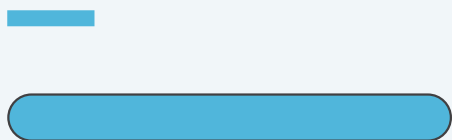


Student Group Handbook



Hello and Welcome



At the GSA, we lay a solid foundation for our members and community by providing essential services and programs that support and empower graduate students during and after their academic journeys.

The GSA aims to enhance the graduate student experience by promoting engagement through the facilitation of Student Groups, including Graduate Student Groups (GSGs), Departmental Graduate Associations (DGAs), and Consortiums.

Departmental Graduate Associations (DGAs)

DGAs empower graduate students to take an active role in their education and graduate school experience by organizing events, launching new initiatives, and offering support and advice to their peers.

DGAs appoint official departmental representatives to the GSA's Graduate Representative Council (GRC), the primary policy-making body that approves key political, operational, and financial matters of the GSA.

DGAs positively contribute to graduate student communities by enabling student leaders to strengthen departmental connections. Since May 2008, our DGAs have promoted social engagement, academic involvement, and improved communication strategies for graduate students.

Graduate Student Groups (GSGs)

We encourage you to start a group based on your research, cultural, or special interests. If there is an existing GSG that matches your interests, we invite you to join it. If you wish to create a new GSG, this handbook will guide you through the process.

While Student Groups receive support, both financial and otherwise, from the GSA, they operate independently and according to their own governing documents.

If you have any questions regarding your Student Group, please feel free to reach out!

Best wishes for a rewarding year with your Student Group,

Nadia Ghazanfari
GSA VP Student Life

Differences between the Student Groups

Departmental Graduate Association (DGA)

VS

Graduate Student Group (GSG)

VS

Consortium

Two or more DGAs form a consortium

A DGA is the official representation of a department at the GSA. A DGA is comprised of all graduate students in a department.

A graduate student organization is composed of Active Members linked by a common academic or other interest.

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.

Start up Grant: \$300
Operational Grant: \$300 additional funding
Event Grant: 2x \$500 for the year
Interdepartmental Grant: \$500

Startup Grant: 0.50 per member, up to \$350
Operational Grant: 0.50 per member, up to \$350
Event Grant: \$300 for the year

Startup Grant: Up to \$350
Operational Grant: Up to \$350
Event Grant: \$300 for the year

GRC Representation:
YES

GRC Representation:
NO

GRC Representation:
NO



Have questions? We are here to help!



Nadia Ghazanfari

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



Allie Bishop

Student Engagement
Coordinator
events.gsa@ucalgary.ca
Event Grants and Support



Nicole Schmidt

Executive Coordinator
governance.gsa@ucalgary.ca
Change of Information
Operational Bursary
Graduate Representative Council (GRC)



GSA Office

1030ES
10th floor, Earth Sciences

Important Dates

Change of Information	October 15
DGA Fall Event Report	December 15
Annual Report	April 30



gsa.ucalgary.ca/dgasgrns/funding-forms

Forms

DGA Creation Form

(Starting a new DGA? Use this form for the creation of a new DGA)

GSG Creation Form

(Use this form to register a new Graduate Student Group)

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 GSG Change of

Information/Operational Bursary Form

Use this form to update the GSA about your new Executives, updated banking agreement, and Bylaws, and to receive operational and Event Grant)

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.)

Creation of a new GSG

Creation Process

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 Executive 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.

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.

The University of Calgary, including the GSA, will not be held responsible for any liability related to the collection, use or dispersal of GSG's own bank account or funds, nor will the University or GSA provide insurance or safe-keeping for such funds.



GSG List and contact information on the GSA web site
The GSA will keep a list of GSGs, and their contact information on the GSA website for easier access to GSGs by graduate students and by other GSGs.

Visit the list here: gsa.ucalgary.ca/graduatestudentgroups



Annual Tasks for Student Groups

Change of Information Form



October 15

[Access the form here](#)

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

- New executives' contact information;
- Current list of GSG members;
- Confirmation of the number of graduate students enrolled in the department from your Graduate Program Administrator/Director;
- Signed copy of the Agreement;
- GRC Representatives' (for DGA) 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
- Governing documents (either Bylaws or Constitution).

DGA/GSG Agreement > [Appendix A](#)

The Student Agreement outlines the responsibilities of the DGAs/GSGs expected by the GSA, outlined by the GSA Bylaws, and Student Group Policy. Every year, a Student Group executive has to confirm its agreement with the terms and conditions in the Agreement. A signed copy must be submitted with the Change of Information form. Same agreement applies to the Consortiums.

Annual Report



April 30

All SGs must submit an annual report to the Executive 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 the outgoing executives;
- Executive names and e-mail addresses for the incoming executives (if known);
- Names and email addresses of outgoing and incoming (if known) GRC Representatives;
- Total number of members;
- List of activities/events, brief descriptions of each activity/event, and total number of activities/events;
- Financial statements (income statement, cash balances, and outstanding items); and
- Issues or concerns (if applicable).



Student Groups (SG) Governance



S.O Policy

The Policy outlines the policy and procedures for proper governance of SGs.

It is the responsibility of 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 Student Groups.

Read the DGA Policy here: gsa.ucalgary.ca/dgasgrns

Read the GSG Policy here: gsa.ucalgary.ca/graduatestudentgroups

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.
- GSG must have a minimum of 10 members, two-thirds of whom must be Active Members.

Executive Elections

All Student Groups must hold annual elections for their Executive positions.

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

A minimum of three (3) Executive positions are required, and be occupied by Active Members, to form a Student Group. At minimum, these positions must be:

- President;
- Vice President; and
- Treasurer.

It is strongly recommended that all 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 Executive Coordinator at governance.gsa@ucalgary.ca.

Executive Transitions

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



Graduate Representative Council (GRC)

gsa.ucalgary.ca/about-the-gsa/grc



What is GRC?

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



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.

Number of DGA Active Members	Required Number of GRC Representatives
1-25	1
26-100	2
101-200	3
201-500	4
500+	5



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.

Attendance Requirement

At least one (1) currently serving GRC Representative from each DGA must attend the monthly GRC meeting (Bylaw 9.18);

Your DGA can arrange for another member of the department to attend in proxy of that GRC Representative (Bylaw 9.19) (please email the GSA Executive Coordinator or the GRC Speaker to make this arrangement at least 24 hours prior to the commencement 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 9.20);

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 9.21).

Funding is awarded on the basis that the Student Group is in good standing (i.e., submitting their annual report before the deadline, submitting the Change of Information/ Operational Bursary Form).

Start-Up Grant (\$300)

- ▶ Purpose: Initial funding for newly formed Student Groups.
- ▶ Eligibility: One-time grant upon creation of a new Student Group, provided that the application and all appropriate documentation have been received and approved.
- ▶ Deadlines & Details: Must apply within 3 months of the Student Group startup date. Student Groups must register online no later than April 15 of each year.

Operational Bursary (\$300 + Additional Funding)

- ▶ Purpose: Annual continued funding for pre-existing Student Groups.
- ▶ Amount: \$300 + Additional Funding based on membership number as follows:
- ▶ Additional Funding:
 - 1-25 members: \$250
 - 26-100 members: \$350
 - 101-200 members: \$450
 - 201-500 members: \$550
 - 500+ members: \$650
- ▶ Eligibility: Student Groups can apply for one 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 to governance.gsa@ucalgary.ca. The online Change of Information form must be completed and submitted no later than October 15 each year

Event Grant

- ▶ Purpose: Offset cost of Student Group events.
- ▶ Amount:
 - GSGs - receive up to \$300 per year
 - DGAs - A total of \$1000 for the year, split into a fall and winter grant of \$500 each.
- ▶ 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:
 - GSG - Submit your Events via the Event Submission Form throughout the year.
 - GSG - Submit your Change of Information form.
 - DGAs - Get their fall grant when they submit their change of information. DGA Winter grants are disbursed after the submission of their fall report.
- ▶ If you (DGAS) miss two GRC meetings in a row, you won't be eligible for the following event grant.

Interdepartmental Event Grant for DGAs

- ▶ 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 \$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.

Start-Up Grant (\$300)

- ▶ 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.

Operational Bursary (\$300 + Additional Funding)

- ▶ 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.

Consortium Event Grant (up to \$1,000/year)

- ▶ Purpose: Offset cost of consortium events.
- ▶ Amount: Receipt amount up to \$1,000 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 April 15.



Other funding:
GSA Quality Money Program

gsa.ucalgary.ca/financial-support/quality-money-program





Event Support

The GSA provides event support to all Student Groups. The Event Organizer of the SG 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 > gsa.ucalgary.ca/eventforms

This form is intended for any GSA Student Group (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 > gsa.ucalgary.ca/eventforms

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 Liability Insurance > [Appendix B](#)

The Co-operators General Insurance Company has partnered with The Graduate Students' Association of University of Calgary to create a custom insurance solution for the various student groups under the Association. This policy provides an individual liability limit for each group to protect its members and volunteers in the event of occurrences where responsibility for Bodily Injury or Property Damage is alleged. Regular meetings of GSA members/student groups at coffee shops, workshops, classrooms, and other on-campus facilities would be covered.

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) and room bookings from the university.

Please see Appendix B to help determine if additional coverage is required for your planned event/activity.

Proper documentation & receipts are required when applying for the post-event grant. Complete the Event Submission Form for further details and assistance.

Hosting Your Events

✔ Classrooms, Tables and Green Space Booking

Student Groups are now able to book classrooms, green space, and tables directly through UCalgary's Accommodations and Events (UCAE) for your meetings and events for free. Please view the Agreement between UCAE and the GSA for more details on the GSA web site. All bookings need to be completed through the UCAE website. There is no limit on how many classroom bookings a Student Group can request per month.

[UCalgary Classroom Booking Page](#)

SGs can also book other locations using their individual booking pages including, but not limited to:

- [Vitruvian Space](#)
- [Nickle Libraries](#)
- [Community Hub](#)
- [Gyms at Kinesiology Block](#)

✔ Catering for On-Campus Events

Please note that if a SG 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 DGA 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.

[University of Calgary Food Services](#)

Phone: (403) 220-2242

✔ Waiver and waiver administration

It is the SG's responsibility to prepare appropriate waivers for events to avoid potential claims resulted from body injury to event participants or third parties. The SGs may seek waiver templates and guidance UCalgary's Risk Management website HERE: <https://ucalgary.ca/risk/risk-management-insurance/services/waivers>

✔ Raffles

If your SG 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>

✔ Streaming

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

Other Benefits

✓ DGA Discount

DGAs can receive a 25% discount on food only during informal gatherings with a DGA Executive present. The DGA Executive must be on the contact list registered with the GSA. Discounts can only be applied to one bill. 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) 210-7973 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.

✓ GSA Promotional Items

SGs 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. SG 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 portable Bluetooth speaker, popcorn machine, cotton candy machine, and arcade sticks for rental. SGs can request rentals of these equipment through the Event Submission Form. SGs are asked to follow procedures and sign rental agreement to access these equipment for events.

Rentals dependent on availability and functionality of equipment. Please contact GSA staff for more information.



Engagement and Conduct

The GSA would like to encourage students to involve themselves in Student Group 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 SGs 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 SG 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.

Appendix A (i): 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 A (ii): 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. 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 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: _____

Appendix B: Liability Insurance

What is it? What do you have? When do you need more?

Commercial General Liability - Master Certificate Program:

The Co-operators General Insurance Company has partnered with The Graduate Students' Association of University of Calgary to create a custom insurance solution for the various student groups under the Association. This policy provides an individual liability limit for each group to protect its members and volunteers in the event of occurrences where responsibility for Bodily Injury or Property Damage is alleged.

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. 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?

Does your group need extra coverage for your planned activities? Ask yourself the following questions:

- Will there be alcohol?
- Length of the event/activity? Cost for admission?
- Will there be live entertainment?
- How many people are attending?
- Is the event/activity organized and hosted solely by members of the Graduate Students' Association of University of Calgary, or are there other groups involved in the planning and hosting?
- Is the activity within the Graduate Students' Association of University of Calgary's Guiding Principles?

The Guiding Principles being 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, the provision of financial aid and support as well as the facilitation of career-based growth and development for graduate students as they progress through their university programs.

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 Defence 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.

Appendix B: Liability Insurance

LIABILITY INSURANCE

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 your GSA representative 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 Cooperators to review and arrange coverage as required.

If the event is not related to the purpose of the GSA: Special Event Liability is required.

Examples:

Regular meetings of GSA members/student groups at coffee shops, workshops, classrooms, and other on-campus facilities would be covered.

A GSA/student group planned BBQ may need additional coverage to cover liquor liability and live entertainment.

How do you obtain additional coverage?

In circumstances where it's indicated that "additional coverage may or may not be required", please contact your GSA representative to discuss the event, and confer with The Co-operators whether we will be able to extend coverage from the base insurance.

In circumstances where it's indicated that you will need "Special Event Liability, Liquor Liability, etc.", you may contact The Co-operators to obtain this coverage on your group's behalf.

Contact Information for Additional Liability

Truman Insurance Agency Inc.

(403) 221-7257

Truman_Insurance@cooperators.ca