

TGSA SANCTIONED GROUP REGISTRATION FORM

Submit completed form to gsa@trentu.ca and studentaffairs@trentu.ca

The TGSA and the Office of Student Affairs will endeavor to receive, review, and return decisions to applicants within one month of the date of submission of a complete application package.

Group Information

Group name:

Date of application:

Proposed start date:

Primary Contact

Name:

Student number:

Program of study:

Email:

Phone:

Secondary Contact

Name:

Student number:

Program of study:

Email:

Phone:

Group Description

Brief description of the group's purpose and activities:

Mandate

Provide the group's mandate or mission statement:

Constitution

Provide the group's constitution, which must outline how you plan to manage internal conflict, how to remove both general and executive members of the club/group, and should demonstrate an understanding of University policies that are meant to guide student behaviour surrounding conflict.

Constitution form can be found at the end of this document.

I have completed and attached the group/club's constitution to this application. ☐ or ☐

I certify that I have included all of the above listed elements in the attached constitution form.

_____ Initials of primary contact

Membership

Approximate number of members:

Confirm that the majority of members are currently registered graduate students. ☐ or ☐

Financial Acknowledgement

Confirm that you understand and accept the following:

The TGSA does not provide seed funding, start up funding, or operating funding to sanctioned groups at this time.

Groups are responsible for securing and managing their own funds.

_____ Initials of primary contact

Governance

Describe the group's leadership structure and decision-making process.

Reporting Commitment

Confirm that the group agrees to submit an annual activity summary to the TGSA by the end of April, regardless of the date the group is formed. ☐ or ☐

_____ Initials of primary contact

Declarations

I certify that the information provided is accurate and that the group's mandate does not conflict with the mandate and objectives of the TGSA.

_____ Initials of primary contact

I certify that I have read section 7 of the TGSA's by-laws which govern the creation and existence of graduate sanctioned groups/clubs.

_____ Initials of primary contact

Primary Contact

Name:

Signature:

Date:

Secondary Contact

Name:

Signature:

Date:

TGSA Representative

Name:

Signature:

Date:

Constitution Form

Please include the following within your constitution:

1. Affiliation: The Club is recognized by the TGSA and Trent University and abides by its policies, procedures, and applicable by-laws.

2. Executive Officers

Roles:

President/Chair: (description e.g.,: Oversees strategy, meetings, and compliance.)

Eligibility: Executives must be (members in good standing; enrolled students).

Term: (e.g., May 1–April 30) or until successors are elected.

Authority and Duties: Detailed position descriptions

Vice_President: (description e.g., Supports President; steps in when needed.)

Eligibility: Executives must be (members in good standing; enrolled students).

Term: (e.g., May 1–April 30) or until successors are elected.

Authority and Duties: Detailed position descriptions

Secretary: e.g., Records minutes; maintains records and membership list.

Eligibility: Executives must be (members in good standing; enrolled students).

Term: (e.g., May 1–April 30) or until successors are elected.

Authority and Duties: Detailed position descriptions

Treasurer: e.g., Manages finances, budgets, reimbursements, and reporting.

Eligibility: Executives must be (members in good standing; enrolled students).

Term(e.g., May 1–April 30) or until successors are elected.

Authority and Duties: Detailed position descriptions

Additional roles: (Communications, Events, Equity Lead, Risk & Safety Lead, etc.)

Eligibility: Executives must be (members in good standing; enrolled students).

Term(e.g., May 1–April 30) or until successors are elected.

Authority and Duties: Detailed position descriptions.

3. Risk Management & Safety

Compliance: The Club follows all university policies.

Event Approval: All activities on- and off-campus require Student Event Risk Assessment and **approval** which will outline documented risk mitigation in accordance with the University's Activity Risk Management Policy.

Incident Reporting: Incidents involving injury, breaches of free-speech, or known TGSA Organizational or University policy violations should be reported both to the TGSA and to the Office of Student Affairs in a timely manner, no later than 14 days following discovery of the incident.

4. Conflict Management & Complaint Process: provide the steps the group will take in managing conflict. Demonstrate an understanding of University policies such as The Charter of Student Rights and Responsibilities, the Sexual Violence Policy, and the Discrimination and Harassment Policy.

5. Removal of Executive Members (Due Process): outline grounds for removal, and process.

Primary Contact

Name:

Signature:

Date:

Secondary Contact

Name:

Signature:

Date: