



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 [Executive Vice President](#) 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.

**Deleted:** Chief of Staff

**ARTICLE II**

**MEMBERSHIP AND DUTIES**

Section 1 - Membership

The following shall constitute the membership of this Cabinet:

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

**Deleted:** <#>Review the collective College Representatives' allocated budget and make decisions on how to distribute funds for collegiate events and initiatives. ¶

**Deleted:** <#>ASI Chief of Staff¶

**Deleted:** non-voting

Section 2 - Quorum

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

**Deleted:** The chair shall be counted toward quorum.

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

The duties of the Cabinet of College Representatives Chair shall be the following:

- A. Schedule regular monthly meetings of the Cabinet
- B. 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.
- C. Raise issues or concerns expressed by the student body to the ASI Board of Directors.

**Deleted:** 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

**Deleted:** <#>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. ¶

**Deleted:** <#>Vote on items before the Cabinet in the case of a tie.¶  
Create the space for discussion of and assist college representatives with resolutions. ¶

**Deleted:** <#>Present resolutions or other Cabinet action

**Deleted:** <#> 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.

**Deleted:** Section 5 - Removal

**Deleted:** 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.

**Deleted:** **ARTICLE IV** **FUNDING**

**Deleted:** **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:**

Approved: 12/1/11  
 Amended: 04/19/18  
 Amended: 10/19/23  
 Amended: 08/22/24  
 Amended: TBD

**Deleted:** ¶