



ADMINISTRATIVE MANUAL

CABINET OF ACADEMIC SENATORS
Code of Procedure

POLICY 015

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
- 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 Academic Senate and University Wide Committees
- E. Coordinate the Senate Offices to maximize the effectiveness of the Shared Governance Units
- F. Coordinate the information, programs, projects, and problems to be considered by the Associated Students, Inc., Shared Governance Council.

ARTICLE II

MEMBERSHIP

Section 1 - Cabinet of Academic Senator 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 committee advisor)
- D. ASI Executive Director or professional staff designee (non-voting committee advisor)

Section 2 - Quorum

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

Section 3 - Eligibility

- A. All ASI Members and committee appointees must maintain their eligibility outlined in the ASI Bylaws Article III, Section 2 and Clause 1-7.
- B. Academic Senators cannot take a semester 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 ASI VPAG shall:

- A. Call meetings, create and post agendas.
- B. Report all CAS actions, recommendations and activities to the ASI BOD.
- C. Preside over all CAS meetings.
- D. Be responsible for the allocation of the Shared Governance funding.
- E. Actively recruit students to Academic Senate, College Specific and University Wide Committees alongside the Academic Senators and College Representatives.
- 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 marginalized, and that effective communication is occurring between the Office for Academic Governance.
- H. Shall submit a biweekly report to the ASI Secretary/Treasurer.
- I. Shall check and report the bi-weekly reports of the Academic Senators to the ASI Secretary Treasurer.
- J. Shall set up meetings to introduce themselves and their senators, this includes but is not limited to the Provost, VP of Academic Affairs, Dean of Undergraduate Students, Dean of Graduate Students, 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 Academic Senate committee chairs.
- K. Submit a list of participating students at the end of each semester 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.

Section 2 - Responsibilities of the ASI Vice Chair of the Cabinet of Academic Senators

The duties of the ASI Vice Chair of the Cabinet of Academic Senators shall be performed by an ASI Academic Senator, and is to be 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.

The Vice-Chair shall:

- A. Record the minutes for each CAS meeting and ensure they are circulated for review prior to the next scheduled meeting. The time served in this role will count as two specific duty hours the week of a meeting.
- B. Assist the ASI VPAG in coordinating the Senate Offices.
- C. Carry out the duties of the chair in his/her absence.

Section 3 - Responsibilities of the ASI Academic Senators

A. Reports

- 1. Bi-weekly Reports
 - a. All Senators shall submit a Bi-weekly report to the ASI VPAG and the ASI Secretary Treasurer to report activities conducted in their role.
 - b. Bi-weekly reports are due by noon on the Wednesday before each B.O.D meeting
- 2. State of Affairs
 - a. All Senators shall submit a report to the ASI VPAG, ASI Secretary/Treasurer and the ASI President on the State of Affairs of the Associated Students, Incorporated, specific to the Shared Governance Unit.
 - b. State of Affairs reports are due by noon on the Thursday of the tenth week of the semester.
- 3. Transitional Folder

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- a. All Senators must submit a transition folder to the ASI Secretary/Treasurer and the ASI President for the transition of positions ASI experiences annually.
 - b. In order to maximize the effectiveness, Transitional Folders are due each semester, by noon on the Thursday of the tenth week of the semester.
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

- 1. All Senators are required to attend committee meetings they have been appointed onto.
 - a. All Senators shall be a member of at least one (1) 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 ASI Officer or Shared Governance Council member).

C. Specific Duties


- 1. Each Senator shall be responsible for carrying out the duties specified in the ASI By-laws.
- 2. In Addition to the above requirement, Senators shall be responsible for a minimum of two office hours per week to be held in the office.
 - a. Office Hours must be scheduled with the ASI Secretary/Treasurer during the first week of each semester.
 - b. Any change to these office hours must be reported to the ASI Secretary /Treasurer 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 CAS and SGC meetings 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 their 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 ASI 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 CAS, SGC, Finance Committee, and BOD.

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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 Shared Governance Council 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 the Associated Students, Incorporated.

A. Senate Office of Marketability (Senate Marketing Office)

The Senate Office of Marketability shall:

1. Assist the ASI 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).
2. Promote Shared Governance Council and/or CAS actions and initiatives in effective manners.
3. Promote and communicate all necessary issues or actions that are taken at an Academic Senate meeting.
4. Work with the ASI Public Relations and Marketing Commissioner and arranging press releases.
5. Report any actions to the Cabinet of Academic Senators.
6. Perform all duties that may not be explicitly listed but the CAS deems necessary.

B. Senate Office of Recruitment (Senate Recruitment Office)

The Senate Office of Recruitment shall:

1. Actively and collaboratively seek out potential and/or strong student leaders to join the Shared Governance Council by joining a University Wide or Academic Senate committee.
2. Coordinate the Shared Governance Council involvement initiatives, programming and efforts.
3. Report any actions to the Cabinet of Academic Senators.
4. Perform all duties that may not be explicitly listed but the CAS deems necessary.

C. Senate Office of Collegiate Collaboration (Senate College Collaboration Office)

The Senate Office of Collegiate Collaboration shall:

1. Coordinate Academic Senator and College Representative collaborative efforts and initiatives.
2. Attend the Cabinet of College Representatives and communicate any issues that may affect their college or any collaborative initiatives that can be executed together.
3. Report any actions to the Cabinet of Academic Senators.
4. Perform all duties that may not be explicitly listed but the office deems necessary.


D. Senate Office of Graduates (Senate Graduate Students Office)

The Senate Office of Post-Baccalaureates shall:

1. Outreach and recruit students from the graduate student population.
2. Connect the graduate student population to ASI and the Shared Governance Units through initiatives, programs, and other efforts.
3. Report any actions to the Cabinet of Academic Senators.
4. Identify any issues affecting Graduate students and work with the Executive Senate and Shared Governance Council in addressing them.
5. Perform all duties that may not be explicitly listed but the office deems necessary.

ARTICLE IV

MEETINGS

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- 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 chair at least seven (7) days in advance of the requested meeting date.

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ARTICLE V ABSENCES AND EARLY DEPARTURES

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- A. All Academic Senators must notify the ASI VPAG if they cannot attend an CAS meeting or their required committee 24 hours before the meeting.
- B. Each meeting that an ASI Academic Senator misses with an unexcused absence or does not attend completely will result in a deduction placed on that student's Grant-in-Aid.
- C. If a committee representative fails to report back on at least 70% of the meetings, any incentives/benefits provided to the representative will be withheld.
- D. Any appointed member 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 semester.

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ARTICLE VI MEETINGS

Special and Emergency Meetings

The CAS 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

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Proposed amendments to these codes shall be submitted on an absolute majority of the CAS/SGC 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.

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Policy History

- Approved: 1984
- Approved: 05/11
- Approved: 12/1/11
- Approved: 10/23/14
- Pending: 1/19/18

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