

DGA Handbook

gsa.ucalgary.ca/dgas



Hello and Welcome



The GSA Departmental Graduate Association (DGA) program gives graduate students in every department, regardless of size, the chance to plan and manage their own graduate students' association.

DGAs allow graduate students to take an active role in their education and in their graduate school experience by organizing various events, creating new initiatives, and providing support and advice to graduate students in their department. DGAs appoints official departmental representatives to the GSA's Graduate Representative Council (GRC), the GSA ultimate policy-making body to approve important GSA political, operational, and financial matters of the GSA.

Therefore, DGAs make a positive contribution to graduate student communities as they allow student leaders to build stronger departmental communities. Since May 2008, our DGAs have encouraged social engagement, academic involvement, communication methods, and strategies for graduate students.

Although DGAs/consortiums receive support, financial and otherwise, from the GSA, DGAs and consortiums operate autonomously and function independently of the GSA according to each organization's own governing documents.

If you have any questions in regards to your DGA or consortium, don't hesitate to reach out!

Best wishes for a rewarding year with your DGA,

Masume Akbari
GSA VP Student Life

Departmental Graduate Association (1 DGA)

A DGA is the official representation of a department at the GSA. A DGA is comprised of all graduate students in a department.

VS

Consortium

Two or more DGAs form a consortium

If you are already a member of your department's DGA and wish for your DGA to join another similar DGA, you can take the initiative to form a consortium. Two (2) or more DGAs can form a consortium to combine forces and receive extra funding from the GSA.

Have questions? We are here to help!



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VP Student Life

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General and policy questions



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Event Grants and Support



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Executive Coordinator

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Change of Information

Operational Bursary

Graduate Representative Council (GRC)



GSA Office

1030ES

10th floor, Earth Sciences

Important Dates

Change of Information	October 15
Fall Event Report	December 15
Annual Report	April 30



Forms

DGA Creation Form

(Starting a new DGA? Use this form for the creation of a new DGA)

Consortium Creation Form

(Use this form to create a consortium, a group of two (2) or more DGAs and receive financial and event support from the GSA)

DGA Change of

Information/Operational Bursary Form

(Use this form if there is a change of info after you submit your yearly renewal)

Consortium Change of

Information/Operational Bursary Form

gsa.ucalgary.ca/dgasgrns/funding-forms

Event Submission Form

(Please use this form to request equipment rental, event grant, insurance information and promotional items)

After Event Report Form

(Please use this form to submit receipts for your event(s) that you have requested GSA Event Grant funding.)



Annual Tasks for DGAs

Change of Information Form



October 15

[Access the form here](#)

By October 15 of every year, or as soon as possible, all DGAs need to complete the Change of Information form to update the GSA about:

- New executives' contact information;
- Confirmation of the number of graduate students enrolled in the department from your Graduate Program Administrator/Director;
- Signed copy of the DGA Agreement;
- GRC Representatives' (or GRC Representatives') contact information;
- Banking agreement clearly stating the name of the bank account, and bank signing authorities (those are authorized to sign cheques on behalf of the DGA); and
- DGA governing documents (either Bylaws or Constitution).

DGA Agreement > [Appendix A](#)

The DGA Agreement outlines the responsibilities of the DGAs expected by the GSA, outlined by the GSA Bylaws, and DGA Policy. Every year, a DGA executive has to confirm its agreement with the terms and conditions in the DGA Agreement. A signed copy must be submitted via the DGA Change of Information form. Same agreement applies to the Consortiums.

Annual Report



April 30

All DGAs must submit an annual report to the Governance and Services Coordinator at the close of each academic year. Annual Reports are due by April 30 (or the next business day) of each year.

The annual report should be approximately 2-4 pages in length and must include the following items:

- Executive names and e-mail addresses for the outgoing executives;
- Executive names and e-mail addresses for the incoming executives (if known);
- Names and email addresses of outgoing and incoming (if known) GRC Representatives;
- Total number of members;
- List of activities/events, brief descriptions of each activity/event, and total number of activities/events;
- Financial statements (income statement, cash balances, and outstanding items); and
- Issues or concerns (if applicable).



DGA Governance



DGA Policy

The DGA Policy outlines the policy and procedures for proper governance of DGAs.

It is the responsibility of DGA Executives to ensure they are aware of and adherent to this policy document. Further, the Policy is meant to mitigate the Association's liability connected with the activities of DGAs.

Read the DGA Policy here: gsa.ucalgary.ca/dgasgrns

Membership

Membership of a DGA is composed of all Active Members of the programs of that UCalgary department. DGAs must not charge a membership fee.

Executive Elections

All DGAs must hold annual elections for their Executive positions. If no students are interested in running for the DGA Executive positions, the positions may be appointed.

A minimum of three (3) DGA Executive positions are required, and be occupied by Active Members, to form a DGA. At minimum, these positions must be:

- President;
- Vice President; and
- Treasurer.

It is strongly recommended that all DGA/consortium executives are elected through a democratic process.



Visit gsa.ucalgary.ca/elections to view documents regarding the GSA election process. If you would like to know how the GSA governs its association in a given situation, please contact the GSA Executive Coordinator at governance.gsa@ucalgary.ca.

Executive Transitions

Depending on the bylaws of your DGA and how you choose to govern it, the executives of your DGA will most likely change from year to year. To make this transition smooth, we have a few recommendations for you:

- Use general email addresses with an email provider such as Gmail so they can easily be passed on when an executive position changes;
- Use an online filing system such as Dropbox for your DGA documents so all your members can easily access them;
- When new executives are transitioning in, make sure they are aware of all important documents, contacts, and procedures; and
- Encourage each executive of your DGA to write an Annual Report of completed and ongoing initiatives, events, etc.



Graduate Representative Council (GRC)

gsa.ucalgary.ca/about-the-gsa/grc



What is GRC?

The GRC is the GSA's policy-making body, comprised of graduate student representatives from all departments with active Departmental Graduate Associations. It provides direction to the Executives on the political, financial, and operational matters of the GSA.



EACH DGA IS REQUIRED TO APPOINT GRC REPRESENTATIVES TO GRC MEETINGS.

The number of GRC Representatives are dependent on the number of graduate students actively enrolled in the program or to be referred as Active Members as defined by the GSA Bylaws.

Number of DGA Active Members	Required Number of GRC Representatives
1-25	1
26-100	2
101-200	3
201-500	4
500+	5



It's the responsibility of the DGA to ensure that the GRC position requirement is filled. Any position that becomes vacant shall be filled by the DGA. Update your DGA GRC Representatives information using the Change of Information form; and Consortiums can send up to two (2) GRC Representatives to GRC meetings, however, they don't have voting rights.

Attendance Requirement

At least one (1) currently serving GRC Representative from each DGA must attend the monthly GRC meeting (Bylaw 9.18);

Your DGA can arrange for another member of the department to attend in proxy of that GRC Representative (Bylaw 9.19) (please email the GSA Executive Coordinator or the GRC Speaker to make this arrangement at least 24 hours prior to the commencement of the GRC meeting);

If your GRC Representative(s) miss one (1) GRC meeting over the academic year, your DGA will be given a warning; and

If your GRC Representative(s) fail to show up for two (2) or more GRC meetings, your DGA will be ineligible for Event Grants for that academic year.

Removal or Resignation of GRC Representatives:

A GRC Representative may resign at any time by submitting a letter of resignation to the Speaker (Bylaw 9.20);

A resignation will begin effective immediately upon receipt of this letter, and a new GRC Representative needs to be selected in accordance with the bylaws created by that DGA; and Any GRC Representative who is absent without an alternate for more than two (2) meetings in an academic year may be removed as a Graduate Representative by majority vote of the GRC (Bylaw 9.21).

Funding is awarded on the basis that the DGA is in good standing (i.e., submitting their annual report before the deadline, submitting the DGA Change of Information/ Operational Bursary Form, and attending GRC meetings)

Start-Up Grant (\$300)

- ▶ Purpose: Initial funding for newly formed DGAs.
- ▶ Eligibility: One-time grant upon creation of a new DGA, provided that the application and all appropriate documentation have been received and approved.
- ▶ Deadlines & Details: Must apply within 3 months of the DGA startup date. DGA must register online no later than April 15 of each year.

Operational Bursary (\$300 + Additional Funding)

- ▶ Purpose: Annual continued funding for pre-existing DGAs.
- ▶ Amount: \$300 + Additional Funding based on membership number as follows:
- ▶ Additional Funding:
 - 1-25 members: \$250
 - 26-100 members: \$350
 - 101-200 members: \$450
 - 201-500 members: \$550
 - 500+ members: \$650
- ▶ Eligibility: DGAs can apply for one Operational Grant per year (April 1 - March 31) after their first year of operation.
- ▶ Deadlines & Details: Must submit Annual Report by April 30 each year to governance.gsa@ucalgary.ca. The online Change of Information form must be completed and submitted no later than October 15 each year

Event Grant

- ▶ Purpose: Offset cost of DGA events.
- ▶ Amount: A total of \$1000 for the year, split into a fall and winter grant of \$500 each.
- ▶ Eligibility: Eligible expenses include food, beverages (non-alcoholic beverages, wine, and/or beer only), advertising and other event-related costs. Beverages should not cover more than 25% of the total bill.
- ▶ How to apply: DGAs can get their fall grant when they submit their change of information. Winter grants are disbursed after the submission of their fall report.
- ▶ If you miss two GRC meetings in a row, you won't be eligible for the following event grant.

Interdepartmental Event Grant

- ▶ Purpose: Offset cost of DGA events that include more than one DGA. This is additional funding available beyond the individual DGA Event Grant.
- ▶ Amount: Receipt amount up to \$500 per year per DGA participant.
- ▶ Eligibility: You may apply for more than one Interdepartmental Event Grant per academic year (April 1 - March 31). Eligible expenses include food, beverages (non-alcoholic beverages, and wine and/or beer only), advertising and other event-related costs. Beverages should not cover more than 25% of the total bill.



Start-Up Grant (\$300)

- Purpose: Initial funding for newly-formed consortium
- Amount: \$100, or \$0.50 per member, whichever is GREATER, to a maximum of \$500 (one time only).
- Eligibility: One-time grant upon creation of a new consortium
- Deadlines & Details: Must apply within three (3) months of the consortium startup date.

Operational Bursary (\$300 + Additional Funding)

- Purpose: Annual continued funding for pre-existing consortiums.
- Amount: \$100 or 0.50 per member, whichever is GREATER, to a maximum of \$350.
- Eligibility: Consortium can apply for one Operational Grant per academic year (April 1 - March 31) after their first year of operation.
- Deadlines & Details: Must submit Annual Report by April 30 each year. The online Change of Information form must be completed and submitted by October 15 each year.

Consortium Event Grant (up to \$1,000/year)

- Purpose: Offset cost of consortium events.
- Amount: Receipt amount up to \$1,000 per year.
- Eligibility: You may apply for more than one Event Grant per academic year (April 1 - March 31), however the maximum annual amount awarded is \$1,000. Eligible expenses include food, beverages (non-alcoholic beverages, and wine and/or beer only), advertising and other event-related costs. Beverages should not cover more than 25% of the total bill.

How to apply:

► STEP 1:

Submit your event here [Event Submission Form](#)

► STEP 2:

Submit your receipts after the event here [After Event Report Form](#)

Deadlines: Receipts must be submitted to the GSA before April 15.



Other funding:

GSA Quality Money Program

gsa.ucalgary.ca/financial-support/quality-money-program





Event Support

The GSA provides event support to all DGAs and consortiums. The Event Organizer of the DGA/Consortium must fill out the Event Submission Form and obtain a formal written approval from the GSA in order to request event support including GSA/LDL promotional items, equipment rentals, event grant, etc.

Event Submission Form > gsa.ucalgary.ca/eventforms

This form is intended for any GSA Student Groups (DGAs, GSGs, consortium, or GSA committees) to request event support including:

- Equipment rental;
- GSA promotional items for prizes;
- Event Grants for DGA/GSG/Consortium.

Please submit the form at least 3 weeks prior to the event date. The GSA shall follow up with the request 2-5 business days with further instructions.

Events Handbook > gsa.ucalgary.ca/eventforms

Find in the Events Handbook:

- General steps of event planning including risk management, promotions, execution, and evaluation;
- Details of available event support;
- Advice and requirements for special events including off-campus events, with alcohol consumption, field trips, pet therapy, etc; and
- Resources for venue booking, transportation, and booking equipment.

Commercial Liability Insurance > [Appendix B](#)

The Co-operators General Insurance Company has partnered with The Graduate Students' Association of University of Calgary to create a custom insurance solution for the various student groups under the Association. This policy provides an individual liability limit for each group to protect its members and volunteers in the event of occurrences where responsibility for Bodily Injury or Property Damage is alleged. Regular meetings of GSA members/student groups at coffee shops, workshops, classrooms, and other on-campus facilities would be covered.

In some scenarios, additional liability coverage will need to be purchased, in order to supplement the existing Commercial General Liability policy. This additional liability may be "written-in" to the base policy, or a "standalone" supplemental policy may be required. If your event requires additional coverage, insurance must be obtained before receiving any event support from the GSA (i.e., swag, equipment rental, event grant) and room bookings from the university.

Please see Appendix B to help determine if additional coverage is required for your planned event/activity.

Proper documentation & receipts are required when applying for the post-event grant. Complete the Event Submission Form for further details and assistance.

Hosting Your Events

✓ Classrooms, Tables and Green Space Booking

DGAs are now able to book classrooms, green space, and tables directly through UCalgary's Accommodations and Events (UCAE) for your meetings and events for free. Please view the Agreement between UCAE and the GSA for more details on the GSA web site. All bookings need to be completed through the UCAE website. There is no limit on how many classroom bookings a DGA/consortium can request per month.

[UCalgary Classroom Booking Page](#)

DGAs can also book other locations using their individual booking pages including, but not limited to:

- [Vitruvian Space](#)
- [Nickle Libraries](#)
- [Community Hub](#)
- [Gyms at Kinesiology Block](#)

✓ Catering for On-Campus Events

Please note that if a DGA is hosting an on-campus event, not in a licensee or private residence, at which liquor and food will be served, you must use University of Calgary Food Services.

This ensures the event and persons attending are covered by the University of Calgary's liquor license, and are covered by and comply with the University's insurance regulations.

All food that is to be catered on campus for DGA events (excluding at the Last Defence Lounge, The Den or the Black Lounge) must be ordered through University of Calgary Food Services. Some exceptions apply.

[University of Calgary Food Services](#)

Phone: (403) 220-2242

✓ Waiver and waiver administration

It is the DGA's responsibility to prepare appropriate waivers for events to avoid potential claims resulted from body injury to event participants or third parties. The DGAs may seek waiver templates and guidance UCalgary's Risk Management website HERE: <https://ucalgary.ca/risk/risk-management-insurance/services/waivers>

✓ Raffles

If your DGA is planning on hosting a raffle, a provincial licence is required. Please visit the AGLC website for more information on how to plan your raffle: <https://aglc.ca/gaming/licences/raffle-20000-and-less>

✓ Streaming

Streaming of live sporting events in university classrooms is prohibited. Streaming of movies/documentaries/shows requires a license. Contact UCalgary Copyright Office for details.

Other Benefits

DGA Discount

DGAs can receive a 25% discount on food only during informal gatherings with a DGA Executive present. The DGA Executive must be on the contact list registered with the GSA. Discounts can only be applied to one bill. Discounts cannot be given on any LDL daily features. For larger events, we recommend that you book in advance, which can be done by contacting the LDL General Manager, by phone at (403) 210-7973 or by email at gsarest@ucalgary.ca.

All DGAs are responsible for updating the Executive list with the GSA by filling out the DGA Change of Information/Operational Bursary Form. This is the same list that the LDL uses; therefore, it must be current, otherwise outdated information may result in your group not receiving the discount. You are responsible for the conduct of all guests you bring to the LDL at all times.

GSA Promotional Items

DGAs and consortiums are able to request GSA/LDL promotional items to use as giveaways at their events. All DGAs/consortiums can apply for GSA promotional items to give away as prizes at their event(s). Prizes are granted on a first-come-first-serve basis and are not guaranteed. DGA/consortium limit is two (2) requests per year. Prize type and availability based on current stock levels and at the discretion of GSA staff.

Equipment Rental

The GSA has a portable Bluetooth speaker, popcorn machine, cotton candy machine, and arcade sticks for rental. DGAs can request rentals of these equipment through the Event Submission Form. DGAs are asked to follow procedures and sign rental agreement to access these equipment for events.

Rentals dependent on availability and functionality of equipment. Please contact GSA staff for more information.



Engagement and Conduct

The GSA would like to encourage students to involve themselves in DGA activities throughout the year. Students are expected to conduct themselves in a manner that will not discredit himself or herself, the University of Calgary, or the Graduate Students' Association. The GSA prohibits acts which seriously interfere with the basic purposes, necessities and processes of the academic community or the greater community as a whole, or which deny the essential rights of other members of any community.

DGAs need to abide by the non-academic misconduct policy as per the rules and regulations of the University.

For reference, please visit: ucalgary.ca/conduct/policy/non-academic-misconduct-policy.



Diversity and Discrimination

The GSA is committed to providing a safe, proactive, and socially diverse environment for all aspects of the graduate student experience on campus. Discrimination, harassment, and intolerance are prohibited under Canadian law; any kind of behaviour that threatens DGA members' worth, self-esteem or sense of value is strictly prohibited.

Discrimination, whether intentional or unintentional, is unfair, differential treatment of individuals and groups based on prejudice, stereotypes, ignorance, and fear, for which there is no bona fide or reasonable justification and which imposes burdens, obligations, or disadvantages on individuals or groups as defined under the Alberta Human Rights Act (Act). The Act prohibits discrimination on the following grounds: race, religious beliefs, colour, gender, physical or mental disability, age, marital status, family status, ancestry, place of origin, source of income, sexual orientation or political beliefs.

The University of Calgary is governed by the Act. Harassment is a form of discrimination that involves unsolicited and unwelcome attention from a person who knows or reasonably ought to know such behaviour is unwelcome. Such unwelcome comment or conduct is intimidating, threatening, demeaning, or abusive and may be accompanied by direct or implied threats to grades, status, or job. Harassment has the impact or effect of creating a hostile or poisoned work or study environment and limits individuals in their pursuit of education, research, or work goals. Harassment can be discriminatory, sexual, or personal in nature. Discriminatory harassment takes the form of unwelcome behavior directed toward another person or group of persons based a prohibited ground of discrimination. Racial and religious harassment are examples of discriminatory harassment. Sexual harassment is a particular form of discrimination based on gender and is specifically defined in the University's Harassment Policy.

Appendix A: DGA Agreement



As the authorized Representative of a Departmental Graduate Association (DGA) of the Graduate Students' Association (GSA), I confirm I have fully read and understand the GSA's DGA Handbook and the corresponding Policy and Procedures in their entirety. In accordance with these policies and procedures, our DGA agrees to:

- Act in the best interest of graduate students in our DGA at the GSA's Graduate Representative Council (GRC), on all UCalgary councils and committees of which our DGA is apart, and in any circumstances where we are the official departmental representatives as identified by the GSA;
- Maintain a minimum of three (3) executives including President, Vice President, and Treasurer that are Active Members at all times (as defined in the GSA Bylaws);
- Operate according to the ratified governing document (Bylaws or Constitution) as submitted to the GSA;
- Submit a current version of the DGA governing document within two (2) weeks of any amendments;
- Abide by the GSA policies and procedures at all times, including but not limited to: DGA Policy, DGA Handbook, and Events Policy and Procedures;
- Submit the Change of Information Form annually before October 15 of each academic year, or as soon as our DGA is able, to update the GSA with new executives' information, governing documents, bank signing authorities, and information of GRC representative(s);
- Ensure that our GRC representative(s) fulfill their duties in regards to attendance and representation in GRC meetings;
- Ensure funds are spent appropriately to meet the mandate of our DGA;
- Submit an Annual Report to the GSA by April 30 outlining the activities of the previous academic year;
- Ensure events are safe and healthy for members by properly assessing risks, administering waivers, and seeking additional necessary insurance for special events as outlined in GSA Events Handbook and required by the GSA;
- Submit an Event Submission Form in a timely manner as required by the GSA for event approval from the GSA. All events that have not been approved in advance will not be supported by the GSA;
- Submit an After Event Report Form with all event receipts to be eligible for a DGA Event Grant;
- Take responsibility for any repairs or replacement of the UCalgary property if damage has occurred during a DGA event; and
- Fulfill transition requirements (including transfer of DGA emails, social media, websites) when new executives are elected as outlined in the DGA Handbook, and report this to the GSA within a reasonable timeframe.

Failure to comply with these terms may result in the suspension of DGA funding, services, and other benefits as provided by the GSA up to and including de-ratification. Further, our DGA understands and agrees that any funding and/or services made available to DGAs are subject to availability of funds, equipment, and/or space allocation.

Signature

Name: _____

Date: _____



Appendix B: Liability Insurance

What is it? What do you have? When do you need more?

Commercial General Liability - Master Certificate Program:

The Co-operators General Insurance Company has partnered with The Graduate Students' Association of University of Calgary to create a custom insurance solution for the various student groups under the Association. This policy provides an individual liability limit for each group to protect its members and volunteers in the event of occurrences where responsibility for Bodily Injury or Property Damage is alleged.

In some scenarios, additional liability coverage will need to be purchased, in order to supplement the existing Commercial General Liability policy. This additional liability may be "written-in" to the base policy, or a "standalone" supplemental policy may be required. These supplemental policies can come in various forms, including the following:

- Party Alcohol Liability
- Exhibitor Liability
- Liquor Liability
- Server Liability
- Special Events Liability
- Event Cancellation

When is additional coverage required?

Does your group need extra coverage for your planned activities? Ask yourself the following questions:

- Will there be alcohol?
- Length of the event/activity? Cost for admission?
- Will there be live entertainment?
- How many people are attending?
- Is the event/activity organized and hosted solely by members of the Graduate Students' Association of University of Calgary, or are there other groups involved in the planning and hosting?
- Is the activity within the Graduate Students' Association of University of Calgary's Guiding Principles?

The Guiding Principles being the GSA is charged with the social, academic and practical well-being and growth of graduate students on campus. The GSA oversees and promotes workshops, special events, the provision of financial aid and support as well as the facilitation of career-based growth and development for graduate students as they progress through their university programs.

If alcohol is involved: Liquor Liability Only needs to be obtained as a standalone policy.

If live entertainment is involved: Special Events Liability needs to be obtained as a standalone policy. The exception would be if the live entertainment is hosted by and at the Last Defence Lounge, operated by the Graduate Students' Association.

If the event is a paid admission event, and/or takes place over more than one day: Special Events Liability needs to be obtained.



Appendix B: Liability Insurance

LIABILITY INSURANCE

If members of the GSA are not the sole organizers/host of the event: Special Event Liability covering all planning/hosting groups needs to be obtained.

If the event will be attended by a larger number of attendees (50+): Additional coverage may or may not be required, depending on the particulars of the activity. Please contact your GSA representative to work with The Co-operators to review and arrange coverage as required.

If the event is off-campus: Additional coverage may or may not be required, depending on the particulars of the activity. Please contact your GSA representative to work with The Co-operators to review and arrange coverage as required.

If the event is not related to the purpose of the GSA: Special Event Liability is required.

Examples:

Regular meetings of GSA members/student groups at coffee shops, workshops, classrooms, and other on-campus facilities would be covered.

A GSA/student group planned BBQ may need additional coverage to cover liquor liability and live entertainment.

How do you obtain additional coverage?

In circumstances where it's indicated that "additional coverage may or may not be required", please contact your GSA representative to discuss the event, and confer with The Co-operators whether we will be able to extend coverage from the base insurance.

In circumstances where it's indicated that you will need "Special Event Liability, Liquor Liability, etc.", you may contact The Co-operators to obtain this coverage on your group's behalf.

Contact Information for Additional Liability

Truman Insurance Agency Inc.

(403) 221-7257

Truman_Insurance@cooperators.ca