

ARTICLE 4 – THE QUEER MCGILL UNDERGRADUATE FUND

Purpose

4.1 The Queer McGill Undergraduate Fund (“Fund”) aims to provide financial assistance to students who fall under the queer umbrella who are adversely financially affected as a result of them being queer or trans*.

4.2 The Fund’s goal shall be to ensure its recipients may continue their studies despite extenuating circumstances in their life.

4.3 The Fund is exclusively need-based. Its purpose is not to reward academic performance, but to assist those experiencing financial hardship.

Administration

4.4 The Queer McGill Executive Committee, in conjunction with the SSMU Clubs and Services Representative, shall be responsible for administrating, publicizing, and disbursing the Fund.

4.5 The total sum award from the Fund in any given year shall not exceed seventy (70) percent of the total interest earned from the investment of the Fund from February 1st of the prior academic year to January 31st of the current academic year

4.5.1 The Clubs and Services Representative shall determine the amount of the total interest earned by no later than February 15th in consultation with the Vice-President (Finance and Operations).

4.6 All current assets of the Queer McGill Undergraduate Fund shall be kept in the form of low risk investments, separate from the SSMU’s operating account.

4.7 At the end of every fiscal year, any surplus in the Queer McGill department shall be transferred into the QMFUND.

4.8 If there are no suitable applicants in any given year, the Selection Committee is not obliged to issue funding.

Selection Committee

4.9 A Selection Committee will review the applications. The composition of the Selection Committee will be as follows:

4.9.1 The Clubs and Services Representative (Chair);

4.9.2 Two (2) representative from the Equity Committee;

4.9.3 Two (2) representatives selected by the Queer McGill Executive Committee; and

4.9.4 Two (2) representatives from the Queer McGill Executive Committee;

4.10 Quorum for a meeting of the Selection Committee shall be four (4) voting members.

4.11 The Clubs and Services Representative shall inform the Legislative Council of the Selection Committee’s decisions.

Eligibility

4.12 Funding is open to all SSMU members enrolled in degree programs as undergraduate students.

4.13 Funding is open to all individuals holding any awards or scholarships granted by McGill University or the SSMU.

4.14 Previous recipients of the Fund are eligible to apply, but will have lower priority.

4.15 Recipients of Emergency Funding shall only be eligible to receive funding once per semester.

4.16 SSMU Executives and Selection Committee members, at the time of application, will be ineligible for the Award.

Assessment of Applications

4.17 Applications for the Queer McGill Undergraduate Fund must be accompanied by:

4.17.1 A written statement, explaining the applicant’s situation and need for funding as well as a specific request for an amount of funding;

4.17.2 Contact information for a reference from someone who can attest to the applicant’s circumstances;

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4.17.3 Proof of student status;

4.17.4 Any documents supporting the amount of funding requested (e.g. tuition bills, medical expenses); and

4.17.5 Any other documents specified by the Clubs and Services Representative and/or the Selection Committee.

4.18 Upon review of an applicant's file, the Selection Committee may request an interview with the applicant.

4.18.1 No more than three (3) Selection Committee members may participate in the interview process.

4.19 Only members of the Selection Committee may review the contents of a candidate's file and interview. Committee members shall adhere to strict confidentiality concerning the contents of the candidate's file and interview.

4.20 All applications for funding shall be sent both to the Queer McGill Executive Committee and the Clubs and Services Representative.

Types of Funding

4.21 Long-term funding shall be given at any point during the Fall and Winter semesters and its primary goal shall be to ensure the recipient's ability to remain a student for that semester, covering, for example, a fraction of tuition and/or living expenses and/or medical expenses.

4.21.1 Long-term Funding shall not exceed 1000\$ for any given instance;

4.22 Emergency Funding shall be given out at any point during the year and its specific purpose shall be to meet the immediate needs of the applicant as a result of an emergency.

4.22.1 Emergency Funding shall not exceed \$250 for any given instance;

4.22.2 The Selection Committee shall convene to review any applications for emergency funding within no more than two (2) weeks of receiving a completed application;

4.22.3 If Emergency Funding is requested during the summer, all efforts should be made to convene the Selection Committee as soon as possible, or if not possible, to contact the Queer McGill Executive Committee for their input.

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4.16 All applications for funding shall be sent both to the Queer McGill Executive Committee and the Vice-President University Affairs. .

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