DEPARTMENTAL GRADUATE ASSOCIATION HANDBOOK
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Hello and welcome to the Graduate Students’ Association (GSA) of the University of Calgary. At the GSA, we represent the collective interests of approximately 6000 graduate students to the university, local, national and global communities, and all levels of government.

The GSA is here to enhance the experience of all grad students, and one of the ways in which we do this is by encouraging engagement by facilitating Departmental Graduate Associations (DGAs). We are proud to have over 50 departments with their own DGA. DGAs are important because they allow students to take an active role in their education and in their graduate school experience. DGAs also make a positive contribution to graduate student communities as they allow student leaders to build stronger departmental communities. Since May 2008, the GSA’s DGA program has encouraged social engagement, academic involvement, and communication methods and strategies for graduate students.

This program gives graduate students in every department, regardless of size, the chance to plan and manage their very own association.

The GSA is pleased to support this exciting initiative with enhanced and ongoing financial support for all DGAs. If you have a DGA in your department, we encourage you to join it. If you don’t have a DGA in your department, we hope this handbook will assist you in creating one. If you’re 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. Funding for consortiums is also outlined in this handbook.

In this handbook you will find:

- Information about forming a new DGA or consortium;
- Current updated DGA/consortium information;
- An outline of the responsibilities of DGA/consortium members;
- Guidelines on how to apply for DGA/consortium funding; and
- An outline of other services available to DGAs and consortiums

If you have any questions about DGAs or consortiums, please feel free to contact me at vpsl@gsa.ucalgary.ca. I am happy to assist you in any way that I can.

Best wishes for a rewarding year with your DGA,

Adrianne Offenbecker
GSA VP Student Life 2016-2017
CREATING A DGA

The first thing you need to do when starting a new DGA is fill out the DGA creation form, which is available on the GSA's website (gsa.ucalgary.ca/dgasgrns/funding-forms/). This must be submitted with the following items:

- Application form which includes: DGA name, contact information, executive information;
- Total number of graduate students in your program, must be confirmed by email to gsacomm@ucalgary.ca by your departmental graduate administrator;
- Bylaws and/or constitution (samples can be found at gsa.ucalgary.ca/dgasgrns/funding-forms/; and
- Minutes from AGM or General Meeting where bylaws were approved.

Once completed properly, you should expect to get a confirmation email within 1 week of submitting your forms. If you do not, please email the GSA Executive Assistant at: gsacomm@ucalgary.ca.

DGA ORIENTATIONS

Once your DGA has been created, ask a GSA Executive Board of Directors representative to come out to speak about all of the services, funding, etc., the GSA has to offer. Send an email to the GSA VP Student Life (vpsl@gsa.ucalgary.ca) requesting a meeting with an Executive.

EXISTING DGAs

If your DGA/consortium undergoes changes of any kind during any part of the year, it is your responsibility to update your information with the GSA. This includes changes to contacts, executives, GRC members, any changes to bylaws or constitution, banking information etc. You can do this by going online and using the DGA Change of Information/Operational Bursary Form: gsa.ucalgary.ca/dgasgrns/funding-forms/.

DGAs must fill out an application every year (even if there have been no changes to the DGA) by October 15 in order to receive an operational bursary of $200.

DGA EXECUTIVE TRANSITIONS

Depending on the bylaws of your DGA and how you choose to govern it, the executive 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 executive are transitioning in, make sure they are aware of all important documents, contacts, and procedures;
- Encourage each executive of your DGA to write an Annual Report of completed and ongoing initiatives, events, etc.
- Please contact the GSA Executive Assistant at gsacomm@ucalgary.ca if you have any questions about transitions.
DEPARTMENT MERGERS

Recently, many departments around the university have merged. If two or more DGAs are associated with departments that have merged, and they do not have two independent graduate programs under the newly created department, we are requesting that the DGAs merge as well. DGAs will have 18 months from the date of the merger to merge and form a new DGA. Here are some recommendations when a merger needs to happen:

- Arrange a meeting with the affected DGAs;
- Create or revise existing bylaws and constitution;
- When new executive take office, make sure they are aware of all important documents, contacts, and procedures;
- Create a new bank account or peoplesoft account if necessary;
- Fill out a DGA creation form found here: gsa.ucalgary.ca/dgasgrns/funding-forms/
- Please contact the GSA Executive Assistant at gsacomm@ucalgary.ca if you have any questions.

DGA POLICIES & GOVERNANCE

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 bylaws and constitution. It is strongly recommended that all DGA/consortium executive boards are elected through a democratic process. If you have questions, please refer to this link gsa.ucalgary.ca/elections. If you would like to know how the GSA governs its association in a given situation, please contact the GSA Chief Returning Officer (CRO) at cro@gsa.ucalgary.ca.

GRADUATE REPRESENTATIVE COUNCIL (GRC)

Membership

Each DGA shall be represented by one or more Graduate Representative(s) at the Graduate Representative Council meetings depending on the number of students enrolled in their program. DGAs or authorized departments with:

- 1-25 members: 1 Graduate Representative
- 26-100 members: 2 Graduate Representatives
- 101-200 members: 3 Graduate Representatives
- 201-500 members: 4 Graduate Representatives
- 500+ members: 5 Graduate Representatives

(see GSA Bylaws - gsa.ucalgary.ca/about-the-gsa/constitution-bylaws/)

Any Graduate Representative position that becomes vacant shall be filled by the appropriate DGA or department, according to DGA Policy. The new representative shall be official once the Speaker and GSA office have been notified as per policy and GSA Bylaws.

If a department has a DGA, it is the responsibility of the DGA to ensure that the GRC position requirement is filled (see GSA Bylaws).

The names of GRC representatives must be reported to the GSA by the 15th of October of every academic year. If, for any reason, the individual fulfilling GRC representative duties changes, please submit the change via the online form as soon as possible (DGA Change of Information/Operational Bursary Form: gsa.ucalgary.ca/dgasgrns/funding-forms/).
Attendance at GRC Meetings

GRC meetings are monthly meetings that allow GRC members a chance to interact and engage with the GSA Board of Directors. These meetings offer important information, updates, and opportunities for attendees to participate in the governance of the graduate student body at the University of Calgary. These meetings are your chance to exchange knowledge with others and help improve the graduate student experience on campus - your experience, knowledge and expertise are very important. Therefore, at least one currently serving GRC representative from each DGA must attend the monthly GRC meeting (Bylaw 9.10). Please note that if your GRC representative(s) miss more than one meeting over the academic year, they will be given a warning. If your DGA fails to show up for two or more GRC meetings, then your DGA will be ineligible for event grants for that academic year. If an official GRC representative is expected to be absent for more than one GRC meeting (and no other GRC representative from that department will be attending), it is the DGA’s responsibility to arrange for another member of the department to attend in proxy of that individual (Bylaw 9.19). This may be done by e-mailing gsacomm@ucalgary.ca as soon as possible in advance of the GRC meeting(s) for which the official representative will be absent.

Removal or Resignation of Graduate Representatives

A Graduate 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.

Any Graduate Representative who is absent without an alternate for more than two meetings in an academic year may be removed as a Graduate Representative by majority vote of the GRC (Bylaw 9.21).
DGA ANNUAL REPORT

All DGAs must submit an annual report to the Executive Assistant (gsacomm@ucalgary.ca) at the close of each academic year. Annual reports are due by April 15 (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 both the outgoing executive and (if known) the incoming executive;
• Names and email addresses of GRC representatives;
• Total number of members;
• List of activities for the year;
• Financial statements (income statement, cash balances, and outstanding items); and
• Issues or concerns (if applicable).

Failure to submit the annual report will result in ineligibility for event grants for the next year.

Please contact gsacomm@ucalgary.ca if you have questions or problems regarding your annual report.

GSA FINANCIAL SUPPORT FOR DGAs

The GSA offers funding to support the creation and operation of DGAs, as well funding for events that promote DGA activity between graduate faculties, departments and students. This is a competitive process, awarded on a first-come-first-served basis, and funding is not guaranteed. The GSA retains the ultimate authority as to the disbursement of all GSA funding. Please note that funding is awarded on the basis that the DGA is in good standing (i.e. submitting their annual report before the deadline and attending GRC meetings).

DGA Funding is as follows:

• Start-up Grant - $300;
• Operational Bursary - $200;
• Event Grant – up to $300 per year; and
• Inter-departmental Event Grant – up to $500 per year.

All funding application forms are available at gsa.ucalgary.ca/dgasgrns/funding-forms/.
Start-up Grant

Purpose: Initial funding for newly formed DGAs.
Amount: $300.

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 be applied for within 3 months of the DGA startup date. DGA must register online no later than April 15 of each year.

See DGA Grant Forms online at: gsa.ucalgary.ca/dgasgrns/funding-forms/.

Operational Bursary

Purpose: Annual continued funding for pre-existing DGAs.
Amount: $200.

Eligibility: DGAs can apply for one $200 Operational Grant per year (April 1 - March 31) after their first year of operation.

Deadlines & Details: The online renewal form must be completed and submitted no later than October 15 each year in order for DGAs to be eligible to receive the Operating Bursary.

See DGA Grant Forms online at gsa.ucalgary.ca/dgasgrns/funding-forms/.

Event Grant

Purpose: Offset cost of DGA events.
Amount: Receipt amount up to $150 per intake (total of $300 per year). For example, if you have an event that costs $135, you can apply for a $135 event grant. If your event costs $175, you can only apply for $150.

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.

Deadlines & Details: You may apply for more than one Event Grant per year (April 1 - March 31), however the maximum annual amount awarded is $300. There are two intake deadlines:

- October 15 (for events held between April 1 - September 30)
- April 15 (for events held between October 1 - March 31)

Please scan receipts and email them to gsacomm@ucalgary.ca by the deadlines listed above. Cheques will be issued after the deadline and only if the DGA Change of Information/Operational Bursary Form is current. See DGA Grant Forms online at gsa.ucalgary.ca/dgasgrns/funding-forms/.

Please note that unsuccessful applications in one intake cannot be carried forward to the next intake.

DGA Inter-departmental Event Grant

Purpose: Offset cost of DGA events that include more than one DGA - funds are to be split between the participating DGAs. This is additional funding available beyond the individual DGA Event Grant.

Amount: Receipt amount up to $250 per intake (total of $500 per year) per DGA participant. DGA may be a participant in more than one Inter-departmental event grant per year, however these grant funds cannot exceed $500 per year per DGA. Event expenses will be reimbursed by cheque equally between the DGA participants. For example, if two DGAs participate in an event that costs a total of $400, cheques for $200 will be given to each DGA.

Eligibility: You may apply for more than one Interdepartmental Event Grant per year (April 1 - March 31) however the maximum annual amount awarded is $500 per DGA participant association. All participating associations in the event must be official DGAs in good standing in order for the event to qualify. 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.

Deadlines & Details: There are two intake deadlines:
- October 15 (for events held between April 1 - September 30)
- April 15 (for events held between October 1 - March 31)

Please scan receipts and email them to gsacomm@ucalgary.ca by the deadlines listed above. Cheques will be issued after the deadline and only if the DGA Change of Information/Operational Bursary Form is current. See DGA Grant Forms online at gsa.ucalgary.ca/dgasgrns/funding-forms.

Please note that unsuccessful applications in one intake cannot be carried forward to the next intake.

**GSA/LDL SWAG**

GSA Prize Requests for both DGAs and Consortiums.

*Purpose:* Offset cost of prizes for DGA/consortium events.

*Amount:* Non-cash.

*Eligibility:* 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.

**Deadlines & Details:** DGA/consortium limit is 2 requests per year (April 1 – March 31). To receive prizes prior to your event, please fill out the DGA/Consortium Prize Request form found at gsa.ucalgary.ca/dgasgrns/funding-forms, at least two weeks prior to the event date. Prize type and availability based on current stock levels and at the discretion of GSA staff.

**DGA FINANCIALS**

All DGAs must have an independently operated bank account. If your DGA has an arrangement with your department to use a financial account via PeopleSoft, you may provide the departmental account information rather than open a new bank account. DGAs with bank accounts will receive cheques made out to the DGA, while DGAs with PeopleSoft accounts will receive money through direct transfer. Your DGA's financial records must be both accurate and transparent. Any member of your DGA should be able to review your financial documents after giving reasonable notice. Two signing authorities are strongly recommended for each account in order to ensure that accountability and integrity are maintained at all times.

To ensure the accuracy and transparency of your DGA's finances, keep a spreadsheet noting all revenues, expenditures, their sources, and the reasons for each item. All reimbursements submitted, as part of the award application must have original receipts. Please scan receipts and email them to gsacomm@ucalgary.ca.

If a DGA has its own bank account or funds, the University, including the GSA, will not be held responsible for any liability related to the collection, use or dispersal of such funds, nor will the University or GSA provide insurance or safekeeping for such funds.
**DGA CONSORTIUMS**

A group of DGAs can form a DGA consortium. All DGAs under the consortium must follow the same policies as individual DGAs. The GSA recognizes the existence of consortiums under the same regulations and funding policy as DGAs.

Consortium details:
- Must be a minimum of two DGAs
- Must have its own name
- Must submit its own set of bylaws and update these as necessary and according to general DGA policies
- Shall have its own NON-VOTING GRC Representative
- IMPORTANT NOTE: The only difference between a regular DGA/Departmental GRC Representative and a Consortium GRC Representative is that a Consortium GRC Representative cannot vote (as its member DGAs already have a GRC Representative, and, therefore, a vote, in accordance with GSA bylaws)
- Executive Board membership must consist of at least two Executive (i.e.: President, Secretary/Treasurer)
- Executive Board membership must include at least one representative from each of the member DGAs.

DGAs cannot belong to more than one consortium

**CONSORTIUM FUNDING**

GSA Consortium Funding Available:
- Start-up Grant
- Operational Bursary
- Event Grant.

All consortium funding forms can be found online at gsa.ucalgary.ca/dgasgrns/funding-forms

**Consortium Start-up Grant**

*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; provided that the application and all appropriate documentation have been received and approved.

*Deadlines & Details:* Must be applied for within 3 months of the consortium startup date. Consortium must register online no later than April 15 of a given year.

**Consortium Operational Bursary**

*Purpose:* Annual continued funding for pre-existing consortiums.

*Amount:* $100 or 0.50 per member, whichever is GREATER, to a maximum of $350.

*Eligibility:* Consortiums can apply for one $350 (max) Operational Grant per year (April 1 - March 31) after their first year of operation.

*Deadlines & Details:* The online renewal form must be completed and submitted no later than October 15 each year in order for consortiums to be eligible to receive the Operating Bursary.

**Consortium Event Grant**

*Purpose:* Offset cost of consortium events.

*Amount:* Receipt amount up to $500 per intake (total of $1000 per year). For example, if you have an event that costs $350, you can apply for a $350 event grant. If your event costs more than $500, you can only apply for $500.

*Eligibility:* You may apply for more than one Event Grant per year (April 1 - March 31) however the maximum annual amount awarded is $1000. 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.
**Deadlines & Details:** There are 2 intakes - consortiums may pick one or both (to a maximum of $1000 per year).

Unsuccessful applications in one intake cannot be carried forward to the next intake.

Intake deadlines and details are as follows:

**Intake 1**
Events held between April 1 and September 30.
Online applications must be received no later than October 15.
Cheques will be issued after the October 15th deadline and only if the renewal form has been submitted.
Note: Please scan receipts and email them to commcor@gsa.ucalgary.ca by the same deadline (October 15).

**Intake 2**
Events held between October 1 and March 31.
Online applications must be received no later than April 15.
Note: Please scan receipts and email them to commcor@gsa.ucalgary.ca by the same deadline (April 15). Cheques will be issued after the April 15th deadline and only if an Annual Report has been received and all DGAs are in good standing. (ie. has not missed more than one GRC meeting for the 2015-2016 academic year).

Individual DGAs will still qualify for all DGA funding, services, etc. Your DGA does not lose access to any GSA DGA offerings because you are a member of a consortium.

**SERVICES FOR DGAs**
The GSA offers a wide variety of services, programs, workshops etc., for graduate students, some of which are described in this document. One of the most important functions of your position is to present this information to your department so that interested students can take advantage of the services provided by the GSA. You’ll see the services here, online and hear them mentioned at every GRC meeting. Check out all of the GSA services online at gsa.ucalgary.ca.

**Group Project Grant**
Students that are working together on an academic project that is not required for their degree may apply for the Group Project Grant. The grant is offered twice per academic year, once in the Fall semester and once in the Winter. Successful applicants may receive a maximum of $1000 Visit gsa.ucalgary.ca/financial-support/grants/
Quality Money Initiatives

The Graduate Students’ Association (GSA) of the University of Calgary is committed to enhancing the student experience. Quality Money initiatives and grants are one way that the GSA returns to the student community. Emphasis is placed upon proposals, which impact the majority of students, promote multidisciplinary interactions, and integrate sustainable initiatives. Each year, the GSA puts out a call for Quality Money proposals in order to solicit proposals from interested parties across the university. Quality Money applications are processed on a competitive first-come-first-served basis. For information on how and when to apply for Quality Money, visit gsa.ucalgary.ca/financial-support/quality-money-program

GSA Weekly Newsletter

The GSA News and Views is a weekly e-newsletter to which graduate students are automatically subscribed. The News and Views offers specific and timely information about upcoming events, issues, important deadlines for things like funding applications, grants, scholarship and conference submissions, job postings, and happenings that are important to you, the graduate student. Send us your graduate-related event or information and we’ll spread the word in News and Views. Submissions from the graduate student population are greatly encouraged. The weekly deadline for submission is Friday at 4:00 pm. To sign up or to submit, contact co@gsa.ucalgary.ca

Equipment Bookings

The DGA Projector/Speaker Loan Program exists to allow DGAs to borrow a projector or speaker from the GSA free of charge in order to facilitate DGA events. In order to access the DGA projector or speaker, a DGA representative must complete and application form. The form must be emailed to gsacomm@ucalgary.ca prior to 3:30 pm on the close of the last business day before the projector is needed. For more information, visit gsa.ucalgary.ca/dgasgrns/funding-forms.

OTHER GSA SERVICES

Grants

**Academic Project Support Grant**
Funds are available to students to support academic activities and professional development (such as the cost of presenting thesis research at conferences and some courses offered under the My GradSkills umbrella). Individual applicants can apply for a maximum of $500. Applications are accepted in the Fall and Winter terms and are available online at gsa.ucalgary.ca/financial-support/grants

Bursaries

**GSA Individual and Family Bursary**
This bursary grant makes funds available to graduate students who demonstrate financial need. Grants are awarded twice per year, once in October and once in February. The due dates are available on the application forms. You can apply for an individual bursary (maximum $1000) or a family bursary (maximum $1500). For more information see the Terms Of Reference and application forms at gsa.ucalgary.ca/financial-support/bursaries

GSA Awards

**Margo Husby Award**
The Margo Husby Award is a $1000 grant given to the most deserving applicant of the Professional Development Grant (see section on grants). Margo M. Husby was a Communications and Culture professor who had a passion for original thought, personal growth, and giving back to the community. The GSA created this award in 2013 in her honour.

**GSA Leadership Award**
Students who demonstrate outstanding leadership in their departments, faculties, and the University community are encouraged to apply for the GSA Leadership Award valued at $5000. Given out once per year at the end of the Winter semester, this award celebrates the dedication of graduate students to the University community.
The Alberta Graduate Citizenship Award
This recognizes graduate students who have demonstrated outstanding dedication to their fellow students and/or Alberta communities through public service and volunteer activities. Individual awards are granted in the amount of $2,000 and 20 such awards are available to U of C Students. Graduate students can apply for this award once each fall. gsa.ucalgary.ca/financial-support/awards

Teaching, Supervisory, Administrative, and Mentorship Excellence Awards
These awards allow graduate students to nominate exceptional teaching, supervisory, and administrative staff as well as exceptional mentors within the University of Calgary. gsa.ucalgary.ca/financial-support/awards

Ombuds
The office of the Student Ombuds can assist you with term and final grade reappraisals, appeals of academic and non-academic violations and other issues affecting your academic progress at the university. These services are available to all grad students, and there is no cost to students who use this service. To learn more about the Student Ombuds, visit ucalgary.ca/ombuds

Employer Liaison
The GSA’s Employer Liaison has the skills to help graduate students find employment just about anywhere, whether it’s entering the business or industrial arenas (as 80 percent of grad students do) or continuing with academe. If you would like to find a mentor in academia or out in the business realm, the GSA’s Employer Liaison will help you to make professional contacts by pairing you with a mentor in your field of interest. gsa.ucalgary.ca/services/employer-liaison. And remember, all of the services and related workshops offered under this program are free and aimed directly at the graduate student experience.

GSA Health & Dental Plans
The GSA is proud to offer its very own student owned, student governed and not-for-profit extended health and dental care benefit plans. Coverage under these plans includes annual dental check-ups, 80% coverage for prescription drugs, additional coverage for health practitioner treatments as well as a host of other benefits. Full-time students are automatically enrolled; part-time students may purchase coverage too (as long as it is purchased before your registration/annual fees deadline). All forms and coverage information are available online www.studentcare.ca or contact the GSA office at 403.220.5997 or ask@gsa.ucalgary.ca

80% off prescriptions
up to $900 per year in dental care
up to $350 per year in vision care

Ticket Sales
The GSA is pleased to offer tickets to a variety of events around Calgary at a discounted rate to graduate students. Current discount tickets will be advertised in the News & Views. Examples of past ticket sales are:
- Calgary Zoo
- Alberta Ballet
- Telus Spark
- Calgary Flames Hockey
Thesis Completion Champagne
Yes, it’s true - the GSA buys a bottle of champagne or non-alcoholic sparkling wine for all students who successfully complete their oral defense (thesis-based grad students). Download and fill out the request form and bring it to the Last Defence Lounge: lastdefencelounge.ca/promotions (This is a dine-in only service)

The Last Defence Lounge (LDL)
The Last Defence Lounge is a full service restaurant on the third floor of MacEwan Student Centre (MSC 350) For a complete menu of the LDL with prices, please visit www.lastdefencelounge.ca

DGA LDL Booking Discount
Make your DGA dollar go the distance! The Last Defence Lounge is pleased to offer 25% discount on regular priced food to DGA groups who facilitate official social functions in the LDL. These functions must have a minimum of 12 people in order to be eligible for the discount. We recommend that you book in advance, which can be done by contacting the LDL Restaurant Manager, by phone at (403) 210-6466 or by email at rest@gsa.ucalgary.ca. For all group events at least one DGA executive must be present and will be responsible for the tab, filling out required information and signing for the discount. UCID is required. You are responsible for the conduct of all guests you bring to the LDL at all times.

All DGA groups are responsible for updating the executive list with the GSA office, filling out the DGA Change of Information/Operational Bursary form found at www.gsa.ucalgary.ca/dga-funding. This is the same list that the LDL uses; it must be current or outdated information may result in your group not receiving the discount.

To increase your likelihood of adequate seating for DGA events, we encourage you to hold your LDL events between 2 and 4pm, and/or on Mondays-Wednesdays. However, you may be able to reserve the side rooms by contacting the LDL Restaurant Manager, by phone at (403) 210-6466 or by email at rest@gsa.ucalgary.ca. Only one group tab, with one form of payment will be eligible for the discount. All groups are subject to an automatic 18% gratuity added before the discount. Regular discounts cannot be given on any LDL daily features.

Please note that all LDL patrons including DGAs must abide and behave according to LDL policy.

Equipment Bookings
For events in The Last Defence Lounge, the GSA has a podium, screen and projector available for booking. If you require a laptop, screen, or other equipment, please refer to: http://www.ucalgary.ca/it/services/av-equipment-booking-classroom
**RELATED UNIVERSITY GRADUATE STUDENT SERVICES**

**Co-Curricular Record (CCR) Recognition for DGA Contributions**
The Co-Curricular Record (CCR) is the University of Calgary’s official record for extra-curricular involvement on-campus as a graduate student. The CCR is a valuable tool for you to present alongside your resume to prospective employers and/or to professional/graduate schools to highlight your complete university experience.

Once on the CCR site, you will see that with each activity/position you add to your CCR, you will also be able to highlight the learning outcomes of that activity or position. To learn more about the CCR, or find out what activities are recognized at the graduate level, send an email to ccr@ucalgary.ca.

**Career Services**
Another option if you are looking for career advice, want to improve your job interview skills or tweak your resume/CV, is Career Services, where you’ll find a dedicated full-time staff member to help guide you to career success. ucalgary.ca/ssc/career-planning

**My GradSkills**
Along with the GSA, the Faculty of Graduate Studies is committed to your success as a graduate student at the University of Calgary and beyond to your future career. To assist you with your success, the Faculty of Graduate Studies has partnered with organizations on and off campus (including the GSA) to provide you with a structured My GradSkills website where you can learn about a wide range of valuable resources, workshops, courses and activities in a single location. Use My GradSkills to help you build your portfolio and create your own success at the University of Calgary and beyond. grad.ucalgary.ca/mygradskills

**Graduate Orientation**
The GSA assists the University in running orientation sessions for new graduate students, these are offered twice per year, and run at the beginning of the Fall and Winter terms. For details on orientation, make sure to check the News and Views Newsletter or contact any of the GSA Executive: gsa.ucalgary.ca/executive

**Classroom Booking**
Student groups are able to book classrooms on campus for events. Please refer to the Conference and Event Management website at ucalgary.ca/cem
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/pubs/calendar/grad/current/gs-q.html.

RISK MANAGEMENT AND EVENT PLANNING

DGAs need to contact Risk Management of the University of Calgary for any activities on campus, prior to any applicable event, and follow appropriate measures as provided by the University of Calgary Risk Management.

VERY IMPORTANT DISCLAIMER: The GSA is not liable for any personal injury or property damage occurred in or associated with any event organized or involved by a DGA. It is the DGA's responsibility to prepare appropriate waivers and observe the proper risk management policies as outlined by the University of Calgary and/or any other applicable and appropriate safety policies and practices. The GSA does not supervise DGA events, nor assume any liability thereof at any time that the GSA reimburses the expenses incurred in an event under this DGA policy, shall not give rise to any liability claim against the GSA. Please see Appendix A in this document for more information. If you have any questions or concerns, please contact the GSA's Executive Assistant at: gsacomm@ucalgary.ca

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 behavior which 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. 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 Sexual Harassment Policy.
On Campus Event Procedures
Please note that if a DGA is hosting an on-campus event at which liquor will be served, they must use University of Calgary Food Services to serve the liquor at their event. 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.

University of Calgary Food Services:
Telephone: (403)220-2242
Website: ucalgary.ca/ancillaryservices/foodservices

All food that is to be catered on campus for DGA events (excluding at the LDL or MacEwan Hall) must be ordered through University of Calgary Food Services (see contact information above). MacEwan Hall is booked through the University of Calgary Undergraduate Students’ Union.

Off Campus Events Procedures
IMPORTANT DISCLAIMER, PLEASE READ: The Graduate Students’ Association and/or the University of Calgary will not recognize nor be held responsible/liable for any alcohol-related or non-alcohol-related events of any kind that take place off campus.

**NOTE Please read Appendix A of this document for further details.

Thank you for taking the time to review this handbook. If you have any comments, concerns or questions regarding the policy handbook, we invite and welcome your feedback!

KEY CONTACTS
VP Student Life - 403.220.5997 - vpsl@gsa.ucalgary.ca
Executive Assistant - 403.220.5680 - commcor@gsa.ucalgary.ca
Last Defence Lounge Restaurant Manager - 403.210.6466 - rest@gsa.ucalgary.ca
Student Services Administrator - 403.220.5997 - ask@gsa.ucalgary.ca
APPENDIX A: DGA/CONSORTIUM EVENT CONSIDERATIONS

Overview

Although DGAs/consortiums receive support, financial and otherwise, from the Graduate Students’ Association (GSA), they operate autonomously and function independently of the GSA according to each organization’s own bylaws and constitution.

The GSA, however, would like to provide (for information purposes) the following regulations and guidelines for all DGAs and consortiums wishing to host events. These guidelines have been created with the assistance of the Associate Vice Provost (Residence and Ancillary Services). This list is not inclusive of all guidelines and regulations and it remains the responsibility of the DGA hosting any event to ensure it is in compliance with all guidelines and regulations. Additionally this list may not be the most current information. Please consult the University website at: ucalgary.ca

Event Guidelines

1. If a DGA/consortium is hosting an on-campus event, approval of the appropriate Dean(s)/departments must be sought in advance.

2. DGAs/consortiums must follow the new use of University Space for Non-academic Purposes Policy http://www.ucalgary.ca/policies/files/policies/Use of University Facilities Non-Academic Purposes.pdf for all on-campus events in order to be covered by the University’s liability insurance, which can be found on the http://www.ucalgary.ca/policies/forms/classification Official Webpage for all University of Calgary Policies and Procedures.

3. If a DGA/consortium is planning an event that includes a potential activity risk (i.e.: horseback riding, white water rafting, climbing), then the DGA/consortium must apply for a waiver with the University’s Risk Management. Please note there is approximately a three week lead time to have the paperwork completed.

4. If a DGA/consortium is hosting a barbecue, they must follow the procedures outlined at ucalgary.ca/safety/specialevents

If a DGA or consortium has incorporated itself as a society or group, the DGA/consortium is considered an outside party to the University and to the GSA. As such, it will not be covered by any insurance of the University or GSA, nor will the University or the GSA be responsible in any way for its actions, or those of its executive or members.

The Graduate Students’ Association will not be held responsible for any DGA/consortium event that is not held within the Last Defence Lounge.