shall be an Executive Committee member. If the Secretary is not a member employee, this officer position shall serve in a management role to the Executive Committee.

Section 6. The Treasurer shall be responsible for the collection of dues and other income receipts; the payment of bills and other forms of indebtedness, the preparation of appropriate tax reports, the preparation and distribution to the Executive Committee of the quarterly report of all income and expenses; and the preparation of an annual report of income and expenses and a state of financial condition for each fiscal year ending June 30 for presentation to the corporation’s membership at its annual business meeting. The Treasurer shall present a budget to the Executive Committee for its approval no later than the June meeting for the corporation’s succeeding year of operations. The Treasurer, if a member employee, shall be an Executive Committee member. If the Treasurer is not a member employee, this officer position shall serve in a management role to the Executive Committee.

Section 7. The term of office of the President, President-Elect, and Immediate Past President shall be one (1) year and their terms shall be as set forth in Section 2 of Article IV. The Secretary and Treasurer shall be appointed by the Executive Committee for a one-year term and shall be appointed at the first Executive Committee meeting conducted following the annual conference as described herein.

ARTICLE VI
Standards of Conduct

Section 1. Each Executive Committee member shall perform the duties of their respective office or position in good faith, in a manner that the member believes to be in the best interest of the corporation, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances.

Section 2. Any transactions of the corporation involving any self-dealing on the part of an Executive Committee member shall be subject to the provisions of Section 5233 of the California Corporations Code.

ARTICLE VII
Annual Conference and Meetings

Section 1. The corporation shall hold an annual conference of the membership. The site of future conferences shall be determined each year by the Executive Committee.
The Executive Committee shall also determine the dates when the annual conference shall be held, but will use their best efforts to conduct the conference in the month of January. At the annual conference, there will be a regular meeting of the membership.

Section 2. The President may call special meetings. Reasonable notice of special meetings must be given to the members.

Section 3. At the regular meeting conducted at the annual conference, the Officers and other Executive Committee members shall be elected by vote of the corporation’s members present. Each member auxiliary organization is entitled to one vote on all business conducted at the regular meeting.

Section 4. A majority of the member auxiliary organizations present shall constitute a quorum for the transaction of business at any meeting of the members.

Except as otherwise required by law, the Articles, or these Bylaws, the members present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment, even if enough members have withdrawn to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum.

Section 5. Subject to the California Nonprofit Public Benefit Corporation Law, members in good standing on the day of a membership meeting shall be entitled to vote at such meeting. Voting shall be by written ballot, except that any election of an officer and/or Executive Committee member may be by voice if there is only one nominee for any position. Proxy voting shall not be permitted.

Section 6. The authority and requirements for conducting a membership meeting, in whole or in part, by any electronic transmission shall conform to the requirements in California Corporations Code Section 5510.

ARTICLE VIII
Elections

Section 1. An election will be held at the annual conference at which time officers and positions on the Executive Committee whose terms are expiring will be elected by a vote of the members present. Nominations shall be submitted by the Executive Committee to the membership.

Section 2. When a membership meeting is held for the election of officers or Executive Committee positions, any member auxiliary organization present at the meeting may place names in nomination.

The Executive Committee may formulate procedures that allow a reasonable opportunity for a nominee to communicate to members the nominee’s qualifications and the reasons
for the nominee’s candidacy, and a reasonable opportunity for all members to choose among the nominees.

ARTICLE IX
Conduct of Meetings

Section 1. The Executive Committee meetings, annual regular meeting, and special meetings and official proceedings of the corporation shall be governed by Robert's Rules of Order. Minutes of these meetings shall be distributed to the membership.

Section 2. All meetings of the corporation shall be open to members of the corporation and guests of the members of the corporation. The Executive Committee may adopt public reporting and transparency policies consistent with the intent of these Bylaws.

Section 3. The Executive Committee meetings, the annual regular meeting of the corporation, and any special meetings may be conducted in closed sessions to deliberate and act upon matters of a strict confidential or proprietary nature.

Section 4. Corporation meetings may be held by conference telephone, video screen communication, or other communications equipment. Participation in a meeting under this Section shall constitute presence in person at the meeting if both of the following apply:

(a) Each member participating in the meeting can communicate concurrently with all other members.

(b) Each member is provided the means of participating in all matters before the board, including the capacity to propose, or to interpose an objection to, a specific action to be taken.

Section 5. A majority of the authorized number of the Executive Committee membership then in office shall constitute a quorum for the transaction of any business except adjournment. Every action taken or decision made by a majority of the Executive Committee present at a duly held meeting at which a quorum is present shall be an act of the board, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, the provisions on (a) approval of contracts or transactions between this corporation and one or more Executive Committee members or between this corporation and any entity in which an Executive Committee member has a material financial interest, (b) creation of and appointments to committees of the Executive Committee, and (c) indemnification of Executive Committee members. A meeting at which a quorum is initially present may continue to transact business,
Section 6. Notice of a meeting need not be given to any Executive Committee member who, either before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings. Notice of a meeting need not be given to any Executive Committee member who attends the meeting and who, before or at the beginning of the meeting, does not protest the lack of notice.

Section 7. A majority of the Executive Committee members present, whether or not a quorum is present, may adjourn any meeting to another time and place.

Notice of the time and place of holding an adjourned meeting need not be given unless the original meeting is adjourned for more than 24 hours. If the original meeting is adjourned for more than 24 hours, notice of any adjournment to another time and place shall be given, before the time of the adjourned meeting, to the directors who were not present at the time of the adjournment.

Section 8. This Article is not intended to limit the authority of the Executive Committee to take action in conformity to Article IV Section 9.

ARTICLE X
General Provisions

Section 1. The corporation’s Fiscal Year shall begin on the first day of July and end on the last day of June.

Section 2. The corporation shall keep at its principal office for the transaction of business the original copy of its Bylaws, as amended or otherwise altered to date and certified by the Secretary of the corporation, which shall be open to inspection by all officers, Executive Committee members, and member auxiliary organizations at all reasonable times during office hours. Officers, Executive Committee members, and member auxiliary organizations shall have the absolute right, at any reasonable time, to inspect all books, records, documents, of all and every kind and description, and the physical properties of the corporation.

Section 3. No loan shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Executive Committee.
Section 4. The corporation shall prepare annual financial statements using generally accepted accounting principles. Such statements shall be audited by an independent certified public accountant, in conformity with generally accepted accounting standards. The corporation shall be required to review annually a report of the business affairs of this corporation, which shall include the financial statements indicating the financial condition of the corporation, the funds managed by the corporation and the results of the operations for the fiscal year then ended.

Section 5. The corporation shall have power to purchase and maintain insurance to the fullest extent permitted by law against any liability asserted against the corporation.

Section 6. To the fullest extent permitted by law, the corporation shall indemnify its Officers, Executive Committee members, employees, and other persons described as agents in § Section 5238, subdivision (a) of the California Corporations Code.

Section 7. The investment of corporation assets shall conform to applicable provisions of Section 5240 of the California Corporations Code.

Section 8. The corporation shall keep the following:

(a) Adequate and correct books and records of account, contracts and transactions;

(b) Minutes of the proceedings of its members and of the Executive Committee, and summary proceedings of its committees;

(c) A record of each member auxiliary organization’s and each affiliated member’s name and address; and

(d) Any corporate seal and the originals of any official logos or other corporation symbols.

The minutes and other books and records shall be kept either in written form or in any other form capable of being converted into clearly legible tangible form or in any combination of the two.

ARTICLE XI
Bylaws Adoption and Amendment

Bylaws for this corporation may be adopted or amended by a majority vote of the member auxiliary organizations at the annual regular meeting, at a special meeting, or by teleconference or mail poll.
The above amended and expanded Bylaws were approved by a majority of the corporation membership at their meeting on February 7, 2015.

________________________________
Richard Jackson
Secretary/Treasurer
The original Bylaws were adopted by the Membership in January 1986, and are archived in the Association’s corporate records.

**HISTORY OF AMENDMENTS:**

January 15, 1988 – Updated statutory references and other minor changes.

January 8, 1990 – Refined definition of member-organization qualifications (Article I, Section 1); authorized Executive Committee to confer affiliated membership under stated limitations (Article I, Section 2).

January 15, 1993 – Several corrections and cosmetic changes; added immediate Past President to Executive Committee membership; separated Secretary and Treasurer positions, but authorized Executive Committee to combine these positions; expanded and refined stated duties of Secretary; President Elect assumes presidency at end of annual conference; and deleted authority of Executive Committee to amend Bylaws by a 2/3 vote.

July 15, 1998 – [mail ballot] Changed Secretary and Treasurer positions to ad hoc nonvoting member of Executive Committee appointed each year by the Executive Committee (Article II, Sections 5, 6 and 7).

January 15, 2002 – Added Standing Committee chairpersons to Executive Committee as ex-officio voting members (Article II, Section 9); and added limited delegated authority to Executive Committee to adjust membership dues (Article VI).

June 20, 2003 – [mail ballot] Change Association operating year from calendar (January through December) to fiscal (July through June) in Article II, Section 6, and in Article VI.

January 14, 2003 – Deleted obsolete provisions concerning Workers Compensation Insurance Group Plan (Article VI, Special Programs) and renumber articles.

January 13, 2004 – Added delegated authority to Executive Committee to review and adopt annual budget (Article II, Section 6).

January 14, 2009 – Added Past President as officer with one-year term (Article II, Sections 1 and 7).

November 19, 2010 – Secretary and Treasurer were each made “a designated voting member” of the Executive Committee (Article II, Sections 5 and 6).

June 17, 2011 – Eliminated the designation of Northern and Southern members so that, in addition to Officers, the Executive Committee consists of six, but not more than ten,
members from across the California State University (Article II, Section 9).

June 20, 2014 – Stipulated that Executive Committee members and officers, except for the Secretary and Treasurer, shall be Association member employees (direct, assigned or reimbursed). Stipulated that if the Immediate Past President is unable to complete a term of office, the Executive Committee shall appoint a past president to complete the term. Clarified that the President-Elect shall preside in the absence of the President, and succeed to the office of President at the conclusion of the annual conference.

February 7, 2015 – Added numerous provisions that express or summarize statutory requirements, or that state requirements, if not included, would otherwise fall to “default” statutory requirements. Provided that the Secretary/Treasurer, if a member employee, shall be an Executive Committee member. If the Secretary/Treasurer is not a member employee, this officer position shall serve in a management role to the Executive Committee.
Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) because you are an organization of the type described in section 509(a)(2).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

You are required to file Form 990 only if your gross receipts each year are normally more than $25,000. For guidance in determining whether your gross receipts are “normally” more than $25,000, see the instructions for Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of $10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed $5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

Letter 1050 (CG)
AUXILIARY ORGANIZATIONS ASSOCIATION

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Michael J. Quinn
District Director
AOA
STATEMENT OF
MISSION, PURPOSE AND GOALS

Mission Statement

We are a consortium of diverse, entrepreneurial, service-orientated California State University auxiliary organizations, whose purpose is to assist in exemplary services, programs, and facilities that further the educational mission of each campus.

Purpose: Why AOA?

1. Professional development: access of information, leadership skills, and organizational management through a variety of mechanisms: negotiation skills, conflict management, influence and persuasion.

2. Discussion and resolution of legal issues and connection to Chancellor’s Office. Re-establish focal point for auxiliary issues, vice-presidents, and Chancellor’s Office staff.

3. Cross-function support (mutual support) between auxiliaries with different functions, e.g. Foundations and A.S.

4. Networking at auxiliary manager level.

5. Providing assistance to new auxiliaries.

6. Access to timely auxiliary information and resources.

7. Important communication link for information.

Future Goals

I. Increase Professional Development

Increase the number, variety and levels of professional development opportunities based on broad input from members, as well as provide increased and timely access to information resources. Find new forms for summarizing legal counsel distribution.
1. Increase number, variety, and levels of professional development and opportunities.

2. Provide timely information

3. Identify an information management person to develop Web page and gather information on ideas year round.

4. Strategize goals of annual conference through committee meetings, chairs, and vice chairs.

5. Identify auxiliaries/campus resources for training.

6. Call for sessions at annual meeting.

7. Acknowledge exemplary members.

8. Provide training for all levels of membership.

9. Create a professional development committee.

II. Clarify AOA’s role as the focal point for issues of common interest to members pertaining to legal developments, legislative initiatives and system-wide issues.

1. Establish AOA as a credible resource for the Chancellor’s Office on matters pertaining to auxiliaries by responding to Chancellor’s Office inquiries in a timely manner with lucid, in-depth information.

2. Set up periodic, strategic contacts with high level Chancellor’s Office representatives.

3. Continue high degree of Chancellor’s Office participation in annual conference.

4. Establish continuous two-way communication between AOA and CABO.
III. Increase Cross-Function Support

1. Recruit AOA membership from all auxiliary organizations.
   a. Analyze lists to derive auxiliary organizations to be recruited.
   b. Assign recruiters.
   c. Establish advisory council.
   d. Welcome “Packet.”

2. Express as AOA Policy and Implement Functional Diversity on Executive Committee/Officers/Committees
   a. Mentors program led by AOA leaders (campus cross-function).
   b. Encourage committee chairs to invite cross-function auxiliary organizations to committee meetings.
   c. Amend bylaws to express cross-function.

3. Structure AOA Policy Professional Development Programs that emphasize cross-function value and interest.
   a. Executive Committee adopt clear program statement for conference committee.