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)


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.