



PROCEDURES

The GSA Graduate Group Procedures is a document by which GSA manages the graduate group program.

The document is published on the GSA website. It outlines all the requirements and ongoing responsibilities that graduate groups need to meet to continue the agreement underlying affiliation, as well as the power of GSA to discipline groups.

Graduate groups have the following minimum obligations to GSA:

- Ensure the group continues to meet the minimum requirements for being a graduate group;
- Spend GSA funds on SSAF core functions;
- Always update GSA if committee members or contact details or social media accounts change;
- Communicate about GSA to their students via email/social media/use of logo;
- Report to GSA (see reporting);
- Be timely in responding to GSA requests such as communicating about events or audits;
- Re-affiliate to GSA every two years;
- Declare an accurate and current group size based on a membership list or agreed formula.