



Associated Students, Incorporated  
California State University, Los Angeles  
**Administrative Manual Policies**  
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 (~~CCR~~ Committee of the Associated Students ~~Incorporated (ASI)~~ of California State University, Los Angeles, Incorporated (ASI). The purpose and function of the Cabinet of College Representatives are the following:

Under the direct supervision of the ASI President the Cabinet shall:

- A. Support college representatives by opening lines of communication and collaboration within ~~the unit~~ the colleges of the University and ASI.
- 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 Representatives' semester-allocated budget and make the final decisions 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~~ Cabinet:

- 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
- F-G. College of Ethnic Studies Representative
- G-H. ASI President (non-voting)
- H-I. ~~ASI Senior Coordinator of Student Engagement & Outreach~~ ASI Executive Director or designee (non-voting)

Section 2 - Quorum

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



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

~~The ASI President shall chair the first meeting of the cabinet, during which a Chair and Vice Chair shall be appointed from the voting membership.~~

~~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 monthly meetings of the Cabinet at least once a month
- C. Create, post, and email the meeting agenda to all committee members at least 72 hours before the meeting in accordance with CA Open Meeting Law.
- D. Vote on items before the ~~committee~~ Cabinet 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,~~
- E-F. Present ~~the resolutions~~ or other Cabinet action to the ASI Board of Directors 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 nominated and voted on by the Cabinet of College Representatives.~~
- B. Be responsible for preparation of the minutes for the Cabinet of 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 ~~5~~6 – Removal of Appointed Cabinet of College Representative ~~Committee~~ Chair or Vice Chair

~~Any~~ The 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.~~

**ARTICLE III**

**FUNDING ALLOCATION**

~~The Board of Directors shall approve a funding allocation to be used toward programs and activities and delegate the use of the funds to the Cabinet of College Representatives. The members of the CCR shall propose new programs, hear proposals for collaborative partnerships, and decide on how to utilize the budget that has been granted to the Cabinet each year. The Cabinet membership, under the direction of the ASI President and with the advice and support of the ASI staff, shall track the budget and report on the approved events and the balance of the Cabinet budget to the Board of Directors regularly during their meetings.~~

~~Section 8 – 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:~~

**Commented [PB1]:** This has been incorporated into the position descriptions

**Commented [PB2]:** This procedure has not been followed for some time and the proposed language provides structure, and also flexibility with the process to fund events.



- 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:
  - i. Every year the Cabinet of College Representatives is awarded funding in contingent on the availability of funds.
  - ii. 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.
  - iii. 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~~IV**

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#### **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.

Proposed amendments to these procedures shall be submitted on a majority vote of the CCR to the Executive Cabinet for their review and approval, followed by submission of the proposed changes to the BOD for their two-thirds (2/3) approval.

#### **Policy History:**

Approved: 12/1/11  
Amended and Approved: 04/19/18  
Amended: TBD

