



**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

ADMINISTRATIVE MANUAL

**CABINET OF COLLEGE REPRESENTATIVES
CODE OF PROCEDURE**

Policy 018

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Cabinet of College Representatives Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles. The purpose and function of the Cabinet of College Representatives are the following:

Under the direct supervision of the ASI President:

- A. Support college representatives by opening lines of communication and collaboration within the unit.
- B. Strengthen the communication amongst all college representatives by sharing developments, programs, and concerns within each college.
- C. Assess and identify students' needs and develop strong strategies of addressing their needs on short-term and long-term basis.
- D. Establish inter-collegiate programs or initiatives and collaboratively plan and implement these programs and initiatives.
- E. Review the collective College Representative semester allocated budget and make the final decision on how to distribute funds for inter-collegiate events and initiatives. It is understood that based on the financial needs of the organization, all final budget decisions can be revisited each semester.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Cabinet of College Representatives Committee shall represent the collective College Representatives body. The Cabinet of College Representatives Committee chair and vice chair shall be a college representative who will be appointed by the Cabinet of College Representatives. The following shall constitute the membership of this committee:

- A. Two ASI College of Arts and Letters Representatives
- B. Two ASI College of Business and Economics Representatives
- C. Two ASI Charter College of Education Representatives



- D. Two ASI College of Engineering, Computer Science, and Technology Representatives
- E. Two ASI Rongxiang Xu College of Health and Human Services Representatives
- F. Two ASI College of Natural and Social Sciences Representatives
- G. ASI President (non-voting)
- H. ASI Senior Coordinator of Student Engagement & Outreach (non-voting)

Section 2 – Quorum

Quorum shall be defined as a simple majority of the current voting membership of the committee (fifty-percent of the membership plus one). The chair shall be counted to establish quorum.

The ASI President shall chair the first College Rep meeting of the term. At that meeting, a chair and vice chair shall be nominated and appointed by a majority. Any voting member is eligible to fulfill the position of chair.

Section 3 – Responsibilities of the ASI Cabinet of College Representatives Committee Chair

Only a college representative may serve as chair. A college representative may nominate him/herself, or be nominated by another College Representative. This position is created to expand the college representatives' experience.

The duties of the ASI Cabinet of College Representatives Committee Chair shall be the following:

- A. Be elected by the Cabinet of College Representatives by majority vote at the beginning of every academic year and serve for the elected academic year.
- B. Schedule regular meetings at least once a month
- C. Create, post, and email the meeting agenda to all committee members at least 72 hours before the meeting
- D. Vote on items before the committee in the case of a tie.
- E. Create the space for discussion of and assist college representatives with resolutions. In addition, if voted on and passed by the Cabinet, present the resolution on behalf of the Cabinet.

Section 4 – Responsibilities of the ASI Cabinet of College Representative Committee Vice Chair

The duties of the ASI Cabinet of College Representatives Committee Vice Chair shall be the following:

- A. Be recommended by the ASI Cabinet of College Representatives Committee Chair and be appointed with a majority vote of the committee.
- B. Be responsible for preparation of the minutes for the College Representatives Committee and ensure they are approved at following meetings.
- C. Act in the capacity of the chair in his/her absence.

Section 5-Responsibilities of the ASI Cabinet of College Representatives

The duties of the ASI Cabinet of College Representatives shall be the following:

- A. Submit an electronic write up of their college reports and updates to the Cabinet Chair 72 hours before the Cabinet meeting. One report per college needed.
- B. Report college announcements and updates at the Cabinet of College Representatives meeting.

Section 6 – Removal of Appointed Cabinet of College Representative Committee Chair or Vice Chair



Any appointed Cabinet of College Representatives Committee Chair or Vice Chair may be removed from their duties of chair or vice chair during any one semester by two thirds (2/3) vote of the Cabinet of College Representatives Committee. In such a case, the Cabinet of College Representatives Committee will appoint a new Chair or Vice Chair for the remainder of the academic year.

Section 7 – Parliamentarian (non-voting)

Upon request an ASI Associate Justice will serve as parliamentarian. The time served on this committee will serve as service hours on their bi-weekly.

Section 7- Cabinet Funds

Every year, the Cabinet is awarded funding. Requirements to access and use the Cabinet funds are the following:

- A. Individual College access to funds:
 - a. Individual (1) college who seeks to access the cabinet funds without collaboration with a different college must write a proposal to the Cabinet. Funds will be awarded if proposal receives a majority vote in favor of said proposal.
 - b. College Collaborations (at least 2 colleges) have 2 ways of accessing the funds:
 - 1. Every year the Cabinet of College Representatives is awarded funding in contingent on the availability of funds.
 - 2. If the college collaboration will be using less than 1/6 of the funds allocated to the Cabinet in the beginning of the year, all the collaborators must do is mention their spending at the following Cabinet meeting as an informational item,
 - 3. If the college collaboration will be using more than 1/6 of the funds allocated to the Cabinet in the beginning of the year, they must write a proposal to the Cabinet. Funds will be awarded if proposal receives a majority vote in favor of said proposal.

ARTICLE III

AMENDMENTS

Proposed amendments to these codes shall be submitted on a simple majority of the Cabinet of College Representatives Committee to the ASI Bylaws and Codes of Procedure Subcommittee for their review and approval prior to submitting the proposed changes to the B.O.D. for their 2/3-majority approval.

Policy History

- Approved 12/1/11
- Amended and Approved 04/19/18

