

Departmental Graduate Association 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 outside 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 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 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: _____