Departmental Graduate Association Policy

Policy Statement

Departmental Graduate Associations (DGA) are a key component to the governance structure of the Graduate Students’ Association. The following document provides operational and governance guidelines to DGA executives and their members.

Definitions

“Active Member” means all University students who pay fees to the Association as identified in the Association bylaws.

“Association” means The Graduate Students’ Association, University of Calgary

“Board” means the elected members who make up the Association Board of Directors.

“Consortium” means a collection of two or more DGAs.

“Department” means a division of a UCalgary faculty that administers the academic program.

“Departmental Graduate Association (DGA)” means a graduate student organization composed of Active Members in a Department at UCalgary and officially recognized by the Association.

“DGA Executives” means Active Members who have been elected or appointed to make decisions on behalf of specific DGAs as it relates to the
governance of the specific DGAs and the Association as defined in the Associations bylaws.

“Event Grant” means a monetary grant awarded to offset the costs of DGA events.

“Graduate Representative Council (GRC)” means a group of Active Members from eligible Departments at UCalgary; GRC members deliberate on issues affecting the Association, offer advice to the Board, and disseminate information to other Active Members.

“Interdepartmental Event Grant” means a monetary grant awarded to offset the cost of events held by multiple DGAs.

“Operational Bursary” means a monetary bursary awarded as continued funding for pre-existing DGAs.

“Speaker” means an Active Member elected by the GRC to chair GRC meetings, Annual General Meetings and Special General Meetings, and acts as a liaison between the GRC and the Board as defined in the Association’s bylaws.

“UCalgary” means the University of Calgary.

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**Applicability**

This document applies to all Executives and members of DGAs and Consortiums.

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**Reason for Policy**

This document is meant to outline 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, this policy document is meant to mitigate Association liability connected with the activities of DGAs.
Non Compliance

There is significant liability exposure for the Association, both reputational and financial; as such, failure to comply with this document may result in the removal of privileges afforded to DGAs by the Association as determined by the Board.

Roles and Responsibilities

Although DGAs and Consortia receive support, financial and otherwise, from the Association, DGAs and Consortia operate autonomously and function independently of the Association according to each organization’s own bylaws and constitution as approved by the Board from time to time.

Related Regulations, Statutes, and Policies

The Association’s bylaws govern the operations and activities of the Association, which includes DGAs, Consortia, and the GRC. Any issue not addressed by the Association’s bylaws, this policy document, or the specific DGA policy shall be referred to by the Board for decision making purposes.

Contacts

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<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President Student Life</td>
<td>Taha Afyouni</td>
<td>403.220.5997</td>
<td><a href="mailto:vpsl@gsa.ucalgary.ca">vpsl@gsa.ucalgary.ca</a></td>
</tr>
<tr>
<td>Governance &amp; Media Coordinator</td>
<td>Katherine Lidgren</td>
<td>403.220.5680</td>
<td><a href="mailto:kmlidgre@ucalgary.ca">kmlidgre@ucalgary.ca</a></td>
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1. **Executive Selection**

1.1. All DGAs must hold annual elections for their executive positions

1.2. If no students are interested in running for the DGA Executive positions, the positions may be appointed.

1.3. 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:

1.3.1. President;

1.3.2. Vice President; and

1.3.3. Treasurer.

2. **Creation**

2.1. Once the DGA Executive have been selected, a DGA Creation Form must be filled out.

2.2. Along with the DGA Creation Form, the following must be submitted:

2.2.1. DGA bylaws;

2.2.1.1. DGA bylaws cannot contravene the Associations bylaws or this policy

2.2.2. Minutes from the Annual General Meeting where the bylaws were approved; and

2.2.3. Documents proving the DGA holds a bank account. A minimum of two (2) signing authorities are required.

2.3. Completed forms and documents must be sent to the Association’s Governance and Media Coordinator
3. General Funding

3.1. Cheques issued to DGAs must be cashed within six (6) months of the date of issue. Failure to comply will result in a forfeit of those funds.

3.2. Cheques for DGAs will be addressed to the DGA and not made out to individuals.

3.3. Funding for DGAs is on a first-come, first-served basis and is not guaranteed.

3.4. DGAs must not charge a membership fee

4. Operational Bursary Funding

4.1. By October 15\textsuperscript{th} of each year, DGAs must fill out a DGA Change of Information/Operational Bursary form. This form informs the GSA of the names and contact information of all current Executives, GRC reps, changes to banking information, the number of students in the department, and any other pertinent changes to the DGA.

4.1.1. DGAs must fill out the DGA Change of Information/Operational Bursary form each year, even if there have been no changes to the DGA, in order to receive an operational bursary of $200.00.

5. Event Grant Funding

5.1. DGAs may apply for reimbursement for funds used for events. A DGA may be eligible to receive a maximum of $300 per year - $150 per intake.

5.1.1. There are two (2) intakes per year. The first intake is for events that take place between April 1\textsuperscript{st} and September 30\textsuperscript{th} each year. Event Grant Applications can be submitted throughout the year with a deadline of October 15\textsuperscript{th}. The second intake is for events that take place between October 1\textsuperscript{st} and March 31\textsuperscript{st} each year. Event Grant Applications can be submitted throughout the year with a deadline of April 15\textsuperscript{th}.

5.1.2. To receive reimbursement for events, DGAs must fill out an Event Grant Application.
5.1.3. Along with the Event Grant Application Form, copies of receipts from the event need to be submitted to the Governance and Media Coordinator. Funding will not be given to applications with missing information or receipts.

5.1.4. Cheques shall not be written for more than the receipt(s) amount.

5.1.5. In order to be eligible for funding for the second intake, DGAs must have a representative attend six (6) out of the seven (7) GRC meetings that year and submit an annual report to the Governance and Media Coordinator by April 15th.

6. **Interdepartmental Event Grant Funding**

   6.1. DGAs may apply for reimbursement for funds used for events in partnership with one or more DGAs. A DGA may be eligible to receive a maximum of $500 per year - $250 per intake.

      6.1.1. There are two (2) intakes per year. The first intake is for events that take place between April 1st and September 30th each year. Interdepartmental Event Grant Applications can be submitted throughout the year with a deadline of October 15th. The second intake is for events that take place between October 1st and March 31st each year. Interdepartmental Event Grant Applications can be submitted throughout the year with a deadline of April 15th.

      6.1.2. To receive reimbursement for interdepartmental events, DGAs must fill out an Interdepartmental Event Grant Application.

      6.1.3. Cheques shall not be written for more than the receipt(s) amount.

      6.1.4. In order to be eligible for funding for the second intake applications, DGAs must have a representative attend six (6) out of the seven (7) GRC meetings that year and submit an annual report to the Governance and Media Coordinator by April 15th.

7. **Prize Requests**

   7.1. DGAs may apply to the Governance and Media Coordinator to receive promotional items to be given away as prizes at their events. Prizes are granted on a first-come, first-served basis and are not guaranteed due to limited availability.

      7.1.1. DGAs are limited to two requests per year; and

      7.1.2. In order to receive promotional items, a DGA must fill out a DGA/Consortium Prize Request Form.

8. **Consortiums**

   8.1. A group of two or more DGAs may form a Consortium. The GSA recognizes the existence of Consortiums under the same regulations.
and funding policies as DGAs. A Consortium needs to fill out a Consortium Creation Form. Consortiums must abide by the following guidelines:

8.1.1. Consortiums must consist of a minimum of two DGAs;
8.1.2. Consortiums must have their own name;
8.1.3. Consortiums must submit their own set of bylaws and update these as necessary and according to general DGA policies; and
8.1.4. Consortiums may have their own non-voting Graduate Representative Council representative.
8.1.5. Executive members of Consortiums must consist of at least two Executive with at least one representative from each of the participating DGAs.

8.2. DGAs cannot belong to more than one Consortium.

9. Consortium Operational Bursary Funding

9.1. By October 15th of each year, Consortiums must fill out a Consortium Change of Information/Operational Bursary form.
9.1.1. Consortiums must fill out the Consortium Change of Information/Operational Bursary form each year, even if there have been no changes to the DGA, in order to receive an operational bursary of $100.00 or $0.50 per member, whichever is greater, to a maximum of $350.

10. Consortium Event Grant Funding

10.1. Consortiums may apply for reimbursement for funds used for events. A Consortium may be eligible to receive a maximum of $1000 per year - $500 per intake.
10.1.1. There are 2 intakes per year. The first intake is for events that take place between April 1st and September 30th each year. Consortium Event Grant Applications can be submitted throughout the year with a deadline of October 15th. The second intake is for events that take place between October 1st and March 31st each year. Consortium Event Grant Applications can be submitted throughout the year with a deadline of April 15th.
10.1.2. To receive reimbursement for events, Consortiums must fill out a Consortium Event Grant Application Form.

11. Graduate Representative Council

11.1. 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 as per the Association’s bylaws. The following attendance guidelines shall apply:

11.1.1. 1-25 Active Members shall be represented by one (1) Graduate Representative;

11.1.2. 26-100 Active Members shall be represented by two (2) Graduate Representatives;

11.1.3. 101-200 Active Members shall be represented by three (3) Graduate Representatives;

11.1.4. 201-500 Active Members shall be represented by four (4) Graduate Representatives; and

11.1.5. 501 or more Active Members shall be represented by five (5) Graduate Representatives.

11.2. Any Graduate Representative position that becomes vacant shall be filled by the appropriate DGA or department. The new representative shall be official once the Speaker and the Governance and Media Coordinator have been notified.

11.3. If a department has a DGA, it is the responsibility of the DGA Executive to ensure that the GRC position requirement is filled.

11.4. The names of GRC representatives must be reported to the Governance and Media Coordinator by the 15th of October of every academic year. If, for any reason, the individual fulfilling GRC representative duties changes, a Change of Information/Operational Bursary Form must be submitted to the Governance and Media Coordinator.

11.5. GRC representatives can miss only one meeting per academic year. If a GRC representative(s) misses a meeting over the academic year, they will be given a warning. If a DGA fails to have their representative(s) in attendance for two or more GRC meetings, then the DGA will be ineligible for event grants for that academic year.

11.6. 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. This may be done by emailing the Governance and Media Coordinator as soon as possible in advance of the GRC meeting(s) for which the official representative will be absent.
11.7. A Graduate Representative may resign at any time by submitting a letter of resignation to the Speaker. 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.

11.8. 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.

11.9. If no Graduate Representatives from a DGA are able to attend GRC due to scheduling conflicts, the Graduate Representative must contact the GSA Vice President Student Life to discuss possible alternate accommodations.

12. Annual Report
12.1. All DGAs must submit an annual report to the Governance and Media Coordinator at the close of each academic year. Annual reports are due by April 15th (or the next business day) of each year.

12.2. Annual reports should be approximately 2-4 pages in length and must include the following items:

12.2.1. Executive names and email addresses for both the outgoing executive and (if known) the incoming executive;

12.2.2. Names and email addresses of GRC representatives;

12.2.3. Total number of members;

12.2.4. List of activities for the year, and the number of people who attended each activity;

12.2.5. Financial statements (bank statements, income statement, cash balances, and outstanding items); and

12.2.6. Issues or concerns (if applicable)

13. Department Mergers
13.1. If two (2) or more DGAs are associated with departments that have merged, and they do not have two (2) independent graduate programs under the newly created department, DGAs will have eighteen (18) months from the date of the merger to merge and form a new DGA.

14. Last Defence Lounge Discount
14.1. DGAs are eligible to receive a twenty-five percent (25%) discount on food and non-alcoholic beverages at the Last Defence Lounge with a minimum of twelve (12) people present.

14.2. A DGA Executive member must be present to receive the discount.
Forms

DGA Creation Form
Change of Information/Operational Bursary Form
Event Grant Application Form
Interdepartmental Event Grant Application Form
DGA/Consortium Prize Request Form
Consortium Creation Form
Consortium Change of Information/Operational Bursary
Consortium Event Grant Application Form

DGA Bylaw Sample

All forms can be found here: https://gsa.ucalgary.ca/dgasgrns/funding-forms/