



**ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS  
ANGELES**

Approved: 05/15/08

---

## **ADMINISTRATIVE MANUAL**

---

# **University Council of Clubs and Organizations' Codes of Procedure**

**Policy 013**

## **ARTICLE I: STRUCTURE**

### **SECTION 1: NAME**

This committee shall be known as the A.S.I. University Council of Clubs and Organizations hereinafter referred to as the (U.C.C.O.).

### **SECTION 2: PURPOSE**

The purpose of the U.C.C.O. shall be to:

1. Promote student awareness of and participation in California State University, Los Angeles clubs, organizations and campus governance;
2. Establish coordination, communication and cooperation among the officially recognized clubs and organizations between A.S.I.; and
3. Promote the development of student leadership and service; and to promote campus and public awareness.

### **SECTION 3: AUTHORITY**

1. The committee shall act subordinate only to the Associated Students, Incorporated (A.S.I.) Articles of Incorporation, A.S.I. Bylaws, Title V, California Code of Regulations, and the California Education Code.

### **SECTION 4: MEETINGS**

The U.C.C.O. shall meet twice a quarter, for the fall, winter, and spring quarters. Any additional meetings outside of the two original meetings shall not be mandatory.

## **ARTICLE II: MEMBERSHIP**

### **SECTION 1: Clubs and Organizations**

1. Every club or organization that has been officially recognized by California State University, Los Angeles shall be a member.
2. Each club shall have two (2) designated representatives, one (1) main representative and one (1) alternate representative both of which need to be a



- 1 of 3 -

recognized officer of the club or organization. In the case of an emergency as determined by the University Council officers, a second alternate representative may represent the club.

3. At least one representative from each club shall be present at each meeting
4. No member of the U.C.C.O. shall represent more than one (1) club or organization at any one meeting.
5. Each club shall have only one vote regardless of how many representatives are present at the meeting.

## **SECTION 2: OFFICERS**

There shall be four officers of the U.C.C.O.:

1. The A.S.I. Campus Affairs Representative shall hold the position of Chair.
2. A member of the University Council as elected by the U.C.C.O. body shall hold the position of Vice Chair.
3. The A.S.I. Secretary/Treasurer shall act as the recording secretary.
4. A member of the Judicial Review Committee (JRC) shall act as the parliamentarian.

## **SECTION 3: OFFICER RESPONSIBILITIES**

1. The Chair shall call all meetings of the U.C.C.O., form and dissolve Ad Hoc committees, be an ex officio member of all U.C.C.O. committees that he or she does not chair, work with the Vice Chair in setting the agenda, and represent the U.C.C.O. at meetings of the Associated Students, Inc. Board of Directors.
2. The Vice Chair shall carry out the duties of the chair in his or her absence and shall be an ex officio member of all U.C.C.O. committees that he or she does not chair. The Vice Chair shall keep all minutes and agendas of all meetings of the U.C.C.O. and shall provide copies of these to all members, officers of the U.C.C.O.
3. A member of the JRC shall serve as the U.C.C.O. parliamentarian.
4. The recording secretary shall take minutes and provide a soft copy to the Chair.

## **SECTION 4: TERM**

1. Terms of office of all U.C.C.O. officers shall be for the duration of their A.S.I. position.
2. The term of Vice Chair shall be fall through spring.

## **ARTICLE III: MEETINGS**

### **SECTION 1: OCCURRENCE**

The U.C.C.O. shall meet twice a quarter; however, meetings may be canceled or additional meetings may be called by the Chair or majority vote of the members present during quorum. Notification of meeting dates will be posted during the first week of the



quarter. All meeting agendas must be posted publicly 72 hours before said meetings, pursuant to the Gloria Romero Act.

## **SECTION 2: QUORUM**

Quorum shall be the present attendance.

## **SECTION 3: VOTING**

All club representatives to the U.C.C.O. shall have a vote in the U.C.C.O.. The Chair, however, shall vote only in the event of a tie.

1. The Vice Chair shall have an independent vote.
2. The U.C.C.O. Parliamentarian shall not vote
3. The A.S.I. Secretary/Treasurer shall not vote.

## **SECTION 4: ATTENDANCE**

1. If any club is absent at any meeting of the U.C.C.O., it shall be the responsibility of the Secretary to notify, in writing, the organization.
2. An attendance report shall be generated and submitted to the ASI Vice President for Finance by the U.C.C.O. Vice Chair 24-48 hours after the U.C.C.O. meeting.

## **ARTICLE IV: Codes of Procedure Amendments**

### **SECTION 1: AMENDMENTS**

1. Amendments to the U.C.C.O. Codes of Procedures may be proposed to the U.C.C.O. in the form of a proposal by a U.C.C.O. Officer or by a member with signed support of 10% of the U.C.C.O. membership.
2. Amendments to the U.C.C.O. Codes of Procedures shall require a two-thirds (2/3) affirmative vote of the full membership of the U.C.C.O. present at any regular meeting of the U.C.C.O., provided that advanced notice of at least one (1) week has been given.
3. Public notice of such proposed amendments shall be given one (1) week prior to the vote.
4. Upon ratification, the amended Codes of Procedures shall become effective immediately.
5. This Codes of Procedures shall be ratified by a two-thirds (2/3) vote of the U.C.C.O. members present at any regular meeting of the U.C.C.O., provided that advance notice of at least one (1) week has been given. This Codes of Procedures shall become effective upon ratification.
6. Proposed amendments to these codes shall be submitted on a majority of the University Council to the A.S.I. Subcommittee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the BOD for their 2/3 approval.

