



FUNDING COMMITTEE REGULATIONS BY-LAW

Preamble

The policies and guidelines contained herein shall not supersede the agreed upon 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.

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.



Article I. Roles of the Funding Committee

Policy 1.01 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 Space Fund.

Policy 1.02 The Committee shall inform the appropriate executives or body regarding any potential legal or otherwise damaging concerns to the Society noticed in applications.

- (a) In such cases, applications will be tabled pending direction from the appropriate executive or body.

Article II. Retroactive Funding Applications

Policy 2.01 If the date of the event has passed before the evaluation of the application, the group must resubmit the application complete with actual values of their revenues and expenses so long as the delay will not cause unnecessarily severe delays.*

Policy 2.02 All retroactive requests must submit copies of their invoices and receipts.

Article III. Club Funding Timeline

Policy 3.01 All club fund applications are limited to the current semester

- (a) No yearlong or multi-period funding applications may be approved.
- (b) Exceptions can be made in extraordinary circumstances at the discretion of the Committee.

Policy 3.02 Funding applications regarding summer activities are subject to review during the Winter semester.

Article IV. Funding for Food & Beverages



Policy 4.01 No food will be approved for funding if meant for consumption by the applicant group, participants, or constituents, except as prescribed by section 4.2.

- (a) This 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.

Policy 4.02 Food and beverages are eligible for funding in cases where they are directly sold as a fundraising tool.

Article V. Event Budgeting

Policy 5.01 Any event which does not make a recognizable attempt to break even by its own means is not eligible for funding.

Policy 5.02 No event without a deficit shall be granted funding.

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

Policy 5.03 Funding granted shall be dependent upon the group's effort to fundraise and find sponsors on their own.

Policy 5.04 Other exceptions to policies under Article V may be made in extraordinary circumstances at the discretion of the funding committee, if no more than one (1) vote of the Committee is cast against.

Article VI. Alcohol



Policy 6.01 No funding shall be approved for alcohol.

Article VII. Compliance and Transferability of Funding

Policy 7.01 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

Policy 7.02 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 VIII. Funding for Travel

Policy 8.01 Travel plans must be submitted with the application along with the necessary quotes and/or invoices.

Policy 8.02 Funding to certain cities will only be granted the baseline amount indicated by the travel guide.

- (a) 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 IX. Apparel & Equipment

Policy 9.01 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.

- (a) The application must identify adequate provisions for the storage and safekeeping of apparel and equipment.
- (b) Personalized uniforms that will be retained by the members, including for coordinators or executives, and not returned to the club shall not be subsidized.



- (c) **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 X. Non-Contractual Remuneration

Policy 10.01 Clubs offering honoraria in the form of cash are ineligible for funding

Policy 10.02 Clubs which pay salaries or stipends without following the appropriate human resources rules and regulations of the Society are ineligible for funding

Policy 10.03 Any Club found to be ineligible for funding due to the provisions of Article X will be reported to the Vice-President (Clubs & Services) by the Funding Coordinator within two (2) weeks of application review.

Article XI. Internal Policies

Policy 11.01 All funding shall respect the internal policies of the Society.

Policy 11.02 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 statement by, an Executive or Commissioner of the Society related to the policy in question.

Article XII. Maximum Funding

Policy 12.01 No group shall be granted funding in excess of the amount requested in their application