DEPARTMENTAL GRADUATE ASSOCIATION HANDBOOK 2019/20
Hello and welcome to the Graduate Students’ Association (GSA) of the University of Calgary. 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. One of the ways in which we do this is by encouraging engagement by facilitating Departmental Graduate Associations (DGAs). The 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.

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 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.

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,

Basem Halawa
GSA VP Student Life 2019-2020

In this handbook, you will find:
- Important contacts and deadlines;
- DGA/Consortium Change of Information requirements;
- Graduate Representative Council;
- DGA/Consortium funding; and
- An outline of other services available to DGAs and consortiums.
## MAIN CONTACT

### VP Student Life
Basem Halawa  
vpsl.gsa@ucalgary.ca  
General and policy questions

### Governance Coordinator
Crystal Ellis  
governance.gsa@ucalgary.ca  
Creation of DGA and Consortium  
Change of information  
Operational Bursary  
Event Grants  
Graduate Representative Council

### Events Coordinator
Megan Sawchuk  
events.gsa@ucalgary.ca  
Event support

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

## IMPORTANT YEARLY DEADLINES

- **Change of Information**: October 15
- **Event Grant Funding Intake 1**: October 15
- **Event Grant Funding Intake 2**: April 15
- **Annual Report**: April 30

## WHAT NEEDS TO BE DONE EVERY YEAR

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
</table>
| **Change of Information**            | Update the GSA on your DGA’s information including the number of enrolled graduate students in the department (the GSA needs confirmation from your Graduate Program Administrator), Bylaws, bank agreement with new signing authorities, new DGA Executives, and GRC Representatives. The completion of this form grants the $300 Operational Bursary.                                                                                           | October 15  
(Your DGA can fill out this form any time before October 15, 2018. The GSA encourages early completion of the form.) |
| **Annual Report**                    | The Annual Report needs to be completed by all DGAs 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.                                                                                                                                              | April 30  |
| **Event Approval and Support**       | The GSA needs oversight over DGA events to ensure proper risk management and preparation to protect our graduate students and the public. DGAs must submit the Event Submission Form to request event grants, equipment rental, insurance information, and promotional items.                                                                                           | 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). |
LINKS TO IMPORTANT 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**

• **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.)

CURRENT LIST OF DGAS

Please view the current list of DGAs here: [https://gsa.ucalgary.ca/dgasgrns/dga-list/](https://gsa.ucalgary.ca/dgasgrns/dga-list/)

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 Chief Returning Officer (CRO) at cro.gsa@ucalgary.ca.

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.
**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: [https://gsa.ucalgary.ca/dgasgrns/](https://gsa.ucalgary.ca/dgasgrns/)

**DGA 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.

Please contact the GSA 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 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](https://gsa.ucalgary.ca/dgasgrns);
- 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).

Access the form here: [https://gsa.ucalgary.ca/dga-change-of-information-operational-bursary-form/](https://gsa.ucalgary.ca/dga-change-of-information-operational-bursary-form/)

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**GRC MEETING UPDATES AND NEWSLETTERS**

The GSA will send out monthly updates to the DGA Executives before and after GRC meetings. If you wish to provide feedback to improve upon GSA communications with DGAs, please email the GSA Governance Coordinator.

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**DGA LIST AND CONTACT INFORMATION ON THE GSA WEB SITE**

The GSA will keep a list of DGAs, and the presidents’ contact information on the GSA web site for easier access to DGAs by graduate students and by other DGAs.

Visit the list here: [https://gsa.ucalgary.ca/dgasgrns/dga-list/](https://gsa.ucalgary.ca/dgasgrns/dga-list/)
GRADUATE REPRESENTATIVE COUNCIL (GRC)

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. See detailed requirements below:

<table>
<thead>
<tr>
<th>Number of Active Members</th>
<th>Required number of GRC Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 25</td>
<td>1</td>
</tr>
<tr>
<td>26 - 100</td>
<td>2</td>
</tr>
<tr>
<td>101 - 200</td>
<td>3</td>
</tr>
<tr>
<td>201 - 500</td>
<td>4</td>
</tr>
<tr>
<td>501 +</td>
<td>5</td>
</tr>
</tbody>
</table>

Attendance at GRC meetings requirement:
- At least one (1) currently serving GRC Representative from each DGA must attend the monthly GRC meeting (Bylaw 9.19);
- Your DGA can arrange for another member of the department to attend in proxy of that GRC Representative (Bylaw 9.20) (please email the GSA Governance Coordinator to make this arrangement as soon as possible in advance 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 9.21);
- 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 9.22).

IMPORTANT!
- 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.

ABOUT GRC

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

Learn more about GRC here: https://gsa.ucalgary.ca/about-the-gsa/grc/

Please email the Governance Coordinator at governance.gsa@ucalgary.ca with any questions.

2019/20 GRC MEETING DATES

- Tuesday October 29, 2019
- Tuesday November 26, 2019
- Tuesday January 28, 2020
- Tuesday February 25, 2020
- Tuesday March 31, 2020
- Tuesday April 28, 2020
- Tuesday May 26, 2020
DGA FUNDING

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, submitting the DGA Change of Information/Operational Bursary Form, and attending GRC meetings).

All funding application forms are available online here: https://gsa.ucalgary.ca/dgasgrns/funding-forms/

Available funding for DGAs are:

<table>
<thead>
<tr>
<th>Start-up Grant</th>
<th>Operational Bursary</th>
<th>Event Grants</th>
<th>Interdepartmental Event Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>$300</td>
<td>$300</td>
<td>$300</td>
<td>$500</td>
</tr>
</tbody>
</table>

**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 apply within 3 months of the DGA startup date. DGA must register online no later than April 15 of each year.

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

**Amount:** $300

**Eligibility:** DGAs 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 DGA events.

**Amount:** Receipt amount up to $150 per intake (total of $300 per year). **NEW:** eligible for up to $100 per intake for insurance coverage reimbursement.

**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.

**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 $250 per intake (total of $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.

**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).
## CONSORTIUM FUNDING

Available funding for consortiums are:

<table>
<thead>
<tr>
<th>Start-up Grant</th>
<th>Operational Bursary</th>
<th>Consortium Event Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$100 - $500</strong></td>
<td><strong>$100 - $350</strong></td>
<td><strong>up to $1000/year</strong></td>
</tr>
</tbody>
</table>

**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.

**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.

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

**Amount:** Receipt amount up to $500 per intake (total of $1000 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 October 15 (for events hosted between Apr. 1 and Sept. 30); April 15 (for events hosted between Oct. 1 and Mar. 31).

Please note: 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.

### 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)

### ANNUAL REPORT  due APRIL 30

All DGAs 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;
- Names and email addresses of outgoing and incoming (if known) GRC Representatives;
- 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 YOUR DGA/CONSORTIUM 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 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

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:

- 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

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.

COMMERCIAL GENERAL LIABILITY INSURANCE - APPENDIX B

The Graduate Students’ Association of University of Calgary holds a Commercial General Liability policy with The Co-operators. This policy protects the organization, its members, and volunteers in the event of occurrences where responsibility for Bodily Injury or Property Damage is alleged.

Regular meetings of GSA members at coffee shops, workshops, classrooms, and other on-campus facilities are covered by the GSA’s Commercial General Liability policy and do not require additional coverage. 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). Please see Appendix B to help determine additional coverage is required for your event/activity.

NEW: DGAs/Consortium can receive up to $100 reimbursement per intake (total of $200/year) when purchasing proper insurance for events, if required. Proper documentation & receipts required when applying for post event grant. Complete the Event Submission form or email events.gsa@ucalgary.ca for further details and assistance.
**DGA DISCOUNT**

DGAs can receive a **25%** discount on food only during informal gatherings of six (6) or more people after 2pm with a DGA Executive present. The DGA Executive must be on the contact list registered with the GSA. 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) 210-6466 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.

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

**GSA/LDL 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 projector, a popcorn machine, a water boiler, and a portable Bluetooth speaker 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.

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

**WAIVERS 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://www.ucalgary.ca/riskmgmt/services/waivers-and-informed-consents).

**CLASSROOMS, TABLES, AND GREEN SPACE BOOKING**

DGAs are now able to book classrooms, green space, and tables directly 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 [CEM website](https://www.ucalgary.ca/riskmgmt/services/waivers-and-informed-consents).

There is no limit on how many classroom bookings a DGA/consortium can request per month. Please find more details on the [CEM Classroom Booking Agreement for GSA Student Groups](https://www.ucalgary.ca/riskmgmt/services/waivers-and-informed-consents).

**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](https://aglc.ca/gaming/licences/raffle-20000-and-less)
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>ucalgary.ca/downtown/events-conferences/meeting-rooms-event-spaces</td>
</tr>
<tr>
<td>Foothills campus</td>
<td>Usually no</td>
<td>ucalgary.ca/instructionalresources/bookingservices</td>
</tr>
<tr>
<td>Vitruvian Space</td>
<td>Usually no</td>
<td>ucalgary.ca/fsc/vitruvian/book_space</td>
</tr>
<tr>
<td>Rozsa Centre</td>
<td>Usually yes</td>
<td>scp.ucalgary.ca/theatre-services/facilities</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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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>ucalgary.ca/wellnesscentre/node/938</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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P: 403.220.8510</td>
</tr>
<tr>
<td>That Grad Space</td>
<td>Usually no</td>
<td>Please fill out the request to book this space through the Event Submission Form.</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 exceptions apply. 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](http://www.ucalgary.ca/ancillaryservices/foodservices)
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.

REFERENCES

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

Access all DGA and Consortium information and resources on the Association’s web site here: https://gsa.ucalgary.ca/dgasgrns/
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 we have? When do we need more?

Commercial General Liability

The Graduate Students’ Association of University of Calgary holds a Commercial General Liability policy with The Co-operators. This policy protects the organization, its members, and volunteers in the event of occurrences where responsibility for Bodily Injury or Property Damage is alleged.

Regular meetings of GSA members at coffee shops, workshops, classrooms, and other on-campus facilities are covered by the GSA’s Commercial General Liability policy and do not require additional coverage.

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). Please read below to help determine if you require additional coverage for your event.

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?

Ask yourself the following questions. . .

• Will there be alcohol? • What is the length of the event/activity?
• Will there be live entertainment? • Is there a cost for admission?

• Does the event/activity fit within the GSA’s guiding principles? 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, and the provision of financial aid and support.

• Is the event/activity organized and hosted solely by members of the GSA of the University of Calgary, or are other groups involved in planning and hosting?

• How many people are attending?
• Is the event/activity being held off campus?
APPENDIX B CONT:
LIABILITY INSURANCE

• 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 Defense 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.

• 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 the GSA Events Coordinator 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.

How do we obtain additional coverage?

• Please contact the GSA Events Coordinator at events.gsa@ucalgary.ca to discuss your event/activity. The Events Coordinator will assist in communications with The Co-operators to determine the coverage 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).