



ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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## ADMINISTRATIVE MANUAL

# SHARED GOVERNANCE COUNCIL Code of Procedure

POLICY 023

### ARTICLE I

### AUTHORITY AND FUNCTION

These codes shall act as the governing procedure Shared Governance Council (SGC) of the Associated Students, Inc. (A.S.I.) of California State University, Los Angeles. It shall be the purpose and Function of the Shared Governance Council to:

- A. Review, research and make recommendations on, but not limited to, Academic and Administrative policy affecting students.
- B. Maintain active communication to the student body regarding but not limited to Academic and Administrative Affairs by creating resolutions, white papers, utilizing media outlets etc.
- C. Work with all appropriate areas in order to ensure that genuine Shared Governance is being upheld between students, faculty, and administration. These areas include but are not limited to: A.S.I. College Representatives, Department Chairs, Students, etc.
- D. Create annual assessments for the student success fee and any student fee the council deems appropriate to ensure effective and ethical use of student fees.
- E. Create assessments ascertaining the quality of service offered to students that the council finds appropriate.

### ARTICLE II

### MEMBERSHIP

#### Section 1 - Shared Governance Council membership

- A. Vice President for Academic Governance (VPAG) (chair, non-voting)
- B. A.S.I. Academic Senators (3 Undergraduates, 2 Post-Baccalaureates) (one of which shall be appointed vice-chair at the first or second meeting of the SGC)
- C. Student Representatives appointed by the B.O.D. to all University and Academic Senate Committees and Subcommittees
- D. All official A.S.I. Board members that are required to sit on a University or Academic Senate Committee or Subcommittee
- E. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, non-voting committee advisor)
- F. The Provost or the Provost's designee (non-voting committee advisor)

#### Section 2 - Quorum

Quorum shall be defined as a simple majority of the seated A.S.I. Academic Senators (3), in addition to five (5) student representatives. The VPAG shall be counted for the purposes of establishing quorum.

#### Section 3 - Eligibility

- A. All A.S.I. Members and committee appointees must maintain their eligibility outlined in the A.S.I. Bylaws Article III, Section 2 and Clause 1-7.
- B. Academic Senators cannot take a quarter off during their term of office.



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Associated Students, Inc.

Policy 023 - Shared Governance Council Code of Procedure



...For the Students, by the Students!™

1. The VPAG shall:
  - A. Call meetings.
  - B. Create and post agendas.
  - C. Report all SGC actions, recommendations and activities to the A.S.I. B.O.D.
  - D. Preside over all SGC meetings.
  - E. Actively serve on the Executive Committee of the Academic Senate, as a non-voting member when the privilege is extended by the Executive Committee. If the VPAG cannot attend the meeting, the VPAG can assign an Academic Senator as a designee.
  - F. Coordinate the 3 Branches of University Wide Committees including but not limited to Academic Senate Committees and all respective subcommittees, Administrative Committees and all respective subcommittees and College Specific Committees and all respective subcommittees.
  - G. Submit a list of participating students at the end of each quarter to the appropriate chairs. After verification by the chairs, a list of those students who have attended 70% of their meetings shall be forwarded to the Vice President of Student Affairs office for final recording.
  - H. Vote in the event of a tie.
2. The vice-chair shall:
  - A. Record the minutes for each CAS/SGC meeting and ensure they are circulated for review prior to the next schedule meeting. The time served in this role will count as two specific duty hours the week of a meeting.
  - B. Conduct quarterly verification on members' attendance to assigned committees and subcommittees.
  - C. Carry out the duties of the chair in his/her absence.
3. The Academic Senators shall:
  - A. Coordinate the committee branch they are assigned, this includes but is not limited to:
    - i. Ensuring the respective committee in which they coordinate are submitting committee reports.
    - ii. Ensuring that committee members are being proactive whenever possible and reaching out to students to find issues so that they contact the chair to have a meeting.
    - iii. Alongside the VPAG, act as a support network for committee members.
4. Shared Governance Committee Members
  - A. Attend all Committees they have been appointed to.
  - B. Submit a committee report within 3 business days after the meeting to their assigned Senator and to the VPAG.
  - C. Identify issues affecting students and encourage the Chair to have a meeting to promote a proactive committee.
  - D. Committee Reports
    - i. The committee reports are to be sent out by the VPAG to the respective Shared Governance Council members the beginning of the first week of every quarter
    - ii. Committee reports need to be credible and factual, so that they can go on the A.S.I. website for reasons of transparency.
    - iii. Committee reports hold accountability to all Shared Governance Council members, in which if Board members or Academic Senators do not turn in a report, there will be a deduction on their GIA. If general committee members do not turn in a committee report, there may be a lower incentive than expected (Committee reports are reports to the Shared

- Governance Unit, and failure to report 70% of the meetings is subject for incentives/benefits to be withheld).
- iv. Committee Verification forms are for general student committee members to receive their incentive, which is based on the verification forms information (especially from the chair of one's committee) and the committee reports filled out and given to the VPAG. If no committee reports have been turned in, the VPAG will request from the chair of one's committee the minutes to ensure the activity of the committee member in question.
  - v. The lowering and/or removal of committee incentives must have a 2/3 approval from SGC.

#### **ARTICLE IV**

#### **MEETINGS**

The SGC shall meet two - three times per quarter.

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

#### **ARTICLE V**

#### **ABSENCES AND EARLY DEPARTURES**

- A. All student representatives must notify the VPAG if they cannot attend a CAS/SGC meeting or their required committee at least 24 hours before the meeting.
- B. Each meeting that a student CAS/SGC member misses with an unexcused absence or does not attend completely, a deduction will be placed on that student CAS/SGC member's Grant-in-Aid.
- C. If a student representative fails to report back on at least 70% of the meetings, any incentives/benefits provided to the representative will be withheld.
- D. Any student representative may be removed from the committee on a recommendation from the Chair to the committee for more than, one (1) unexcused absences, two (2) unexcused tardies, or two (2) unexcused early departures during any one quarter.
- E. A.S.I. members refer to Policy 020 for removal procedures.

#### **ARTICLE VI**

#### **MEETINGS**

##### Special and Emergency Meetings

The CAS&SGC 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 chair by three (3) voting members of the Committee.

#### **ARTICLE VII**

#### **AMENDMENTS**

Proposed amendments to these codes shall be submitted on an absolute majority of the CAS/SGC to the A.S.I. Bylaws and Codes of Procedure Subcommittee for their review and approval prior to submitting the proposed changes to the B.O.D. for their 2/3-majority approval.

