

# BY-LAW II-8 INTERNAL FUNDS

## ARTICLE 1 – GENERAL PROVISIONS

- 1.1 All requests for Internal Funds under By-law 8 must be accompanied by:
  - 1.1.1 A Fund-specific request form;
  - 1.1.2 A letter of introduction, clearly detailing the initiative and its goals and objects; and
  - 1.1.3 A comprehensive budget overview, showing all revenue and expenses.
- 1.2 All requests for Internal Funds shall be addressed to the Funding Committee Coordinator.
- 1.3 The Funding Committee Coordinator shall administer all aspects of the Internal Funds. This shall include ensuring the timely processing of cheques, maintaining records of fund allocation, and informing applicants as to the status of their application.
- 1.4 The Funding Committee will consider all requests and shall submit their decisions for ratification at the following Legislative Council meeting.
- 1.5 When applicable, Internal Fund requests must conform to all of the following guidelines, unless otherwise determined by a two-thirds (2/3) majority of the Funding Committee:
  - 1.5.1 The request must be made by a member of the Society;
  - 1.5.2 Members of the Society must be responsible for and involved in the overall co-ordination and production of the initiative;
  - 1.5.3 No members of the Society may be restricted from attending or participating in the initiative;
  - 1.5.4 The initiative must not have goals or objectives for which Society groups have already been allocated resources;
  - 1.5.5 No funds may be used to loan resources to Society groups for the purposes of start-up costs;
  - 1.5.6 A specific time frame for the initiative must be determined in advance;
  - 1.5.7 All requests must be received ahead of the date of the initiative or its commencement;
  - 1.5.8 The Funding Committee or Executive Committee may establish further guidelines that are not inconsistent with these terms of reference herein.
- 1.6 The Funding Committee, Executive Committee and Legislative Council reserve the right to deny any funding request based on factors including but not limited to: moral objections and questions to the viability of the initiative.
- 1.7 Unsuccessful applicants have the right to obtain a written letter listing the reasons as to why the funding request was denied.
- 1.8 Publicity associated with all funded initiatives must include the Society Logo in conjunction with the words "Assistance provided by the Students' Society of McGill University". Failure to do so will result in loss of funding.

## ARTICLE 2 – CAMPUS LIFE FUND (CLF)

### Purpose

2.1 The CLF is intended as a source of financial assistance for initiatives including but not limited to projects, events, conferences, publications, and productions of an academic or social nature. The CLF also recognizes the contribution of athletic programs to the McGill community and shall, where applicable, offer financial assistance to such endeavours.

### Administration

2.2 When assessing CLF requests, the Funding Committee must be satisfied that the initiative's objective will contribute to the betterment of campus life.

2.3 Funding to athletic programs shall be limited to unfunded tier three athletic teams as defined under McGill University's Department of Athletics Intercollegiate Sport Classification Process Terms of Reference.

2.3.1 Funding to athletic programs shall be limited to subsidizing a portion of the athletic program's travel and/or league affiliation fees.

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2.3.2 The Funding Committee may consult with Students' Athletic Council representative when dealing with requests from athletic teams.

2.4 No more than two thirds (2/3) of the fund, as approved in the Operating Budget, may be allocated by the end of the fall semester.

2.5 The Society may from time to time enter into agreements regarding the matching of Society contributions from the CLF. The Funding Committee Coordinator, in coordination with the Executive Committee, is responsible for facilitating this process.

2.6 The Funding Committee Coordinator is responsible for publicizing the existence of the CLF and its application process.

## ARTICLE 3 – AMBASSADOR FUND

### Purpose

3.1 The Ambassador Fund is intended as a source of financial assistance for McGill students to host or participate in competitions and conferences of an academic nature.

### Administration

3.2 When assessing Ambassador Fund requests, the Funding Committee must be satisfied that the initiative's objective will contribute to the visibility and recognition of the excellence of the Society's members.

3.3 No more than two thirds (2/3) of the fund, as approved in the Operating Budget, may be allocated by the end of the fall semester.

3.4 The Society may from time to time enter into agreements regarding the matching of Society contributions from the Ambassador Fund. The Funding Committee Coordinator, in coordination with the Executive Committee, is responsible for facilitating this process.

3.5 The Funding Committee Coordinator is responsible for publicizing the existence of the Ambassador Fund and its application process.

## ARTICLE 4 - SSMU ENVIRONMENT FEE FUND (EFF) and ENVIRONMENT PROJECT FUND (EPF)

### Purpose

4.1 The Environment Fee Fund is meant as source of financial support for:

4.1.1 Environmental initiatives within the SSMU, including student coordinator positions and infrastructure changes to SSMU events and space; and

4.1.2 Student-run environmental projects on campus through the EPF, to which at least \$10 000 a year will be allocated from the EFF.

### Administration

4.2 When assessing EPF requests, the Funding Committee must be satisfied that the initiative's objective will contribute to the betterment of campus environmental impact, either by measuring the impact of current practices or measurably reducing the impact of activities on the downtown campus

4.3 After least \$10,000 is allocated to the EPF from the EFF, the remainder of the EFF will be allocated to the SSMU internal environmental projects fund.

4.3.1 This fund is intended for a wide range of large and small-scale projects intended to increase the environmental sustainability of the society.

4.3.2 Decisions regarding the allocation of these resources shall be made by the Environment Committee, Executive Committee and Funding Committee, pending final approval by the Legislative Council.

4.3.3 No less than \$2,500 must be reserved from this fund to pay the stipends of the two Environment Commissioners, and cover parts of the costs related to environmental conferences.

4.3.4 An amount in excess of 10,000 may be allocated in any given year by the Funding Committee, or the Legislative Council.

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4.4 No more than half (1/2) of the EPPF, as approved in the Operating Budget, may be allocated by the end of the fall semester.

4.5 The Society may from time to time enter into agreements regarding the matching of Society contributions from the Environment Fee Fund. The Funding Committee Coordinator and the Environment Commissioner, in coordination with the Executive Committee, are responsible for facilitating this process.

4.6 The Environment Coordinator is responsible for publicizing the existence of the Environment Fund and its application process.

## BYLAW II-7 EXTERNAL FUNDS

### ARTICLE 6 – THE BASE FEE ALLOCATION FOR STUDENT SPACE

6.1 The base fee for student space is adjusted according to the rate of inflation, set by Statistics Canada’s annual Consumer Price Index (CPI) inflation rate for the province of Quebec. One dollar and five cents (\$1.05) per member, per semester shall be taken from the base fee for the governance of student space improvements.

6.1.1 Sixty-five percent (65%) of the fee will be allocated for renovations inside the Shatner building.

6.1.2 Ten percent (10%) of the fee will be allocated for sustainable building initiatives within the Shatner building.

6.1.3 Twenty-five percent (25%) of the fee will be allocated for external groups to improve student spaces across campus.

6.1.3.1 Should external groups not apply, internal SSMU projects can apply for the remaining amount.

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