



### **Notice of Motion Regarding Student Life Fund By-Law Reform**

Whereas, By-Law II-7 Article 6 comprises the Student Life Fund regulations,

Whereas, some of the information in the current Article is outdated, missing, and no longer accurate,

Whereas, the previous By-Law II-7 Article 6 was unclear regarding the intended use for the original balance within the Student Life Fund.

Resolved, the following be adopted to replace By-Law II-7 Article 6.

Resolved, that these changes shall come into effect on February 1, 2014.

Resolved, that these by-laws shall be re-numbered accordingly, if necessary.

Resolved, that the current balance within the Student Life Fund not allocated for a specific department including but not limited to SSMU Services, Affiliated Student Associations, Gerts Student Life Funds, or Fees for redistribution by Funding Committee, \$206,397.26, be transferred into the Capital Expenditures Reserve Fund.

Moved by,  
Joey Shea  
Tyler Hofmeister  
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#### **BY-LAW II-7 EXTERNAL FUNDS**

#### **ARTICLE 6 - STUDENT LIFE FUND (SLF)**

##### **Purpose**

- .1 The fund shall provide a space for the year end favorable variances of the Fee Funded and non-Fee Funded departments, which are listed below, to be made available in future years without having to roll into the Capital Expenditures Reserve Fund (CERF):
  1. Fees for redistribution by Funding Committee; including but not limited to the Campus Life Fund Fee, Environment Fund Fee, Ambassadors Fund Fee, Charity Fee, and Space Fee.



2. Fee Funded SSMU Services; including but not limited to TVM: Student Television, the Sexual Assault Center of the Students' Society, the Union for Gender Empowerment, the McGill Nightline, McGill Students Emergency Responders Team, Walksafe, Drivesafe, MISN and Midnight Kitchen.
3. Non-fee Funded SSMU Services, including but not limited to, Players' Theatre, Organic Campus, Volunteer Bureau, Savoy Society, Black Students' Network, Mature & Re-entry Students, the Bike Collective, and the Musicians Collective.
4. Fee Funded Affiliated Student Associations; including but not limited to the Nursing Undergraduate Society, the Physical & Occupation Therapy Undergraduate Society and the Social Work Students' Association.
5. The Gerts Student Life Fund.
6. The Club Fund.
2. The purpose of the Student Life Fund is not to accumulate funds in any department.
3. Any favorable variance between actual results and budget numbers will be transferred into the Student Life Fund at the end of the fiscal year and will be made available to the next year operating budget.
4. Year end favorable variance between actual and budgeted department balance for Fee Funded Affiliated Student Associations, Non-fee Funded SSMU Services, the Gerts Student Life Fund, and Fees for redistribution by Funding Committee will automatically be transferred from the Student Life Fund back into their respective departments at the beginning of the new fiscal year (June 1<sup>st</sup>) after the audited financial statements have been completed.
5. The contribution from SSMU to Non-Fee Funded SSMU Services from the yearly operating budget will be reduced by the amount accumulated in the Student Life Fund in the previous year.
6. Any variance will include the purchase of capital assets before it gets transferred into the Student Life Fund.

### **Administration**

7. The following procedures for the administration of the Student Life Fund are designed with two objectives in mind:
  - 7.1. To ensure proper checks and balances for the fund;
  - 7.2. To outline the appropriate usage and maintenance of the fund.
8. The Comptroller shall keep record of each SSMU Service, Fund, and Affiliate Student Association's balance within the Student Life Fund and keep an accurate record of transactions between the Student Life Fund and these departments.
9. SSMU Services whose favorable variance is not automatically transferred shall have the ability to request a transfer of the totality or a portion of the funds kept in the Student Life Fund to their respective department in the Operating Fund by submitting a request to the Vice-President (Finance & Operations) and the Comptroller.
10. Both the Vice-President (Finance and Operations) and the Comptroller have the ability to jointly reject such a request on the grounds that the SSMU Service has not been responsibly managing their finances, such as not submitting a budget on time or meeting with the Vice-President (Finance and Operations), using the money to only benefit a select few of SSMU members, or not respecting their constitution.
11. If a SSMU service does not submit a break-even budget by the deadline communicated by the Vice President (Finance and Operations), SSMU reserves the right to not transfer any accumulated favorable variance from the Student Life Fund to said department.



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12. The Vice-President and Comptroller must agree on the decision made. In the case that the Vice-President and Comptroller disagree, Executive Committee must decide on the amount and reason of the transfer.
13. The amount of the transfer to each department will be the maximum of the previous year end surplus.
14. The Comptroller shall inform the Vice-President (Finance and Operations) of the balance in the Student Life Fund Vice-President (Finance and Operations) of the balance allocated to each SSMU Service and Affiliate Student Association for 1<sup>st</sup> of September, dependent on whether or not the audited financial statements are completed. This information will be maintained on a monthly basis. This is done to aid the Vice President (Finance and Operations) with Budget revisions.
15. The Vice President (Finance and Operations) is responsible for communicating the Student Life Fund balance of each SSMU Service, Fund, and Affiliate Student Association to each respective group in at least two weeks before the budget deadline, pending the completion of the audited financial statements.
16. The capital of the Student Life Fund shall be internally restricted. The balances which are a result of previous years surpluses from specific departments may not be transferred to any department except the one that originally generated the surplus.
17. If a SSMU Service has accumulated favorable variance within the Student Life Fund but has not been active for 3 years, SSMU will transfer this accumulated favorable variance into the Capital Expenditures Reserve Fund.
18. SSMU Services may only accumulate favorable variance without requesting it for two years in a row.
19. If a SSMU Service accumulates favorable variance for more than two years without requesting this balance, the favorable variance from the first year of accumulation will be transferred into the Capital Expenditures Reserve Fund.