Welcome!

At the GSA, we provide a strong foundation for our members and community by offering valued services and programs that support and empower graduate students during and after their academic endeavors. We create an environment built on fiscal sustainability, social engagement, and effective representation.

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 Graduate Student Groups (GSGs). We encourage you to start your own group based on research, cultural, or special interests.

The GSA is pleased to support this exciting initiative with ongoing financial support for all GSGs. If there is a GSG that aligns with your interests, we encourage you to join it. If you would like to create a new GSG, we hope this handbook will assist you in doing so.

Although GSGs receive support, financial and otherwise, from the GSA, GSGs 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 GSGs or to create a new GSG, don’t hesitate to reach out!

Best wishes for a rewarding year with your GSG,

Mina Iskander
GSA VP Student Life 2018-2019

In this handbook, you will find:

- Information about forming a new GSG;
- An outline of the responsibilities of GSG members;
- An outline of other services available to GSGs;
- Information on funding for GSGs; and
- Instructions on adding your GSG information to the University’s Co-Curricular Record (CCR).

FREQUENTLY ASKED QUESTION

What is the difference between a Departmental Graduate Association (DGA) and a Graduate Student Group (GSG)?

A DGA is a graduate student organization composed of Active Members in a Department at UCalgary and must appoint Representatives to the GSA Graduate Representative Council (GRC), while a GSG is a graduate student organization composed of Active Members linked by a common academic or other interest. Both groups must be ratified and recognized by the GSA Board of Directors.
## MAIN CONTACT

**VP Student Life**  
Mina Iskander  
vpsl.gsa@ucalgary.ca  
General and policy questions

**Governance Coordinator**  
Crystal Ellis  
governance.gsa@ucalgary.ca  
Creation of GSG  
Change of information  
Operational Bursary  
Event Grants  
Graduate Representative Council

**Events Coordinator**  
Laura McManus  
Events.gsa@ucalgary.ca  
Event approval and support  
Event room booking

**Last Defence Lounge**  
General Manager  
Chris Schneider  
gsarest@ucalgary.ca  
403.210.6466  
Event and room booking at the Last Defence Lounge

## IMPORTANT DEADLINES

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of Information</td>
<td>Update the GSA on your GSG’s information including the current membership list, Bylaws, bank agreement with new signing authorities, new executives. The completion of this form grants your $300 Operational Bursary.</td>
<td>October 15, 2018</td>
</tr>
<tr>
<td></td>
<td>(Your GSG can fill out this form any time before October 15, 2018. The GSA encourages early completion of the form.)</td>
<td></td>
</tr>
<tr>
<td>Annual Report</td>
<td>The Annual Report needs to be completed by all GSGs at the end of April. Follow the template and instructions from the GSA to complete the Annual Report form. Failure to complete the Annual Report will lead to loss of future funding.</td>
<td>April 30, 2019</td>
</tr>
<tr>
<td>Event Approval and Support</td>
<td>The GSA needs oversight over GSG events to ensure proper risk management and preparation to protect our graduate students and the public. GSGs must submit the Event Submission Form and receive event approval from the GSA for the third-party liability insurance coverage to be effective. This way, the GSA also can provide training and resources to make your events more safe and successful.</td>
<td>Ongoing, Receipts must be submitted to the GSA before October 15 (for events hosted between Apr. 1 and Sept. 30); April 15 (for events hosted between Oct. 1 and Mar. 31).</td>
</tr>
</tbody>
</table>
LINKS TO IMPORTANT FORMS

- **GSG Creation Form**
  (Use this form to register a new Graduate Student Group)
- **GSG Change of Information/Operational Bursary Form**
  (Use this form to update the GSA about your new Executives, updated banking agreement, and Bylaws)
- **Event Submission Form**
  (Use this form to request event approval for insurance coverage, equipment rental, space booking, waiver, event grant and promotional items)
- **After Event Report Form**
  (Use this form to submit receipts for your event(s) that you have requested GSA Event Grant funding)

CREATION OF A NEW GSG

Congratulations on your creation of a new Graduate Student Group! The first step in registering your GSG is to fill out the *GSG Creation Form* with the following items:

- Executives’ contact information;
- GSG Bylaws;
- List of members; and
- Minutes from the Annual General Meeting/meeting where the Bylaws were approved by members for approval by the Board.

The Governance Coordinator shall then submit the creation request to the Board within five (5) business days of receiving the request for official ratification. The final decision shall be emailed to the GSG within fifteen (15) business days of submitting request. Once approved, the GSG must provide documents proving the GSG holds a bank account with a minimum of two signing authorities.

EXECUTIVE ELECTIONS

- All GSGs must hold annual elections for their Executive positions.
- If no students are interested in running for the GSG Executive positions, the positions may be appointed.
- A minimum of three (3) GSG Executive positions are required, and be occupied by Active Members, to form a GSG. At minimum, these positions must be:
  - President;
  - Vice President; and
  - Treasurer.

It is strongly recommended that all GSG Executives are elected through a democratic process. Visit [gsa.ucalgary.ca/elections](http://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 Chief Returning Officer (CRO) at [cro.gsa@ucalgary.ca](mailto:cro.gsa@ucalgary.ca).

GSG AGREEMENT (APPENDIX A)

The GSG Agreement outlines the responsibilities of the GSGs expected by the GSA, outlined by the GSA Bylaws, and GSG Policy. Every year, a GSG executive has to confirm its agreement with the terms and conditions in the GSG Agreement. A signed copy of this agreement MUST be submitted with the GSG Change of Information form.
GSG POLICY

The GSG Policy outlines the policy and procedures for proper governance of GSGs. It is the responsibility of GSG 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 GSGs. Read the GSG Policy here: https://gsa.ucalgary.ca/graduatestudentgroups/

GSG EXECUTIVE TRANSITIONS

Depending on the bylaws of your GSG and how you choose to govern it, the Executives of your GSG 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 GSG 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 GSG to write an Annual Report of completed and ongoing initiatives, events, etc.

Please contact the Governance Coordinator if you have any questions about transitions.

CHANGE OF INFORMATION due OCTOBER 15

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

- New executives’ contact information;
- Current list of GSG members;
- Signed copy of the GSG Agreement by an Executive;
- Banking agreement clearly stating the name of the bank account, and bank signing authorities (those are authorized to sign cheques on behalf of the GSG); and
- GSG governing documents (either Bylaws or Constitution).

Access the form here: https://gsa.ucalgary.ca/gsg-change-informationoperational-bursary-form/

NEW THIS YEAR!

GSG MONTHLY UPDATES/NEWSLETTER

The GSA will send any updates to the GSG Presidents this year. If you wish to provide feedback to improve upon GSA communications with GSGs, please email the GSA Governance Coordinator. This is in addition to the GRC newsletter that will be sent to GRC Representatives after GRC meetings.

GSG LIST AND CONTACT INFORMATION ON THE GSA WEB SITE

The GSA will keep a list of GSGs, and the president’s contact information on the GSA web site for easier access to GSGs by graduate students and by other GSGs. Visit the list here: https://gsa.ucalgary.ca/graduatestudentgroups/
GSG FUNDING

The GSA offers funding to support the creation and operation of GSGs, as well funding for events that promote GSG 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 GSG is in good standing (i.e. submitting their annual report before the deadline, submitting the GSG Change of Information/ Operational Bursary Form, and attending GRC meetings).

Available funding for GSGs are:

<table>
<thead>
<tr>
<th>Start-up Grant</th>
<th>Operational Bursary</th>
<th>Event Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$300</strong></td>
<td><strong>$300</strong></td>
<td><strong>$300</strong></td>
</tr>
</tbody>
</table>

**Purpose:** Initial funding for newly formed GSGs.

**Amount:** $300

**Eligibility:** One-time grant upon creation of a new GSG, provided that the application and all appropriate documentation have been received and approved.

**Deadlines & Details:**
Must apply within 3 months of the GSG startup date. GSG must register online no later than April 15 of each year.

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

**Amount:** $300

**Eligibility:** GSGs can apply for one $300 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. The online Change of Information form must be completed and submitted no later than October 15 each year.

**Purpose:** Offset cost of GSG events.

**Amount:** Receipt amount up to $150 per intake (total of $300 per year).

**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:**

► **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 October 15 (for events hosted between Apr. 1 and Sept. 30); April 15 (for events hosted between Oct. 1 and Mar. 31).

OTHER FUNDING RESOURCES

- GSA Quality Money Program: [https://gsa.ucalgary.ca/financial-support/quality-money-program/](https://gsa.ucalgary.ca/financial-support/quality-money-program/)
- Student Activities Fund: [https://www.ucalgary.ca/leadership/leadership-development/saf](https://www.ucalgary.ca/leadership/leadership-development/saf)

RAFFLES

If your GSG is planning on hosting a raffle, a provincial licence is required. Please contact the Governance Coordinator at governance.gsa@ucalgary.ca for assistance.
BANK ACCOUNTS AND FINANCIALS

GSGs should have an independently-operated bank account in order to receive GSA funding or if you plan on applying for outside funding.

Your GSG’s financial records must be both accurate and transparent. Any member of your GSG 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 GSG’s finances, keep a spreadsheet noting all revenues, expenditures, their sources, and the reasons for each item.

If a GSG 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 safe-keeping for such funds.

ANNUAL REPORT due APRIL 30

All GSGs must submit an annual report to the Governance 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 both the outgoing executives and (if known) the incoming executives;
- Total number of members;
- List of activities for the academic year;
- Financial statements (income statement, cash balances, and outstanding items); and
- Issues or concerns (if applicable).

CO-CURRICULAR RECORD RECOGNITION FOR GRADUATE STUDENT GROUP 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.
EVENT SUPPORT

The GSA provides event support to all GSGs. The Event Organizer of the GSG/Consortium must fill out the Event Submission Form and obtain a formal written approval from the GSA in order to be obtain third-party liability insurance coverage and other event support including GSA/LDL swags, free pops, equipment rentals, waiver templates, etc.

EVENT SUBMISSION FORM

Link:  www.gsa.ucalgary.ca/eventforms

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

- Event approval for third-party liability insurance;
- Equipment rental;
- Waiver form;
- GSA promotional items for prizes;
- Event Grants for DGA/GSG/Consortium;
- Free beverages; and
- Booking of CEM Classroom/Table/Green Space.

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

EVENTS HANDBOOK

What you will 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.

THIRD PARTY LIABILITY INSURANCE COVERAGE

The GSA may cover third party liability insurance cost, excluding costs associated with negligence, which the Event Organizer(s) might become legally obligated to pay as damages to a third party as defined in the GSA’s Insurance Policy, arising from an incident where they were hosting a GSA-approved event, for any of the following reasons:

- Bodily injury; and
- Property damage.

GSA/LDL PROMOTIONAL ITEMS

GSGs are able to request GSA/LDL promotional items to use as giveaways at their events. All GSGs 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. GSG limit is two (2) requests per year. Prize type and availability based on current stock levels and at the discretion of GSA staff.

BEVERAGES (New this year!)

GSGs can request up to 48 cans of assorted pops, juices, or vitamin drinks from the GSA for your meetings or events per year. Request your free pops through the Event Submission Form.

EQUIPMENT RENTAL & FILM SCREENING

The GSA has a projector, a portable Bluetooth speaker, and a high-performance audio system set with speakers, mics, mixer board, and other accessories for rental. GSGs can request rentals of this equipment through the Event Submission Form. GSGs are asked to follow procedures and sign a rental agreement to access equipment for events. If your GSG is screening a film or movie, a copyright licence is required. Contact copyright@ucalgary.ca for information and processing.
WAIVERS AND WAIVER ADMINISTRATION
It is the GSG’s responsibility to request appropriate waivers from the GSA for GSA-approved events to avoid potential claims resulted from body injury to event participants or third parties. The waiver template can be requested from the GSA via the Event Submission Form. Then, a GSA Staff will meet with your GSG’s Event Organizer(s) to inform how to properly administer event waivers.

CLASSROOMS, TABLES, AND GREEN SPACE BOOKING
GSGs are now able to book classrooms, green space, and tables through Conference and Event Management (CEM) for your meetings and events for free. Please view the Agreement between CEM and the GSA for more details on the GSA web site. All bookings need to be completed through the Event Submission Form. New for 2018-2019! There is no limit on how many classroom bookings a GSG can request per month. Please find more details on the CEM Classroom Booking Agreement for GSA Student Groups.

OTHER CONTACTS FOR SPACE BOOKING ON CAMPUS
(Please be advised that some conditions are applied to venue bookings on campus. Please coordinate with the venue to learn about these restrictions.)

<table>
<thead>
<tr>
<th>Name of Space</th>
<th>Charges</th>
<th>Booking references and request forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downtown campus</td>
<td>Usually yes</td>
<td><a href="https://www.ucalgary.ca/downtown/events-conferences/meeting-rooms-event-spaces">ucalgary.ca/downtown/events-conferences/meeting-rooms-event-spaces</a></td>
</tr>
<tr>
<td>Foothills campus</td>
<td>Usually no</td>
<td><a href="https://www.ucalgary.ca/instructionalresources/bookingservices">ucalgary.ca/instructionalresources/bookingservices</a></td>
</tr>
<tr>
<td>Vitruvin Space</td>
<td>Usually no</td>
<td><a href="https://www.ucalgary.ca/fsc/vitruvin/book_space">ucalgary.ca/fsc/vitruvin/book_space</a></td>
</tr>
<tr>
<td>Rozsa Centre</td>
<td>Usually yes</td>
<td><a href="https://www.ucalgary.ca/fsc/vitruvin/book_space">s CPA. UCA LGARY.CA/THEATRE-SERVICES/FACILITIES</a></td>
</tr>
<tr>
<td>The Loft</td>
<td>Usually no</td>
<td>Please contact GSA Events Coordinator for details</td>
</tr>
<tr>
<td>Grad Commons</td>
<td>Usually no</td>
<td>Please contact Jaya Dixit, FGS Student Advisor for details <a href="mailto:grad.advisor@ucalgary.ca">grad.advisor@ucalgary.ca</a></td>
</tr>
<tr>
<td>Nickle Galleries</td>
<td>Usually no</td>
<td>Please contact Marla Halsted for details and booking requests (403) 210-6201, <a href="mailto:marla.halsted@ucalgary.ca">marla.halsted@ucalgary.ca</a></td>
</tr>
<tr>
<td>Community Hub</td>
<td>Usually no</td>
<td><a href="https://www.ucalgary.ca/wellnesscentre/node/938">ucalgary.ca/wellnesscentre/node/938</a></td>
</tr>
<tr>
<td>Kinesiology gyms, spaces</td>
<td>Usually yes</td>
<td>Please contact Karen Delaney, Facility Booking Coordinator for bookings <a href="mailto:delaney@ucalgary.ca">delaney@ucalgary.ca</a></td>
</tr>
<tr>
<td>Kinesiology gyms, spaces</td>
<td>Usually yes</td>
<td>Please contact Karen Delaney Facility Booking Coordinator P: 403.220.8510</td>
</tr>
</tbody>
</table>

Please also check out other UCalgary space booking contacts here: [https://www.ucalgary.ca/riskmgmt/events/booking-information](https://www.ucalgary.ca/riskmgmt/events/booking-information)

CATERING FOR ON-CAMPUS EVENTS
Please note that if a GSG 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 GSG events (excluding at the Last Defence Lounge, The Den or the Black Lounge) must be ordered through University of Calgary Food Services. Some exception applies. Please refer to the GSA’s Events Handbook for details.

University of Calgary Food Services
Phone: (403) 220-2242 | Website: [www.ucalgary.ca/ancillaryservices/foodservices](https://www.ucalgary.ca/ancillaryservices/foodservices)
ENGAGEMENT AND CONDUCT

The GSA would like to encourage students to involve themselves in GSG 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. GSGs 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 GSG 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.

REFERENCES

- Post-Secondary Learning Act
- GSA Bylaws
- GSG Creation Form
- GSG Change of Information/Operational Bursary Form
- Event Submission Form
- After Event Report Form
- Procedures and Guidelines for Administration of Waivers
- Events Handbook
- GSG Bylaws Template
- GSG Policy

Access all GSG information and resources on the Association’s web site here: https://gsa.ucalgary.ca/graduatestudentgroups/
APPENDIX A: GSG AGREEMENT

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

- 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 GSG governing document within two (2) weeks of any amendments;
- Abide by the GSA policies and procedures at all times, including but not limited to: GSG Policy, GSG 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 GSG is able, to update the GSA with new executives’ information, governing documents, and bank signing authorities;
- Ensure funds are spent appropriately to meet the mandate of our GSG;
- 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 – this is required for insurance purposes. All events that have not been approved in advance will not be recognized by the GSA and will not be insured;
- Submit an After Event Report Form with all event receipts to be eligible for a GSG Event Grant;
- Take responsibility for any repairs or replacement of the UCalgary property if damage has occurred during a GSG event; and
- Fulfill transition requirements when new executives are elected as outlined in the GSG Handbook, and report this to the GSA within a reasonable timeframe.

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

Signature

Name: ______________________________

Date: ______________________________