



ADMINISTRATIVE MANUAL

**EXECUTIVE SENATE AND SENATE OFFICES
Code of Procedure**

POLICY 024

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedure for the Executive Senate (ES) and Senate Offices of the Associated Students, Inc. (A.S.I.) of California State University, Los Angeles. The authority of this committee is to:

- A. Coordinate with all appropriate areas in order to ensure that genuine Shared Governance is being upheld between students, faculty, and administration. These areas include but are not limited to: A.S.I. College Representatives, Department Chairs, Students, etc.
- B. Coordinate the information, programs, projects, and problems to be considered by the Associated Students Shared Governance Council.
- C. Be responsible for the allocation of the Shared Governance funding.
- D. Act on behalf of the S.G.C when the Council cannot be called together to act on an emergency matters. Such actions shall be in accordance with Title 5 of the Administrative Code of the State of California, the Policy and Directives of the Board of Trustees of the California State University, California State University, Los Angeles policies, the articles of Incorporation of A.S.I. and the By-laws

ARTICLE II

MEMBERSHIP

Section 1 – Membership

The membership of the CAS/SGC shall include, but not be limited to the following:

- A. Vice President for Academic Governance (VPAG) (chair, non-voting)
- B. A.S.I. Academic Senators (3 Undergraduates, 2 Post-Baccalaureates) (one of which shall be appointed vice-chair at the first meeting of the CAS/SGC)
- C. One Shared Governance Council Member (non-ASI BOD)
- D. One A.S.I. Officer or a Shared Governance Councilmember
- E. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, voting member)
- F. Executive Director (non-voting)
- G. Executive Directors Administrative Assistant (recording secretary) (non-voting)
- H. Director of Programs and Leadership (non-voting)

Section 2 - Quorum

Quorum shall be defined as a simple majority of the voting membership (fifty-percent plus one). The chair shall count as a voting member for establishing quorum.



Section 3 - Eligibility

- A. All A.S.I. Members and committee appointees must maintain their eligibility outlined in the A.S.I. Bylaws Article III, Section 2 and Clause 1-7.
- B. Academic Senators cannot take a quarter off during their term of office.

ARTICLE III

DUTIES

1. The VPAG shall:
 - A. Call meetings.
 - B. Create and post agendas.
 - C. Report all ES actions, recommendations and activities to the A.S.I. B.O.D.
 - D. Preside over all ES meetings.
 - E. Vote in the event of a tie.
2. The vice-chair shall:
 - A. Record the minutes for each CAS/SGC meeting and ensure they are circulated for review prior to the next schedule meeting. The time served in this role will count as two specific duty hours the week of a meeting.
 - B. Conduct quarterly verification on members' attendance to assigned committees and subcommittees.
 - C. Carry out the duties of the chair in his/her absence.

ARTICLE IV

SENATE OFFICES PURPOSE AND CHARGE

Section 1 - Senate Offices

The purpose of the Senate Offices is to empower the Academic Senators and Shared Governance Council members, strengthen student involvement in Shared Governance, ensure that graduate students are not marginalized and are genuinely represented, and reinforce the internal collaboration between the Office for Academic Governance and the other branches of the Associated Students Incorporated.

A. Senate Office of Marketability

The Senate Office of Marketability shall:

- i. Promote in a proactive and innovative manner committee involvement.
- ii. Promote Shared Governance Council and/or Executive Senate actions and initiatives.
- iii. Promote and communicate all necessary issues or actions that are taken at an Academic Senate meeting.
- iv. Perform all duties that may not be explicitly listed but the office deems necessary.

B. Senate Office of Recruitment

The Senate Office of Recruitment shall:

- i. Actively and collaboratively seek out potential and/or strong student leaders to join the Shared Governance Council by joining a University Wide or Academic Senate committee.
- ii. Coordinate the Shared Governance Council involvement initiatives, programming and efforts.
- iii. Report any actions to the Executive Senate.



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- iv. Perform all duties that may not be explicitly listed but the office deems necessary.

C. Senate Office of Collegiate Collaboration

The Senate Office of Collegiate Collaboration shall:

- i. Coordinate Senator and College Representative collaborative efforts and initiatives.
- ii. Attend the Cabinet of College Representatives and communicate any issues that may affect their college or any collaborative initiatives that can be executed together.
- iii. Report any actions to the Executive Senate.
- iv. Perform all duties that may not be explicitly listed but the office deems necessary.

D. Senate Office of Graduates

The Senate Office of Post-Baccalaureates shall:

- i. Outreach and recruit students from the graduate student population.
- ii. Connect the graduate student population to ASI and the office of Academic governance through initiatives, programs, and other efforts.
- iii. Report any actions to the Executive Senate.
- iv. Identify any issues affecting Graduate students and work with the Executive Senate and Shared Governance Council in addressing them.
- v. Perform all duties that may not be explicitly listed but the office deems necessary.

ARTICLE V

MEETINGS

- A. The ES shall meet at least two times per quarter. The first meeting shall occur within the first three weeks of the term. The second meeting shall occur two weeks before the end of the term.
- B. In addition, the ES may meet 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 VI

ABSENCES AND EARLY DEPARTURES

- A. All Executive Senate members must notify the VPAG if they cannot attend a CAS/SGC meeting or their required committee 24-48 hours before the meeting.
- B. Each meeting that a student ES member misses with an unexcused absence or does not attend completely, a deduction will be placed on that student CAS/SGC member's Grant-in-Aid.
- C. Any student representative may be removed from the committee on a recommendation from the Chair to the committee for more than, one (1) unexcused absences, two (2) unexcused tardies, or two (2) unexcused early departures during any one quarter.
- D. A.S.I. members refer to Policy 020 for removal procedures.

ARTICLE VII

MEETINGS

Special and Emergency Meetings

The ES may meet on a special and emergency basis. 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. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting



Act of 2000. An emergency meeting may be called by either the Chair or through a request to the chair by three (3) voting members of the Committee.

ARTICLE IX

AMENDMENTS

Proposed amendments to these codes shall be submitted on an absolute majority of the SGC to the A.S.I. Bylaws and Codes of Procedure Subcommittee for their review and approval prior to submitting the proposed changes to the B.O.D. for their 2/3-majority approval.



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