



Motion Regarding the Amendment of the Clubs and Services Portfolio By-Law Book

Whereas, the VP (Clubs and Services) is bound and guided by the Clubs and Services Portfolio By-Law Book;

Whereas, many fee funded Services use Donation and Sponsorship Funding as a means of continuing their service and mandate beyond the scope of their day-to-day operations;

Whereas, Donation and Sponsorship Funding is overseen by both the VP (Clubs and Services) and the VP (Finance and Operations);

Whereas, the SSMU is committed to ensuring and improving its financial transparency to its constituents;

Whereas, there are currently no by-laws guiding or directing the use of Donation and Sponsorship Funding;

Be it resolved, that the Clubs and Services Portfolio By-Law Book be amended to include the creation of Donation and Sponsorship Funding by-laws outlined below;

Be it resolved, that the VP (Clubs and Services) will re-number and re-order these by-laws in a way not inconsistent with the current Clubs and Services Portfolio By-Laws;

Moved By:

VP Bradley (Finance and Operations)

VP Fong (Clubs and Services)

VP Chaim (Internal)

Article 1 – Donation and Sponsorship Funding

Purpose

1.1 The primary purpose of Donation and Sponsorship Funding shall be the disbursement of fees collected on behalf of fee-funded Services including but not limited to, TVM: Student Television, the Sexual Assault Center of the McGill Students' Society, the Union for Gender Empowerment, Midnight Kitchen, McGill Student Emergency Response Team, and Queer McGill.

1.2 Donation and Sponsorship Funding shall be a monetary contribution to groups, events, or projects that share a similar mandate to the Service in question.



1.2.1 Donation and Sponsorship Funding must be an extension of a Service's primary operations, and must not be inconsistent with that Service's mandate.

General Provisions

1.3 All fee-funded Services are eligible to allocate up to 10% of their total fee levy to Donation and Sponsorship Funding.

1.3.1 This amount will be determined in conjunction with the VP (Finance and Operations) during the budget revision process in September.

1.3.2 Up to a maximum of half of this total amount shall be paid out in the first semester.

1.4 Requests for Donation and Sponsorship Funding must be submitted in a manner not inconsistent with internal procedures for cheque requisitions and must be accompanied by:

1.4.1 The relevant application from the group or organization to the Service;

1.4.2 The minutes of the Service's meeting explicitly detailing the application review process, the amount approved, and the understanding of its purpose.

1.5 All Donation and Sponsorship Funding must have the approval of both the VP (Clubs and Services) and the VP (Finance and Operations) prior to written or verbal confirmation of funding to the group or organization in question.

1.6 In the event the VP (Clubs and Services) and VP (Finance and Operations) cannot come to agreement, the application must be brought to Executive Committee and will be approved by a majority vote.

1.7 It will be the responsibility of the VP (Finance and Operations) to communicate to the relevant Service if and when their Donation and Sponsorship Funding request has been rejected, and the grounds for its rejection in a timely manner.

1.8 It will be the responsibility of the Service to create an application form for groups and organizations wishing to receive Donation and Sponsorship Funding that contains:

1.8.1 Which organization or entity the donation is supporting;

1.8.2 Which event, project, or group the donation is supporting;

1.8.3 How this fulfills the primary mandate of the Service allocating the Donation and Sponsorship Funding.

1.9 Donation and Sponsorship Funding requests may not span fiscal years

1.9.1 In the event a Service approves an application for a previous fiscal year, they will do so with the understanding that the approved amount will be withdrawn from the current fiscal year.



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- 1.10 Donation and Sponsorship Funding may not be paid out directly to organizations, but instead must be allocated towards specific expenditures within events or projects.
- 1.11 Donation and Sponsorship Funding may not be paid out to organizations or events that are **exclusive** of McGill students.
- 1.12 Donation and Sponsorship Funding may not be disbursed for the purposes of funding basic operation expenses of other organizations including but not limited to: rent, utilities, and salaries.
- 1.13 Donation and Sponsorship Funding may not be disbursed for the purposes of funding capital expenditures whose use and value exceed the timeframe in which the project or event takes place.
- 1.14 A report by the VP (Clubs and Services) and the VP (Finance and Operations) at the end of each semester shall be brought to council presenting the breakdown of each service's use of Donation and Sponsorship Funding.

APPROVED