



ASSOCIATED STUDENTS, INC.

Administrative Policies

POLICY 023 – Shared Governance Council Code of Procedure

ARTICLE I

AUTHORITY AND FUNCTION

This code shall act as the governing procedure for the 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. Review, research, and make recommendations on Academic and Administrative policy affecting students.
- B. Work with all appropriate areas to ensure that the principles of shared governance are being upheld between students, faculty, and administration.

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. All At-large 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 advisor)
- F. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, non-voting council advisor)

Section 2 – Quorum

Quorum shall be defined as six (6) of the seated Council members.

ARTICLE III

DUTIES

Section 1 – Responsibilities of the Chair of SGC

The Chair shall:

- A. Call meetings and set agendas.
- B. Report all SGC actions, recommendations, and activities to the ASI BOD.
- C. Preside over all SGC meetings.
- D. 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.
- E. Vote in the event of a tie.

Section 2 – Responsibilities of the Vice Chair for the SGC

The Vice chair shall be appointed by the second meeting of the SGC and may be filled by any of the seated members of SGC. The time served in this role will count as two engagement hours the week of a meeting.

The Vice Chair shall:

- 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 matters related to the committee.
- C. Carry out the duties of the Chair in their absence.

Section 3 - Responsibilities of All Shared Governance Council Members

The Shared Governance Committee Members shall:

- A. Attend all meetings for the committee(s) they have been appointed to. Absences shall be approved by the Committee Chair.
- B. Actively identify issues affecting students and seek student opinion or matters relevant to their assigned committee.
- C. Contact the assigned committee chair to address student opinions, issues, or relevant matters on the committee.
- D. Report committee actions and information to the SGC.

ARTICLE IV

COMMITTEE REPORT REQUIREMENTS

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

- A. Submit committee reports 72 hours after committee meeting using the reporting process outlined by ASI.
- B. A list of submitted and missing committee reports is to be emailed to the SGC by the VPAG monthly to verify and follow up on submissions.

ARTICLE V

ATTENDANCE AND REMOVAL FROM COMMITTEES

- 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. Any At-Large 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 one semester.
- C. ASI members refer to Policy 020 for removal procedures.

ARTICLE VI

MEETINGS

Section 1 - Meeting Requests

The SGC shall meet once a month.

- 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 Meetings

The SGC may call a special meeting in addition to the regularly scheduled meetings of the Council if an important issue arises. 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.

ARTICLE VII

AMENDMENTS

Proposed amendments to these codes shall be submitted with a majority vote of the SGC. The proposed changes will then be submitted and reviewed by the ASI Bylaws and Codes of Procedure Subcommittee and finally passed to the ASI Board of Directors for approval by a vote of a 2/3-majority.

Policy History:

Approved:	10/23/14
Approved:	11/5/15
Revised & Approved:	04/19/18
Amended:	2/23/23