



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

Approved: 12/1/11

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**ADMINISTRATIVE MANUAL**

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**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 (A.S.I.) 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 A.S.I. 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 quarterly 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 quarterly.

**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 A.S.I. College of Arts and Letters Representatives
- B. Two A.S.I. College of Business and Economics Representatives
- C. Two A.S.I. Charter College of Education Representatives
- D. Two A.S.I. College of Engineering, Computer Science, and Technology Representatives
- E. Two A.S.I. College of Health and Human Services Representatives
- F. Two A.S.I. College of Natural and Social Sciences Representatives
- G. A.S.I. President (non-voting)
- H. A.S.I. Programs Coordinator (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 A.S.I. 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 A.S.I. 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 A.S.I. 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 one quarter. Thereafter, a new chair shall be elected at the last meeting of the quarter to serve for the next quarter. The Chair may be reappointed, but serve for no more than two quarters. A college representative who has served as chair may only be nominated by somebody else for re-appointment.
- 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.

### Section 4 – Responsibilities of the A.S.I. Cabinet of College Representative Committee Vice Chair

The duties of the A.S.I. Cabinet of College Representatives Committee Vice Chair shall be the following:

- A. Be recommended by the A.S.I. Cabinet of College Representatives Committee Chair and be appointed with a majority vote of the committee each quarter.
- 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 – 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 quarter 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 quarter.

### Section 6 – Parliamentarian (non-voting)

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

## **ARTICLE III**

## **AMENDMENTS**

Proposed amendments to these codes shall be submitted on a simple majority of the Cabinet of College Representatives Committee to the A.S.I. 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.