



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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 (SGC).
- 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 matters to be considered by the SGC.

ARTICLE II

MEMBERSHIP

Section 1 - Cabinet of Academic Senators (CAS) 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).

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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ARTICLE IV

MEETINGS

- 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, TARDIES AND EARLY DEPARTURES

- A. All Academic Senators must notify the VPAG if they cannot attend a CAS meeting or their required committee meeting 24 hours before the meeting.
- B. Each meeting that an ASI Academic Senator misses with an unexcused absence or does not attend completely will be tracked and considered for their performance reviews.
- C. If an Academic Senator fails to report back on at least 70% of the meetings, the VPAG has the discretion to initiate a performance review and plan for improvement per Policy 020 - Officer Performance Review and Removal Procedure Policy.
- D. Any appointed or elected 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.

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ARTICLE VII


AMENDMENTS

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

Policy History

- Approved: 1984
- Approved: 05/11
- Approved: 12/1/11
- Approved: 10/23/14
- Pending: 2/5/18

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