



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

The VPAG shall:

- A. Call meetings; create and post agendas.
- B. Report all CAS actions, recommendations and activities to the ASI BOD.
- C. Preside over all CAS meetings.
- D. Be responsible for the allocation of the Shared Governance funding.
- E. Actively recruit students to Academic Senate, College Specific and University-Wide Committees alongside the Academic Senators and College Representatives.
- F. Delegate duties of the Senate Offices to each ASI Academic Senator, with CAS approval.
- G. Coordinate the Senate Offices to ensure that both undergraduate and graduate students are not marginalized, and that effective communication is occurring between the Office for Academic Governance.
- H. Shall submit a biweekly report to the ASI Secretary/Treasurer.
- I. Shall review and submit the bi-weekly reports of the Academic Senators to the ASI Secretary/Treasurer.

J. Shall set up meetings to introduce themselves and the ASI Senators; this includes but is not limited to the Provost, Vice President of Academic Affairs, Dean of Undergraduate Students, Dean of Graduate Students, Chairs of the Academic Senate committees and subcommittees, etc. (preferably in the summer).

a. Note: Meet with the Chair of the Academic Senate to strategize meetings with Academic Senate Committee Chairs.

K. Submit a list of participating students at the end of each semester to the appropriate Chairs. After verification by the Chairs, forward a list of those students who have attended 70% of their meetings to the Vice President for Student Affairs Office for final recording.

## Section 2 – Responsibilities of the ASI Vice Chair of the Cabinet of Academic Senators

The duties of the ASI Vice Chair of the CAS shall be performed by an ASI Academic Senator and is to be appointed by the second meeting of the CAS. The time served in this role will count as two specific duty hours the week of a meeting.

The Vice-Chair shall:

- A. Record the minutes for each CAS meeting and ensure they are circulated for review prior to the next scheduled meeting. The time served in this role will count as two specific duty hours the week of a meeting.
- B. Assist the VPAG in coordinating the Senate Offices
- C. Carry out the duties of the Chair in their absence.

## Section 3 – Responsibilities of the ASI Academic Senators

### A. Reports

#### 1. Bi-weekly Reports

a. All Senators shall submit a Bi-weekly report to the VPAG and the ASI Secretary/Treasurer to report activities conducted in their role.

b. Bi-weekly reports are due by noon on the Wednesday before each BOD meeting.

c. If a Bi-weekly report is not submitted, the VPAG has the discretion to conduct a performance review for purposes of accountability.

#### 2. State of Affairs

a. All Senators shall submit a report to the VPAG, ASI Secretary/Treasurer and the ASI President on the State of Affairs of ASI, specific to the Shared Governance Unit.

b. State of Affairs reports are due by noon on the Thursday of the tenth week of the semester.

#### 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.
- ~~7.8.~~ Each Senator shall attend (2) Board of Directors Meetings each semester.

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.

**ARTICLE IV SENATE OFFICERS – PURPOSE AND CHARGE**

Section 1 – Purpose and Charge

The purpose of the Senate Offices is to empower the Academic Senators and SGC members, strengthen student involvement in Shared Governance, ensure that graduate students are not marginalized and are genuinely represented, and reinforce the internal collaboration between the Shared Governance Unit and the other branches of ASI.

**A. Senate Marketing Office**

The Senate Marketing Office shall:

- a. Assist the VPAG in promoting committee involvement in a proactive and innovative manner (this includes, but is not limited to, assisting with marketing material such as flyers and brochures).
- b. Promote SGC and/or CAS actions and initiatives in effective manners.
- c. Communicate issues discussed or promote actions taken at Academic Senate meetings.
- d. Work with the ASI Public Relations and Marketing Commissioner to arrange press releases.
- e. Report any actions to the CAS.
- f. Perform all duties that may not be explicitly listed, but that the CAS deems necessary.

**B. Senate Recruitment Office**

The Senate Recruitment Office shall:

- a. Actively and collaboratively, seek out students to join the SGC and participate in a University Wide or Academic Senate committee.
- b. Coordinate the SGC involvement initiatives, programs, and efforts.
- c. Report any actions to the CAS.
- d. Perform all duties that may not be explicitly listed, but that the CAS deems necessary.

**C. Senate College Collaboration Office**

The Senate College Collaboration Office shall:

- a. Coordinate Academic Senator and College Representative collaborative efforts and initiatives.
- b. Attend the Cabinet of College Representatives meetings and communicate any issues that may affect the colleges and/or identify any initiatives that can be executed collaboratively.
- c. Report any actions to the CAS.
- d. Perform all duties that may not be explicitly listed, but that the CAS deems necessary.

**D. Senate Graduate Students Office**

The Senate Graduate Students Office shall:

- a. Outreach and recruit students from the graduate student population.
- b. Connect the graduate student population to ASI and the Shared Governance Units through initiatives, programs, and other efforts.
- c. Report any actions to the CAS.
- d. Identify any issues affecting graduate students and work with the CAS and SGC in addressing them.
- e. Sit on the graduate subcommittee of the Academic Senate.
- f. Perform all duties that may not be explicitly listed, but that the CAS deems necessary.

**ARTICLE V 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 VI ABSENCES, TARDIES, AND EARLY DEPARTURES**

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 BOD for their 2/3-majority approval.

**Policy History:**

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