



BYLAW II-10 FUNDING

Article 1 – Roles of the Funding Committee

1.1 The primary purpose of the Funding Committee shall be the disbursement of the following internal funds: Campus Life Fund (CLF), SSMU Environment Fee Fund, Ambassador Fund, the Club Fund, Charity Fund, Equity Fund and the Funding Committee allocation of the Space Fund.

1.2 The Committee shall inform the appropriate executives or body regarding any potential legal or otherwise damaging concerns to the Society noticed in applications.

1.2.1 In such cases, applications will be tabled pending direction from the appropriate executive or body.

1.3 The policies and guidelines contained in bylaw II-10 shall not supersede the Terms of Reference for the Committee or disbursed funds. Rather, they serve to regulate and guide disbursement as prescribed by the members of the Society in maintaining these funds.

Article 2 – Retroactive Funding Applications

2.1 If an event occurred before the evaluation of the application, the group must resubmit the application complete with actual values of their revenues and expenses.

2.1.2 The Funding Committee may ignore this provision by majority vote in cases where delays deemed unreasonable would be incurred, or where the event took place too recently for actuals to be available.

2.2 All retroactive applications must include copies of their invoices and receipts.

Article 3 – Club Funding Timeline

3.1 All Club Fund applications are limited to the current semester.

3.1.1 No yearlong or multi-period funding applications may be approved.

3.1.2 Exceptions can be made to Article 3.1 in extraordinary circumstances by a 2/3 vote of the Funding Committee.

3.2 Funding applications regarding summer activities are subject to review during the Winter semester.



Article 4 – Funding for Food & Beverages

4.1 No food or beverages will be approved for funding if meant for consumption by the applicant group, participants, or constituents, except as prescribed by section 4.2.

4.1.1 This article applies to all groups regardless of the nature of their organization or its constituents, with the sole exception of groups whose operations are entirely comprised of food services.

4.2 Food and beverages are eligible for funding in cases where they are sold as a means of raising funds.

4.2.1 This article shall not be interpreted to mean that food and beverages offered at fundraising events are eligible for funding.

Article 5 – Event Budgeting

5.1 Any event which does not make a recognizable attempt to break even by its own means is not eligible for funding.

5.2 No event without a deficit shall be granted funding.

5.2.1 Events meant to raise funds and which do not have a deficit are eligible for funding from the Charity Fund.

5.3 Funding granted shall be dependent upon the applicant's demonstrable efforts to fundraise and obtain sponsorship.

5.4 Other exceptions to provisions under Article 5 may be made in extraordinary circumstances at the discretion of the Funding Committee, if no more than one (1) committee member votes against.

Article 6 – Alcohol

6.1 No funding shall be approved for alcohol.

Article 7 – Compliance and Transferability of Funding

7.1 Funding not used for the purpose it was granted must be returned to the Society before the end of the audit period for which it was disbursed.



7.2 Any applicant not a full-status SSMU club with an audit score of 3 or higher is required to provide copies of their promotional materials and their final budget as well as copies of their receipts and invoices in order to be eligible for funding.

Article 8 – Funding for Travel

8.1 Travel plans and accompanying quotes and/or invoices must be submitted with the application.

8.2 Funding to applicable cities will only be granted the baseline amount indicated by the travel guide.

8.2.1 If no travel guide is available or current (revised within the past five years), it shall be the responsibility of the Funding Committee to establish baseline travel amounts.

Article 9 – Apparel & Equipment

9.1 Funding for apparel and equipment shall only be approved if it is to become a capital asset of the group and the Funding Committee is satisfied that it will remain group property.

9.1.1 The application must identify adequate provisions for the storage and safekeeping of apparel and equipment.

9.1.2 Personalized uniforms that will be retained by the members and not returned to the club, including for coordinators or executives, are not eligible for funding.

9.1.3 Non-personalized apparel that will not be returned to the group may be approved if it is demonstrated to be essential to group activities and a reasonable proportion of expenses.

Article 10 – Non-Contractual Remuneration

10.1 Clubs offering honoraria in the form of cash are ineligible for funding.

10.2 Clubs which pay salaries or stipends without following the appropriate human resources rules and regulations of the Society are ineligible for funding.



10.3 Any Club found to be ineligible for funding due to the provisions of Article 10 will be reported to the Vice-President (Clubs & Services) by the Funding Coordinator within two (2) weeks of application review.

Article 11 – Internal Policies

11.1 All funding shall respect the internal policies of the Society.

11.2 If at least one (1) voting member of the Committee expresses concerns that an application does not respect an internal policy of the Society, their vote shall be sufficient to table the application pending the presence at Committee of, or a formal statement by, an Executive or Commissioner of the Society related to the policy in question.

Article 12 – Maximum Funding

12.1 No group shall be granted funding in excess of the amount requested in their application or applications.

Article 13 – Financial Transaction Subsidy

13.1 Funding Committee shall allocate up to \$80 per Club per semester to offset financial transaction costs that are applied for, including bank fees and cheque purchases.

Article 14 – Changes to application specifications after funding has been issued

14.1 An applicant who is allocated funding for a line item and subsequently makes material changes (greater than \$100) to the line item must present the changes and proof of billed amount to the Funding Committee before the date of the event for approval. In the case of funding for a club or group that is not event specific, all changes must be presented and approved.

14.2 If changes are not submitted with documentation and approved, the committee can impose penalties.



Article 15 – Penalties

15.1 Clubs in contravention of the Society's Funding Bylaws shall be subject to penalties voted by a 2/3 majority of the Funding Committee, including:

- Freezing of club bank accounts;
- Seizing funds from club accounts;
- Restriction of access to funds for one (1) non-summer semester to two (2) years;
- Recommendation to suspend club privileges
- Recommendation to remove executive from office
- Recommendation to suspend or revoke club status

Article 16 – Funding Committee Modus Operandi

16.1 There shall be a document called the Funding Committee Modus Operandi

16.2 The Funding Committee Modus Operandi will enshrine committee best practices and will be consistently updated at the committee's discretion.



Funding Committee Modus Operandi

The discretion of the Funding Committee in its allocations, while burdensome, is necessary and valuable in maintaining meaningful student control of community life on campus. These policies are intended only as a framework for analysis and a baseline of acceptability in reviewing applications for funding. This structure enshrines a minimal degree of fairness and consistency across application reviews while protecting the Society from detrimental funding. Discretion also remains essential to respecting fund caps and rewarding strong performance.

The Best Practice methods for the review of applications are as follows:

1. If total eligible expenses are less than requested funding, total eligible expenses becomes the new maximum amount of funding. The amount of funding allocated shall be determined on the merits of the application, its importance to the community, and other factors outlined in the Bylaws of the Society and Terms of Reference for the disbursed funds.
2. In cases where the size or nature of the application makes standard review methods impractical, the Committee may choose to determine the baseline fund amount as a percentage of funding requested equal to the percentage of expenses eligible for funding.