

## TGS-Affiliated Organization Policy

The Graduate School (TGS) supports and sponsors a number of affiliated graduate student and postdoctoral trainee organizations through the TGS Office of Student Life. Please review this document for an overview of TGS-Affiliate privileges, funding eligibility, responsibilities, and TGS commitments.

### I. Privileges with Recognition

- a. Ability to reserve campus space at the lowest available rate.
- b. Presence on Wildcat Connection as a registered student group. \*
- c. Opportunity to table at TGS organization fairs.
- d. Access to technology resources reserved for student groups and campus departments (e.g., listserv, organizational email account, copy/print resources, and webspace).
- e. Access to apply for institutional grants available to registered student groups and TGS funding. \*
  - i. Please note: recognition does not necessarily mean automatic funding of any kind.
- f. Access to opening a [Student Organization Finance Office \(SOFO\)](#) or [Chicago Organization Finance Office \(COFO\)](#) account.
- g. [Contracts](#) to be processed and signed to bring speaking engagements to campus, screen films, obtain rights/licenses for productions, rent equipment, host an event at an off-campus venue, and more.

### II. Funding

- a. Eligibility
  - i. If serving a mixed population (not solely TGS constituents), have majority TGS constituent membership.
  - ii. Only eligible for annual funds if explicitly serving graduate students and/or postdoctoral trainees.
  - iii. New organizations' annual inaugural allocation request may not exceed \$500.
    - i. Through the annual allocation process, organizations can only request up to \$500, but may request more through other funding opportunities.
    - ii. This maximum is put in place as an opportunity for new organizations to build trust with TGS and ensure that the current fiscal year (FY) budget is able to accommodate all existing organizations.
- b. Schedule
  - i. Applications for annual funding will be due at the end of Summer Quarter.
  - ii. Allocation decisions for annual funding will be shared by the beginning of Fall Quarter.
  - iii. Funds will be distributed in Fall Quarter for the FY.
- c. Applying
  - i. Online form (includes:)
    - i. Expense report from previous year
    - ii. Allocation request
- d. TGS budgets are approved on an annual basis therefore our financial team stipulates that we can only make financial commitments within the FY.

\* These privileges or policies may be specific to graduate student organizations.

### III. Expectations

- a. Maintenance of reliable and respectful channels of communication
  - i. Responsive to TGS communication and calls for information
  - ii. Timely updates to TGS of changes within organization (e.g., executive board, constitution, contact information, websites, etc.)
    - i. **Graduate Students:** Email TGS Associate Director of Student Life Lauren-Ashley Buchanan at [lauren-ashley.buchanan@northwestern.edu](mailto:lauren-ashley.buchanan@northwestern.edu).
    - ii. **Postdoctoral Trainees:** Email TGS Assistant Director of Postdoctoral Affairs Beth Healey at [beth-healey@northwestern.edu](mailto:beth-healey@northwestern.edu).
  - iii. Respectful interactions with organizational constituents (i.e., members of the organization and targeted populations) and external partners and entities (i.e., TGS staff, campus partners, vendors, etc.)
- b. Fiscal responsibility
  - i. President and/or Treasurer [SOFO/COFO trained](#)
  - ii. Remain within compliance of [SOFO/COFO](#) guidelines for financial dealings and contracts.
  - iii. Be transparent with SOFO/COFO and TGS regarding incoming and outgoing organizational funds and sources of said funds.
  - iv. Actively avoid deficit within accounts.
    - i. Knowingly going into deficit without confirmed incoming funds is unacceptable
  - v. All financial dealings (i.e. collections of money) should be facilitated through SOFO/COFO.
  - vi. You are expected to manage your relationship with SOFO/COFO. If additional assistance is necessary, please reach out to TGS staff members for support.
- c. Adherence to [Northwestern's Code of Conduct](#) and [Title IX](#).<sup>+</sup>
- d. Conscientious representation of TGS and Northwestern externally and internally as an affiliate organization.

### IV. Consequences of Failing to Meet Expectations

- a. If an organization abuses responsibilities or fails to meet general expectations, they are subject to a probationary period and/or disaffiliation at the discretion of TGS. In certain cases, student organization representatives may be forwarded to the Office of Student Conduct, Office of Equity, and/or other campus offices as appropriate.
- b. Probationary period
  - i. Depending on the causes for probation, organizations may be required to submit to quarterly check-ins with TGS that may include:
    - i. Regular meetings
    - ii. TGS audit of finances
    - iii. Quarterly submission of SOFO/COFO reports and records of financial activity
    - iv. Scaled down annual financial support (comparable to the support that new affiliates receive)
    - v. Rescinding of certain privileges of TGS-affiliation
    - vi. Prohibition of certain organizational activities
    - vii. Halt of TGS promotion of organization and/or organization events
- c. Organizations inactive/unresponsive to communications for **a year or more** must re-apply through the new organization application process

<sup>+</sup> These privileges or policies may be specific to graduate student organizations.

**V. TGS Commitments to TGS-Affiliates**

- a. Support and assistance
- b. Respectful interactions and openness to feedback
- c. Timely updates about changes to and new policy
- d. Mediation or the assisting of mediation regarding conflicts within affiliated organizations or between organizations and other internal or external parties as needed
- e. Fairness, transparency, equity, and respectful partnership with organizations

**Please Note:**

- There may be some exceptions for TGS-affiliated postdoctoral trainee organizations. Please email TGS Assistant Director of Postdoctoral Affairs Beth Healey at [beth-healey@northwestern.edu](mailto:beth-healey@northwestern.edu).
- Policy is subject to change and will be reviewed annually. Any alterations to the policy will be publicly and expediently shared.