



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 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. Diversity and Inclusion Commissioner (Vice Chair)
- C. ASI Academic Senators (2 Undergraduates, 2 Graduates, 1 At-Large)
- D. All ASI Board members sitting on a University, College Specific, or Academic Senate Committee or Subcommittees
- E. Advisors
 - a. RHA Representative
 - b. U-SU Board Representative
 - c. Athletics Student-Athlete Advisory Committee Representative
 - d. Student Health Advisory Board Representative
 - e. All student representatives at-large appointed to University, College-Specific, and Academic Senate Committees and Subcommittees
 - f. ASI Executive Director or designee
 - g. AVP/Dean of Students or designee

Section 2 – Quorum

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

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

Section 2 – Responsibilities of the Vice Chair for the SGC

The Vice chair shall be the ASI Diversity and Inclusion Commissioner.

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 Student Leader Handbook for removal procedures.

ARTICLE VI

MEETINGS

Section 1 – General Meetings

The SGC shall meet every other week, alternating between Academic Senate meetings. 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 time sensitive issue arises. When a special meeting is necessary, the Chair shall call the meeting through 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
Amended:	9/4/25
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