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.