



GSA Club Application Instructions

Please note, in order to be considered for GSA Club ratification, the Club must submit the following:

- The GSA Application Form for Club Ratification
- An up-to-date copy of the Club Constitution
- A copy of the meeting minutes where:
 1. Election results are ratified and,
 2. The Club Constitution is approved
- The full list of club membership



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INSTRUCTIONS

If you are interested in starting a new GSA Club on campus at the University of Lethbridge, please follow the following 3 steps:

1. Download a copy of the GSA club ratification form from the GSA website <http://ulgsa.org/>. The form should:
 - a. Include a list of elected Executives
 - b. Indicate who has signing authority
 - c. The full list of the Club's membership
2. Attach to the form:
 - a. A copy of the meeting minutes at which the Student Group at which the Club Constitution is approved
 - b. The approved Club Constitution



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CLUB RATIFICATION

A club can be ratified any time from September 1st to April 1st; a Club ceases to be ratified August 30th of every year. Applications submitted after March 1st will be considered for September intake.

To be considered for ratification by the GSA council, the following documentation must be submitted by the Club to the GSA council:

1. A GSA Application for Club Ratification, which includes:
 - a. The name of the club
 - b. The date of application
 - c. The names, signatures, positions, phone numbers, and University of Lethbridge student identification numbers of the Club Executives.
 - d. A minimum of five graduate student member names, with corresponding e-mail addresses and University of Lethbridge student identification numbers, and signatures
 - e. A full list of the Club's membership
 - f. The signature of two members of the Club executive. **The signature of two executive members of the club on the ratification form indicates that the Club will comply with the Constitution and Bylaws of the GSA.**
2. Additionally, each Club must provide an up-to-date copy of the Club Constitution to the GSA. This constitution must adhere to and be in harmony with both the GSA's and the University of Lethbridge's Constitution, Bylaws, and Policies, as well as the Laws of the Land.
 - a. Note: If the Club Constitution does not adhere to or is not in harmony with the Constitution, Bylaws, and Policies of the GSA or that of the University of Lethbridge at any time, the Club's Constitution must be changed to the satisfaction of the GSA council.

Note: A GSA Club may not have simultaneous club status with the ULSU.



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CLUB EMAIL INSTRUCTIONS

Before being ratified the Club should create a Club email:

1. Email gsa.internal@uleth.ca asking to create Club's email address.
2. The GSA VP Student Life will contact IT at help@uleth.ca for the email address, requesting an email be created for the club
3. IT will create the email address with the following parameters:
 - The email address must be something.club@uleth.ca where “something” relates to the club itself (IT would prefer the Club notation be maintained, but are open to the “something” part)
 - The email server will be Google (same as all other student accounts)
4. IT will email the GSA VP Student Life with the login details (temporary password, etc).
5. After being ratified the GSA will hand off ownership of that email to the club President by providing the login details that IT provided previous



CLUB CONSTITUTION

A Constitution outlines the purpose, structure, and rules that a club will adhere to. Each club requires a Constitution, which should be organized and concise. The Constitution should be the first order of business at your first Club meeting, and must be approved by the Club membership for legitimacy.

The entire membership of the Club is not required to assist with the creation of a new Club constitution. It is often more efficient to prepare the initial document within a small committee and then to distribute copies to all of the members. The Club Executives should allow ample time for members to voice their concerns and make suggestions.

The club constitution must be in accordance with the Constitution, Bylaws and Policies of the GSA and the University of Lethbridge. It is necessary that all clubs comply with the Alberta Human Rights Act at all times. Any complaints of violations may be brought to the attention of a GSA council member immediately for investigation. If there are any questions regarding the Constitution, Bylaws and Policies of the GSA, copies are available online <http://ulgsa.org/governance>

The fundamental elements that must be included in your Club Constitution are:

1. ***Name of Club***: If desired, an acronym of the club name should be included in the constitution. Be sure that the name of the club does not violate any University policies, liquor policies, or copyright laws. Ensure that the name is not confused with the name of another club or society, which is already registered under the Societies Act of Alberta, or off- campus entity.
2. ***Mission Statement or Purpose***: The general reason why the club is meeting. It should state the overall objectives of the club.
3. ***The GSA***: The constitution must acknowledge that the club will abide by the GSA Constitution and Bylaws unless otherwise approved by the GSA Council. It should also state that the club might be de-ratified if a Bylaw is contravened without GSA council approval.

Your clause may read:

“We acknowledge that the Club will abide by all GSA and University of Lethbridge Constitution, Bylaws, and Policies unless otherwise approved by the GSA Council. We acknowledge that the Club may face de-ratification if a Constitution, Bylaw, or Policy is contravened without GSA Council authorization.



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We also acknowledge that the Club will act in accordance with the Alberta Human Rights Act at all times.”

4. ***Club Membership/Voting Members:*** Club membership must be open to all graduate students attending the University of Lethbridge. Clubs will not discriminate on the basis of ethnicity, sex, sexual orientation, gender identity, national origin, political affiliation, religion, age, or marital status.

Club membership may include University of Lethbridge Undergraduates or Lethbridge community members. However, keep in mind that to be ratified at least 50% +1 of Club’s membership should be U of L registered full-time or part-time graduate students.

The membership fee, if any, should not be more than \$20/year. A person becomes a club member once they have paid the membership fee, if there is one. Once paid, the person must be added to the membership list. They then have voting rights on any club issues. If there is no membership fee, be sure to outline in the constitution what constitutes a voting member.

The club may also include non-voting members. The constitution must outline under which a member may be non-voting.

5. ***Executive Positions:*** A club must outline in their constitution a definition of all executive positions and duties, as well as a description of the duties and powers of the executive body (as a whole). The requirements are:
 - a. At least three executive positions (President, Treasurer, and Secretary) must be elected by the members of the club;
 - b. Only U of L students may hold executive positions;
 - c. The majority of executive positions (including the President) should be held by U of L registered graduate students; and
 - d. At least three executive members must have signing authority for the finances of the club.
6. ***Executive Term of Office:*** The club will be ratified any time from September 1st to April 1st, and will cease to be ratified August 30th of the following year. Executive terms of office usually last for the duration of the year.



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7. ***Executive Elections:*** It must be stated in the constitution that an election will be held every year (or appropriate term) for the new executive, and it must outline when elections will take place.
8. ***Voting Procedures:*** In the constitution it should be outlined in detail the procedure the club will use to elect new executive members. This includes the type of vote (ballot, anonymous, raised hands), the quorum needed for the vote to take place (simple majority of members), what constitutes a majority vote (simple majority of those present), and the procedure in the event of a tie.
9. ***Meetings:*** Outline how often executive meetings and general club meetings should take place (for example, once per month). It should be also defined what is the quorum for executive and general meetings. The club must maintain an accurate account of all meeting proceedings and keep all meeting minutes.

Note: It may be helpful to be familiar with Robert's Rules of Order. Meetings are generally more productive when they follow a basic format. To facilitate the use of Robert's Rules and underlying principles, brief explanations of the major terms follow:

Adjournment: Terminates a meeting. It may also end the session.

Amendment: Modifies the wording of the main motion. It should not negate the original proposal or introduce entirely new considerations.

Motion: Proposal for action made by a member of the plenary. Generally needs to be seconded once recognized by the chair. Discussion of the motion commences at this point.

Quorum: The minimum number of members who must be present at the meeting for any business to legally transact.

Reconsider: Allows for further consideration on a motion that has already been voted on.

Rescind: Motion by which a previous action or order can be cancelled or countermanded. Strikes out an entire main motion, resolution, rule, bylaw, section or paragraph that has been adopted at some previous time. Also known as Repeal or Annul.



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Subsidiary motions: Can be made once discussion has begun on the main motion. They may postpone indefinitely, amend, commit or refer, postpone to a certain time, limit or extend limits of debate, and lay on the table.

10. **Amendments:** It is very important to include an amending formula in the constitution (for example, quorum and majority needed for amendments). Amendments must be accepted by the club membership in a general meeting. All final changes to the constitution must be submitted for approval to the GSA council

Sample Executive Nomination Procedures

Nominations can be carried out through one of the procedures listed below:

By Committee: An impartial committee is appointed to ensure that there is at least one qualified and willing nomination for each post. The committee starts its work prior to the first general meeting of the club, at which time it will present its slate of nominations.

Nominations from the Floor: Nominations can be accepted from the floor either at a meeting prior to the first general meeting or at the meeting itself. The nominations must be verified immediately with the nominee signing a form accepting the nomination.

Combination: Once the Nominating Committee has presented its slate of nominations, the floor is opened to nominations from the assembly. These nominations are dealt with as stated above.

Sample Club Constitution

See the GSA Bylaws for an example of constitution formatting



GSA SERVICES FOR STUDENT CLUBS

GSA Club Funding

Currently, the GSA has one award that GSA Clubs may apply for:

[Student Event Financial Assistance Request Form](#)

The GSA has funding available to support its members in planning academic or social events. To be considered for financial assistance, an event must contribute to the advancement of the GSA's mandate, applications must be received at least two weeks before the date of the event.

Policy on Student Event Financial Assistance:

- 1) The GSA has funding available to support its members in planning academic or social events. To be considered for financial assistance, an event must contribute to the advancement of the GSA's mandate. For more information about GSA's mandate, see our "About" page.
- 2) Applications must be received at least two weeks before the date of the event, and may be submitted online to gsa.finance@uleth.ca or to the GSA office (Markin Hall 2041).
- 3) Funding applications will be considered on an individual basis by the GSA Council.
- 4) Any one group may apply for this funding a maximum of one time per GSA Council term (defined as: May to April the following year).
- 5) GSA funding cannot be used to cover any expenses associated with alcohol.
- 6) Depending upon the nature of the event, attendees may be required to sign waivers of responsibility before funding is provided.
- 7) The maximum amount that will be awarded for any event is up to \$500. One (1) award of up to \$500 can be given out during a GSA Council term.



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Student Club Financial & Banking Services

The GSA banking service provides accurate documentation of deposits and withdrawals for the student group bank account. The banking service offered by the GSA is not a bookkeeping service. To conform with policy and for ease of transition at the end of the year, each group must maintain a set of accounting records; keep source documents for all expenditures (invoices, store receipts) and deposits.

Mandatory Financial Accountability and Maintenance

Upon ratification, the officially elected executive members who have signing authority must contact the VP Student Life for instruction on opening a bank account. This process is mandatory and free for all clubs.

Please note the following financial responsibilities:

1. Each Club has an obligation to its membership to manage the financial affairs of the Club effectively.
2. Each Club must maintain an accurate account of all financial activity and keep all financial records. All student club expenditures must be recorded in the Club's meeting minutes.
3. The GSA has the right to examine the books, records and meeting minutes of all Clubs at any time deemed necessary by the GSA Council. The GSA is not responsible for debts and obligations incurred by Student Groups.

Space Booking

To book rooms for your club meetings and events please contact the GSA Office Administrator at gsa@uleth.ca who will assist you with booking.



CLUBS EVENTS

All on-campus events that will allow access to alcohol and all off-campus club events are subject to the approval of the GSA VP Student Life. You must submit the **GSA Event Proposal Form** to GSA Student Life at gsa.internal@uleth.ca.

If you are hosting an event, which might include *alcohol, travel, transportation, fundraising, raffles, permits, licenses, inherently risky events, or underage students*, you must have:

- a. Approval of the GSA VP-Academic by submitting an Event Proposal Form one month prior to the event
- b. Waivers to protect yourself, the club, the University of Lethbridge and the GSA
- c. Driver's Agreements for off-campus events involving private/rented vehicles

OTHER SERVICES, POLICIES, AND GUIDELINES

Fundraising

GSA Clubs may be permitted to fundraise on campus. The University acknowledges that faculties, departments, clubs, societies, associations and organized groups within the University may have an interest in fundraising activities. In the interest of meeting the University's mission and just as importantly of respecting the donor community, it is important to become familiar with the Fundraising Coordination Policy available at the following link: <http://www.uleth.ca/policy/category/policy/finance>.

The Development department within the University of Lethbridge Advancement office is available for consultation with student club reps by calling 403-329-2582.

Alcohol Policy

It is the Club's responsibility to ensure safety when alcohol is present. Clubs can be held responsible if the presence of alcohol is sanctioned as part of an event. As a result, if alcohol consumption cannot be monitored and controlled, then the GSA has the right not to sanction the event or the club.



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If the mission of a Club places the activities in areas where the likelihood of consumption will occur off campus, then the GSA may choose not to ratify the Club. The GSA will not be held accountable for any liabilities or negligent activities undertaken by a ratified club.

All clubs should attain private insurance for activities that occur outside of the University and encourage the consumption of alcohol. Additionally, **all activities involving alcohol must receive prior approval from the GSA council** and a liquor license must be obtained and the University of Lethbridge's policy on liquor consumption must be read and understood (<http://www.uleth.ca/ins/Documents/alcohol.pdf>).

Tunnel Painting Guidelines

If your Club is planning to have a logo in the SU hallway you should follow the following instructions: <http://ulsu.ca/userfile/file/Club%20Handbook%202015-2016.pdf>.

University of Lethbridge Policies

U of L Signage & Advertising in University Facilities Policy

<http://www.uleth.ca/policymanual/policyview?id=408>.

U of L Alcohol Policy

<http://www.uleth.ca/policymanual/policyview?id=299>.

U of L Provision Of Food And Alcohol Policy

<http://www.uleth.ca/policymanual/policyview?id=342>.

U of L Facilities Usage Policy

<http://www.uleth.ca/policymanual/policyview?id=358>

[The GSA Application for Club Ratification](#)

[Event proposal form](#)

[Student Events Award](#)



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