

ASSOCIATED STUDENTS, INCORPORATED CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

Cabinet of Academic Senators Code of Procedure

Policy 015

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ARTICLE I AUTHORITY AND FUNCTION

These codes shall act as the governing procedure for the Academic Senators of the Associated Students, Inc. (ASI) of California State University, Los Angeles. The authority and function of these Academic Governance Units is to:

- A. Coordinate the Senate Offices and Shared Governance Council (SGC).
- B. Represent Students on the Executive Committee of the Academic Senate.
- C. Act as voting representatives for students on the Academic Senate.
- D. Actively recruit and coordinate students to <u>Academic Senate and University. Wide Committees.</u>
- E. Coordinate the Senate Offices to maximize the effectiveness of the Shared Governance Units.
- F. Coordinate the information, programs, projects, and matters to be considered by the SGC.

ARTICLE II MEMBERSHIP:

Section 1 - Cabinet of Academic Senators (CAS), Membership

The membership of the CAS shall include, but not be limited to the following:

- A. ASI Vice President for Academic Governance (VPAG)
- B. ASI Academic Senators (3 Undergraduate, 2 Post-Baccalaureates),
- C. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, serving as a non-voting <u>cabinet</u> advisor)
- D. ASI Executive Director or professional staff designee (non-voting cabinet advisor)

Section 2 - Quorum

Quorum shall be defined as a simple majority of the seated ASI Academic Senators (3).

Section 3 - Eligibility

- A. All ASI Members and cabinet appointees must maintain their eligibility outlined in the ASI Bylaws Article III, Section 2 and Clause 1-7.
- Academic Senators cannot take a <u>semester</u> off during their term of office

ARTICLE III DUTIES

Section 1 - Responsibilities of the ASI Vice President of Academic Governance



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The VPAG shall:	Formatted	\equiv
The strain.	Deleted: ES/SGCactions, recommendations and	=
A. Call meetings: create and post agendas.	Deleted:	
B. Report all <u>CAS</u> , actions, recommendations and activities to the <u>ASI</u> BOD.	Deleted: ES/SGC	_
C. Preside over all CAS meetings.	Formatted	
D. Be responsible for the allocation of the Shared Governance funding. E. Actively recruit students to Academic Senate, College Specific and University Wide Committees	Deleted:	<u> </u>
alongside the Academic Senators and College Representatives.	Formatted	\preccurlyeq
F. Delegate duties of the Senate Offices to each ASI Academic Senator, with CAS approval.		
G. Coordinate the Senate Offices to ensure that both undergraduate and graduate students are not	Deleted: <#>Actively serve on the Executive	\equiv
marginalized, and that effective communication is occurring between the Office for Academic Governance.	Deleted: <#>	<u>₩</u>
H. Shall submit a biweekly report to the ASI Secretary/Treasurer.	Deleted: A.S.I.	\dashv
Shall review and submit the bi-weekly reports of the Academic Senators to the ASI Secretary		\dashv
Treasurer_	Deleted: check and report	\dashv
J. Shall set up meetings to introduce themselves and their senators, this includes but is not limited to the	Deleted: A.S.I.	\dashv
Provost, VP of Academic Affairs, Dean of Undergraduate Students, Dean of Graduate Students,	Deleted: ,	_
Chairs of the Academic Senate committees and Subcommittees etc. (preferably in the summer). A. Note: Meet with the Chair of the Academic Senate first to strategize meetings with	Deleted: c	=
A. Note: Meet with the Chair of the Academic senate first to strategize meetings with Academic Senate Committee Chairs.	Formatted	
K. Submit a list of participating students at the end of each semester to the appropriate Chairs. After	Deleted: cmmittee Cc	
verification by the Chairs, a list of those students who have attended 70% of their meetings shall be	Formatted	
forwarded to the Vice President of Student Affairs office for final recording.	Deleted: quarter	_
Cootion 2. Desponsibilities of the ACIVian Chair of the Coleman of Academia Constant	Deleted: cairs. After verification by the Cc	
Section 2 – Responsibilities of the ASI Vice Chair of the Cabinet of Academic Senators	Formatted	
The duties of the ASI Vice, Chair of the CAS, shall be performed by an ASI Academic Senator, and is to be	Formatted)
appointed by the second meeting of the CAS. The time served in this role will count as two specific duty hours the week of a meeting.	Formatted	=
nours the week of a meeting.	Deleted: Duties and Responsibilitiesf the Cabinet of	\equiv
The Vice-Chair shall:	Formatted	\equiv
A. Record the minutes for each <u>CAS</u> meeting and ensure they are circulated for review prior to the	Deleted: Cabinet of Academic Senators	<u> </u>
next scheduled meeting. The time served in this role will count as two specific duty hours the week of	Formatted	\equiv
a meeting.	Formatted	≒
B. Assist the VPAG in coordinating the Senate Offices.	Formatted	≒
C. Carry out the duties of the Chair in his/her/their absence.	Deleted: vce-Cc	≕
Section 3: Responsibilities of the ASI Academic Senators	Formatted	≒
	Deleted: SGC	<u></u>
A. Reports	Deleted: Conduct quarterly semester verification on	\equiv
1. Bi-weekly Reports a. All Senators shall submit a Bi-weekly report to the VPAG and the ASI Secretary/Treasurer		₩
to report activities conducted in their role.	Deleted: ASI	\dashv
b. Bi-weekly reports are due by noon on the Wednesday before each BOD meeting	Deleted: c	\preceq
c. If a Bi-weekly report is not submitted, the VPAG has the discretion to conduct a	Formatted	
performance review for purposes of accountability.	Formatted	
2. State of Affairs a. All Senators shall submit a report to the <u>VPAG, ASI</u> Secretary/Treasurer and the <u>ASI</u>	Formatted	
President on the State of Affairs of ASI, specific to the Shared Governance Unit.	Deleted: Academic Senators Duties &	\dashv
b. State of Affairs reports are due by noon on the Thursday of the <u>tenth</u> week of the	Formatted	
semester.	Deleted: ¶	
3. Transition, Folder	Formatted	
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- a. All Senators must submit a transition folder to the VPAG ASI Secretary/Treasurer and the
 ASI President bi-annually.
- b. In order to maximize the effectiveness, Transition, Folders are due each <u>semester</u> by noon on the Thursday of the <u>tenth</u> week of the <u>semester</u>.
- 4. Committee Reports
 - a. All Senators shall report all of their respective committee meetings as stipulated in Policy 23. Article IV. Section 1.

B. Meetings

- All Senators are required to attend the meetings of the Academic Senate for the duration of their term.
- 2. All Senators are required to attend committee meetings they have been appointed to
 - a. All Senators shall be a member of at least one of the standing committees of the Academic Senate and at least one of the subcommittees.
 - b. All Senators must either sit on at least one University. Wide Committee or recruit the three students to sit on a University. Wide Committee by the second week of Fall (the student must not be a current AS) Officer or SGC member).

C. Specific Duties

- 1. Each Senator shall be responsible for carrying out the duties specified in the ASI Bylaws.
- 2. In <u>addition</u> to the above requirement, Senators shall be responsible for a minimum of two office hours per week to be held in the <u>ASI_Office</u>.
 - Office Hours must be scheduled with the <u>ASI</u> Secretary/Treasurer during the first week of each semester.
 - b. Any change to these office hours must be reported to the <u>ASI Secretary/Treasurer</u> immediately.
- 3. Each Senator shall actively seek out the opinions, needs, and desires of constituents. (Cal State LA student body) and ensure that all necessary activities and polices are initiated and carried out for the student body at large as well as equally voiced and considered alongside faculty and administrators on issues affecting the Cal State LA student body.
- 4. Each Senator must attend the <u>CAS and SGC meetings</u> or notify the VPAG at least 24 hours in advance if unable to attend.
- 5. Coordinate with at least one set of College Representatives to understand the issues that students in that particular college are facing.
- 6. Coordinate a Senate Office of their choosing with the approval of the CAS
- 7. Each Senator shall satisfy eight (8) hours of specific duty hours.

D. Service

- 1. Each Senator shall be responsible for fulfilling a minimum number of service hours. Service hours are performing duties that may not be directly related to your position but reasonably benefit the University, student body and/or ASI; the following are considered service hours.
 - a. Actively tabling to meet, inform and recruit students
 - b. Attending meetings that are outside of required meetings (A report must be submitted in order to verify attendance)
 - c. Volunteering at ASI or student oriented events
 - d. Assisting around the office or helping fellow members with duties (i.e. organizing agendas for meetings, etc.)
 - e. Any other duty that the VPAG or CAS considers service duties.

Section 4 Committee Incentives

Lowering, increasing, and/or removing the committee incentive amount for non-ASI BOD members and general students shall require majority approval from the <u>CAS</u>, SGC, Finance Committee, and BOD.



Associated Students, Inc.

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ARTICLE IV SENATE OFFICES - PURPOSE AND CHARGE Section 1 - Purpose and Charge The purpose of the Senate Offices is to empower the Academic Senators and SGC, members, strengthen student involvement in Shared Governance, ensure that graduate students are not marginalized and are genuinely represented, and reinforce the internal collaboration between the Shared Governance Unit and the other branches of ASL A. Senate Marketing Office The Senate Marketing Office shall: Assist the VPAG in promoting committee involvement in a proactive and innovative manner (this includes, but is not limited to, assisting with marketing material such as flyers and brochures Promote SGC and/or CAS actions and initiatives in effective manners. Promote and communicate all necessary issues or actions that are taken at an Academic Work with the ASI Public Relations and Marketing Commissioner to arrange press releases, Report any actions to the CAS. Perform all duties that may not be explicitly listed, but that the CAS deems necessary Senate Recruitment Office Actively and collaboratively seek out potential and/or strong student leaders to join the SGC_bby joining a University-Wide or Academic Senate committee. Coordinate the SGC involvement initiatives, programming and efforts Report any actions to the CAS. Perform all duties that may not be explicitly listed, but that the CAS deems necessary C. Senate College Collaboration Office, The Senate College Collaboration Office shall: Coordinate Academic Senator and College Representative collaborative efforts and initiatives. Attend the Cabinet of College Representatives and communicate any issues that may affect the colleges and/or identify, any collaborative initiatives that can be executed together. Report any actions to the CAS. Perform all duties that may not be explicitly listed, but that the office deems necessary D. Senate Graduate Students Office, The Senate Graduate Students Office shall: Outreach and recruit students from the graduate student population. Connect the graduate student population to ASI and the Shared Governance Units through initiatives, programs, and other efforts. Report any actions to the CAS. Identify any issues affecting graduate students and work with the CAS, and SGC, in addressing them. Sit on the graduate subcommittee of the Academic Senate. Perform all duties that may not be explicitly listed, but that the office deems necessary.







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ARTICLE IV MEETINGS

- A. The CAS shall meet biweekly.
- B. In addition, the CAS may meet on an as-needed basis.
- C. Any three voting members may request a meeting. The member must notify the <u>Chair at least seven</u> (7) days in advance of the requested meeting date.

ARTICLE V

ABSENCES, TARDIES AND EARLY DEPARTURES

- A. All Academic Senators must notify the VPAG if they cannot attend a CAS meeting or their required committee meeting 24 hours before the meeting.
- B. Each meeting that an ASI Academic Senator misses with an unexcused absence or does not attend completely will be tracked and considered for their performance reviews.
- C. If an Academic Senator fails to report back on at least 70% of the meetings, the VPAG has the discretion to initiate a performance review and plan for improvement per Policy 020 Officer Performance Review and Removal Procedure Policy.
- D. Any appointed or elected member may be removed from the <u>cabinet</u> on a recommendation from the Chair to the <u>cabinet</u> for more than, one (1) unexcused absences, two (2) unexcused tardies, or two (2) unexcused early departures during any one <u>semester</u>.

ARTICLE VI MEETINGS

Special and Emergency Meetings

The <u>CAS</u> may meet on a special and emergency basis. When a special meeting is necessary, the Chair shall call the meeting through a written notice to all members no less than twenty-four (24) hours prior to the meeting. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000. An emergency meeting may be called by either the Chair or through a request to the <u>Chair</u> by three (3) voting members of the <u>cabinet</u>.

ARTICLE VII AMENDMENTS

Proposed amendments to these codes shall be submitted on an absolute majority of the CAS, to the ASI Bylaws and Codes of Procedure Subcommittee for their review and approval prior to submitting the proposed changes to the BOD for their 2/3-majority approval.

Policy History

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