CODE ON THE ASSOCIATED STUDENTS ANNUAL RECOGNITION BANQUET

1) NAME: This Code shall be known as Code #201, the Code on the Associated Students Annual Recognition Banquet.

2) AUTHORITY: This Code is established under the authority of Article XV of the Bylaws of the Associated Students, California State University, Northridge, Inc.

3) PURPOSE: The purpose of this Code shall be to outline the policies and procedures governing the Associated Students Annual Recognition Banquet. The purpose of the Banquet is to celebrate the collective achievements of the Associated Students, CSU Northridge, Inc. over the course of the past year, and to recognize academic and service excellence amongst the staff and student leaders of the A.S.

4) DATE OF EFFECTIVENESS: This Code shall be effective when approved by a majority vote of the Associated Students Senate.

5) AMENDMENTS: This Code may be amended by a majority vote of the Associated Students Senate.

6) BANQUET COMMITTEE:
   a) The annual A.S. Annual Recognition Banquet will be produced by a Committee to include:
      i) Graduate Assistant for Programming (Chair, non-voting)
      ii) A.S. Productions Executive Producer
      iii) The A.S. Chief of Staff, who serves as the A.S. President’s designee
      iv) The A.S. Director of Personnel
      v) Resources Coordinator (Staff designee – voting)
      vi) One (1) A.S. Senator
      vii) Three (3) student representatives from any of the following A.S. Departments:
          (1) Recycling Services
          (2) Support Services
          (3) Sports Clubs
          (4) Outdoor Recreation
          (5) Financial Services
          (6) The Children’s Center
      viii) The Coordinator for Student Leadership (Advisor, non-voting)
   b) The responsibility of the committee shall be to:
      i) Develop a working budget for the banquet.
      ii) Invite and manage RSVP/payments for all guests
      iii) Oversee the awards nominations process
      iv) Order all awards
      v) Plan and execute the banquet preparations including room reservations, food selection, décor, developing an event script, recruiting adequate volunteer help, and all aspects related to production of the banquet.
      vi) The committee will meet once a week beginning no later than February each year.
7) **BANQUET LOGISTICS:** The following will guide the production of the Associated Students Annual Recognition Banquet:

a) The banquet will be held on the second Friday in May each year.
b) The banquet will be held at an on-campus location.
c) The out of pocket-cost per student will be in keeping with the current A.S. budget language outlining banquet costs.
d) Each Banquet will include:
   i) A presentation by each A.S. Department on its key achievements and recognition of its staff.
   ii) A keynote/farewell speech by the current A.S. President.
   iii) A passing of the gavel from the current A.S. President to the incoming A.S. President.
   iv) A brief (3 minutes or less) speech from the incoming A.S. President.
e) The banquet will include a “tradition of the rose” ceremony.

8) **AWARDS:** The following awards will be given at the banquet each year:

a) **Outstanding A.S. Senator Award:** Any Senator who has served and not resigned/been removed from office is eligible for nomination.
b) **Outstanding A.S. Cabinet Member Award:** Any Cabinet member (Chair or Assistant) who has served and not resigned/been removed from office is eligible for nomination.
c) **Committee of the Year:** Any A.S. Standing Committee, Super Committee or Ad Hoc Committee is eligible for nomination.
d) **Student Assistant of the Year:** Any student assistant employed in any area of the Associated Students is eligible for nomination.
e) **Commencement medallions:** Any student who has been employed by Associated Students for a minimum of one (1) year, or who has served the Associated Students in a leadership capacity for minimum of one (1) year, AND who is still serving at the time of their graduation from CSUN, will be eligible to receive an A.S. Commencement Medallion. Department supervisors are responsible for submitting a list of their eligible students no later than the first (1st) staff meeting in APRIL each year to the A.S. Coordinator for Student Leadership. Cost for medallions will be borne by the A.S. Annual Recognition Banquet.
f) **Academic Special Recognition:** Any student who has a cumulative GPA of 3.5 or better (undergrad), or 3.85 (graduate) at the time of the awards banquet will be awarded an Academic Special Recognition Certificate.
g) **William R. Foster Honorary Lifetime Membership Award:** See the Code on Associated Students William R. Foster Honorary Life Membership Awards for details on nomination and selection.
h) **Special Recognition Awards:** The A.S. President and Vice President may present certificates to anyone they want to specially recognize within the Associated Students, the university, or the local community. These awards are at the discretion of the President and Vice President jointly.
i) **The Hermie Award:** “Hermie was an outstanding individual, always ready to help the corporation as well as individual students and staff. She was a sounding board for new ideas, an organizer who always seemed to remember all those details that students seemed to forget, the personal psychologist for anyone with a problem and a second mother to us all. She was willing to do whatever was necessary to ensure that A.S. would run smoothly. She was a warm
individual who never lacked a kind word, especially at times we needed it most. Yet she was honest; you always knew where she stood. In brief, she was the heart that made A.S. work so well. It is in this spirit that he recipient of a “Hermie” should be chosen.”

Nominees must have given at least two years of service to the A.S. Organization. All senate members (including President and Vice President), Directors, Coordinators, committee members, staff, employees and advisors are eligible.

9) AWARDS PROCEDURE:
   a) The banquet committee will develop the following:
      i) A nomination form for:
         (1) Outstanding Senator of the Year
         (2) Outstanding Cabinet member of the Year
         (3) Outstanding Committee of the Year
         (4) Student Assistant of the Year
         (5) William R. Foster Honorary Life Membership
         (6) Commencement Medallions
         (7) Academic Recognition Awards
         (8) Special Recognition (list who, and what you feel they should be recognized for)
         (9) The Hermie Award
   b) The nomination form will be made available online to all current A.S. staff, student assistants and student leaders for a period of no less than two (2) calendar weeks.
   c) Nominations for awards MUST be closed no later than April 15 each year to allow for the timely production of awards.
   d) The banquet committee will tabulate all submitted awards nominations.
      i) The banquet committee may consider BOTH the number of votes received, and the substance/quality of the nomination statements for Outstanding Senator, Outstanding Cabinet Member, and Committee of the Year when making final award determinations.
      ii) The committee does not have to come to unanimous decisions, but that is preferred. If a unanimous decision cannot be reached, majority rule will determine who receives the final award.
      iii) If the committee reaches an impasse, any recommendation to give TWO awards for any category must be approved by the A.S. President AND Vice President.
   e) The banquet committee will submit all nominations for The William R. Foster Honorary Life Membership to the A.S. President, who chairs that selection committee.
   f) All nominations for special awards will be forwarded to the A.S. President as well.
   g) The Coordinator for Student Leadership will verify academic eligibility for Commencement and Academic Achievement awards

10) PARLIAMENTARY AUTHORITY: The official parliamentary authority for the banquet committee shall be the current edition of Robert’s Rules of Order, Newly Revised.

11) REGULATION: The office of Student Leadership and all A.S. members involved with this committee shall, in the execution of their responsibilities, uphold and comply with the policies of:
   i) The Constitution of the United States of America
ii) The State of California  
iii) California State University, Northridge  
iv) The Associated Students, California State University, Northridge, Inc.  

12) **ENABLING CLAUSE:** This Code shall supersede all Codes on the A.S. Awards Banquet and the Hermie Award passed prior to March 29, 2013.

Approved: 03-29-13