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## ASSOCIATED STUDENTS, INC.

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### Administrative Policies

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## **POLICY 023 – Shared Governance Council Code of Procedure**

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### **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 of Cal State LA
- B. Work with all appropriate areas to ensure that the principles of shared governance are being upheld between students, faculty, and administration
- C. Discuss current student concerns, issues, and opportunities to improve student life on campus

### **ARTICLE II**

### **MEMBERSHIP**

#### Section 1 – Shared Governance Council Membership

- A. ASI Vice President for University Affairs (Chair)
- B. ASI Academic Senators (2 Undergraduates, 2 Graduates, 1 At-Large)
- C. All Student Representatives appointed to 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 Subcommittees
- E. ASI Executive Director or designee (non-voting advisor)
- F. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, non-voting advisor)
- G. AVP/Dean of Students or designee (non-voting advisor)

#### Section 2 – Quorum

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

### **ARTICLE III**

### **DUTIES**

#### Section 1 – Responsibilities of the Chair of SGC

The Chair shall:

- A. Call meetings, set agendas, and preside over all SGC meetings
- B. Report all SGC actions, recommendations, and activities to the ASI BOD
- C. Track and review committee reports from all council members to identify opportunities for resolving student issues and inform the SGC of pertinent information
- D. Provide training and support for the members of the Council throughout their term on SGC
- 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 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 Chair with matters related to the council

- C. Carry out the duties of the Chair in their absence

Section 3 – Responsibilities of All Shared Governance Council Members

The Shared Governance Council Members shall:

- A. Attend all meetings for the committee(s) they have been appointed to. Absences shall be excused 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 meetings 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 VPUA monthly to verify and follow up on submissions.

**ARTICLE V**

**ATTENDANCE AND REMOVAL FROM COMMITTEES**

- A. All SGC members must notify the VPUA 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 VPUA to the SGC for more than, one (1) unexcused absence, two (2) unexcused tardies, or two (2) unexcused early departures during any one semester.
- C. ASI members refer to ASI Policy 020 for removal procedures.

**ARTICLE VI**

**MEETINGS**

Section 1 – General Meetings

The SGC shall meet once a month. Additional meetings of the SGC may be called on an as-needed basis by the Chair with advance notice. 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 that is time sensitive. 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 this Code shall be submitted with a majority vote of the SGC to the ASI Board of Directors for review and approval, where they may be passed with a 2/3 majority vote.

**Policy History:**

Approved:	10/23/14
Amended:	11/5/15
Amended:	4/19/18
Amended:	2/23/23
Amended:	10/17/24