

## 2. COUNCILS

### 2.1 Councils of the GSA

2.1.1 The Councils of the GSA shall be the organizational framework of the Graduate Students Association.

2.1.2 The eleven (11) GSA Councils shall be:

Biological Sciences: Anatomy & Cell Biology, Bacteriology & Microbiology, Biological Chemistry, Biology, Biomathematics, Biomedical Physics, Human Genetics, Medical Microbiology, Microbial & Molecular Genetics, Microbiology & Immunology, Molecular Biology, Molecular Cell and Development Biology, Neurobiology, Neuroscience, Organismic Biology Ecology & Evolution, Pathology, Pharmacology, Physiological Science, Physiology, Psychology

Education (Graduate Students Association of Education): Education

Engineering (Engineering Graduate Students Association): Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Science, Electrical Engineering, Engineering (SEAS), Material Science & Engineering, Mechanical & Aerospace Engineering

Arts and Architecture: Architecture, Art, Art History, Dance, Design, Ethnomusicology, Folklore & Mythology, Music, Musicology, World Arts & Cultures, Film & Television, Theatre, Urban Planning

Health Professionals: Dentistry, Medicine, Medicine-Drew, Nurse Anesthesia Program, Nursing, Oral Biology

Humanities: Applied Linguistics, Classics, Comparative Literature, East Asian Languages, English, French, German, Near Eastern Languages, Philosophy, Romance Language & Literature, Scandinavian Languages, Slavic Languages, Spanish & Portuguese, Indo-European Studies, Italian, Linguistics, TESL and Applied Linguistics

Law (Student Bar Association): Law

Management (Anderson Association of Students): Managements, Professional MBA

Math and Physical Sciences: Astronomy, Atmospheric Sciences, Chemistry, Earth & Space Sciences, Mathematics, Physics, Statistics

Social Sciences: American Indian Studies, African Area Studies, Afro-American Studies, Anthropology, Archaeology, Asian American Studies, Economics, Geography, History, Islamic Studies, Latin American Studies, Library/Information Studies, Political Science, Social Welfare, Sociology, Policy Studies

Public Health: Health Services, Epidemiology, Environmental Science, Public Health, Biostatistics, Environmental Health Sciences

### 2.1.3 Apportionment

As noted in the Definitions and Policies Section of the GSA Codes, Apportionment shall be the official census of the GSA. Apportionment is conducted as follows.

The UCLA Office of Academic Planning and Budget shall serve as the reporting authority from the UCLA administration to specify 3 quarter average enrollments in all departments and programs that offer degrees to graduate and professional students at UCLA. These 3 quarter

average enrollments shall define the number of GSA Assembly Representatives that may be seated from each department and program based on Article III, Section C of the GSA Constitution.

Based on the graduate enrollment figures for each department and program, ASUCLA Student Government Accounting shall generate enrollment total for each Council of the GSA. These Council enrollment totals shall define the number of GSA Forum Delegates that may be seated from each Council based on Article V, Section B.1 of the GSA Constitution.

A Council shall be allocated a budget from the total membership fees collected for the GSA. The allocation shall be based on the percentage of a Council's enrollment total for the past year of the total GSA membership and their allocation of the GSA quarterly membership fee as specified in Article I, Section C of the GSA Constitution. The total GSA membership figure shall be the sum of all Council enrollment totals. Each Council shall be notified at the first Forum meeting of a Council's apportionment, the population breakdown by department upon which the apportionment was based, and carryover funds available from the previous year.

#### 2.1.4 Procedures for Shifting Departments Between Councils

~~A department shall be moved to a different Council upon presentation, to the Vice President Internal Affairs, of a petition signed by a two-thirds (2/3) majority of the Representatives of the new Council requesting change. The division of departments within a Council may be changed by the Vice President Internal Affairs at the request of a Council provided such changes conform to existing departmental or academic divisions.~~

~~If the petition is turned into the Vice President Internal Affairs before the fifth week of a quarter, that department's share of the Council dues for that quarter will be transferred into the receiving Council's funds. If the petition is turned in following the fifth week of the quarter, the dues for the department shall be allocated to the receiving Council effective the start of the following quarter.~~

**A department shall be moved to a different Council upon presentation to Forum a petition containing signatures representing 50% of the currently enrolled graduate students from the department wishing to be moved. Forum must then vote on this petition and that vote must pass with a simple majority of delegates present. Both councils in question must be given a chance to voice their concerns.**

**If the vote takes place before the fifth week of a quarter, that department's share of the Council dues for that quarter will be transferred into the receiving Council's funds. If the vote takes place following the fifth week of the quarter, the dues for the department shall be allocated to the receiving Council effective the start of the following quarter.**

## 2.2 Duties

2.2.1 Each Council must establish constitutional procedures to assure full representation and participation of the members of each department under that council. Such procedures shall include the following: Selection of new council and assembly representatives by open ballot, election, or meeting. Timely notification to all council members of representative selection and of open council meetings.

2.2.2 Delegates to the Forum shall be chosen at least once a year.

2.2.3 Representatives to the Assembly shall hold office until replaced by their Council or until they are no longer members the GSA.

2.2.4 Selection of new departmental Assembly Representatives, Forum Delegates, and other Council representatives for the next year shall be the responsibility of both the outgoing representatives and the appropriate council.

## 2.3 Meetings and Minutes

2.3.1 Council meetings shall be called and conducted in accordance with a Council Constitution. Adequate notice must be given to each Council Representative or Officer. Election procedures for Council Officers, Representatives, Delegates, and Delegate Alternates must be stated in the Council Constitution and must conform to Article VIII of the GSA Constitution.

2.3.2 Council minutes must be an accurate record of Council activities and meetings, containing a record of all approved expenditures, elections and appointments. The final form must be signed by the Council Secretary or President or Chair. Copies shall be sent to all Council Representatives, Officers, the GSA office, and ASUCLA Student Government Accounting. Minutes sent to the Central Office must include the roll-call signature sheet of all in attendance.

2.3.3 The Council Controller/Treasurer must insure the availability of Council accounting procedures and records to both GSA Central Office and to Student Government Accounting.

2.3.4 The Council Controller/Treasurer shall be responsible for maintaining a current list of all Council property both in the GSA Central Office and in Student Government Accounting.

2.3.5 Prior to holding the first meeting of the academic year, each Council shall present the Vice President Internal with a list of all departmental representatives and their phone number(s), e-mail addresses, or campus addresses. Each Council shall also indicate any attempts to contact representatives from those departments without known representatives. The Vice President Internal may instruct the Council to make further attempts to contact representatives. Following these attempts, or in their place, the Vice President Internal shall attempt to ascertain the identities of these representatives, and retain a record of the methods employed.

2.3.6 A Council's requisitions may be held, unsigned, until the Vice President Internal has ascertained that all reasonable efforts to contact all of a Council's delegates have been made. This may be appealed to Cabinet and/or Forum.

2.3.7 Sections 2.3.5 and 2.3.6 do not apply to those Councils lacking internal structure, and therefore lacking a clear representative system. Furthermore, minutes need not be distributed to all Council representatives in Councils of type.

2.3.8 At the beginning of each academic term, each Council must submit to the GSA office the meeting times, dates, and locations for all regular Council meetings to be held during that term. The time, date, and location for all special meetings of the Council must be submitted to the GSA office as soon as these details are known.

## 2.4 Council Accountability

2.4.1 The GSA Councils must operate in a manner that is consistent with the guidelines contained within these Codes, within the Constitutions of the individual Councils, and in a manner that generally assures fair representation and participation for all members--including representation and participation both within the Council and within GSA as a whole.

2.4.2 The GSA Vice President-Internal and the GSA President shall be jointly responsible for assuring that the GSA councils meet the criteria outlined in 2.4.1. Council members may report alleged violations of section 2.4.1 to either the GSA President or GSA Vice President-Internal.

2.4.3 Should the GSA Vice President-Internal and the GSA President become aware that any Council is in violation of Section 2.4.1, formal written notice detailing the nature of the violation and, if appropriate, steps necessary to remedy the violation, must be delivered to the President of the Council in question within five days. The written notice must contain a deadline, agreed upon by both the President and Vice President-Internal, by which time the violation must be amended.

2.4.4 In particular, violations of 2.4.1 shall include, but are not limited to, the following: failure to provide Council members with timely notification of Council meetings; failure to turn in Council minutes or

requisitions in a timely manner; failure to appropriately manage Council funds; misuse of Council funds for inappropriate expenditures; failure to represent the Council to GSA Forum, Presidents' Council, Assembly, or other GSA bodies; and failure to hold regular meetings.

2.4.5 Should a Council fail to rectify a violation of Section 2.4.1 by the deadline established, the GSA President and GSA Vice President-Internal may decide to withhold approval for expenditure of Council funds for the Council in question until such time as it has either been verified that the Council has amended the violation or that the Council has enacted measures to amend the violation as soon as possible. The decision to withhold approval for Council expenditures must be agreed upon by both officers, and may be appealed to the GSA Judicial Review Board.