



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 SGC 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 student impact statements, 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

- A. ASI Vice President for Academic Governance (chair)
- B. ASI Academic Senators (3 Undergraduates, 2 Graduates, 1 At-Large)
- C. Student Representatives appointed by the BOD to all University, College Specific and Academic Senate Committees and Subcommittees
- D. All ASI Board members sitting on a University, College Specific or Academic Senate Committee or Subcommittee
- E. ASI Executive Director or professional staff designee (non-voting council advisor)
- F. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, non-voting council advisor)
- G. The University Provost or designee (non-voting co-council advisor)

Section 2 - Quorum

Quorum shall be defined as a simple majority of the seated ASI Academic Senators, in addition to at least five (5) student representatives. The VPAG shall be counted for the purposes of establishing quorum.



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- A. There are three categories of governing bodies within the university which harbor opportunities for student participation:
- a. Academic Senate – Student participation within the Academic Senate is the responsibility of the Academic Senators under the guidance of the VPAG as indicated in Article III Section 3.
 - b. College-Specific – Student participation in these committees is the responsibility of the College Representatives under the guidance of the VPAG as indicated in Article III Section 4.
 - c. University-Wide – Student participation in these committees is the responsibility of the VPAG as indicated in Article III Section 1, unless student participation has an assigned student membership of the ASI President.

ARTICLE V **ABSENCES AND EARLY DEPARTURES**

- A. All SGC members must notify the VPAG if they cannot attend a SGC meeting or their appointed committee at least 24 hours before the meeting. If they will miss an appointed committee meeting, SGC members must also notify the chair of the committee.
- B. Each meeting that a student SGC member misses with an unexcused absence or does not attend completely, will trigger a deduction to that student 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 their assigned committee on a recommendation from the 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.
- E. ASI members refer to Policy 020 for removal procedures.

ARTICLE VI **MEETINGS**

Section 1 – Meeting Requests

The SGC shall meet three to four 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

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.

ARTICLE VII **AMENDMENTS**

Proposed amendments to these codes shall be submitted on an absolute majority of the SGC to the ASI Bylaws and Codes of Procedure Subcommittee for their review and approval prior to submitting the



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proposed changes to the B.O.D. for their 2/3-majority approval.

Policy History:

Approved: 10/23/14

Approved: 11/5/15

Pending: 4/4/18

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