



Policy on Departmental and Faculty Student

Association Allocation

Graduate Students' Association
Concordia University

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Last Modification: November 2021

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Modification Follow up :

Date of the modification	The Body who adopted the change and the motion concerned	Article(s) affected
August 27 th 2014	Council, <i>Motion CO-20140827-15</i>	Revision of the whole policy adopted in the Fall of 2012
August 22nd 2022	n/a	Simple formatting changes - no content altered

Definitions

<i>Annual, Year or Academic Year</i>	A year period starting June 1st and ending May 31st
<i>Council</i>	GSA Council of Directors
<i>Dean of Student</i>	Concordia's Dean of Student office.
<i>Departmental or Faculty Student Association</i>	Any representative and democratically structured graduate student body, whether organized by Faculty, Department or Program.
<i>General Assembly</i>	The General Assembly represents the decision making body where all the members of a student association are invited to discuss, debate and make decisions.
<i>GSA</i>	The Graduate Students' Association of Concordia University

1. Introduction

Graduate Department Associations are an integral part of the graduate student community. Each Graduate Department Association is an independent democratic entity designed to represent students. As the overarching graduate student body, the Graduate Student Association (GSA) allocates funds yearly to each qualifying Graduate Department Association and must ensure the accountability, transparency and democratic integrity of each association.

2. Eligibility

To be eligible for funding, a Departmental or Faculty Student Association must meet to following criteria:

- a. Have bylaws that are approved by the majority of its constituency.
 - Said bylaws shall include clause(s) related to quorum for a General Assembly and a process by which the bylaws can be changed;
 - Said bylaws shall respect the general principles of democracy and equality.
- b. Executives must be democratically elected every year through an open, fair and transparent electoral process, which is adequately communicated to all constituents, even in the case of acclamation.
- c. Be duly registered with GSA. In the case of departmental or faculty student associations that do not have to pass by GSA in order to be registered with the Dean of Student, the communication of the names, emails, telephone number and student ID of their representative directly to GSA will be considered registration.

3. Application

In order to receive the Departmental and Faculty Student Association Allocation, the representative of the said association must fill the form provided by GSA.

The application process starts in the month of October of the current academic year.

An application that doesn't meet the criteria described in Article 2 will be refused.

4. Deadline

The deadline to apply is January 31 of the academic year concerned by the application. If a departmental or faculty student association doesn't apply before the deadline they are considered to have been inactive and cannot receive the allocation.

5. Requirements

The application must contain the following documents:

- a. Operating budget for the current academic year;
- b. Financial Report of the previous academic year, including a copy of the last 3 monthly bank statements;
- c. Current bylaws;
- d. Election report, or minutes of the general assembly where the election took place, for the executive of the current academic year.

It is the responsibility of each association to provide adequate proof for the satisfaction of the above criteria. This can include submitting meeting minutes, callout notice or any other relevant documentation.

6. Evaluation of the application

The Vice-President Internal of GSA is responsible for reviewing applications. The Council may in addition nominate any member or committee to participate in the evaluation.

7. Allocation of the money to applicants

If the criterias for funding approval outlined above are satisfied, the GSA shall allocate funding in a timely manner. In the case of financial constraints beyond the GSA's control, the allocation of funding can be delayed.

8. Support

Recognizing that many Departmental or Faculty Associations have limited internal resources, the GSA shall, wherever possible, offer training, resources and assistance to Graduate Department or Faculty Associations in order to facilitate each association's ability to meet the criteria for funding approval outlined above.

9. Amount of the allocation

The amount of the Departmental and Faculty Student Association Allocation is \$9 per registered student.

9.1 Addition for associations that doesn't collect their own fees

Associations that do not collect their own fees will have their allocation be:

- Associations with 1000 students or more: \$13.00 per registered student
- Associations with 700 to 999 students: \$13 000 per year
- Associations with less than 700 students: \$18.50 per registered student.

9.2 Minimum Allocation

To help small associations, a minimum of \$400 will be allocated to associations who applied and met the requirements