



University of Calgary Graduate Students' Association  
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## Graduate Student Group 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 outside 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 supported 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 (including transfer of GSG email, website, social media if applicable) 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: \_\_\_\_\_