



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

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**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. (A.S.I.) of California State University, Los Angeles. The authority and function of these Academic Governance Units is to:

- a) Coordinate the Executive Senate and Shared Governance Council
- 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 to University Wide Committees
- e) Coordinate the Senate Offices to maximize the effectiveness of the Shared Governance Units

**ARTICLE II**

**MEMBERSHIP**

1. Section 1 Cabinet of Academic Senator Membership
2. The membership of the CAS shall include, but not be limited to the following:
  - a) Vice President for Academic Governance (VPAG)
  - b) A.S.I. Academic Senators (3 Undergraduate, 2 Post-Baccalaureates) (one of which shall be elected vice-chair at the first or second meeting of the SGC)
  - c) Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, serving as a non-voting committee advisor)
3. Eligibility.
  - a) All A.S.I. Members and committee appointees must maintain their eligibility outlined in the A.S.I. Bylaws Article III, Section 2 and Clause 1-7.
  - b) Academic Senators cannot take a quarter off during their term of office.

**ARTICLE III**

**DUTIES**

1. Section One  
The VPAG shall:
  - a) Call meetings
  - b) Create and post agendas
  - c) Report all ES/SGC actions, recommendations and activities to the A.S.I. B.O.D.
  - d) Preside over all ES/SGC meetings.
  - e) Actively serve on the Executive Committee of the Academic Senate, as a non-voting member, when the privilege is extended by the Executive Committee.



- f) Actively recruit students to University Wide Committees alongside the Academic Senators
- g) Coordinate the Senate Offices to ensure that both undergraduate and graduate students are not marginalized, effective communication is occurring between the Office for Academic Governance
- h) Shall submit a biweekly report to the A.S.I. Secretary/Treasurer
- i) Shall check and report the bi-weekly reports of the Academic Senators to the A.S.I. Secretary Treasurer
- j) Shall set up meetings to introduce themselves and their senators, this includes but is not limited to the Provost, VP of Academic Affairs, Dean of Undergraduate Students, Dean of Graduate Students, chairs of the Academic Senate committees and Subcommittees etc. (preferably in the summer)
- k) Submit a list of participating students at the end of each quarter to the appropriate chairs. After verification by the chairs, 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.

## 2. Section 2 Vice Chair Duties and Responsibilities

The vice-chair shall:

- a) Record the minutes for each SGC meeting and ensure they are circulated for review prior to the next schedule meeting. The time served in this role will count as two specific duty hours the week of a meeting.
- b) Conduct quarterly verification on members' attendance to assigned committees and subcommittees.
- c) Carry out the duties of the chair in his/her absence.

## 3. Section 3 Academic Senators Duties & Responsibilities

### a) Reports

#### 1. Bi-weekly Report

- a) All Senators shall submit a report to the A.S.I. Vice President for Academic Governance and the A.S.I. President
- b) Bi-weekly reports are due by noon on the Wednesday before each B.O.D. meeting

#### 2. State of Affairs

- a) All Senators shall submit a report to the A.S.I. Secretary/Treasurer and the A.S.I. President on the State of Affairs of the Associated Students Inc.
- b) State of Affairs reports are due by noon on the Thursday of the seventh week of the quarter.

#### 3. Transitional Folder

- a) All Senators must submit a quarterly transitional folder to the A.S.I. Secretary/Treasurer and the A.S.I. President for the transition of positions A.S.I. experiences annually.
- b) In order to maximize the effectiveness, Transitional Folders are due each quarter by noon on the Thursday of the seventh week of the quarter.

#### 4. Committees and Senate Offices

- a) All Senators shall report all of their respective committee areas and Senate Office actions and discussions in a written report to the office for Academic Governance in a timely manner within one week of the meeting.

### b) Meetings

All Senators are required to attend committee meetings they have been appointed onto.

- 1. All Senators shall be a member of at least one (1) of the standing committees of the Academic Senate and at least one of the subcommittees



2. All Senators must either sit on at least one University Wide Committee or recruit the three students to sit on a University Wide Committee by the second week of fall. (the student must not be a current A.S.I. Officer or Shared Governance councilmember) (See A.S.I. referral document for the process of referring)

c) Specific Duties

1. Each Senator shall be responsible for carrying out the duties specified in the A.S.I. By-laws.
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 office
  - a) Office Hours must be scheduled with the A.S.I. Secretary/Treasurer during the first week of each quarter
  - b) Any change to these office hours must be reported to the A.S.I. Secretary /Treasurer immediately.
3. Each Senator shall actively seek out the opinions, needs, and desires of constituents (CSULA Student Body) and ensure that all necessary activities and policies are initiated, carried out for the student body at large and equally voiced and considered alongside faculty and administrators on issues affecting the CSULA student body.
4. Each Senator must attend the Executive Senate and Shared Governance Council or notify the VPAG at least 24 hours in advance if 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 Executive Senate
7. Each Senator shall satisfy eight (8) hours of specific duties.

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 A.S.I., the following are considered service hours.
  - a) Actively tabling to meet, inform and recruit students
  - b) Attending meetings that are outside of their required meetings (A report must be submitted in order to verify attendance)
  - c) Volunteering at A.S.I. 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 ES considers service duties.

4. Section 4 Committee Incentives

- a) Lowering and/or removing the committee incentive shall require majority approval from the ES, SGC, Finance Committee, and BOD

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**ARTICLE IV**

**MEETINGS**

1. The ES&SGC shall meet two - three times per quarter.
2. In addition, the CAS/SGC may meet on an as-needed basis.
3. 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.

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**ARTICLE V**

**ABSENCES AND EARLY DEPARTURES**

1. All Academic Senators must notify the VPAG if they cannot attend an ES or SGC meeting or their required committee 24-48 hours before the meeting.



2. Each meeting that a student SGC member misses with an unexcused absence or does not attend completely, a deduction will be placed on that student AS/SGC member's Grant-in-Aid.
3. If a committee representative fails to report back on at least 70% of the meetings, any incentives/benefits provided to the representative will be withheld.
4. Any appointed member may be removed from the committee on a recommendation from the Chair to the committee for more than, one (1) unexcused absences, two (2) unexcused tardies, or two (2) unexcused early departures during any one quarter.

## **ARTICLE VI**

## **MEETINGS**

### Special and Emergency Meetings

The ES&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 CAS/SGC 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.



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Associated Students, Inc.

Policy 015 – Cabinet of Academic Senators Code of Procedure

