

Constitution of the Social Sciences Council of the Graduate Student Association

The graduate students of the member departments and inter-departmental programs of the Social Sciences of the University of California, Los Angeles,

Considering that there is a need to represent the concerns and needs of graduate students within the member departments of the Social Sciences, and

Considering that the codes of the Graduate Student Association require the establishment of a Council to represent the departments of the Social Sciences, and

Considering that the graduate students of the Social Sciences contribute to the larger Graduate Student Association through quarterly fees, and thereby have access to the disbursement of those fees for social and professional development purposes,

Do hereby establish this Constitution.

Article I: Name, Membership, Funding, Statement of Purpose

Section 1

The name of this organization shall be the Social Sciences Council of the University of California, Los Angeles, hereafter referred to as the SSC. The SSC is part of the larger Graduate Student Association (GSA) and receives its funding through the disbursement of GSA fees. The SSC retains the right to adopt its own rules and procedures and to take on the responsibilities and duties as the official body of the graduate students of the member departments and inter-departmental programs (henceforth to be collectively referred to as “departments”) of the Social Sciences, as consistent with section 2.4 of the GSA codes.

Section 2

The membership of the SSC shall consist exclusively of representatives from the member departments of the Social Sciences, as listed in the GSA codes section 2.1.2, who are required to be currently enrolled UCLA graduate students in that department.

Section 3

SSC representatives (preferably including all officers) shall attend GSA Forum meetings in a manner consistent with GSA codes 2.4.4 to receive funds due to the Council as an academic Council of the GSA. The use and disbursement of these funds will be approved by the Council using approved SSC and GSA procedures.

Section 4

The purposes of the SSC shall be as follows:

- a. To represent the graduate students of the Social Sciences on all matters concerning graduate students, including:
 1. Encouraging graduate student representatives from the Social Sciences to participate on GSA committees and panels;

2. Providing a representative forum through which graduate students may make their ideas, concerns, and needs known to the GSA;
 3. Acting as liaison between individual member departments of the Social Sciences.
- b. To represent the graduate students of the Social Sciences in GSA forum so as to receive an appropriate allocate share of the funds made available by graduate student fee support, and to disburse those funds in an appropriate manner as allowed under SSC and GSA rules.
 - c. To plan and carry out such events as will enhance the collegial feeling and professional understanding of the SSC community.

Article II: Voting

Section 1: General Quorum

The attendance of representatives from at least one-third of the member departments of the Social Sciences is required to approve the initial allocation of Council funds to individual member departments, suggested revocations of such funds, other Council expenditures, appointments to the Executive Committee, or other general business of the SSC.

Section 2: Special Quorum

The attendance of representatives from at least one-half of the member departments of the Social Sciences is required to vote on the election of an officer, the establishment of a new officer position, or on approval of or amendments to the SSC Constitution.

Section 3: Voting

- a. Each department is entitled to one voting representative to the Council for every one hundred (100) graduate students, or fraction thereof, currently enrolled in the department. Should a department appoint fewer representatives to the Council than it is entitled to, each representative shall still only be entitled to a single vote. A department may send more representatives to the SSC than it is entitled, but still only receives the number of votes described above.
- b. A simple majority vote is required to pass any measure or elect any official, except for approval and/or amendment of the SSC Constitution.
- c. A two-thirds majority vote is required to approve or amend the SSC Constitution.

Article III: Elected Officers

Section 1: Number of Elected Officers

There shall be at least two elected officers of SSC: President and Vice-President/Treasurer. These elected officers shall comprise the Executive Committee. Additional officer positions may be created at the suggestion of the Executive Committee or the Council, and must be approved per the voting criteria in Article II.

Section 2: Qualifications of Officers

All officers must be currently enrolled graduate students in a member department of the Social Sciences during their term of office.

Section 3: Election of Officers

Officers shall be elected by the SSC membership present at a meeting to be held during the Spring Quarter at a date, time, and place to be determined by the Executive Committee. The sitting Executive Committee members shall solicit nominees to stand as candidates for office, and at the conclusion of nominations will present these individuals to the assembled SSC membership, in person or via email. Individual members may nominate themselves for any office. The individual receiving the most votes for each office shall be elected to that office. Election will occur by secret ballot if multiple candidates are nominated for any single office.

Section 4: Term and Duration of Elective Offices

Newly elected officers shall serve for one year. They shall take office at the beginning of the Fall Quarter following the Spring Quarter election, and remain in office until the conclusion of the following Summer Quarter. Outgoing officers are responsible for training the new Executive Committee to fulfill the duties of their offices. There is no limit to the number of years an individual may serve on the Executive Committee.

Section 5: Functions of Elected Officers

- a. The President shall serve as head of the SSC, and will preside at meetings of the SSC Executive Committee, as well as all general meetings of the membership of SSC. It is the President's responsibility to organize and schedule SSC meetings, maintain a contact network with departmental representatives, and generally inform individual departments of their duties and standing within SSC. The President shall also represent the SSC at GSA Forum meetings. The President may select other officers or members of the Council to represent the SSC either in addition to the President or in the President's place.
- b. The Vice President/Treasurer shall maintain the financial records and budget of the SSC, and shall be responsible for all necessary forms to receive GSA funds for the benefit of the SSC or its member departments, and for any other source of SSC funds. The Vice President shall succeed to the office of President for the remainder of the then current term of office should the office of President become vacant for any reason.

- c. The President and Vice-President/Treasurer shall serve on the SSC Executive Committee, and may serve additional functions as determined by the Council.

Article IV: Executive Committee

Section 1: Function of the Executive Committee

The Executive Committee shall govern the SSC and shall transact all SSC business, fill vacancies in office, and authorize all departmental expenditures. Additionally, the Executive Committee shall have primary authority over social affairs, academic and GSA relations, and representation of the SSC with other university organizations.

Section 2: Membership of the Executive Committee

Membership of the Executive Committee shall include all elected officers, including the President and the Vice President/Treasurer. It may also include other departmental representatives as approved by a vote of the SSC.

Section 3: Duties of the Executive Committee

In carrying out its duties, the Executive Committee shall:

- a. Determine all policies, programs, and activities, and act on all resolutions that may be brought before it.
- b. Select SSC representatives and alternates to all GSA Forum meetings and other committees and similar bodies that may arise.
- c. Under any and all circumstances, do their utmost to uphold this Constitution and enforce the provisions herein.
- d. Attend or send their appointed delegates to all GSA Forum meetings and any other meetings as should be appropriate for the proper administration of their duties.
- e. Fill any vacant office other than the office of President for the remainder of the then current term of office.

Article V: Funding

Section 1: Funding Sources

The primary funding source of the SSC is the GSA, which disburses a percentage of graduate student fee money to Academic Councils based on their enrollment. Additional funds may be acquired by the SSC by any appropriate means under GSA guidelines.

Section 2: Budget

The Executive Committee shall produce a preliminary budget that will be presented to the SSC general body for approval at the first meeting of the academic year.

Section 3: Departmental Allocations

- a. The SSC will determine a portion of GSA funds, not less than seventy-five percent of the total, to allocate initially to member departments. The amount of funds initially allocated to individual departments will consist of a percentage of the total departmental allocation equivalent to the enrollment of the department as a percentage of total graduate enrollment in the Social Sciences.
- b. This allocation may be spent at the discretion of the departmental graduate student group, provided that it meets the following general guidelines:
 1. Expenditures must not violate University regulations.
 2. Expenditures must not violate GSA regulations.
 3. Expenditures must relate to items or activities that enhance the social, academic, or professional development of graduate students within the funding department.
 4. If the expenditure involves the purchase of permanent equipment, it must be primarily intended for the sole use of graduate students.
- c. The SSC must approve all departmental expenditures at a meeting of the Council as required by GSA codes section 2.3.2 and 10.5.6.3. Departmental expenditures must be submitted to the Executive Council prior to such a meeting to be considered for funding. Estimated amounts for future events may also be submitted for funding, provided that the final expenditure does not exceed the approved amount. In no case shall an expenditure be approved that exceeds a department's annual funding allocation.
- d. If representatives from member departments do not attend any SSC meetings during a quarter, one-third of their initial allocation may be revoked at the suggestion of the Executive Committee and approval by the SSC. If a department does not participate in the SSC during a given year they will forfeit that year's allocation. Revoked departmental funding will revert to the general Council funds.

Section 4: General Council Funds

- a. The SSC may determine a portion of GSA-supplied funds, not to exceed twenty-five percent of the total available funds, to serve for general Council use. Revoked departmental allocations and external funds made available during the year will be added to the general Council fund.
- b. General Council fund money may be used for expenses related to the administration of the SSC, Council meetings, inter-departmental events, or organizations that are not subsidiary to any individual member department. All expenditures from the general Council funds must be approved by the SSC.
- c. Representatives of individual member departments may request additional departmental allocations drawn from the General fund, at any time during the school year. These additional allocations shall be added to the department's

approved budget and are subject to the same procedural rights and limitations accorded to the initially allocated funds. All such additional allocations must be approved by the SSC.

Section 5: Reporting Requirements

- a. All departmental and SSC expenditures must follow the Student Government Accounting guidelines for requisition forms. Each requisition form must be accompanied by original receipts for reimbursement or an original vendor invoice for a purchase order.
- b. All requisition forms must be accompanied by minutes of the SSC meeting at which that expenditure was approved. All requisition forms must be signed by the President and the Vice President of the SSC.

Article VI: Reports

Section 1: Minutes

- a. Minutes of each SSC meeting will be produced by the Executive Committee. They must be an accurate record of Council meetings and activities, containing a record of all approved general Council expenditures, departmental allocations, elections, and appointments. The final copy must be signed by the President.
- b. As soon as possible, these minutes shall be submitted to the following: the GSA Vice President Internal, all elected Executive Committee members of the SSC, and the ASUCLA Student Government Accounting Office, as required under section 2.3.1 of the GSA codes. At the next SSC meeting, a copy of these minutes will be distributed to all departmental representatives.

Section 2: Reports to the Graduate Student Association

The SSC shall report its membership and their contact information to the GSA Vice President Internal at the beginning of the academic year, as required by GSA codes section 2.3.5. Amended membership lists will be submitted quarterly if they differ from the original report.

Section 3: Accountability

- a. The Vice President/Treasurer shall be responsible for maintaining an accurate and up-to-date budget of Council funds and departmental allocations.
- b. The Vice President/Treasurer must insure the availability of Council accounting procedures and records to both GSA Central Office and to Student Government Accounting, as required by GSA codes section 2.3.3.
- c. The Vice President/Treasurer shall be responsible for maintaining a current list of all Council property both in the GSA Central Office and in Student Government Accounting, if any exists, as required by GSA codes section 2.3.4.

Article VII: Approval and Amendment of SSC Constitution**Section 1: Approval**

This Constitution shall be considered to be approved by the SSC Membership if the following conditions are met:

- a. The Constitution is approved by a vote of a two-thirds majority of SSC members at a meeting called by current SSC officers
- b. That such a meeting be publicized at least one (1) week before it takes place.

Section 2: Amendment

This Constitution may be amended at any time on the suggestion of any SSC member if the following conditions are met:

- a. Notification is given to the Executive Committee at least one (1) week prior that such amendment is going to be proposed,
- b. The Executive Committee approves by a two-thirds majority a resolution to put said amendment before the SSC membership, and
- c. The proposed amendment will become part of the SSC Constitution if it is approved by a two-thirds majority vote.