GRADUATE STUDENT SOCIETY
UBC VANCOUVER

GSS Affiliate Organization Policy

Last revision: May 2026

1 General

1.1 The Objective of the Affiliate Organization Policy is to house all policies and procedures related to the Affiliate Organizations and the Event Fund, previously found in the Graduate Student Society (GSS) Policy Manual. This manual will be available online at all times and can be accessed by anyone.

1.2 All Policies and Procedures in this manual are an extension of the GSS Policies as defined by Bylaw 13. All changes must be made in accordance with the GSS Policies. Recommended changes shall be brought to the Code and Policy Committee to ensure correct wording and that no conflicts in policy will be created. Policy changes will be brought to GSS Council in the usual manner of Policy changes as per GSS Policies.

2 Abbreviations and Definitions

AO	Affiliate Organization
Centre	Graduate Student Centre of The University of British Columbia - Vancouver
FO	Financial Officer
GM	General Manager
Society	Graduate Student Society of The University of British Columbia – Vancouver
VP Students	Vice-President, Students
VP UAA	Vice-President, University and Academic Affairs
VP External	Vice-President, External Relations

3 Affiliate Organization

3.1 An Affiliate Organization (AO) is as stated in Bylaw 3.5.

3.2 AO status is granted to Departmental Graduate Student Associations and Non-Departmental Student Groups if the application is approved by Council.

3.3 An application for AO status must include:

(a) the number of members of the Society represented by the organization, and

(b) the number of non-Society members (eg. Undergraduate students) represented by the organization, if any, and
(c) a resolution passed by members of the organization to join the Society.

3.4 AO status may be rescinded by the organization or at the discretion of Council.

3.5 A Departmental Graduate Student Association is:

(a) any organization that represents all graduate students within a particular department, and
(b) irrespective of program year, and
(c) composed of ordinary members of the Society.

3.6 A Non-Departmental Student Group shall:

(a) be ratified by the Council, and
(b) be any organization that does not represent graduate students of one particular department, but does represent a defined community of graduate students as recognized by discretion of Council, and
(c) be in part composed of members of the Society, and
(d) have membership open to all graduate students.

3.7 A Non-Departmental Student Group may have one representative attend Council meetings as a non-voting member.

3.8 Affiliate organizations must be listed on the GSS website, including the organization name and primary contact information; VP Students shall ensure the list is updated within 30 days after each council meeting.

4 GSS Event Fund

4.1 Intention and Purpose

4.1.1 The GSS Event Fund is a rebate of expenses aimed to make AOs a vital part of the Society and of the Centre by supporting AOs in creating and organizing events, projects, or initiatives that will be of social, cultural, or academic interest to their fellow graduate students.

4.1.2 The fund is a rebate of expenses for events, projects, and/or equipment required for events/projects/initiatives (hereafter, 'events') organized and held by an AO.

4.2 Conditions for Rebate

4.2.1 The AO(s) holding the event must be recognized by the Society at the time of the event (see Appendix I).

4.2.2 The name and logo of the Society must be prominently displayed at the event and in all promotional materials for the event.

4.2.3 The event must be targeted at and promoted to Graduate Students.

4.2.4 The event must be non-profit.

4.3 Procedure

4.3.1 The AO shall submit an Event Fund application form including a written budget (Appendix II) to the VP Students of the Society, no later than two (2) weeks prior to the start date of the event.

4.3.2 Rebate shall be based on the guidelines devised by the VP Students and Events Manager during the annual budgeting process. It is the VP Students' responsibility to communicate these guidelines, which may include publishing reimbursement criteria or calculator on the GSS website, and to provide updates on this process to Elections and Engagement Committee.

4.3.3 The decision on each event fund application is made by the VP Students with the final approval and reimbursement carried out by the FO. Should either of these executives be absent, the President shall act as proxy.

4.3.4 If the VP Students and FO do not agree, the application shall be deferred to the Elections and Engagement Committee for approval.

4.3.5 The AO may appeal to the Elections and Engagement Committee to reconsider the result of the application within fourteen (14) days of the initial application decision.

4.3.6 Requests for the fund that are submitted after the activity has occurred will not be considered.

4.3.7 Money will be disbursed after the event is completed, and:

(a) a Post-Event Fund Report (see Appendix III), including an updated budget sheet, along with copies of original receipts attached, has been submitted to the VP Students within fourteen (14) days of the event via email or in person to the GSS Office, and
(b) the statement of expenditures and receipts will be reviewed by the FO.

4.3.8 The VP Students shall report to the Elections and Engagement Committee monthly on all processed applications.

4.4 Limitations

4.4.1 The maximum level of support for any event will be the lesser of:

(a) net costs of the event incurred by the organizing AO(s), and/or
(b) five hundred dollars ($500.00) per AO involved in organizing the event.

4.4.2 In case of budgetary constraints of the Society, priority will be given to first-time applicants, interdisciplinary events, and applications that do not have any other funding sources.

4.4.3 GSS Event Fund applications cannot be used to cover alcohol, drugs, or any other illegal/controlled purchases. The event fund will be open to considering applications for events/projects/initiatives that include alcohol (but no other substance), so long as

(a) the GSS Event Fund is not used to cover the costs of the alcohol, and
(b) the AO acquires an appropriate event permit and certification from the British Columbia Liquor and Cannabis Regulation Branch in order to serve alcohol.

Affiliate Organization Application Form

GSS AO Application - Appendix VIII

Terms & Conditions

The Graduate Student Society (GSS) of the University of British Columbia (UBC) has made the provision for the aforementioned departmental or graduate student organization. We, the undersigned, being duly registered members of the GSS, have passed a resolution within the members of our organization to join the GSS, and hereby request the GSS Council to approve the formation of the Affiliate Organization described below.

We understand that membership as an Affiliate Organization entails the following obligations

1. *Abiding by the Constitution and Policies of the GSS;*
2. *Undertaking such activities and events as will promote the well-being of the members of the Department or Graduate Student Organisation;*
3. *Making use of the Thea Koerner House Graduate Student Centre as much as desirable for such activities and events;*
4. *Supervising the disbursement of funds for such activities and events.*

Notes:

A. *A minimum of four signatures is required.*
B. *This petition must be submitted to the GSS office and ratified by Council.*
C. *The Committee must be renewed on an annual basis.*
D. *Failure to adhere to the terms of reference may result in withdrawal of Council approval and any benefits to the department.*

We invite all members of the GSS to participate in the Committee and in the activities and events it sponsors. The following have taken advantage of this opportunity by recording their position, name, email, and signature.

General

AO Name:

Contact email for the AO?
to be listed on the GSS website

AO Information

If your AO's information is on file from a previous affiliation and your information has not changed, please indicate "Same information as previous records." If this is a new application, or your information has changed, please complete this section.

☐ Same information as previous records (skip to next section)

Located: ☐ On-campus ☐ Off-campus

How old is your AO?

What is the main purpose of your AO?

What type of events does your AO hold?

How many graduate students do you represent?

How many undergraduate students do you represent?

GRADUATE STUDENT SOCIETY
UBC VANCOUVER

Affiliate Organization Application Form

GSS AO Application

Primary Contact

First Name:	
Last Name:	
Email:	
Phone:	
UBC Student #:	

Membership

Member #1:

Full Name:	
Email:	
Position:	
Student #:	

Member #2:

Full Name:	
Email:	
Position:	
Student #:	

Member #3:

Full Name:	
Email:	
Position:	
Student #:	

Member #4:

Full Name:	
Email:	
Position:	
Student #:	

Agreement to Terms & Conditions

I have read, understood, and agree to the terms and conditions ☐ Yes ☐ No

For GSS Office Use Only

Date Received: _____

Date Approved in Council: _____

Officer Signature: _____

Event Fund Application Form

GSS Event Fund - Appendix IX

Terms & Conditions

Please use this form for applying for the GSS Event Fund. Note that only Affiliate Organizations (AO) with an expiry date after the end date of the event/project can be approved. ***Maximum funding****: 100% of cost or $500.00 per AO involved in the event/project (whichever is lower of the two). Please complete this form in as much detail as possible.*

General

AO Name:

Contact email for the AO?
to be listed on the GSS website

Primary Contact

First Name:

Last Name:

Email:

Phone:

UBC Student #:

Event/Project Outline

Event/Project Name:

Type of Project: ☐ Event, ☐ Equipment/Account Purchase, ☐ Project, ☐ Other

If "Other," describe here:

What is the goal?
(e.g., academic panel, networking, fundraiser, social event)

Location: ☐ In-Person, ☐ Virtual

If "In-Person," specify location:

Event/Project Start Date:

Event/Project End Date:

GRADUATE STUDENT SOCIETY UBC VANCOUVER

Event Fund Application Form

GSS Event Fund

Description of Purpose of Event/Project:

Describe your project and what the funds will be used for. Be sure to explicitly relate anticipated costs/expenses listed in your preliminary budget to your event/project's description and explain why each expense is relevant to your operations.

How will this event/project benefit the students involved directly and the GSS as a whole?

Financial Information

Amount Requested:

Have you applied for other funding? ☐ Yes ☐ No

If "Yes," please list the funding sources being applied to:

Expenses and Revenues:

Attach a detailed outline of all anticipated expenses and revenues for your event/project. Please upload the budget of your event/project in pdf or xlsx format using the GSS-approved template.

Recognition

How will you recognize the GSS for the support?

For example, using our logo on posters, social media recognition, etc.

Can the GSS use your event/project to promote both the AO/initiative and the fund? ☐ Yes, ☐ No

Are you willing to submit marketing material of the event/project for GSS to further promote this fund? ☐ Yes, ☐ No

Event Fund Application Form

GSS Event Fund

Reimbursement

If your application is approved, the GSS VP Students requires the event fund report, updated final budget, and **all** receipts to be submitted before the money can be reimbursed. Photocopies of the receipts are also acceptable. The event fund report should highlight the project's successes and how it benefitted attendees. Please submit the event fund report no later than 2 weeks after the end of the event/project.

Event Fund Report Submission Date: _____

This date can be no later than 2 weeks after the end date of the project as listed above.

For GSS Office Use Only

Date Received: _____

Officer Signature: _____

Event Fund Follow-Up Report

GSS Event Fund Follow-Up Report – Appendix X

Terms & Conditions

Please complete this form in as much detail as possible. This report, along with attendance sheet, updated budget, receipts, and any marketing material used must be submitted within 2 weeks of the event in order to be eligible to receive the reimbursement.

Name to receive reimbursement:

Email to receive reimbursement:

How many graduate students attended/were impacted by this project/purchase?

Please attach some sort of attendance sheet (e.g., Zoom screenshot, Eventbrite summary, etc.)

What about the event went well?

What about the event could have gone better?

How did the event benefit attendees/recipients of the project?

Updated budget:

Please email the updated budget of your event/project in pdf or xlsx format using the GSS-approved template.

Receipt:

Please email receipts from your event/project in pdf or jpg/png format. This must be itemized and add up to the updated budget.

Marketing materials from the event:

This can be emailed in any format (e.g., jpg, png, heic, etc.).

For GSS Office Use Only

Date Received: _____

Officer Signature: _____

Budget for Event/Project

Project Name:
Full Name:
Date(s) of Event/Project:

Expenses

	Estimated
Site	
Totals	

	Estimated
Decorations	
Totals	

	Estimated
Marketing	
Totals	

	Estimated
Miscellaneous	
Totals	

	Estimated
Total Expenses	

Profit/Loss Estimate - Loss in (RED) - Profit in BLACK	$0.00

Revenues

	Estimated	Status
Funds		
Totals		

	Estimated	Status
Other		
Totals		

*Please do not include the funding from the GSS for which you are applying

	Estimated
Total Revenue	