



Policy on Departmental and Faculty Student Association Allocation

Graduate Students' Association
Concordia University

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Last Modification:

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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

Definitions

<i>Annual, Year or Academic Year:</i>	In this document any mention of “year” or “annual” Refers to the academic year. As per the definition assigned by the School of Graduate Studies the academic year begins with a Summer Session (May to August) followed by a Regular Session (September to April).
<i>Council</i>	Refers to GSA Council.
<i>Dean of Student</i>	Refers to Concordia 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 represent the decision making body where all the members of a student association are invited to discuss, debate and take decisions.
<i>GSA</i>	The Graduate Student Association of Concordia.

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. Hold 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 principals of democracy and equality.

- b. Hold a least one General Assembly (GA) every academic year during which the departmental or faculty student association's by-laws are open to discussion and change.

If quorum for the said general assembly is not met, according to the internal by-laws of the Graduate Department Association, approval of this criterion is left to the discretion of the GSA council.

- c. 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.

- d. Be duly registered with GSA. In the case of departmental or faculty student association that do not have to pass by GSA in order to be registered with the Dean of Student of Concordia, the communication of the names, emails, telephone number and student ID of their representative directly to GSA will be considered as a 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 describe in Article 2 will be automatically refused.

4. Deadline

The deadline to apply is April 30th 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 a recent bank statement;
- c. Current bylaws;
- d. Minutes of the latest General Assembly to revise the bylaws (Ref. Article 2b), the General Assembly minutes cannot be the same used for a previous application;
- e. 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 the reviewing process. The Council may nominate any member or committee to participate in the evaluation.

7. Allocation of the money to applicants

If the criteria 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 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 Departmental and Faculty Student Association Allocation is 11\$ per registered student.

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

Since the Dean of Student doesn't give the possibilities to all associations to have their own fees, the allocation for associations that do not collect their own fees will be increased by 2\$ per student.

9.2 Minimum amount

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