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CABINET OF ACADEMIC SENATORS		Formatted
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Article I Authority and Fund		Deleted: 1
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These codes shall act as the governing procedure for the Academic Senators of the Associated Stud		Formatted
Inc. (ASI) of California State University, Los Angeles. The authority and function of these Acad	emic	Deleted:
Governance Units is to:		Formatted
 A. Coordinate the <u>Senate Offices</u> and Shared Governance Council <u>(SGC)</u>. B. Represent Students on the Executive Committee of the Academic Senate. 		Formatted
C. Act as voting representatives for students on the Academic Senate.		Formatted
D. Actively recruit and coordinate students for Academic Senate and University-Wide		Formatted
Committees_		Formatted
E. Coordinate the Senate Offices to maximize the effectiveness of the Shared Governance		Deleted: A.S.I.
F. <u>Coordinate the information, programs, projects, and matters to be considered by the SG</u>	<u>~</u>	Deleted: 3
Article II Membe		Formatted
		Deleted: Post-Baccalaureates
Section 1 - Cabinet of Academic Senators (CAS), Membership		Deleted: (one of which shall be elected vice-chair a
The membership of the CAS shall include, but not be limited to the following:		Formatted
A. ASI_Vice President for Academic Governance (VPAG)		Deleted: committee
B. ASI Academic Senators (3 Undergraduate, 2 Graduate, 1 At-Large)	/	Formatted
<u>C.</u> Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, serving as a non-voting <u>cabinet</u> advisor)		Formatted
D. ASI Executive Director or professional staff designee (non-voting cabinet advisor)		Deleted: committee
	-	Formatted
<u>Section 2 - Quorum</u>		Formatted
Quorum shall be defined as a simple majority of the seated ASI Academic Senators		Deleted: s (3)
	-	Formatted
<u>Section 3 - Eligibility</u>	<u> </u>	Formatted
A. All <u>ASI Members and cabinet appointees must maintain their eligibility outlined in the ASI Bylaws A</u>	rticle	Formatted
III, Section 2 and Clause 1-7. B. Academic Senators cannot take a <u>semester off during their term of office.</u>		Formatted
b. Academic senators cannot take a <u>semester on danny men term of onec</u> .	///	Deleted: .
Article III D	UTIES	Formatted
		Deleted: A.S.I.
<u>Section 1 – Responsibilities of the ASI Vice President of Academic Governance</u>		Deleted: committee
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T I 1		Formatted	2
Ine	VPAG shall:	Deleted: ES/SGCactions, recommendations and	
A	Call meetings; greate and post agendas.	Deleted:	
	Report all <u>CAS</u> actions, recommendations and activities to the <u>ASI</u> BOD.		
<u>C.</u> F	Preside over all <u>CAS</u> meetings_	Deleted: ES/SGC	_
	Be responsible for the allocation of the Shared Governance funding.	Formatted	<u> </u>
	Actively recruit students to Academic Senate, College Specific and University, Wide Committees	Deleted:	
	alongside the Academic Senators <u>and College Representatives.</u> Delegate duties of the Senate Offices to each ASI Academic Senator, with CAS approval.	Formatted	(
	Coordinate the Senate Offices to ensure that both undergraduate and graduate students are not	Formatted	
	marginalized, and that effective communication is occurring between the Office for Academic	Deleted: <#>Actively serve on the Executive	(
	Governance	Deleted: <#>	
	ihall submit a biweekly report to the ASI Secretary/Treasurer.	Deleted: A.S.I.	
	chall <u>review and submit</u> the bi-weekly reports of the Academic Senators to the ASI	Deleted: check and report	
	Secretary, J reasurer.	Deleted: A.S.I.	
	ihall set up meetings to introduce themselves and the <u>ASI Senators; this includes but is not limited to</u> he Provost, Vi <u>ce President</u> of Academic Affairs, Dean of Undergraduate Students, Dean of	Deleted:	
	Graduate Students, Chairs of the Academic Senate committees and subcommittees, etc.	Deleted: irASI Ss	_
	preferably in the summer).	Deleted: ,	
	A. Note: Meet with the Chair of the Academic Senate to strategize meetings with Academic	Deleted: c	
	Senate Committee Chairs.		
	Submit a list of participating students at the end of each semester to the appropriate Chairs. After	Deleted: S	
	verification by the <u>Chairs</u> , <u>forward</u> a list of those students who have attended 70% of their meetings o the Vice President <u>for</u> Student Affairs <u>Office</u> for final recording.	Formatted	(
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Sect	ion 2 – Responsibilities of the ASI Vice Chair of the Cabinet of Academic Senators	Deleted: cmmittee Cc	
	duties of the ASI Vice Chair of the CAS shall be performed by an ASI Academic Senator, and is to be	Formatted	
	ointed by the second meeting of the CAS. The time served in this role will count as two specific duty	Deleted: quarter	
	s the week of a meeting.	Deleted: cairs. After verification by the Cc	
		Deleted: shall be forwarded o the Vice President	
The	Vice-Chair shall:	Formatted	
AF	Record the minutes for each <u>CAS</u> meeting and ensure they are circulated for review prior to the	Formatted	
	ext scheduled meeting. The time served in this role will count as two specific duty hours the week of	Formatted	
	a meeting.		<u> </u>
В. 🧹	Assist the VPAG in coordinating the Senate Offices.	Deleted: Duties and Responsibilitiesf the Cabinet c	₫ [
С. (Carry out the duties of the <u>Chair in their</u> absence.	Formatted	(
Sect	ian 2. Despensibilities of the ASI Academic Sensters	Formatted	
Sect	ion 3 - Responsibilities of the ASI Academic Senators -	Deleted: Cabinet of Academic Senators	
<u>A.</u>	Reports -	Formatted	
	<u>1. Bi-weekly Reports</u> <u>a.</u> All Senators shall submit a <u>Bi-weekly report to the VPAG</u> and the <u>ASI Secretary/Treasurer</u>	Formatted	
	to report activities conducted in their role.	Deleted: vce-Cc	(
	b. Bi-weekly reports are due by noon on the Wednesday before each BQD meeting.	Formatted	(
	c. If a Bi-weekly report is not submitted, the VPAG has the discretion to conduct a	Deleted: SGC	
	performance review for purposes of accountability.	Deleted: Conduct quarterly semester verification o	n (
	2. State of Affairs	Deleted: ASI	· (
	a. All Senators shall submit a report to the <u>VPAG</u> , <u>ASI</u> Secretary/Treasurer and the <u>ASI</u>	Deleted: c	
	President on the State of Affairs of <u>ASI, specific to the Shared Governance Unit</u> . b. State of Affairs reports are due by noon on the Thursday of the <u>tenth</u> week of the		
	state of Analis reports are due by noon on the mulsday of the <u>semester</u> .	Deleted: his/her/	
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 Transition Folder a. All Senators must submit a transition folder to the, VPAG, ASI Secretary/Treasurer and the 	Deleted: al
ASI President <u>bi-annually</u> .	
b. In order to maximize the effectiveness, Transition Folders are due each <u>semester</u> by	Deleted: quarterby noon on the Thursday of the
noon on the Thursday of the tenth week of the semester.	Commented [WI1]: Should consider deleting.
4. Committee <u>Reports</u>	Deleted: s and Senate Offices
a. All Senators shall report all of their respective committee meetings as stipulated in Policy	Formatted
<u>23, Article IV, Section 1</u> B. Meetings	Formatted
1. All Senators are required to attend the meetings of the Academic Senate for the duration of	Deleted: areasand Senate Office actions and
their term.	Formatted
2. All Senators are required to attend committee meetings they have been appointed to	Formatted
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.	Deleted: onto.
b. All Senators must either sit on at least one University ₃ Wide Committee or recruit the	Formatted
students to sit on those University Wide Committees by the second week of fall	Deleted: (1)
semester. (the student must not be a current ASI Officer or SGC member)	Deleted:
C. Specific Duties	Deleted: threetudents to sit on thosea
 Each Senator shall be responsible for carrying out the duties specified in the ASI Bylaws. In addition to the above requirement, Senators shall be responsible for a minimum of two 	Deleted:
office hours per week to be held in the <u>ASLO</u> ffice.	Deleted: fII semester. (t. (te student must not []
a. Office Hours must be scheduled with the ASI Secretary/Treasurer during the first week of	Commented [WI2]: This process has not be set up.
each <u>semester</u>	Deleted: Shared Governance C
b. Any change to these office hours must be reported to the <u>ASI Secretary/Treasurer</u> immediately.	Deleted: c
3. Each Senator shall actively seek out the opinions, needs, and desires of constituents (<u>Cal</u>	Deleted: ouncil
State LA student body) and ensure that those are equally voiced and considered alongside	Deleted:)(See A.S.I. referral document for the
faculty and administrators on issues affecting the <u>Cal State LA</u> student body.	Deleted: A.S.I.
4. Each Senator must attend the <u>CAS and SGC meetings</u> or notify the VPAG at least 24 hours in	Deleted: -
advance if <u>they are</u> unable to attend. 5. Coordinate with at least one set of <u>College Representatives</u> to understand the issues that	Deleted: Adition to the above requirement,
students in that particular college are facing.	Deleted: A.S.I.
6. Coordinate a Senate Office of their choosing with the approval of the <u>CAS.</u>	Deleted: quarter
7. Each Senator shall satisfy eight (8) specific dut <u>y hours</u>	Deleted: A.S.I.
D. Service	Deleted:
1. Each Senator shall be responsible for fulfilling a minimum number of service hours. Service	Deleted: CSULA
hours are performing duties that may not be directly related to your position but reasonably benefit the University, student body and/or ASL the following are considered service hours.	Deleted: Sudent bB
a. Actively tabling to meet, inform and recruit students	Deleted: all necessary activities and polices are
b. Attending meetings that are outside of required meetings (A report must be	Deleted: CSULA
submitted in order to verify attendance)	Deleted: Executive Senate and Shared Governanq
 c. Volunteering at <u>ASI or student_oriented events</u> d. Assisting around the office or helping fellow members with duties <u>(i.e. organizing</u>) 	Deleted: CASAS and SGC SGC
agendas for meetings, etc.)	Deleted:
e. Any other duty that the VPAG or <u>CAS</u> considers service duties.	Deleted: cllege Rr
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Section 4, Committee Incentives	Deleted: Executive Senate
Lowering, increasing, and/or removing the committee incentive amount for non-ASI BOD members and	Formatted
general students shall require majority approval from the CAS, SGC, Finance Committee, and BOD.	Deleted: hours of
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Policy 015 – Cabinet of Academic Senators Code of Procedure	Deleted: their
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Formatted (...) Formatted ... Formatted (... Deleted: Shared Governance Council Formatted **ARTICLE IV** SENATE OFFICES – PURPOSE AND CHARGE Deleted: the Associated Students Incorporated Formatted Section 1 – Purpose and Charge Formatted The purpose of the Senate Offices is to empower the Academic Senators and SGC, members, Formatted (... strengthen student involvement in Shared Governance, ensure that graduate students are not Formatted marginalized and are genuinely represented, and reinforce the internal collaboration between the Shared Governance Unit and the other branches of ASL Formatted (... Formatted A. Senate Marketing Office, Formatted The Senate Marketing Office shall: Deleted: ASI Assist the VPAG in promoting committee involvement in a proactive and innovative manner (this-Formatted includes, but is not limited to, assisting with marketing material such as flyers and brochures Deleted: Shared Governance Council Promote SGC and/or CAS actions and initiatives in effective manners. <u>Communicate issues discussed or promote actions taken at Academic</u> Senate meeting Formatted <u>...</u> Work with the ASI Public Relations and Marketing Commissioner to arrange press rel Deleted: Promote and c Report any actions to the CAS, Deleted: all necessary Perform all duties that may not be explicitly listed, but that the CAS deems necessary. Formatted Senate Recruitment Office, Deleted: that are ... aken at an B. (...) Formatted (... The Senate Recruitment Office shall: Deleted: and...arrangeing <u>...</u> Actively and collaboratively seek out students to join the SGC, and participate in a University-Wide or Academic Senate committee Formatted ... Coordinate the SGC involvement initiatives, programs and efforts. Deleted: Cabinet of Academic Senators Report any actions to the CAS <u>...</u> Formatted Perform all duties that may not be explicitly listed, but that the CAS deems necessary Formatted Formatted Senate College Collaboration Office, Formatted <u>...</u> The Senate College Collaboration Office, shall: Formatted (... Coordinate Academic Senator and College Representative collaborative efforts and initiatives. Formatted **...** <u>Attend the Cabinet of College Representatives meetings and communicate any issues that may</u> Formatted <u>...</u> affect the colleges and/or identify any nitiatives that can be executed c Formatted Report any actions to the CAS. Perform all duties that may not be explicitly listed, but that the CAS deems necessary Formatted Formatted D. Senate Graduate Students Office, Formatted [.... The Senate Graduate Students Office shall: Deleted: potential and/or strong Outreach and recruit students from the graduate student population. Formatted ···· Connect the graduate student population to ASI and the Shared Governance Units through initiatives, programs, and other efforts. Deleted: leaders Report any actions to the CAS, Deleted: Shared Governance Council Identify any issues affecting graduate students and work with the CAS, and SGC, in addressing 4 Formatted **____** them. Deleted: by joining Sit on the graduate subcommittee of the Academic Senate, Perform all duties that may not be explicitly listed, but that the CAS deems necessary. Formatted Deleted: Formatted **...** Deleted: Shared Governance Council 4 of 5 -Formatted AS Associated Students, Inc. Policy 015 - Cabinet of Academic Senators Code of Procedure Deleted: mina

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	Deleted: ES&SGCAS shall meet two - three times	p€
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Article IV MEETINGS	Formatted	
A. The CAS shall meet biweekly.	Formatted	
B. In addition, the CAS may meet on an as-needed basis.	Deleted: ASI PAG if they cannot attend an	
C. Any three voting members may request a meeting. The member must notify the Chair at least seven / //	Deleted: ESor SGCeeting or their required	
(7) days in advance of the requested meeting date.	Deleted: A student SGC member	
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ARTICLE V ABSENCES, TARDIES, AND EARLY DEPARTURES	Deleted: for	
A. All Academic Senators must notify the VPAG if they cannot attend a CAS meeting or their required	Deleted: , a deduction will be placed on that stud	len
committee meeting 24 hours before the meeting.	Deleted: 1	
B. Each meeting that an ASI Academic Senator misses with an unexcused absence or does not attend	Formatted	
completely will be tracked and considered in their performance reviews. If an Academic Senator	Deleted: committee representative	(
fails to report back on at least 70% of the meetings, the VPAG has the discretion to initiate a	Deleted: ASI	
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 <u>cabinet</u> on a recommendation from	Formatted	
the Chair to the <u>cabinet</u> for more than, one (1) unexcused absences, two (2) unexcused tardies, or	Formatted	
two (2) unexcused early departures during any one semester,	Deleted: any incentives/benefits provided to the	
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Article VI MEETINGS	Formatted	
	Deleted: committee	
Special and Emergency Meetings	Deleted: committee	
The <u>CAS</u> may meet on a special and emergency basis. When a special meeting is necessary, the Chair	Deleted: quarter	
shall call the meeting through a written notice to all members no less than twenty-four (24) hours prior to	Formatted	
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	Deleted: ES&SGC	
an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour	Deleted: c	
posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting	Deleted: Committee	
Act of 2000. An emergency meeting may be called by either the Chair or through a request to the	Formatted	(
Chair by three (3) voting members of the cabinet,	Formatted	(
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Article VII Amendments	Deleted: /SGC	
ARTICLE VII AMENDMENTS Proposed amendments to these codes shall be submitted on an absolute majority of the CAS, to the ASI	Deleted: /SGC Deleted: A.S.ISI Bylaws and Codes of Procedure	
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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.	Deleted: /SGC Deleted: A.S.ISI Bylaws and Codes of Procedure Formatted Formatted	
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