



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.

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)

Section 2 - Quorum

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

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.

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.

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 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:	7/13/26