



ASSOCIATED STUDENTS, INC.

Administrative Policies

Policy 018 - Cabinet of College Representatives

Code of Procedure

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Cabinet of College Representatives (CCR) of the Associated Students of California State University, Los Angeles, Incorporated (ASI). The purpose and function of the Cabinet of College Representatives are the following:

Under the supervision of the Chief of Staff the Cabinet shall:

- A. Support college representatives by opening lines of communication and collaboration within the colleges of the University and ASI by sharing developments, programs, and concerns within each college.
- B. Assess and identify students' needs and develop strong strategies of addressing their needs on a short-term and long-term basis.
- C. Establish inter-collegiate programs or initiatives and collaboratively plan and implement these programs and initiatives.
- D. Review the collective College Representatives' allocated budget and make decisions on how to distribute funds for collegiate events and initiatives.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 - Membership

The following shall constitute the membership of this Cabinet:

- A. College of Arts and Letters Representative
- B. College of Business and Economics Representative
- C. College of Education Representative
- D. College of Engineering, Computer Science, and Technology Representative
- E. Rongxiang Xu College of Health and Human Services Representative
- F. College of Natural and Social Sciences Representative
- G. College of Ethnic Studies Representative
- H. ASI Chief of Staff
- I. ASI President (non-voting)
- J. ASI Executive Director or designee (non-voting)

Section 2 - Quorum

Quorum shall be defined as a simple majority of the seated voting membership of the

Cabinet. The chair shall be counted toward quorum.

Section 3 - Responsibilities of the ASI Cabinet of College Representatives Chair

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

The duties of the Cabinet of College Representatives 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
- 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 Cabinet in the case of a tie.
- E. Create the space for discussion of and assist college representatives with resolutions.
- F. Present 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 Vice Chair

The duties of the Vice Chair shall be the following:

- A. Be nominated and voted on by the Cabinet of College Representatives.
- B. Be responsible for preparation of the minutes for the Cabinet of College Representatives 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 Chair or Vice Chair

The appointed Cabinet of College Representatives Chair and Vice Chair may be removed from their duties of chair or vice chair by two thirds (2/3) vote of the Cabinet of College Representatives. In such a case, the Cabinet of College Representatives will appoint a new Chair or Vice Chair for the remainder of the academic year.

ARTICLE III

MEETINGS

The Cabinet of College Representatives shall meet once a month or more often as needed. Meetings shall be public and agendas announced no later than 72 hours prior to the meeting, in accordance with California Gloria Romero Act.

ARTICLE IV

FUNDING ALLOCATION

The Board of Directors shall approve an annual funding allocation to the Cabinet of College Representatives. The members of 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 Chief of Staff

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.

ARTICLE V

AMENDMENTS

Proposed amendments to these codes shall be submitted with the approval of the Cabinet of College Representatives to the Executive Cabinet for review, and then to the Board of Directors for final approval requiring a vote of 2/3 in favor.

Policy History:

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| Approved: | 12/1/11 |
| Amended: | 04/19/18 |
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