



ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

**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. (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: ASI College Representatives, Department Chairs, Students, 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 appointed by the Board of Directors.

- A. ASI Vice President for Academic Governance (VPAG) (chair)
- B. ASI Academic Senators (3 Undergraduates, 2 Post-Baccalaureates)
- C. Student Representatives appointed by the BOD to all University, College Specific and Academic Senate Committees and Subcommittees
- D. All official ASI Board members that are required to sit on a University, College Specific or Academic Senate Committee or Subcommittee
- E. ASI Executive Director or professional staff designee (non-voting committee advisor)
- F. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, non-voting committee advisor)
- G. The University Provost or 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.

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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 for Academic Governance (VPAG)

The ASI Vice President for Academic Governance shall:

- A. Call meetings and set agendas.
- B. Report all SGC actions, recommendations and activities to the ASI BOD.
- C. Preside over all SGC meetings.
- 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 committees and subcommittees of the Academic Senate, College, and University-Wide branches to connect areas of interest and identify, promote and resolve student 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 semester to the appropriate chairs to verify members' attendance to assigned committees and subcommittees. 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.
- J. Vote in the event of a tie.

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

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. The time served in this role will count as two specific duty hours the week of a meeting.

- A. Record the minutes for each SGC meeting and ensure they are circulated for review prior to the next scheduled SGC meeting.
- B. Assist the VPAG with reviewing committee reports when the VPAG deems necessary (time served completing this task will count as specific duty hours the week it is done).
- C. Carry out the duties of the chair in his/her absence.

Section 3 – Responsibilities of the ASI Academic Senators

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The ASI Academic Senators shall:

- A. Coordinate the committees they are assigned by the ASI VPAG; this includes but is not limited to:
  1. Maintain a line of communication with the committee members on committees assigned by the ASI VPAG.
  2. Ensure the respective committee Student Representatives in which they coordinate are submitting committee reports within the required timeframe.
  3. Help coordinate opportunities for committee members to reach out to students to find issues and information to address in their respective committees.
  4. Alongside the ASI VPAG, act as a support network for committee members.
- B. Attend all meetings for the committees they have been appointed to.
- C. Submit a committee report of each meeting by the first Sunday following the committee meeting to the ASI VPAG.

#### Section 4 – Responsibilities of the Shared Governance Committee Members

All Shared Governance Committee Members are appointed by the BOD.

The Shared Governance Committee Members shall:

- A. Attend all meetings for the committee(s) they have been appointed to.
- B. Submit a committee report of each meeting by the first Sunday following the committee meeting to the ASI VPAG and their assigned ASI Academic Senator.
- C. Actively identify issues affecting students and seek student opinion or matters relevant to their assigned committee.
- 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.

#### ARTICLE IV

#### COMMITTEE REPORTS

##### Section 1 – Committee Report Requirements

All 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. 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 shall be posted on the ASI website for 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. If ASI Board members or ASI Academic Senators do not turn in a report, there will be a deduction on their GIA.



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2. If general committee members do not turn in a committee report, they will not qualify for incentives for that respective meeting.

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Section 2 – Committee Verification Forms for General Student Committee Members and non-ASI BOD Members

A. Committee Verification forms shall be used to verify committee attendance for non-ASI BOD members in order to receive their incentives (such as all other ASI positions and general student members). Incentives shall be based on the verification forms information in addition to any submitted committee reports.

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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.

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

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ARTICLE V

ABSENCES AND EARLY DEPARTURES

A. All SGC members must notify the ASI VPAG if they cannot attend a SGC meeting or their 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.

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B. Each meeting that a student SGC member misses with an unexcused absence or does not attend completely, a deduction will be placed on that student SGC member's Grant-in-Aid or incentive.

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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.

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D. Any student representative may be removed from the committee on a recommendation from the ASI VPAG to the SGC 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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E. ASI members refer to Policy 020 for removal procedures.

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ARTICLE VI

MEETINGS

Section 1 – Meeting Requests

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.

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Section 2 - Special and Emergency Meetings

The 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 SGC to the ASI

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For the Students, by the Students



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:

Approved: 10/23/14

Approved: 11/5/15

Pending: 1/19/18

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