

# GSS

# CLUB MANUAL



GRADUATE  
STUDENT  
SOCIETY

**The GSS Club Program aims to enhance the student experience of our membership by creating support student groups in the development of clubs based on social or academic interests**

## 01 JOIN OR REGISTER FOR A CLUB

- Clubs are open to all fee-paying members of the GSS.
- Take a look at our existing clubs and see if there is one that interests you. Reach out to their team. Find contact, here: [uwindsorgss.ca/programs](http://uwindsorgss.ca/programs)
- If you would like to start your own club, register here: [uwindsorgss.ca/programs](http://uwindsorgss.ca/programs). The Club Coordinator will follow up with you within 72-hours to finalize the process.
- You require at least seven UWindsor registered graduate students to become ratified.
- You can incorporate UG students if they do not make up more than 15% of your total membership and do not hold an executive position. Further stipulations, will be provided when planned club events.

## 02 INTRODUCTION MEETING

- Once you are ratified, one of your executive members will be required to meet with the Club Coordinator to go over: what it means to be a GSS club, funding requests, re-ratifying, social media kit, tips, setting up a bank account.
- This meeting will occur each time your club is required to re-ratify, which is each year.
- Provide your full club roster (first name, last name, UWindsor Email, and student ID numbers). Please provide in an excel sheet title - Year, Club Name Roster. For example, in **2021, The Nursing Club Roster**.



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# 03



## FUNDING REQUESTS

- Each club is eligible for up to \$1000 in club funding for events, equipment, conferences, projects.
- To apply for funding requests, you can fill out the [Club Funding Form](#).
- The Club Coordinator will follow up to request more details, if needed, within 2-business days.
- It is suggested to submit a funding request at least 3-weeks prior to the event.
- If you request more than \$500, the request will go to our Finance Committee or Council for final approval.
- If approved, we will reimburse with the appropriate receipts.
- The following items can be funded: advertising, apparel, equipment, guest speakers, food, supplies, travel, venue, and other miscellaneous requests.
- The application must provide in-depth details about the request
- Groups are encouraged to pursue additional means of revenue and sponsorships, and add that to their application.
- Your request may be modified under the discretion of the Clubs Coordinator or council.

# 04

## SETTING UP A BANK ACCOUNT

- Visit the Windsor Family Credit Union and set up a club account
- You will be required to have two of your executives to have signing authority on the account.
- When a new executive board joins the team, the two current execs with signing authority will have to go into the bank with a signed letter stating the transition
- Your VP of Finance will be required to submit a financial report at the beginning and end of each term for accountability purposes.



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# 05 SOCIAL MEDIA KIT



- Our team has provided you a Social Media Kit to help your club build and maintain your social media brand.
- If you are a ratified club you are able to use our logo for your events, promotions, or social media content. You can find two copies of our logos. White & Blue.
- When you publish content related to our club, please be sure to tag us in your content so we can share it with our membership
- If your social media account is being used to spread misinformation, hate, discrimination, racism, or intolerance of any sort – you will be de-ratified, and your account will be immediately reported to the platform.
- Here are details about Online Safety,

# 06 WHY SHOULD I JOIN A GSS CLUB

- Networking with your peers, colleagues, faculty & staff
- Booking space on campus
- Funding support
- Use of our branding
- Participating in the UWindsor community
- Support running events, conferences & activities



# 07 Follow @uwindsorgss for updates about our services, clubs, & resources



# 08 Hold recruitment events to grow your membership



# 09 SOCIETIES

- Academic Societies may be student organizations established in any department, program or faculty
- The aim of Academic Societies shall be to provide an academic and social environment related to the field of study of the respective academic area in an effort to enhance the university experience.
- All Societies shall be open to all fee-paying Members of the Graduate Student Society but limited to students within the faculty in which the society is housed.
- If you are a club that is affiliated with your academic faculty and would like to become a Society you will need to do the following steps:
  1. Register to become a GSS Club
  2. After ratified, submit your request to the Clubs Coordinator
  3. Find a faculty advisor and have them write a letter of support
  4. If there is a UG society, connect with them to let them know your plan to create a faculty graduate society
  5. Connect with the Clubs Coordinator, they will contact the Cashier's Office
  6. Please note: this process can take time, and is best executed at beginning of the Fall term. Becoming a GSS society is not a guarantee.

# 10 Follow @uwindsorgss for updates about our services, clubs, & resources



# 11 Hold recruitment events to grow your membership





# OUR LOGOS



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**IF YOU HAVE ADDITIONAL QUESTIONS, PLEASE  
REACH OUT TO OUR CLUBS COORDINATOR:  
[SOCIAL@UWINDSORGSS.CA](mailto:SOCIAL@UWINDSORGSS.CA)**