



---

## ASSOCIATED STUDENTS, INC.

---

### Administrative Policies

## Cabinet of Academic Senators Code of Procedure, Policy 015

---

### ARTICLE I

### AUTHORITY AND FUNCTION

These codes shall act as the governing procedure for the Cabinet of Academic Senators (CAS) of the Associated Students, Inc. (ASI) of California State University, Los Angeles. CAS is created to provide a collaborative link between the student Academic Senators and the ASI Board of Directors to assist each governing body to serve in the best interests of the Student Body. The authority and function of CAS is to:

- A. Coordinate the work of the student Academic Senate Officers
- B. Actively recruit and coordinate students for Academic Senate and University-Wide Committees.
- C. Provide a forum for the Academic Senators to discuss matters pertaining to the University's academic policies and serve as a student voice in the shared governance of the University.

### 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) as Chair
- B. Student 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 designee (non-voting cabinet advisor)

#### Section 2 - Quorum

Quorum shall be defined as a majority of the seated CAS membership. The Chair shall be counted for the establishment of quorum.

### ARTICLE III

### DUTIES

#### Section 1 - Responsibilities of the Chair of CAS

The Chair 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. Coordinate, with the CAS Advisors, the training and support for Academic Senators throughout their term in office.

#### Section 2 - Responsibilities of the ASI Vice Chair of CAS

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.

## **ARTICLE V**

## **MEETINGS**

- A. CAS shall meet biweekly, alternating between the Academic Senate meetings.
- B. Additional CAS meetings may be called 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 VII**

## **AMENDMENTS**

Proposed amendments to these codes shall be submitted with a majority vote of the CAS membership 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:**

Approved:	1984
Approved:	05/11
Approved:	12/1/11
Approved:	10/23/14
Revised & Approved:	04/19/18
Revised:	3/9/23