

# 1. DEFINITIONS AND CODE OF ETHICS

## 1.1 Definitions

The following definitions shall be used throughout the Codes and in the interpretation of the GSA Constitution.

1. Currently enrolled shall denote that the student has paid the registration fee and GSA membership fees for a full time graduate student for the current school session.

2. Designated Delegates shall refer to the number of Delegates positions each Council shall be entitled to as determined by the most recent Apportionment.

3. Seated Delegate (or Delegate Alternate) shall refer to a member of the GSA who has been named to fill a Designated or Delegate (or Delegate Alternate) position by his/her Council or organization in the manner prescribed by the Council or organization, provided that the following conditions have been complied with:

3.1 The GSA Vice President-Internal Affairs has received a list from the Council or organization that contains name, campus address, department and graduate status, signature, and effective dates of office of each member to be seated.

4. The Apportionment shall be the official census of the GSA and shall be used to determine the fixed membership of the Forum. It shall also be used to allocate council funds as described in the Financial Policies Section of these Codes.

## 1.2 GSA Code of Ethics

1.2.1 Officers, appointees, employees, and representatives of and to the UCLA Graduate Students Association, shall abide by the following GSA Code of Ethics and pledge to:

1.2.1.1 Uphold the credibility, integrity, and reputation of GSA by conducting ourselves at all times in a professional manner.

1.2.1.2 Comply with the letter and intent of the GSA Constitution, Codes, and policies, and all other applicable governing documents.

1.2.1.3 Avoid undue harm to others and remain mindful of the need to protect their physical and mental well-being.

1.2.1.4 Give to the performance of our duties the most earnest effort and thought, seeking to find and employ more efficient and economical ways of completing assigned tasks.

1.2.1.5 Avoid any actual or possible conflict of interest by placing the interest of our fellow members in advance of our own.

1.2.1.6 Not use our positions as representatives of GSA to receive personal enrichment or to direct such enrichment to specific others, except as specified in the GSA Codes.

1.2.1.7 Honor our responsibility to all members of GSA by not allowing our personal beliefs or interests to interfere with the fair representation of the aims and interests of GSA and its members.

1.2.1.8 Make no private financial promises of any kind binding upon the duties of the office, since no member has private word which has binding power.

1.2.1.9 Honor confidentiality of privileged information held by GSA.

1.2.1.10 The resources of GSA are the collective property of all graduate students at UCLA, and the members of GSA must act as responsible stewards of those resources.

1.2.2 Violations of the GSA Code of Ethics shall be referred to Forum for a hearing as described in Article VIII.B of the Constitution. Forum shall consider possible sanctions, including removal from office, as authorized by Article VII.A of the Constitution and reduction or removal of stipend.

1.2.3 Grievances will only be considered if alleged actions occurred within 9 months of filing.

## 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 thirteen (13) GSA Councils shall be:

Arts and Architecture: Architecture, Art, Culture and Performance, Dance, Design | Media Arts, Ethnomusicology, Film and Television, Moving Image Archive Studies, Music, Theater, Theater and Performance Studies

Biological Sciences: ACCESS Program, Bioinformatics, Biological Chemistry, Biology, Biomathematics, Biomedical Physics, Cellular and Molecular Pathology, Clinical Research, Human Genetics, Microbiology/Immunology & Molecular Genetics, Molecular Biology, Molecular/Cell & Development Biology, Molecular/Cellular & Integrative Physiology, Molecular and Medical Pharmacology, Neurobiology, Neuroscience, Oral Biology, Physiological Science, Psychology

Dentistry (ASB): Dentistry, Dentistry PPID

Education (Graduate Students Association of Education): Education, Education Leadership, Special Education

Engineering (Engineering Graduate Students Association): Aerospace Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Science, Electrical Engineering, Engineering Online M.S., Material Science and Engineering, Mechanical Engineering

Humanities: Applied Linguistics and TESL, Art History, Asian Languages and Cultures, Classics, Comparative Literature, English, Folklore and Mythology, French and Francophone Studies, Germanic Languages, Hispanic Languages and Literatures, Indo-European Studies, Italian, Linguistics, Musicology, Near Eastern Languages and Cultures, Philosophy, Portuguese, Romance Linguistics & Literature, Scandinavian, Slavic Languages and Literatures, Spanish

Law (Student Bar Association): Law, Law-Juridical Science, Law-LLM

Management (Anderson Association of Students): Financial Engineering, Management, Global Executive MBA for Asia Pacific, Global Executive MBA for the Americas, Management–Cooperative EMBA, Management Executive MBA, Management Fully Employed MBA

Math and Physical Sciences: Astronomy, Atmospheric Science, Atmospheric and Oceanic Science, Biochemistry and Molecular Biology, Chemistry, Geochemistry, Geology, Geophysics and Space Physics, Mathematics, Physics, Statistics

Medicine (Medical Student Council): Medicine, Medicine-Drew, Medicine-Prime, Medicine UCR/UCLA

Nursing (Graduate Students in Nursing Association): Nursing

Public Health (Public Health Student Association): Biostatistics, Environmental Health Sciences, Environmental Science & Engineering, Epidemiology, Health Services, Molecular Toxicology, Public Health, Public Health (Community Health Sciences), Public Health (non-state support)

Social Sciences: African Studies, Afro-American Studies, American Indian Studies, Anthropology, Archaeology, Asian American Studies, Conservation of Archaeological and Ethnographic Materials, East Asian Studies, Economics, Geography, History, Information Studies, Islamic Studies, Latin American Studies, Library and Information Science, Political Science, Public Policy, Social Welfare, Sociology, Urban Planning, Women's Studies

It is the responsibility of the Student Government Accounting to notify the GSA Central Office when lists of departments change.

### 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.

UCLA Office of Analysis and Information Management 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.

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. From July 1 until the first GSA Forum Meeting of the academic year, the allocation shall be based on the percentage 75% 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. From the first GSA Forum Meeting onwards, the remaining allocation amount will be added on the basis of UCLA Office of Analysis and Information Management's (AIM) three quarter current year projection, which is based upon the past year actual enrollment numbers. 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 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 and Responsibilities

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: yearly selection of new council and forum representatives by open ballot, election, or meeting, and timely notification to all council members of representative selection and of open council meetings.

2.2.2 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.

2.2.3 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, at the beginning of the year, have been made. This may be appealed to Cabinet and/or Forum.

2.2.4 Each Council must submit to the GSA office the meeting times, dates, locations, and member contact information once these details are known.

## 2.4 Council Accountability

2.4.1 Violations by councils 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 adequately represent the Council to GSA and failure to hold regular meetings. In order to achieve adequate representation, each Council must maintain at least 75% attendance of their Designated Representatives to all GSA bodies. If GSA fails to give 2 weeks notice for a particular meeting, absence from that meeting shall not be counted against a Council.

2.4.2 Should a Council fail to rectify a violation of Section 2.4.1 by a deadline established by the GSA President and Vice President-Internal, they 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 Forum.

### **3. FORUM**

#### **3.1 Structure**

3.1.1 The Forum shall be the executive committee of the GSA.

3.1.2 The Chair of the Forum shall be the GSA Vice President-Internal Affairs.

3.1.3 The membership in the Forum shall consist of all Delegates selected to fill Designated Delegate positions by the Council, Housing Associations, or Student Interest Organizations to which they belong who have been seated by the GSA Vice President Internal Affairs. The GSA Officers and Cabinet members shall be ex-officio, non-voting members of the Forum.

3.1.4 A Council or other organization sending Delegates to the Forum may elect any number of Delegate Alternates in accordance with its established procedures. In the event of a conflict concerning representation at a Forum meeting, the Chair of the Forum shall decide who will vote for that Council with appeal to the Forum.

3.1.5 Alternates may replace Delegates or other Delegate Alternates and vice versa during the course of a meeting. The Chair of the meeting must be notified of the change. When such a change occurs while a motion is pending, the new member is disqualified from voting on that motion unless he/she has been present for a majority of the discussion.

3.1.6 It is the responsibility of a Delegate to insure representation of his/her Council at Forum meetings.

3.1.7 Forum shall have additional non-voting ex-officio members representing the following groups appointed by the respective group: UCLA Administration, ASUCLA Administration, UCLA Faculty, UCLA Alumni, and UCLA Graduate Division.

#### **3.2 Authority**

3.2.1 The Forum shall have legislative authority over all GSA matters with the following exceptions: any legislation passed by general referendum is binding on the GSA and is final as to the Forum.

3.2.2 The Forum shall have the authority to place referenda on the GSA ballot. A 2/3 majority vote of Forum is required to place a referendum on the ballot. The referendum must be approved at least 30 days prior to the beginning of the election.

#### **3.3 By-Laws**

The following are the bylaws of the different GSA Bodies as defined in the GSA Constitution and Codes. Creation and revision of bylaws that pertain to an individual organizational entity or committee shall be at the discretion of that entity of committee. Inclusion of bylaws in these Codes shall be at the discretion of the GSA Forum.

3.3.1 The packet for any regularly scheduled Forum meeting shall be delivered or posted electronically to each delegate not less than three (3) academic days prior to that meeting.

3.3.2 Items may be placed on the agenda of any regularly scheduled Forum meeting by any seated delegate by delivering the item and all relevant accompanying documentation to the Vice-President Internal not less than seven (7) academic days prior to that meeting.

3.3.3 The packet for any special Forum meeting shall be delivered to each delegate not less than two (2) academic days prior to that meeting, and shall consist only of those items, which prompted the calling of the special meeting.

### 3.4 Meetings

3.4.1 Regularly scheduled Forum meetings shall be held three times during the fall, winter and spring quarter. The Vice-President Internal shall deliver the schedule to each Designated Delegate and Alternate not later than the seventh academic day of each quarter. This schedule may be altered at the Vice-President Internal's discretion, provided delegates receive notice sufficient to allow reasonable time for submission of agenda items.

3.4.1.2 Each officer shall present at each regularly scheduled Forum meeting summarizing their activities in carrying out their official duties.

#### 3.4.2 Special Forum Meetings

3.4.2.1 Special meetings of Forum may be called by: (a) two (2) officers; (b) one-quarter of the Designated Forum Delegates; (c) one-seventh of Designated Assembly Representatives; or (d) one-tenth of one percent (.1%) of the graduate students.

3.4.2.2 Special meetings must be called not less than two (2) academic days prior to the meeting. Special meetings shall be held not more than seven (7) academic days after the call for that meeting.

#### 3.4.3 Emergency Forum Meetings

3.4.3.1 Emergency meetings may be called by: (a) three (3) officers; (b) one-half of the Designated Forum Delegates; (c) two-sevenths of the Designated Assembly Representatives; or (d) two-tenths of one percent (.2%) of the graduate students.

3.4.3.2 Emergency meetings shall only address a single item of business.

3.4.3.3 Emergency meetings shall be held within twenty-four (24) hours of being called.

3.4.3.4 Quorum shall be one more than one-third the number of seated Delegates. Delegates or their Alternates may be counted in determining quorum.

3.4.3.5 Any action taken at an emergency Forum meeting is subject to review at a regularly scheduled or special Forum meeting



#### 3.4.4. Forum Legislation

##### 3.4.4.1 Directives

3.4.4.1.1 A directive is a request or order to an officer or appointee, which s/he is duty bound to carry out as the Forum's agent.

3.4.4.1.2 Directives remain in force until the task requested or ordered is completed.

#### 3.5 Student Interest Board

3.5.1 The Student Interest Board shall have one voting delegate from each of the following student interest groups:

- Black Graduate Students Association
- International Graduate Students Association
- Armenian Graduate Student Association
- Chinese Students and Scholars Association

A Student Interest Board Delegate shall not be seated until the Student Interest Group has registered with both the SOLE and with GSA.

3.5.2 The GSA Vice President of Internal Affairs shall chair all meetings, be an ex officio non-voting member and be responsible for verifying that each student interest group has registered as an organization with the SOLE by the end of Fall Quarter of the current academic year.

3.5.3 Prior to the first GSA Forum meeting, the board will meet to nominate two primary voting delegates to GSA Forum. All board members are strongly encouraged to attend all GSA Forum meetings.

3.5.4 The board shall have Delegates present for at least 2/3 of GSA forum meetings.

3.5.5 A new organization may petition to join the board. The organization in question must present to the GSA Vice President of Internal Affairs a petition containing 250 signatures of GSA members who support this organization joining the board. Then, GSA Forum must vote on the issue.

3.5.6 Should a student interest group be absent from the board for one academic year, not continually registered with the SOLE, or otherwise deemed inactive, the group shall be removed from the board with Forum approval by simple majority vote. Student Interest Groups shall be notified before forum acts to remove the group from the Student Interest Board.

## 4. CABINET

### 4.1 Structure

4.1.1 The Cabinet shall be the committee to oversee the daily operations of the GSA.

4.1.2 The Chair of the Cabinet shall be the GSA President.

4.1.3 The GSA Cabinet consists of the four elected officers (outlined in Article VI of the Constitution), the GSA Legislative Arm and those Directors who have been approved by the Forum. All cabinet members are voting members and shall be entitled to a stipend.

4.1.4 Cabinet members must attend at least one forum meeting a quarter and must be available to attend Forum when requested by either Forum or the President. In addition, the duties and responsibilities of the Directors shall be as follows:

4.1.4.1 Director of Discretionary Funding: Shall oversee the distribution and use of SFAC/GSA funds to qualified graduate student groups in order to support programming for graduate student events. The Director maintains written guidelines and application forms, determines the annual and per event allocations for these student groups and facilitates the appropriate and timely distribution of funds. The Director also provides advice to graduate student groups regarding the procedures, requirements, and guidelines for acquiring and utilizing SFAC/GSA funds.

4.1.4.2 Director of the Sustainable Resource Center: Shall be responsible for overseeing the Sustainable Resource Center. The Director shall sit on the ASUCLA Sustainability Committee and the Campus Sustainability Committee and shall be a liaison to other student and campus groups relating to sustainability.

4.1.4.3 Director of Melnitz Movies: Shall be responsible for programming and coordinating films and panels twice a week as the GSA Melnitz Movies. The Director is responsible for selecting films for screenings and providing an opportunity for student groups who seek sponsorship of film-related events. The Director manages all aspects of coordination, including budgeting, publicity, screening supervision, and print-traffic management.

4.1.4.4 Director of Publications: Shall oversee the distribution and use of SFAC/GSA funds for graduate student publications at UCLA. The Director determines annual allocations for qualified UCLA graduate-run publications and facilitates the appropriate and timely distribution of funds. The Director also provides advice as needed to new and continuing editorial staff regarding procedures, requirements and guidelines for acquiring and utilizing SFAC/GSA funds. The Director shall be knowledgeable about new technologies in publishing and be responsible for maintaining and improving the GSA Media Studio.

4.1.4.5 Director of Graduate Events: Shall be responsible for coordinating a variety of social, cultural, and recreational programs that foster interaction among UCLA graduate and professional students from diverse academic disciplines. The

specific number and nature of programs offered each academic year are determined by the Director in consultation with the GSA Cabinet and Forum.

4.1.4.6 Director of Communication: Shall be responsible for keeping the graduate student body aware of all pertinent GSA activity. The Director shall work to maintain a unified and professional GSA brand identity and facilitate the exchange of information among graduate students, officers, cabinet, forum representatives, councils, administration, and various media outlets. The Director's duties shall include but are not limited to producing and or reviewing a bi-weekly newsletter, and official press releases; brochures, flyers, emails, podcasts, and websites; and collaborating with a webmaster or other technical staff to research and implement emerging communication technologies.

## 4.2 Authority

4.2.1 The Cabinet shall have day-to-day operational authority over all GSA matters with the following exceptions: any legislation passed by general referendum, or by Forum action is binding on the GSA and is final as to the Cabinet.

4.2.2 In the absence of a seated Forum, the Cabinet shall have the authority to ensure the effective operation of the GSA. Once a Forum is duly constituted, the Officers are required to inform the constituted body of the actions taken on behalf of the GSA.

4.2.3 In the event of an absence of one of the Officers, the following hierarchy is established: the Vice President-Internal Affairs substitutes for the President, the Vice President-Academic Affairs substitutes for the Vice President-Internal Affairs, Vice President-External Affairs substitutes for the Vice President-Academic Affairs. If all four Officers are absent the Cabinet may meet to elect its own chair and then may appoint acting Officers until the Officers can be replaced.

## **5. APPOINTMENTS**

### **5.1 Structure**

5.1.1 The appointments of the GSA shall serve as the representatives of the GSA. GSA appointees shall serve to express the issues and concerns of the GSA and the graduate students at UCLA to the rest of the campus, university, and external community.

5.1.2 non-stipended appointments shall be grouped in three categories: 1) campus policy 2) chancellor advisory 3) academic senate

5.1.3 The Vice President of Academic Affairs shall appoint to Academic Senate committees. The President shall appoint all other GSA members to non-stipended positions. All non-stipended appointees shall make a written report to the President at least once per quarter. All Academic Senate appointees shall make a written report to the Vice President of Academic Affairs at least once per quarter.

5.1.4 Forum must ratify all non-stipended and stipended appointees at the first Forum meeting following the appointment or nomination of such GSA representative. The GSA President shall make a report to the Forum which shall include: a list of all applicants, a list of nominees and their applications, rankings of alternates and the attendance at the Appointments Board meetings.

### **5.2 Appointments Board**

5.2.1 The Appointments Board shall be the committee to interview and recommend to the Forum graduate students to serve as GSA representatives in stipended appointments and shall consist of the elected officers. The President shall chair the Appointments Board and quorum will be all the elected officers.

5.2.2 The President shall set the schedule for advertising, application availability and deadlines, and interview dates.

5.2.3 All candidates must submit an application by the designated deadline. The Board will interview at least two candidates for every position that received at least two applications. The Appointments Board may consider a candidate for a position other than that for which he/she applied. However, a candidate may not change his/her preferred selections following any initial screening process and prior to the interview period without the consent of the Appointments Board, who may reject him/her for the position and not grant him/her an interview.

5.2.4 A majority vote of the Appointments Board is sufficient to nominate a candidate to a GSA stipended position. In the case of a tie, the president shall cast a tie-breaking vote. Nominees may serve immediately upon nomination, however the President shall submit each nomination to the Forum for ratification at the Forum's next meeting. The Board may rescind its own action within one week of the action, provided it has not yet been ratified. Failure to ratify a nomination or lack of a tabling action to a specific time shall

result in an automatic rescission of the nomination. To provide alternates in the event of vacated appointments, the Appointments Board shall rank all applicants deemed qualified.

5.2.4.1 Prior to advertising for the Spring appointments process, the GSA President, shall contact all committee members nearing the end of the first year of their terms to confirm their intent to continue on their committee for a second year.

5.2.4.2 In the report from Appointments Board to Forum, and in the official notification given to the respective committees and the appointees, it shall be specified as to whether an appointee's term of appointment is for two years, or for the second year of a two-year appointment, designation of voting and non-voting members shall also be included, as shall be notification of the results of disciplinary action by Forum (removal/replacement).

5.2.4.3 Having one year of eligibility shall not make an applicant ineligible for a two year term. When a choice between a one- or two-year assignment is possible, however, such applicants should preferentially be given one-year appointments. There is no appealing Appointments Board's decision on this matter.

### 5.3 Rights, Responsibilities, and Discipline

5.3.1 All members of the GSA are guaranteed the rights and privileges as specified in Article VII (Removal, Recall, Resignation, Initiative, and Amendment) and Article VIII (Procedural Guarantees) of the GSA Constitution.

5.3.2 Any directive of the Forum or Assembly to any appointee to a stipended or non-stipended GSA position shall be deemed binding on that appointee.

5.3.3 All appointments made by the GSA may be rescinded by Forum action for failure to attend meetings of the body the person was appointed to. A letter explaining this policy shall accompany the notification of all appointments. This action shall not be considered as disciplinary action as defined in Article VII (Removal, Recall, Resignation, Initiative and Amendment) of the GSA Constitution and Section 7.3.3 of the GSA Codes.

5.3.4 Each elected officer, appointed Cabinet member, and stipended appointee shall be evaluated each quarter. Each individual shall submit a self-evaluation to the Officers no later than Friday of 7<sup>th</sup> week of each quarter. The self-evaluation shall follow any guidelines required by the Officers or Forum. On or before Tuesday of 8<sup>th</sup> week of the Fall, Winter, and Spring academic quarters, the Officers shall conduct comprehensive reviews of every member of Cabinet and the stipended appointees together. The Officers shall also invite feedback from others. If those providing feedback request anonymity, anonymity shall be preserved unless Forum determines that anonymity is not appropriate under the circumstances. The Officers shall consider all aspects of an individual's activity including attendance, service, productivity, cooperation, adherence to GSA, ASUCLA, and UCLA regulations, and any other factors that might affect (either positively or negatively) the ability for GSA to benefit from the individual's service. Each individual's performance shall be graded "Satisfactory" or "Unsatisfactory" by each Officer, and a

document listing these ratings shall be presented at the next Forum meeting. If any two Officers give an individual an “Unsatisfactory” rating, the Officers shall give immediate notice of a hearing to the individual in question and bring the issue to Forum at the next Forum meeting (9th week). The Officers shall recommend a disciplinary action for Forum to take. Possible actions include reducing or eliminating the appointee’s stipend and/or rescinding the appointment, as mandated by GSA Codes sections 5.3.2, 10.7.3.2, 10.7.3.3, and 10.7.3.7, and Article VII, Section A of the GSA Constitution.

# ELECTIONS CODE

## 6. ELECTIONS

### 6.1 Elections Code

6.1.1 These codes set forth the Procedures to be followed for a) the annual election of GSA Officers and b) any referendum addressed to all graduate students.

6.1.2 It shall be the joint responsibility of the Commissioner of Elections and the Elections Board to enforce these Codes.

### 6.2 Commissioner of Elections Duties

6.2.1 The Commissioner of Elections shall be responsible for conducting a fair and timely election that ensures the election of a cabinet for the upcoming academic year

6.2.2 The Commissioner of Elections shall be responsible for informing all graduate students of GSA Elections affairs and elections procedures

6.2.3 The Commissioner of Elections shall be responsible for ensuring that the graduate student body is informed and aware of how to formally vote for annual ballot referenda and candidates for elected office

6.2.4 The Commissioner of Elections shall be responsible for coordinating replacement of elected officers in the event of a vacant office (e.g. resignation or removal).

6.2.5 The Commissioner of Elections is not a member of GSA cabinet. Position is for two quarters- Winter and Spring.

### 6.3 Impartiality

6.3.1 The Commissioner of Elections is an independent neutral individual and shall not be subject to influence by outside entities including GSA Officers.

6.3.2 The Commissioner of Elections shall ensure fairness by making all elections information available to all graduate students and distributing information regarding elections procedures equally among candidates and individuals seeking to put referenda on the ballot.

6.3.3 No person having served as the Commissioner of Elections shall be eligible for candidacy for any office of the GSA in the academic year in which they served as Commissioner of Elections. The Commissioner of Elections shall not be an author of any proposed referendum.

### 6.4 Elections Board

6.4.1 The Commissioner of Elections shall bring together representatives of GSA Academic Councils to form an Elections Board.

6.4.2 The Commissioner of Elections shall chair all meetings of the Elections Board. In his/her absence the chair shall be chosen from among the members of the Elections Board.

6.4.3 The Elections Board shall be responsible for enforcing the Elections Code as well as assisting the Commissioner of Elections in planning and executing final elections procedures and enhancing the power of the Commissioner of Elections to carry out a fair and timely election.

6.4.4 The membership of the Elections Board shall include the Commissioner of Elections and one representative from each of the thirteen (13) Councils.

6.4.5 Quorum of Elections Board meetings shall be six (6) members, except that in the absence of the Elections Commissioner quorum shall be seven (7) members.

6.4.6 The Election Board must approve the following before they can be submitted to Forum for approval: the results of the election and the election calendar containing the dates of the election and other important elections dates. The Election Board will also determine whether or not candidates' financial expenditures are to be made public.

6.4.7 The Commissioner of Elections and available members of the Board shall conduct a pre-election candidate's orientation meeting which shall be mandatory for all candidates and representatives in order to inform them of the rules and procedures which shall be enforced during the election. Failure to attend orientation shall result in disqualification.

6.4.8 The Elections Board shall meet no sooner than 1 academic day and no later than 2 academic days after the close of balloting to consider formal complaints, if any to certify elections results. The end date of the election should not be on a Friday in order to allow for this procedure to be followed.

#### 6.5 Elections Procedures- Election Calendar

6.5.1 The annual election of GSA Officers shall be conducted in the Spring Quarter at a time when all graduate students could potentially participate in the Election. Elections are not to be conducted when a majority of graduate students are not in session or taking final exams.

6.5.2 Actual dates of the election and method of voting shall be proposed by the Elections Board and approved by the GSA Forum.

#### 6.6 Elections Procedures-Voting

6.6.1 The recommended form of voting shall be electronic, in a manner that ensures fair access to all currently registered graduate students. However, other methods of voting are available. The Elections Board shall decide on the method of voting and if other than electronic, must develop a protocol to ensure fairness.

6.6.2 Graduate student body must be notified before the election is to take place. Voting information should be made public no later than two weeks before the election opens.

6.6.3 The votes for all GSA referenda shall be cast on the same dates as the officer elections.

6.6.4 All voting shall be done confidentially such that names and identifying information on ballots will be removed.

6.6.5 When there are fewer than three candidates running for an office, the voting shall be by single choice ballot. When there are three or more candidates for an office, the Elections Board shall strive to have voting conducted with preferential ballots whereon voters indicate the rank preference of all candidates. The Elections Board may use either the Instant Runoff Voting or the Borda Count voting tabulation method, but not both. The Instant Runoff Voting method is preferred. If the Elections Board determines that it is not feasible to implement preferential balloting in a way that ensures a fair and impartial election, the voting shall be by single choice ballot. The Elections Board must announce which voting tabulation method will be used and have this decision approved by Forum prior to accepting any petitions for candidacy.



6.6.6 Instant Runoff-All votes shall be credited to the highest ranked preference who has not been eliminated. If all indicated preferences on a ballot have been eliminated that ballot becomes inactive and is dropped from the counting process.

6.6.7 The winner shall be that candidate who first receives more than half the ballots still active. In the event no candidate receives a majority of the ballots still active, the candidate with the least number of votes shall be eliminated and his/her votes redistributed.

6.6.8 In the case of a tie among those candidates with the least number of votes all those candidates tied shall be eliminated unless all of the uneliminated candidates are tied, in which case the GSA Forum shall elect a candidate from the uneliminated candidates with the Vice President-Internal Affairs voting in the case of a tie in that body.

6.6.9 Borda Count- Voters shall be asked to rank the candidates in order of preference (1=highest preference). The winner shall be the candidate who first receives more than half the first-rank votes. In the event that no candidate receives more than half the first-rank votes, the following procedure shall be implemented. Let  $n$  be the number of candidates in a given race. Each voter lists their top  $n$  choices, in order of preference. A first-place rank is worth  $n$  points, a second place rank is worth  $n-1$  points, a third-place rank is worth  $n-2$  points, and so on. A candidate's score is the number of points that candidate receives. The highest scoring candidate will be elected. In the event of a tie, the GSA Forum shall decide between the tied candidates with the Vice President-Internal Affairs voting in the case of a tie in that body.

6.6.10 Single Choice- Under single choice balloting, each voter may vote for at most one candidate, and the winner shall be the candidate who receives more votes than any other candidate. In the event of a tie, the GSA Assembly Forum shall decide between the tied candidates with the Vice President-Internal Affairs voting in the case of a tie in that body.

6.6.11 The Elections Board shall retain all ballots for thirty (30) days after the election or for thirty (30) days after all appeals have been adjudicated, whichever is later.

## 6.7 Candidacy

6.7.1 To run for GSA office, candidates must be nominated by a petition signed by fifty registered UCLA graduate students. In addition to peer nomination, candidates must submit an application to the Commissioner of Elections by the deadline designated in the Elections Calendar and based on when final elections are to be held.

6.7.2 Final eligibility is determined by Elections Board as well as records indicating candidate is in good standing as a student.

6.7.3 Order of candidates on the ballot will be determined by random selection.

6.7.4 Names of candidates shall be publicized as early as possible via GSA website.

6.7.5 Two or more candidates may run together as a slate and should indicate such on application materials.

6.7.6 No elected Officer of the GSA shall also function in a stipended position or as a Forum Delegate, Council Officer, Housing Association Officer, or Student Interest Board Officer during his/her term of office.

## 6.8 Campaigning

6.8.1 Campaigning shall be subject to all regulations of the University, including those concerning individual conduct, the distribution and posting of literature, and the use of University facilities, such as campus telephones, the campus postal system, etc.

6.8.2 Each candidate or referendum representative is responsible for the actions of all persons and organizations participating in his/her campaign.

6.8.3 Candidates and referendum representatives shall only make or distribute factually accurate statements and materials. Candidates and referendum representatives shall not knowingly allow others to make or distribute on their behalf statements or materials the candidates could not themselves make.

6.8.4 There is no limit to campaign expenses and the means, cost, and methods of campaigning are at the discretion of candidates. However, *candidates must submit an itemized list of campaign expenses along with their application. After the election, candidates must submit receipts for all costs associated with the election no later than 5pm on the day after the election.* Candidates must submit financially accurate statements. *Failure by candidates to declare all expenses is subject to disqualification.* No expenditures will be reimbursed by GSA. The Elections Board shall determine if and how campaign expenditures will be made public.

6.8.5 Students must comply with UCLA Acceptable Use Policies regarding use of electronic resources. Candidates must not use departmental listserves for campaigning purposes.

6.8.6 Candidates running for office shall conduct themselves according to the UCLA student code of conduct. Opposing candidates shall respect one another at all times. In the event of misconduct, as defined by the UCLA code of conduct, the Elections Board may propose to remove individuals from the Elections and those individuals may face more serious disciplinary action from the University.

## 6.9 Violations and Appeals

6.9.1 The Elections Board shall meet to consider violations of these Codes upon receipt of a formal complaint by any member of the GSA, provided such a request is made within twenty-four (24) hours of the close of balloting. Complaints may only be filed once balloting has been completed.

6.9.2 Elections Board shall meet no sooner than twenty-four (24) hours and no later than forty-eight (48) hours after the close of balloting to consider formal complaints, if any, and to certify the elections results.

6.9.3 Any ballots returned before an appeal is adjudicated shall be sealed and remain so until the appeal is adjudicated. In the case of electronic balloting, the results will be sealed until the Elections Board has made its decision.

6.9.4 The Elections Board's decision may be appealed to the Forum within five (5) academic days after the election if such an appeal is sponsored by four (4) Forum Delegates. The appeal will be heard at the next regularly scheduled forum meeting.

6.9.5 The ballots shall be destroyed without being unsealed if the election is declared invalid by the Elections Board or the GSA Forum.

6.9.6 The Elections Board has the power to impose any penalty it deems just and proper up to and including disqualification of the candidate subject to the appeal process above.

6.9.7 Appeals for a recount must be made by 5:00 PM at the GSA Office on the academic day following the announcement of the election results. Recounts may only be requested if a race or referendum is within 3%.

#### 6.10 Oath of Office

6.10.1 This oath is to be taken by all elected officers at the time of being seated in their particular positions. The oath of office is administered at the last Forum meeting of the year by the Commissioner of Elections.

6.10.2 Oath -- I (your name) do hereby solemnly pledge to uphold the duties and responsibilities of my position as an Officer within the Graduate Students Association at the University of California, Los Angeles. I also faithfully affirm my dedication as a member of the GSA, to uphold my duties as a GSA Officer over those in any other student organization, and promise to adhere to the issues and concerns of all graduate and professional students at UCLA. I will also represent, to the best of my ability, the credibility and integrity of all members of the GSA to all other organizations, entities, and other individuals. This oath I have taken of sound body and mind.

#### 6.11 Results

6.11.1 Results of the election should be determined by the closing date of the election.

6.11.2 The Elections Board shall meet to approve results at least twenty-four hours after the election is closed but no later than forty-eight hours after the election has closed.

6.11.3 The Elections Board must approve the results and submit to Forum for final approval.

6.11.4 After Forum approval, results will be made public via GSA website and through Daily Bruin coverage.

## **7. FINANCIAL POLICIES**

7.0 Tax Exemption [Code is required to qualify for Federal Income Tax exemption under IRS 501 (c) (3) and should not be changed except to conform with changes in the Internal Revenue Code]

7.0.1 No part of the net earnings of the Graduate Students Association shall inure to private shareholders or individual members.

7.0.2 In the event of the dissolution of the GSA, the assets of the GSA shall be transferred to The UCLA Foundation, a non-profit California Corporation for educational purposes, to be earmarked for graduate student fellowships.

### **7.1 Trusteeship**

7.1.1 The management of student and University funds constitutes a public trust. Election to office or appointment as a program official constitutes an assumption of public trust on the part of the individual. It is assumed that all expenditures and use of facilities (whether ASUCLA or University) will be done in full recognition and support of this public trust.

7.1.2 The duty of each person developing the plans for the expenditure of GSA funds is to establish and justify the relationship between the expenditure and the official program. The Student Government Accounting Department, or its successor office, will keep documentation on expenditures so that the public and other interested individuals may, through examination of public records, satisfy themselves that expenditures have been made in the public good.

7.1.3 The Codes of the Graduate Students Association detailed herewith are to govern the collection and disbursement of GSA funds. If an item is not covered in these Codes, the GSA Cabinet may promulgate interim guidelines subject to Forum approval.

### **7.2 GSA Funds: Definitions**

7.2.1 GSA membership fees are mandatory fees collected each quarter or semester from graduate and professional students enrolled full-time at UCLA and budgeted totals are based on projected graduate student enrollment prepared by the UCLA Office of Analysis and Information Management as specified in the Codes.

7.2.2 GSA membership fees policy is covered in Article I, Section C (Apportionment) and Article I, Section D (Funding Level) of the GSA Constitution.

7.2.3 GSA Funds include membership fee funds, Student Fee discretionary funds, and the ASUCLA Board of Directors' Student Interaction Funds accounts.

7.2.4 Membership fees are allocated to accounts in the Central Office Budget, Council Budgets, and UCSA membership fees as specified in the annual budget process.

7.2.5 SOLE funds via the Student Fee Advisory Committee that are allocated to GSA are at the discretion of forum. These monies are to be divided between GSA Publications and GSA Discretionary funding.

7.2.6 At its discretion the Forum shall review the ASUCLA Interaction Fund Agreement and request changes to the Agreements by the ASUCLA Board of Directors.

7.2.7 The fiscal year will run from August 1 to July 31. The fiscal year may be changed by the GSA Forum in consultation with Student Government Accounting.

### 7.3 Budgetable Funds

7.3.1 The amount of gross available funds shall be determined by Student Government Accounting in accordance with procedures outlined by ASUCLA as well as the GSA Constitution, GSA Codes, and any applicable GSA Guidelines.

7.3.2 Projections of surplus funds, if any, shall be determined in consultation with Student Government Accounting.

7.3.3 Determination of the membership fee split between the Central Office and the GSA Academic Councils will be made in accordance with Forum policy subject to the GSA Constitution and Codes.

7.3.4 Membership fees available for allocation shall be budgeted at ninety-five percent of the estimate provided by the UCLA Office of Academic Planning and Budget. This budgeting procedure is intended to ensure a cushion between projected and actual membership fees due to the unpredictable nature of enrollments.

7.3.5 Membership fees accumulated in excess of the ninety-five percent level shall accrue to the next year's Unallocated Net Revenue account.

### 7.4 Budget Reporting

7.4.1 The GSA Vice-President Internal Affairs shall be responsible for posting weekly financial reports to the GSA website.

7.4.2 On or before the second Forum meeting in Winter Quarter, the GSA President shall present the GSA Forum with the Budget Assumptions of the upcoming year's budget for review and approval.

7.4.3 The Central Office Budget will be reviewed and considered for approval annually by the Forum at its first Spring Quarter meeting.

7.4.4 Because of the GSA's relationship with ASUCLA, the overall GSA Budget shall be subject to approval by the ASUCLA Board of Directors based on the need to insure fiscal soundness of the Budget and for audit purposes. The overall GSA Budget includes the Central Office Budget, Councils' Budgets, and budgets for the GSA Programs.

7.4.5 The GSA Vice President-External Affairs shall be responsible for making detailed reports on travel expenses to the GSA Cabinet at least once per quarter.

### 7.5 Allocation Procedures

7.5.1 Allocation of membership funds shall be set annually in the GSA budget cycle.

7.5.2 Allocation of Central Office expenditures shall be the joint responsibility of the President and the Vice President-Internal Affairs (Article VI, Section B of the GSA Constitution).

7.5.3 The GSA Cabinet, in the absence of an elected Forum, shall be able to transfer funds to approved existing programs and for emergency expenditures. Any transfer of funds shall be reported to the GSA Forum at its next working session. Each GSA Program may spend up to \$1000 of the funds allocated to them at the Spring Forum meeting prior to having their budget approved at the first Fall Forum meeting.

7.5.4 Allocation of *GSA Programming Discretionary Fund*

7.5.4.1 The GSA Forum may review program expenditures at any time. Discretionary Funding expenditures will be part of the GSA budget reports.

7.5.4.2 Any updates to the GSA Programming Discretionary Guidelines must be approved by Forum.

7.5.4.3 Requests for programming funds shall be reviewed by the Discretionary Fund Director for adherence to GSA and Campus guidelines as well as for quality of the planning and programmatic effort.

#### 7.5.5 Allocation of GSA Publications Funds

7.5.5.1 The GSA Forum may review publications expenditures at any time. Publications expenditures will be part of the GSA budget reports.

7.5.5.2 Any updates to the GSA Publications Guidelines must be approved by Forum.

7.5.5.3 Requests for publications funds are reviewed by the Director of Publications for adherence to GSA guidelines as well as quality of past publications, or in the case of new journals, the quality of the planning effort.

7.5.5.4 If funds remain, journals may apply for supplemental funding.

#### 7.5.6 Allocation of Council funds

7.5.6.1 Council funds shall be spent wholly at the discretion of the respective Councils consistent with University policies.

7.5.6.2 Any interest earned on Council funds shall be used to defray the cost of accounting Council funds.

7.5.6.3 Council spending requests shall contain an itemized list of expenses with receipts attached, signatures of two of the designated Council Representatives, whose signatures are on file with the GSA and the Council meeting minutes where approval of the expenditure was given.

7.5.6.5 Any Council may set up its own accounting procedures provided such procedures insure that there shall be no misappropriation of funds.

7.5.7 Guidelines for the allocation of any funds over which the GSA has administrative control which are not contained in these Codes shall require the approval of the Forum.

7.5.8 The Forum may delegate funding authority to the Cabinet with such restrictions that they deem necessary.

#### 7.5.9 Requisitions Processing

7.5.9.1 The last date for submission of GSA requisitions, including program and publications expenditures, shall be either one month following the expenditure of funds or two weeks before the fiscal year end, whichever is sooner.

7.5.9.2 In the event the fiscal year end precedes the date of the event, a cash advance requisition or a lien must be submitted according to 7.5.9.1 above.

7.5.9.3 If a Council does not comply with attendance rules or other GSA regulations in these bylaws, the GSA Vice President - Internal Affairs may hold, unsigned, any or all outstanding requisitions submitted by that Council, until such

time that Council comes into compliance.

## 7.6 Mechanisms for Changing Funding Levels and Guidelines

### 7.6.1 Membership Fees

7.6.1.1 Funding Level: Membership fee levels shall be set by constitutional authority.

## 7.7 Stipends

### 7.7.1 Modification

7.7.2.1 Increases and decreases of stipends are prohibited for past quarters.

7.7.2.2 Increases in stipends for the current quarter are allowed by a 2/3 vote of Forum.

7.7.2.3 Decreases in stipends for the current quarter are prohibited unless the position is vacant or the current position holder does not meet the entitlement requirements specified in 10.7.3

7.7.2.4 Increases and decreases in stipends for future quarters of the academic year may be made by a 2/3 vote of Forum.

### 7.7.2 Entitlement Requirements

7.7.2.1 Stipends shall not be due and payable earlier than the last week of the quarter they are earned.

7.7.2.2 A Cabinet member serving for an entire quarter is entitled to the entire quarter's stipend provided that Cabinet member attends 66% or more of the regularly scheduled meetings of Cabinet during the quarter and performs the duties of the position.

7.7.2.3 A Cabinet member serving for an entire quarter who does not meet the conditions of 10.7.2.2 is not entitled to any stipend. By a 2/3 vote, Forum may award such a person any amount up to and including the full quarter's stipend.

7.7.2.4 The fraction entitled to a Cabinet member meeting the requirements of the previous code (7.7.2.3) is equal to the number of days served in the quarter divided by the total number of days in the quarter.

7.7.2.5 The President shall be responsible for keeping attendance records of all cabinet members.

## 7.8 Processing Requisitions

7.8.1 No individual may be the sole signatory for their own reimbursement or cash advance.

### 7.8.2 Required Signatures/Authorizations for Central Office Expenditures

|             |   |           |   |
|-------------|---|-----------|---|
| \$ .01      | - | \$499.99  | One elected Officer                       |
| \$500       | - | \$1999.99 | Two elected Officers                      |
| Over \$2000 |   |           | Two elected Officers and GSA Cabinet vote |

### 7.8.3 Required Signatures/Authorizations for Elections & Elections Board

Once a budget has been approved for an election by Forum, the Commissioner of Elections has signatory authority for expenditures within the scope of the

approved budget from Elections funds. For all expenditures under \$1000, the Commissioner must obtain a co-signature from one of the Officers. For all expenditures of at least \$1000, the Commissioner must obtain co-signatures from two of the Officers. The Commissioner has full discretion over expenditures for funds allocated in the Elections Board Discretionary line item of the Central Office Budget.

#### 7.8.4 Required Signatures/Authorizations for GSA Councils

GSA Council expenditures must be signed by two of the designated Council representatives, and the signatures of these representatives must be on file with GSA. In addition, all Council expenditures must also be approved by the GSA Vice President-Internal Affairs.

Council minutes will be checked to verify the amount, date of expense, and purpose stated on the Requisition by the Student Government Accounting Office.

The Student Government Accounting Office is responsible for verifying the availability of funds in the account, checking that the expenditure is consistent with the budget and account name, and ensuring that the expenditure is in compliance with applicable laws, rules, regulations and policies of ASUCLA and the University of California.

When the check is generated, the ASUCLA Finance Department will review all payments for completeness and documentation. The ASUCLA Finance Department will also review proposed external purchases with ASUCLA's purchasing guidelines.

### 7.9 Travel Guidelines

#### 7.9.1 General Travel Guidelines

7.9.1.1 All GSA funded travel must be directly related to the activities of the Graduate Students Association and must be approved by the majority of the GSA officers prior to purchase.

7.9.1.2 Only expenses directly related to GSA activities shall be eligible for reimbursement by the GSA.

7.9.1.3 Allocations of funds from "Travel" line item of the GSA budget may only be made for members of the Graduate Students Association unless otherwise provided for by a 2/3 vote of the GSA Forum.

7.9.1.4 When personal vehicles are used, reimbursements shall not exceed University guidelines without prior approval of the Cabinet.

7.9.1.5 Per diem reimbursements shall not exceed University guidelines without prior approval of the Cabinet.

7.9.1.6 Receipts for all monies spent in travel and at conferences must be submitted to Student Government Accounting no later than one (1) month after the completion of the GSA activity.

7.9.1.7 For local, interstate and out of state travel, a report shall be submitted to the GSA President not later than two (2) weeks after the completion of the



conference. Any GSA member may request at any time that an oral report be made before the Forum.

7.9.1.8 Such reimbursements shall only be for the most economical means of transportation, food and lodging, wherever reasonable. Carpooling and lodging with friends and relatives shall be employed wherever reasonable.

#### 7.9.2. Local, Intrastate and Out of State Travel

7.9.2.1 Local travel shall be defined within 250 miles of the UCLA campus.

7.9.2.2 Local travel will be covered by the following regulations:

7.9.2.2.1 Travel in University vehicles – University garage regulations;

7.9.2.2.2 Authorized private vehicles – travel policies as outlined by the GSA and Student Government Accounting;

10.9.2.2.3 Off-campus rental cars – travel policies as outlined by the GSA and Student Government Accounting.

7.9.2.3 Travel that is not considered to be local travel shall be considered to be Intrastate or Out of State Travel. This type of travel shall include travel beyond 250 miles from the UCLA campus.

7.9.2.4 Intrastate and Out of State travel will only be permitted for members of the Graduate Students Association to attend a meeting, conference or convention which benefits the Association.

7.9.2.5 The travel budget will be examined by the Forum and the delegates shall be responsible for demonstrating its purposes and benefits to the GSA.

#### 7.10 Other Restrictions on Spending GSA Funds

7.10.1 Officers and Directors may use their discretionary accounts only to carry out the official business of their position. No Officer may use their discretionary funds to support any student group. No Officer or Director may use their discretionary funds in any way that could be related to campaigning in any GSA-related elections.

## **GSRC Oversight Committee (GSRCOC) Charter**

### ***Membership:***

Students

GSA Vice President of Internal Affairs

**Chair or Chair's designate of the Graduate Writing Center**

5 Graduate Students appointed by the **GSA Vice President of Internal Affairs in consultation with the GSRC coordinator** who represent a diversity of graduate programs (north and south campus, academic and professional, Master's and Doctoral students)

Non-Students

**Campus Wide Administrator**

2 Graduate Counselor representative

Career Center representative

Graduate Division representative

**Faculty representative**

**Alumni Association Representative**

GSRC Coordinator, ex-officio (non-voting)

**Graduate Writing Center Coordinator, ex-officio (non-voting)**

Committee Chair: The chair of the committee shall be the GSA Vice President of Internal Affairs or another graduate student member of the GSRC oversight committee whom the VPIA designates.

Quorum for the purpose of approving items shall be **7** voting members, of which **4** must be graduate student members.

### ***Committee Description:***

The GSRCOC shall uphold the vision, mission and values of the Graduate Student Resource Center. The committee will advise the GSRC coordinator on GSRC priorities, policies, goals, programs and other activities. It will meet a minimum of three times per quarter during the academic year.

### ***Scope of Authority:***

The operations and activities of the GSRC shall follow all UCLA and GSA policies.

1) *Annual Objectives* - The GSRCOC shall have authority to update and approve the objectives of the Center's Strategic Plan for the upcoming year, which shall be approved by the last meeting of the academic year. Changes to the vision, mission and values, however, may be recommended, but can only be changed upon the approval of the GSA Forum.

2) *GSRC Budget* - The GSRCOC shall have authority over the annual GSRC budget. The budget for the upcoming academic year must be approved by the last meeting of the academic year. Mid-year adjustments over 500 dollars must also be approved by a majority of a quorum.

3) *Programs and Honoraria* - Programs that clearly follow the GSRC annual objectives do not need to receive individual approval unless the GSRC funding portion exceeds 500

dollars. All honoraria over 200 dollars of the GSRC portion for any GSRC events or services must be approved by the GSROC.

4) *Co-Programming and Sponsorship* – All programs with University-affiliated partners that fall within the GSRC objectives shall not require approval by the GSRCOC unless the GSRC portion exceeds the financial criteria in number 3. All co-programming and sponsorship from external (non-University-affiliated) entities must be approved by the GSRCOC unless it is mentioned specifically in the annual objectives.

5) *Approval of Annual Budget and Objectives* - Approval of the annual GSRC budget and strategic plan objectives must be done at a regular meeting of the GSRCOC. Approval of other items, such as programs, honoraria, and sponsorship issues should be made at a regular GSRCOC meeting whenever possible, but may be done electronically when time constraints do not permit waiting until a regular meeting.

6) *The GSRC Coordinator* – The GSRC Coordinator is hired through UCLA Student Affairs, so UCLA Student Affairs retains all personnel authority over this employee. In the event that a new GSRC Coordinator needs to be hired, **an individual designated by the AVC Student and Campus Life** will coordinate the job search, and the GSRCOC shall constitute the search committee.

7) *Evaluation of the GSRC Coordinator* - The annual evaluation of the GSRC shall be done by the Student Affairs Student and Campus Life oversight representative in accordance with UCLA human resource policies. The GSRCOC members will be given the opportunity to give the Student Affairs Student and Campus Life oversight representative feedback on the coordinator in the evaluation process.

8) *Adhoc Advisory Committees* - The GSRCOC shall have the authority to create adhoc committees to serve in an advisory role (for instance an orientation committee, a programming committee, etc.). In order to form such committees, the GSRCOC must approve a brief description of purpose, scope, membership and duration. Any changes to an adhoc committee's purpose, scope, membership and duration must be approved by the GSRCOC.

9) All changes and amendments to the GSRCOC charter must be approved by the GSA Forum.

GSRCOC charter approved at the GSRCOC meeting, October 24, 2007.

To be presented for approval at the GSA Forum meeting, November 7th, 2007.

## Graduate Writing Center Oversight Committee (GWCOG) Charter

### *Membership:*

#### Students:

Committee Chair (The chair of the committee shall be the GSA Vice President of Academic Affairs or another graduate student member whom the VPAA designates.)  
GSA VPAA (if not the committee chair will come to at least 1 meeting per quarter)  
13 Graduate Students, **one appointed by each Council from the membership of that Council.**

2-5 At-Large Graduate Students, to be appointed by the GSA VP Academic Affairs for special purposes, such as being acting chair or providing special expertise

#### Non-Students:

GSRC Coordinator

GWC Coordinator

Graduate Division representative

Writing Programs representative

Career Center representative

Library representative

**Additional faculty members/instructors, representing expertise in relevant areas, such as graduate writing, ESL, grant-writing, etc.**

#### Voting and Quorum:

**Voting membership is defined as the student members. Non-students are non-voting. Quorum for approving action items is defined as the majority of the currently appointed voting members.**

#### *Committee Description:*

The GWCOG shall uphold the vision, mission and values of the Graduate Writing Center. The committee will advise the GWC coordinator on GWC priorities, policies, goals, programs and other activities. It will meet a minimum of two times per quarter during the academic year.

#### *Scope of Authority:*

The operations and activities of the GWC shall follow all UCLA and GSA policies.

1) *Annual Objectives* - The GWCOG shall have authority to update and approve the objectives of the Center's Strategic Plan for the upcoming year, which shall be

approved by the last meeting of the academic year. Changes to the vision, mission and values, however, may be recommended, but can only be changed upon the approval of the GSA Forum.

2) *GWC Annual Budget and Objectives* – **GSA Forum grants authority to the GWCOG to approve the annual budget of the GWC.** The GWC budget and strategic plan objectives for the upcoming academic year must be approved by the last GWCOG meeting of the academic year. The annual budget and strategic plan objectives **will be presented to GSA Forum at the final Forum meeting of the academic year.** Approval of other items, such as programs, honoraria, and sponsorship issues should be made at a regular GWCOG meeting whenever possible, but may be done electronically when time constraints do not permit waiting until a regular meeting. Mid-year adjustments over 500 dollars must also be approved by the GWCOG.

3) *Programs and Honoraria* – One-time programs that clearly follow the GWC annual objectives do not need to receive individual approval unless the GWC funding portion exceeds 500 dollars. All honoraria for non-GWC personnel for which the GWC portion is over 200 dollars must be approved by the GWCOG.

4) *Co-Programming and Sponsorship* – All programs with University-affiliated partners that fall within the GWC objectives shall not require approval by the GWCOG unless the GWC portion exceeds the financial criteria in number 3. All co-programming and sponsorship from external (non-University-affiliated) entities must be approved by the GWCOG unless it is mentioned specifically in the annual objectives.

5) *The GWC Coordinator* – The GWC Coordinator is hired through UCLA Student Affairs and UCLA Student Affairs retains all personnel authority over this employee. **The GWC Coordinator is obligated to accept the recommendations of the voting membership of the GWCOG provided they are consistent with university policy.** In the event that a new GWC Coordinator needs to be hired, the GSRC Coordinator will coordinate the job search, and the GWCOG shall constitute the search committee. **In order to comply with university policy, the GSRC Coordinator can veto the selection of the search committee if the selection is not adequately qualified for the position.**

6) *Evaluation of the GWC Coordinator* - The annual evaluation of the GWC Coordinator shall be completed by the GSRC Director in accordance with UCLA human resources policies. The GWCOG members will participate in the evaluation process, which will include the following steps:

1. Collaboratively develop a comment for each of the following evaluation categories:
  - a. Communication skills
  - b. Job knowledge
  - c. Problem solving/innovation
  - d. Interpersonal relations
  - e. Resource management

2. The GWCOG committee chair will compile comments and provide to GSRC Director

3. At the discretion of the committee, 1 (non-GWC employee) voting member of the GWCOG may meet with the GWC Coordinator and the GSRC Director to review the GWCOG comments

7) *Adhoc Advisory Committees* - The GWCOG shall have the authority to create adhoc committees to serve in an advisory role (for instance, a programming committee). In order to form such committees, the GWCOG must approve a brief description of purpose, scope, membership and duration. Any changes to an adhoc committee's purpose, scope, membership and duration must be approved by the GWCOG.

8) All changes and amendments to the GWCOG charter must be approved by the GSA Forum.

Approved at the GSA Forum meeting, May 6, 2009.

Constitutional amendment that was approved by referendum and by special petition to UCOP, due to voter turnout issues:

"In addition to the quarterly membership fee, each member of the GSA shall be assessed a fee of \$3 which shall fund the Graduate Writing Center. The Graduate Writing Center shall serve the academic and professional writing needs of all members of the GSA, including but not limited to: academic writing (all graduate levels), thesis and dissertation writing, professional presentations and public speaking, grant and fellowship writing, and writing for publication. A graduate-student majority committee appointed by GSA shall oversee and conduct annual evaluations of the Graduate Writing Center. Governing documents for the Graduate Writing Center (including oversight committee charter, statement of mission, vision and goals) shall be adopted and updated with GSA Forum approval."