



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 for 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 Graduate, 1 At-Large)
- C. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, serving as a non-voting cabinet advisor)
- D. ASI Executive Director or professional staff designee (non-voting cabinet advisor)

Section 2 - Quorum

Quorum shall be defined as a simple majority of the seated ASI Academic Senators.

Section 3 - Eligibility

- A. All ASI Members and cabinet 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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3. Transition Folder

- a. All Senators must submit a transition folder to the VPAG, ASI Secretary/Treasurer and the ASI President bi-annually.
- b. In order to maximize the effectiveness, Transition 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 the meetings of the Academic Senate for the duration of their term.
2. All Senators are required to attend committee meetings they have been appointed to.
 - a. All Senators shall be a member of at least one 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 students to sit on those University-Wide Committees by the second week of fall semester. (the student must not be a current ASI Officer or SGC member)

C. Specific Duties

1. Each Senator shall be responsible for carrying out the duties specified in the ASI Bylaws.
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 ASI 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 those are 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 they are 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) 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 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 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

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.

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 in their performance reviews. 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.
- C. Any appointed or elected member may be removed from the cabinet on a recommendation from the Chair to the cabinet for more than, one (1) unexcused absences, two (2) unexcused tardies, or two (2) unexcused early departures during any one semester.

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 cabinet.

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 BOB for their 2/3-majority approval.

Policy History

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

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