



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. Create avenues for students and administration to interact and discuss the governance of the campus.
- B. Review, research and make recommendations on University policy affecting students.
- C. Maintain active communication to the student body regarding University Affairs by creating student impact statements, generating resolutions and white papers, and utilizing media outlets, etc.
- D. Uphold genuine Shared Governance between students, faculty, and administration. These areas include, but are not limited to, ASI College Representatives, Department Chairs, Students, faculty, etc.
- E. 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.

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)

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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Deleted: <#>Create assessments ascertaining the quality of service offered to students that the council finds appropriate.¶

Deleted: <#>Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, non-voting council advisor)¶  
<#>The University Provost or designee (non-voting council advisor)¶



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 for Academic Governance (VPAG)

The VPAG shall:

- A. Call meetings and set agendas.
- B. Report all SGC actions, recommendations, and activities to the ASIBOD.
- C. Preside over all SGC meetings.
- D. Actively serve on the Executive Committee of the Academic Senate, as a non-voting member, when the privilege is extended by the Executive Committee. If the VPAG cannot attend the meeting, the VPAG can assign an Academic Senator as a designee.
- E. Coordinate committee members from the committees and subcommittees of the Academic Senate, College, and University-Wide divisions to connect areas of interest and identify, promote, and resolve student matters.
- F. Track and review committee reports from all Shared Governance committee members to identify opportunities for resolving student issues and inform the SGC of pertinent information.
- G. ~~Compile all the committee reports into a single report to be presented to the SGC.~~
- H. Assign committees of the Academic Senate to the ASI Academic Senators for coordination and support, per Article III, Section 3 of this policy.
- I. ~~Vote in the event of a tie.~~

**Deleted:** Ensure that qualified committee reports are uploaded to the ASI website per conditions listed in Article IV, Section 1 of this policy....

Section 2 – Responsibilities of the ASI Vice Chair for the Shared Governance Council

The duties of the ASI Vice Chair for the Shared Governance Council shall be performed by an ASI Academic ~~Senator and~~ is to be appointed by the second meeting of the SGC. The time served in this role will count ~~towards their specific duties.~~

- A. Record the minutes for each SGC meeting and ensure they are circulated for review prior to the next scheduled SGC meeting.
- B. Assist the VPAG with reviewing committee reports, when the VPAG deems necessary (time served completing this task will count ~~towards their specific duties.~~
- C. Carry out the duties of the Chair in their absence.

**Deleted:** <#>Submit a list of participating students at the end of each semester to the appropriate Chairs to verify members' attendance to assigned committees and subcommittees. A list of those students who have attended 70% of their meetings shall be forwarded to the Vice President of Student Affairs office for final recording.¶

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Section 3 – Responsibilities of the ASI Academic Senators

The ASI Academic Senators shall:

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- A. Assist the VPAG in coordinating the Academic Senate committees they are assigned to by ASI VPAG; this includes but is not limited to:
  - 1. Support the VPAG in recruiting students to University-Wide committees
  - 2. Maintaining an active line of communication with the committee members on committees assigned to them by the VPAG.
  - 3. Collect and review the committee reports of the committee members they have been delegated.
  - 4. Assist committee members with identifying key student topics and issues related to their committee.
  - 5. Help identify opportunities for committee members to connect with students to find issues and information that can be addressed in their respective committees.
    - a) Alongside the VPAG, act as a support network for committee members.
- B. Attend all meetings for the committees they have been appointed to.
- C. Submit a committee report of each meeting by the first Sunday following the committee meeting to the VPAG.

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Section 4 – Responsibilities of the College Representatives

- A. Assist the VPAG in coordinating the committees of their respective college; this includes but is not limited to:
  - a. Communicate with college administrators to obtain the most accurate and updated information of College-Specific committees.
  - b. Support the VPAG in recruiting students to College-Specific committees
  - c. Maintaining an active line of communication with the committee members on college-specific committees.
  - d. Assisting committee members with identifying key student topics and issues in relation to their committee and college.
  - e. Help coordinate opportunities for committee members to reach out to students to find issues and information to address in their respective committees.
  - f. Alongside the VPAG, act as a support network for committee members.
- B. Attend all meetings for the committees they have been appointed to.
- C. Submit a committee report of each meeting by the first Sunday following the committee meeting to the VPAG.

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Section 5 – Responsibilities of All Shared Governance Council Members

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All Shared Governance Council Members are appointed by the BOD.

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The Shared Governance Council Members shall:

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- A. Attend all meetings for the committee(s) they have been appointed to.
- B. Submit a committee report of each meeting by the first Sunday following the committee meeting to the VPAG and their assigned ASI Academic Senator.
- C. Actively identify issues affecting students and seek student opinion or matters relevant to their assigned committee.
- D. Contact the assigned committee chair to address student opinions, issues, or relevant matters on the committee.
- E. Report committee actions and information to the SGC.

**ARTICLE IV**

**COMMITTEE REPORTS**



Section 1 – Committee Report Requirements

All Shared Governance Council members shall adhere to the following committee report requirements:

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- A. All committee reports are to be submitted by the first Sunday following the committee meeting to the VPAG and/or their assigned Academic Senator.
- B. Committee reports shall be:
  - 1. The reports shall be credible and factual.
  - 2. The reports shall be free of grammatical errors, be organized and presentable.
  - 3. The reports shall be substantive and highlight pertinent matters on the committee(s), explaining how they affect Cal State LA students.
  - 4. The VPAG will compile the pertinent information from the committee reports in order to draft their own summarized committee report.
    - a. The VPAG Committee Report shall be done on a monthly basis.
- C. The VPAG's Committee Report shall be posted on the ASI website no longer than 48 hours after being presented for transparency to the Cal State LA Student Body, as long as the following requirements are met:
  - a. The report shall be credible and factual
  - b. The report shall be free of grammatical errors, be organized and presentable.
  - c. The report shall be substantive and highlight pertinent matters on the committee(s), explaining how they affect Cal State LA students.
- D. Committee reports hold accountability to all SGC members.
  - 1. If an ASI member fails to submit a committee their report, the VPAG will contact the member and their appropriate Direct Report.
  - 2. If Student-at-Large council members do not turn in a committee report, they will not qualify for incentives for that respective meeting.

**Section 2 – Committee Verification Forms for Students-at-Large Council Members, Commissioners, and Associate Justices**

- A. Committee Verification forms shall be used to verify committee attendance for Students-at-Large Council Members, Commissioners, and Associate Justices. Incentives shall be based on the information from verification forms, in addition to any submitted committee reports and or minutes.
  - 1. Committee Verification forms shall be given to the committee chair for signature at the final committee meeting of the semester and shall be turned in to the VPAG as soon as possible for incentive processing.
- B. The modification of committee incentives must have a 2/3 approval from SGC.

**ARTICLE V CLASSIFICATIONS OF STUDENT PARTICIPATION**

**Section 1 – Categories of Student Participation within Shared Governance**

- A. The following categories of Student Participation within the Shared Governance of the campus are hereby recognized by ASI:
  - a. A *Committee and/or Sub-Committee*, defined as a long-standing recurring meeting with a fixed membership that focuses on a variety of topics and general issues.
  - b. An *Ad-Hoc Committee and/or Taskforce*, defined as a meeting with fixed membership held for an indefinite amount of time to accomplish a specific goal.
    - i. Student Representatives not selected by ASI may be compensated for their work in this category by fulfilling the requirements stipulated in Article IV and with the approval of the VPAG.
  - c. A *Working Group*, defined as a meeting with no-fixed membership held for an indefinite amount of time not exceeding a year to accomplish a specific goal.
    - i. Student Representatives not selected by ASI may be compensated for their work in this category by fulfilling the requirements stipulated in Article IV and with the

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Committee reports hold accountability to all SGC members.¶  
If ASI Board members or ASI Academic Senators do not turn in a report, there will be a deduction of their GIA.¶

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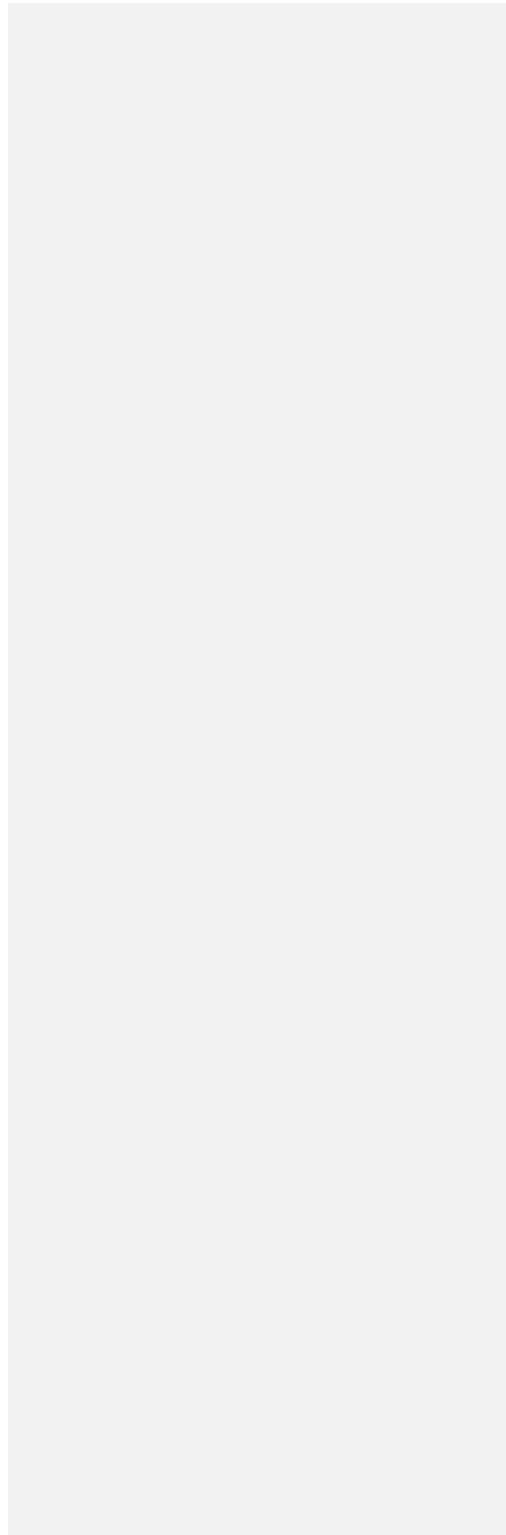


approval of the VPAG.

Section 2 – Categorizing Governing Bodies

- A. There are three categories of governing bodies within the university which harbor opportunities for student participation;

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- 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. ~~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.~~
- C. 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 onese semester.
- D. ASI members refer to Policy 020 for removal procedures.

**Deleted:** <#>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.¶

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



Policy History:

Approved: 10/23/14  
Approved: 11/5/15  
Revised & Approved: 04/19/18

