



ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 10/23/14  
Approved: 11/5/15

**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-ASI) 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-ASI College Representatives, Department Chairs, Students, staff, faculty, 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**

The Shared Governance Council shall be composed of a minimum of (8) voting members and (3) non-voting members. Total membership is contingent upon committee membership approved/pointed by the Board of Directors.

- A. ASI Vice President for Academic Governance (VPAG) (chair, non-voting)
- B. A-S-I-ASI Academic Senators (3 Undergraduates, 2 Post-Baccalaureates) (one of which shall be appointed vice-chair at the first or second meeting of the SGC)

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- C. Student Representatives appointed by the B-O-D- to all University, College Specific and Academic Senate Committees and Subcommittees
- D. All official A.S.I. ASI Board members that are required to sit on a University, College Specific or Academic Senate Committee or Subcommittee
- D-E. ASI Executive Director or professional staff designee (non-voting committee advisor)
- E-F. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, non-voting committee advisor)
- F-G. The University 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. ASI Academic Senators (3), in addition to five (5) student representatives. The ASI VPAG shall be counted for the purposes of establishing quorum.

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Section 3 - Eligibility

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

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**ARTICLE III**

**DUTIES**

Section 1 - Responsibilities of the ASI Vice President for Academic Governance (VPAG)

The VPAG shall:The ASI Vice President for Academic Governance shall:

- ~~A. Call meetings:~~
- ~~B-A. Create and post agendas. Call meetings and set agendas.~~
- ~~C-B. Report all SGC actions, recommendations and activities to the A.S.I. ASI B-O-D.~~
- ~~D-C. Preside over all SGC meetings.~~
- ~~E-D. -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.~~
- ~~E. Coordinate committee members from the 3 Branches, committees and subcommittees of the University Wide Committees including but not limited to Academic Senate Committees and all respective subcommittees, Administrative Committees and all respective subcommittees and~~

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College Specific Committees and all respective subcommittees, Academic Senate, College, and University-Wide branches to connect areas of interest and identify, promote and resolve student issues/matters.

F. Track and review committee reports from all Shared Governance committee members to identify opportunities for resolving student issues and inform the Shared Governance Council of pertinent information.

G. Ensure that qualified committee reports are uploaded to the ASI website per conditions listed in Article IV, Section 1 of this policy.

H. Assign committees to the ASI Academic Senators for coordination and support, per Article III, Section 3 of this policy.

I. Submit a list of participating students at the end of each quarter/semester to the appropriate chairs to verify members' attendance to assigned committees and subcommittees. 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-Life office for final recording.

J. Vote in the event of a tie.

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Section 2 – Responsibilities of the ASI Vice Chair for the Shared Governance Council (VPSGC)

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3. The vice chair shall: The duties of the ASI Vice Chair for the Shared Governance Council shall be performed by an ASI Academic Senator, and is to be appointed by the second meeting of the SGC/semester. The time served in this role will count as two specific duty hours the week of a meeting.

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A. Record the minutes for each CAS/SGC meeting and ensure they are circulated for review prior to the next scheduled SGC meeting. The time served in this role will count as two specific duty hours the week of a meeting.

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B. Assist the VPAG with Conduct a quarterly verification on members' attendance to assigned committees and subcommittees, each semester reviewing committee reports when the VPAG deems necessary (time served completing this task will count as specific duty hours the week it is done).

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B.

C. Carry out the duties of the chair in his/her absence.

C.





- D. Contact the assigned committee chair to address student opinions, issues or relevant matters on the committee.
- E. Report committee actions and information to the Shared Governance Council.
- F. Committee Verification forms shall be used to verify committee attendance for non-ASI BOD members in order to receive their incentives (all other ASI positions and general student members). Incentives shall be based on the verification forms information in addition to submitted committee reports.
  - a. Committee Verification forms shall be given to the committee chair for signature at the final committee meeting of the semester and shall be turned in to the ASI VPAG as soon as possible for incentive processing.

**ARTICLE IV**

~~C. INFORM THE CHAIR OF THESE MATTERS TO AND ENCOURAGE THE CHAIR TO HAVE A MEETINGS AND TO PROMOTE A PROACTIVE COMMITTEE.~~

Committee Reports Section 1 – Committee Report Requirements

- ~~D.~~ Shared Governance Council members shall adhere to the following committee report requirements:
  - A. All committee reports are to be submitted by the first Sunday following the committee meeting to the ASI VPAG.
  - ~~B.~~ 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 semester quarter. A list of submitted and missing committee reports is to be emailed to the SGC by the ASI VPAG on a monthly basis to verify and follow up on submissions.
  - C. Committee reports need to ~~must~~ be credible and factual, so that they can ~~go~~ and shall be posted on the ~~A.S.I.~~ ASI website for reasons of transparency and accessibility to the Cal State LA Student Body, as long as the following requirements are met:
    - 1. The reports shall be credible and factual.
    - 2. The reports shall be free of grammatical errors, be organized and presentable.
    - 3. The reports shall be substantive and highlight pertinent matters on the committee(s), explaining how they affect Cal State LA students.
  - D. Committee reports hold accountability to all Shared Governance Council members.
    - 1. in which ~~if~~ ASI Board members or ASI Academic Senators do not turn in a report, there will be a deduction on their GIAs formal performance notice will be recorded with their direct report.

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**COMMITTEE REPORTS**



iii. ~~2.~~ 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); they will not qualify for incentives for that respective meeting.

E. ~~Committee Verification forms are for~~ shall be used general student committee members to verify committee attendance for general student committee members in order to receive their incentives. ~~Incentives, which is shall be~~ based on the verification forms information (especially from the chair of one's assigned committee) as well as ~~and~~ the committee reports filled out and given to the VPAG in addition to submitted committee reports.

1. ~~Committee Verification forms shall be given to the committee chair for signature at the final committee meeting of the semester and shall be turned in to the ASI VPAG as soon as possible for incentive processing.~~

iv. ~~If no committee reports have been turned in, the VPAG will request from the minutes from chair of one's assigned committee the minutes to ensure the activity of the committee member in question.~~

v. ~~F.~~ The lowering and/or removal of committee incentives must have a 2/3 approval from SGC.

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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 ~~M~~member(s) requesting the meeting 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

A. All ~~student representatives~~SGC members must notify the ASI VPAG if they cannot attend a CAS/SGC meeting or their ~~required appointed~~ committee at least 24 hours before the meeting. ~~If missing an appointed committee meeting, SGC members must also notify the chair of the committee.~~

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 ~~or incentive.~~

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 ASI VPAG~~ to the ~~committee SGC~~ for more than, one (1) unexcused absences, two (2) unexcused tardies, or two (2) unexcused early departures during any one ~~quarters~~semester.

E. ~~A.S.I.~~ASI members refer to Policy 020 for removal procedures.

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**ARTICLE VI**

**MEETINGS**

Section 1 - Meeting Requests

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The SGC shall meet two to three times per semester.

A. In addition, the SGC may meet on an as-needed basis.

B. Any three voting members may request a meeting. Member(s) requesting the meeting must notify the chair at least seven (7) days in advance of the requested meeting date.

Section 2 - Special and Emergency Meetings

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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.

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**ARTICLE VII**

**AMENDMENTS**

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

Policy History:

Approved: 10/23/14

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