

# Internal Regulations of the **SOCIETY'S FINANCES**

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# INTERNAL REGULATIONS OF THE **SOCIETY'S FINANCES-01:** INTERPRETATION

## PART I: INTERPRETATION

### 1. APPLICABILITY

1.1 GENERAL. Internal Regulations of the Presidential Portfolio-01 shall apply to the Internal Regulations of the Finance and Operations Portfolio.

### 2. EFFECTIVENESS

2.1 GENERAL. The Internal Regulations of the Finance and Operations Portfolio shall be the effective Internal Regulation for:

- a) all financial activities of the Society; and
- b) all financial activities of the Clubs and Services which fall under the Society's financial jurisdiction

2.2 CHANGE WITHOUT NOTICE. The Internal Regulations of the Finance and Operations Portfolio are subject to change without notice to Clubs and Services. It is the obligation of Members, Club Financial Officers, and Service Financial Officers to remain informed of any changes.

### 3. SPECIAL PROVISION

Provisions related to Funds that appear in italics do not form part of the Internal Regulations but are included to ensure institutional memory with respect to the history and purpose of the Funds.

## PART II: DEFINITIONS

The following terms used in the Internal Regulations of the Finance and Operations Affairs Portfolio shall have the same definitions as those given to the same terms used in the Constitution.

- a) "Board of Directors"



- b) "Executive Committee"
- c) "Internal Regulation"
- d) "Legislative Council"
- e) "Member"
- f) "Officer"
- g) "Simple Majority"
- h) "Society"

The following terms used in the Internal Regulations of the Finance and Operations Portfolio shall have the same definitions as those given to the same terms used in the Internal Regulations of the Presidential Portfolio.

- i) "Affiliated Student Association"
- j) "Ancillary Fee"
- k) "Club"
- l) "Course Fee"
- m) "Day"
- n) "Fee"
- o) "Independent Student Group"
- p) "Service"
- q) "Student Association"

The following terms used in the Internal Regulations of the Finance and Operations Portfolio shall have the same definitions as those given to the same terms used in the Internal Regulations of the Clubs and Services Portfolio.

- r) "Inactive"

In the Internal Regulations of the Finance and Operations Portfolio, unless otherwise indicated:

- s) **"Capital Asset"** shall generally refer to any asset of the Society that is expected to provide benefits for more than one (1) year, including but not limited to leasehold improvements and equipment;
- t) **"Capital Expenditure"** shall generally refer to the purchase of a capital asset for over five hundred dollars (\$500);
- u) **"Financial Officer"** shall mean the vice-president of finance or equivalent position of a Service or Club;
- v) **"Financial Sanction"** shall mean any financial punishments or reprimands which the Society may levy on any Service, Club, Independent Student Group, Student Association or any group applying for funding from the Funding Committee (subject to the Society's ability to enforce Financial Sanctions against such a group);
- w) **"Fiscal Year"** shall mean the Society's fiscal year, which runs from June 1st to May 31st;



- x) **“Fund”** shall refer to a portion of the Society’s resources whose use is restricted to fulfill an intended purpose;
- y) **“Department”** shall refer to Internal Departments, Services, Fees and any other activities or events that are assigned a Departmental Number in the Society’s accounting system;
- z) **“Departmental Number”** shall refer to the number assigned to a given Department;
- aa) **“Initial Operating Budget”** shall refer to the budget for the Operating Fund prepared by the Vice-President (Finance) in April of the previous Fiscal Year;
- bb) **“Initiative”** shall refer to an event, project, or initiative for which funding is applied to the Funding Committee;
- cc) **“Administration Budgets”** shall refer to the budgets for departments generally overseen by staff or by the General Manager, including but not limited to the budgets for General Administration, the William Shatner University Centre, Gerts, the Student Run Cafe, IT, Website, Communications, and the Old McGill Yearbook;
- dd) **“Operating Budget”** shall refer to either the Initial Operating Budget or the October or February Revised Operating Budget, whichever is most current;
- ee) **“Revised Operating Budget”** shall refer to the revised versions of the Initial Operating Budget prepared by the Vice-President (Finance) in October and February of each Fiscal Year.

# INTERNAL REGULATIONS OF THE **SOCIETY’S FINANCES-02:** FINANCIAL RESPONSIBILITY

## PART I: RESPONSIBILITIES

### 1. SOCIETY

1.1. CHIEF EXECUTIVE OFFICER. The President is the Chief Executive Officer of the Society.

1.2. CHIEF FINANCIAL OFFICER. The Vice-President (Finance) is the Chief Financial Officer of the Society and is responsible for:

- a) ensuring that all revenues and expenditures are generally in keeping with the wishes of the Board of Directors;
- b) ensuring that the Internal Regulations of the Finance and Operations Portfolio are updated as needed to reflect current practice;





- c) keeping the Executive Committee, the Funding Committee, the Legislative Council, and the Board of Directors apprised of the Society's ongoing financial status;
- d) reviewing and approving the salaries budget;
- e) approving financial obligations and transactions of the Society; and
- f) reviewing budgets to prevent over-spending.

1.3. INTERNAL AUDITOR. The Internal Auditor of the Society is the Comptroller.

## 2. SERVICES

2.1 CHIEF FINANCIAL OFFICER. The Financial Officers of Services are the Chief Financial Officers of their respective Services and are responsible for:

- a) ensuring that the budgeted amounts in the Operating Budget and Revised Operating Budgets accurately reflect the expected revenue and expenses to be realized by their Service;
- b) ensuring that their Service stays within the budgeted revenues and expenses in the approved Operating Budget;
- c) ensuring that projected revenues are generally realized and that their Service does not over-expend in any expense account;
- d) keeping the Vice-President (Finance) apprised of their Service's financial status throughout the Fiscal Year; and
- e) ensuring that their Service follows these Internal Regulations

## PART II: FINANCIAL AUTHORITY

### 3. OPERATING BUDGET

3.1 GENERAL. The Vice-President (Finance) has the authority to alter all budgets when preparing the Initial Operating Budget and Revised Operating Budgets.

3.2 ADMINISTRATION BUDGETS. Administration Budgets shall be prepared by staff and submitted to the General Manager who shall revise them and pass them on to the Vice-President (Finance). The Vice-President (Finance) should consult with the General Manager in the preparation and finalization of the Administration Budgets, but the final authority shall remain with the Vice-President (Finance).

3.3 APPROVAL. The Society's Operating Budget must be approved, in the following order, by:

- (a) the Executive Committee;
- (b) the Legislative Council; and
- (c) the Board of Directors.



## PART III: SOCIALLY RESPONSIBLE INVESTMENT

### 4. GENERAL

4.1 PURPOSE. As a student society, the Society must constantly strive to act in the best interests of its Members. When it comes to investing money, the Society recognizes that this money belongs to the Members and thus shall ensure any investment in corporations or governments is in the best interests of the Members.

4.2 GUIDELINES. In order to ensure that money is invested in the interests of the Members, the Society shall avoid investing in companies and governments with material interests in:

- a) socially harmful areas (e.g. weapons and tobacco);
- b) human rights abuses (e.g. child/sweatshop labour and political oppression); and
- c) environmentally harmful areas (e.g. pollution and destruction of habitat).

4.3 PRIORITY. Priority consideration shall be given to companies with a proven track record of:

- a) positive contributions to the environment;
- b) promotion of sound employment practices; and
- c) high standards of corporate governance and transparency.

### 5. ENFORCEMENT

5.1 FINANCIAL ETHICS REVIEW COMMITTEE. The Financial Ethics Review Committee shall be responsible for reviewing the investments of the Society, subject to the provisions contained in the Committee Terms of Reference and in the Policy and Plan Book.

# INTERNAL REGULATIONS OF THE **SOCIETY'S FINANCES-03:** BUDGETING

## 1. INITIAL OPERATING BUDGET

1.1 GENERAL. The Vice-President (Finance) shall work with Officers, Services, and staff to compile the figures for all Department Budgets into a single budget document for the next Fiscal Year, called the Initial Operating Budget.



## 2. REVISED OPERATING BUDGETS

- 2.1 GENERAL. The Vice-President (Finance) is responsible for revising the Operating Budget twice each year, once in October and once in February.
- 2.2 TIMELINE. In early September and mid January of each year, the Vice-President (Finance) shall work with the Officers, Services, and staff to review the figures for all Department Budgets. The Vice-President (Finance) shall compile all Department Budgets into a Revised Operating Budget for both the October and February budget revisions.
- 2.3 PRESENTATION TO THE LEGISLATIVE COUNCIL. It is the responsibility of the Vice-President (Finance) to submit a Revised Operating Budget for approval by the Legislative Council by October 31st and February 28th of each Fiscal Year.
- 2.4 APPROVAL BY BOARD OF DIRECTORS – OCTOBER. Until the Legislative Council and the Board of Directors have duly approved the Revised Operating Budget for October, the Vice-President (Finance) shall ensure that Departments do not exceed their permitted subsidy as stipulated in the Initial Operating Budget.
- 2.5 APPROVAL BY BOARD OF DIRECTORS – FEBRUARY. Until the Legislative Council and the Board of Directors have duly approved the Revised Operating Budget for February, the Vice-President (Finance) shall ensure that Departments do not exceed their permitted subsidy as stipulated in the Revised Operating Budget for October.
- 2.6 EXTENSION OF DEADLINES. The Board of Directors may, by resolution, extend any of the deadlines related to Revised Operating Budgets.

## 3. EVENTS BUDGETS

- 3.1 GENERAL. The following require all Officers to submit a complete budget to the Vice-President (Finance) for approval with at least two weeks notice:
- a) an event;
  - b) a project;
  - c) a publication; or
  - d) an initiative.



# INTERNAL REGULATIONS OF THE **SOCIETY'S FINANCES-04:** FINANCIAL PROCEDURES

## PART I: INVESTMENTS

### 1. GENERAL

- 1.1 APPROVAL OF INVESTMENTS. The Board of Directors must approve all investments for which the term would be longer than three (3) years or for which there is a high degree of risk.
- 1.2 APPROVAL OF LIQUIDATION. The Board of Directors must approve the liquidation of all investments for which there is a high degree of risk.
- 1.3 INVESTMENT PORTFOLIO. The Board of Directors must approve the transfer of any cash in or out of the Investment Portfolio.
- 1.4 INVESTMENTS BY FUNDS. The portion of each Fund for which short-term liquidity is not needed should be invested in short-term financial investments at the discretion of the Vice-President (Finance) and the General Manager. The investments should be chosen in such a way as to meet the liquidity needs of the Society while maximizing the earned rate of interest.
- 1.5 DIVESTMENT. Any orders to divest from specific investments in the Investment Portfolio require the approval of both the Legislative Council and the Board of Directors.
- 1.6 REPORTING. The purchase and liquidation of all investments must be reported to the Board of Directors.

## PART II: SOCIETY CONTRACTS AND FINANCIAL PROCEDURES

### 2. SIGNING AUTHORITY

- 2.1 GENERAL SIGNING AUTHORITY. Any agreement or commitment made directly on behalf of the Society must be approved by:



- a) the Vice-President (Finance); and
- b) the General Manager.

2.2 SIGNING OF CONTRACTS. Under no circumstances is an Officer, staff member, volunteer, or any other person permitted to sign a contract on behalf of the Society without the prior and express approval of the Vice-President (Finance) and the General Manager.

2.3 COUNTERSIGNATURE. The Board of Directors may develop and approve procedures which require the countersignature of specific persons in addition to the signatures of the Vice-President (Finance) and the General Manager.

2.4 CLUBS AND SERVICES SIGNING AUTHORITY. Any contracts entered into by Clubs or Services shall, in addition to the approval of the Vice-President (Finance) and the General Manager, require the approval of the Vice-President (Student Life).

2.5 CLUBS SIGNING AUTHORITY – EXCEPTION. Where a contract is to be entered into by a Club and it is a short-term contract, the contract may be approved by the General Manager and the Vice-President (Student Life), without the need for the approval of the Vice-President (Finance).

2.6 ABSENSE OF THE GENERAL MANAGER. In exceptional circumstances or in the case of the absence of the General Manager, the Controller or the President may sign agreements in place of the General Manager.

2.7 ABSENSE OF THE VICE-PRESIDENT (FINANCE). In exceptional circumstances or in the absence of the Vice-President (Finance), the President may sign agreements in place of the Vice-President (Finance).

### 3. REVIEW OF CONTRACTS

3.1 FINANCIAL ETHICS REVIEW COMMITTEE. With the exception of personnel contracts, all contracts larger than fifteen thousand dollars (\$15,000) made on behalf of the Society must be submitted to the Financial Ethics Research Committee for review.

### 4. AUDITING

4.1 FINANCIAL RECONCILIATION. The Society shall conduct its year-end financial reconciliation during the summer, at which time it shall close the Fiscal Year of each Department.



4.2 NOTIFICATION TO SERVICES. The Vice-President (Finance) will inform Services of any financial irregularities resulting from this year-end reconciliation in writing by August 31st every year or when the audit has been completed, whichever is later.

4.3 FINANCIAL SANCTION. Should an internal audit indicate financial irregularities that cannot be accounted for by a Service, or should a Service fail to comply with these Internal Regulations, they shall be subject to Financial Sanctions by the Society.

## PART III: SERVICES CONTRACTS AND FINANCIAL PROCEDURES

### 5. GENERAL

5.1 APPLICATION. This Section applies to Services.

5.2 AUTHORITY. The Society has ultimate jurisdiction over Services' finances and accounts.

### 6. CONTRACTS

6.1 CONTRACTS TO BE SUBMITTED. Services Signing Officers shall submit all potential contracts or commitments to the Vice-President (Student Life) and the Vice-President (Finance) for evaluation and, if applicable, signature.

6.2 CONTRACTS APPROVAL. All contracts, agreements, or commitments entered into by Services shall be signed and approved by:

- a) the Vice-President (Student Life);
- b) the General Manager; and
- c) the Vice-President (Finance).

### 7. TRAINING

7.1 FINANCE PROCEDURES TRAINING. The Society will provide training sessions, in September of each year, for Services and Service Financial Officers detailing the basic accounting procedures that they must follow. These training sessions are the responsibility of the Vice-President (Student Life), working with the Comptroller and Vice-President (Finance). Attendance for these training sessions is mandatory; each Service must have at least one (1) representative in attendance



## PART IV: FINANCIAL SANCTIONS

### 8. EXAMPLES OF SANCTIONS

8.1 GENERAL. Sanctions may include but are not limited to:

- a) freezing of a bank account or specific funds in a bank account under the control of the Society;
- b) the loss of the office of an executive;
- c) reduction or elimination of the budget;
- d) loss of funding;
- e) restriction of access to funding for up to two (2) academic years;
- f) suspension of the privileges of an Accredited Group;
- g) suspension of the status of an Accredited Group; and
- h) loss of the ability to book rooms in the University Centre.

### 9. REPORTING

9.1 GENERAL. All breaches by Accredited Groups of these Internal Regulations shall be brought to the attention of the Vice-President (Student Life) and the Vice-President (Finance).

### 10. ENFORCEMENT

10.1 GENERAL PROCEDURE. The Vice-President (Student Life) and the Vice-President (Finance) shall present their recommendations (if any) for Financial Sanctions to the Executive Committee. The Legislative Council must ratify Financial Sanctions approved by the Executive Committee.

10.2 INTERIM ENFORCEMENT. The Vice-President (Finance) shall have the power to effect interim enforcement of Financial Sanctions that have not yet been approved or rejected by the Executive Committee or the Legislative Council.

### 11. REVIEW

11.1 SERVICES REVIEW COMMITTEE. Financial Sanctions may be appealed by a Service to the Legislative Council after the Legislative Council has made a final decision



# INTERNAL REGULATIONS OF THE **SOCIETY'S FINANCES**-05: FUNDING COMMITTEE

## PART I: GENERAL FUNDING GUIDELINES

### 1. GENERAL

1.1 ALLOCATION BY INSTALLMENT. Funding shall be allocated on an installment basis and must conform to the following guidelines:

- a) Fifty percent (50%) of approved funding will be allocated upon approval of the funding application. In the event that a group or applicant requires more than fifty percent (50%) of the approved funding up front, the group or applicant must provide a written explanation in their application outlining their need. The Funding Committee may grant such a request by a Simple Majority vote
- b) Up to fifty percent (50%) of approved funding will be allocated upon submission of the applicant's Second Instalment Report.
- c) The deadline for reimbursement will be set jointly by the Vice-President (Finance) and the Funding Commissioner. Failure to submit any requested documents will forfeit the funding.
- d) The Funding Committee may make exceptions to any of the above on a case-by- case basis.

1.2 SECOND INSTALMENT REPORTS. The Second Instalment Reports shall include

- a) a report describing the details of the Initiative for which funding was received;
- b) a statement of the actual revenues and expenses of the Initiative;
- c) all receipts and other relevant documentation required in order to verify revenues and expenses from the Initiative;
- d) a description of any discrepancies between the proposed budget, included with the application for which funding was allocated, and the actual revenues and expenses;
- e) other information as requested by the Funding Committee;

1.3 ASSESSMENT OF FUNDING COMMISSIONER. The Funding Commissioner shall be responsible for the assessment and disbursement of the remaining fifty percent (50%), based on the Second Instalment Report received and may at their discretion refuse to allocate any part of the remaining fifty percent (50%). The Funding Commissioner may not refuse to allocate more than one half of the remaining fifty percent (50%) without the approval of the Funding Committee.





## 2. FUNDING REQUESTS

2.1 GENERAL. The following shall apply to requests for funding from the portion of Fees that are for distribution by the Funding Committee:

- a) All requests must be addressed to the Funding Commissioner.
- b) No other Committee of the Legislative Council or Officer of the Society may allocate funding from these Fees. The Society may not enter into any contracts that allocate any portion of these Fees.

2.2 ABSOLUTE REQUIREMENTS. Requests for funding from the Funding Committee must adhere to all of the following guidelines, without exception:

- a) The request must be made by a Member;
- b) No funds may be used to loan resources to Society groups for the purposes of startup costs;
- c) No salaries or stipends may be funded. Note that this article should not be interpreted to mean that honorariums for speakers, facilitators, and volunteers are ineligible;
- d) No funding applications may be approved if they span more than one (1) Fiscal
- e) Year;
- f) No funding shall be approved for alcohol; and,
- g) No group shall be granted funding in excess of the amount requested in their application or applications.

2.3 EXCEPTABLE REQUIREMENTS. Requests for funding from the Funding Committee must adhere to all of the following guidelines, unless the Funding Committee chooses by a two-thirds (2/3) vote to make an exception:

- a) Members must be responsible for and involved in the overall coordination and production of the Initiative;
- b) No Member may be restricted from attending or participating in the Initiative, unless a distinction or preference is necessary for an Initiative that has as its object the
- c) amelioration of conditions of individuals or groups with specific needs;
- d) A specific time frame for the Initiative must be included in the application;
- e) The funding allocation cannot benefit only one individual student;
- f) The application must be limited to funding for the current term, except where otherwise stated in these Internal Regulations; and,
- g) No Initiative without a deficit shall be granted funding;

2.4 FURTHER REQUIREMENTS. The Funding Committee may establish any further requirements for funding applications provided they are consistent with the aforementioned requirements



- 2.5 **ADDITIONAL CONDITION.** Funding granted shall be dependent upon the applicant's demonstrable efforts to fundraise and obtain sponsorship.
- 2.6 **PREVIOUS FUNDING NOT RELEVANT.** Previous funding allocations do not constitute reasoning for providing current funding allocations to any student group.
- 2.7 **REQUIRED DOCUMENTS.** All requests for Fees for distribution through the Funding Committee must be accompanied by:
- a) a Funding Application form;
  - b) the amount of funding being requested;
  - c) the specific fund from which funding being requested;
  - d) a description of the group requesting funding;
  - e) a description of the Initiative for which funding is being requested;
  - f) a justification of why the Initiative should be funded;
  - g) a comprehensive budget, showing all expected revenue and expenses for the Initiative; and
  - h) an annual budget for the group, where applicable.
- 2.8 **ONE APPLICATION PER FUND.** Under no circumstances may a group apply to more than one fund in the same application. This should not be interpreted to mean that a group may not submit multiple applications, each to different funds, for the same Initiative.

### 3. RETROACTIVE FUNDING REQUESTS

- 3.1 **GENERAL.** Any group may submit a retroactive funding application for an Initiative that has taken place within the current Fiscal Year.
- 3.2 **REQUIRED INFORMATION.** Any group submitting a retroactive funding application must submit, as part of their application, the following information:
- a) a budget containing the actual revenues and expenses of the Initiative;
  - b) all receipts and other relevant documentation required in order to verify revenues and expenses from the Initiative;
  - c) other information as requested by the Funding Committee;
- 3.3 **GROUND FOR REFUSAL.** The Funding Committee may reject retroactive funding applications by a Simple Majority vote in cases where there has been an unreasonable delay in submitting the application.



## 4. FUNDING REFUSAL AND APPEALS

4.1 GROUND FOR REFUSAL. The Funding Committee may deny any funding request based on factors including:

- a) the group applying for funding has not met the requirements to receive funding;
- b) there are moral objections to the initiative; or
- c) there are questions as to the viability of the initiative.

4.2 REASONS FOR REFUSAL. Unsuccessful applicants have the right to request an explanation of the reasoning behind the decision of the Committee;

4.3 APPEALS. Groups may appeal any decision made by the Funding Committee by submitting their appeal to the Funding Commissioner within seven (7) days of their notification of the Committee's decision. Appeals will be reviewed by the Funding Committee. If the group is not satisfied by the decision of the Funding Committee regarding the appeal, they may further appeal the decision to the Legislative Council. Groups may not appeal to either body more than once for a single application.

## 5. FUNDING OBLIGATIONS

5.1 PUBLICITY. Publicity associated with all funded initiatives must include the Society's logo and recognize the Society as a sponsor according to guidelines set by the Funding Committee. Failure to do so will result in loss of funding.

5.2 ONGOING OBLIGATIONS. Groups that apply for and receive funding are required to provide copies of:

- a) promotional materials;
- b) their final budget, containing actual revenues and expenses; and
- c) receipts and invoices.

5.3 UNUSED FUNDING. Funding not used for the purpose it was granted must be returned to the Society.

## 6. ADMINISTRATION OF THE FUNDING COMMITTEE

6.1 FUNDING COMMISSIONER. The Funding Commissioner shall:

- a) administer all aspects of the Fees for distribution by the Funding Committee, including ensuring the timely processing of cheques, maintaining records of Fee allocation, and informing applicants as to the status of their application;



- b) submit a minimum of two (2) reports per year to Legislative Council on the decisions of the Funding Committee each term, once after each term's funding allocation; and
- c) submit one (1) report per year to Legislative Council on the on the volume and nature of funding applications received during the year, at the end of the Winter term;

## 7. SOCIETY POLICIES

7.1 GENERAL. All funding must respect the Policies of the Society.

7.2 SUSPENSION OF APPLICATION. If at least one (1) voting member of the Funding Committee expresses concerns that an application does not respect a Policy of the Society, their vote shall be sufficient to table the application pending the presence at the Funding Committee of, or a formal statement by, an Officer or Commissioner of the Society related to the Policy in question.

## 8. FINANCIAL TRANSACTION SUBSIDY

8.1 The Funding Committee shall allocate up to one hundred dollars (\$100), assuming funds are available, per Club per academic year to offset financial transaction costs that are applied for, including bank fees and cheque purchases.

# PART II: SPECIFIC FUNDING GUIDELINES

## 9. FOOD AND BEVERAGES

9.1 GENERAL. In general, food and beverages are not eligible for funding. No food or beverages shall be approved for funding if meant for consumption by the applicant group, participants, or constituents.

9.2 EXCEPTION. Subject to the above rule, food or beverages may be approved for funding under any of the following circumstances:

- a) the operations of the group making the application are entirely comprised of food services;
- b) the food and beverages to be funded will be sold as a means of raising funds; or
- c) the food and beverages to be funded will be donated by the group to a charitable organization rather than consumed. In this case, the donation of food should be the main purpose of the application.

9.3 NOTE. The aforementioned provision shall not be interpreted to mean that food and beverages offered at fundraising events are eligible for funding.



## 10. TRAVEL

10.1 APPLICATION REQUIREMENTS. Applications for funding for travel must include travel plans and accompanying quotes and/or invoices.

10.2 TRAVEL BASELINES. The Funding Committee may establish baseline travel amounts for specific destinations, which will be used as a metric to determine the reasonableness of travel costs.

## 11. APPAREL AND EQUIPMENT

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

11.2 APPLICATION REQUIREMENTS. The application must identify adequate provisions for the storage and safekeeping of apparel and equipment.

11.3 PERSONALIZED ITEMS. Personalized apparel or equipment that will be retained by members rather than returned to the group, including for coordinators or executives, is not eligible for funding. 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.

## 12. TERM ALLOCATIONS

12.1 TERMS. The Funding Committee shall recognize three separate terms:

- a) The Summer Term, which shall run from June 1st to August 31st of each Fiscal Year;
- b) the Fall Term, which shall run from September 1st to December 31st of each Fiscal Year; and
- c) the Winter Term, which shall run from January 1st to May 30th of each Fiscal Year;

12.2 ADVANCE FUNDING FOR SUMMER TERM. The Funding Committee may approve applications for the Summer term in the preceding Winter Term. Though these applications may be approved in advance, no funds shall be disbursed until the beginning of the Summer Term. Advance Summer Term funding shall be allocated based on projections for the following fiscal year's revenue for each Fee. No more than five percent (5%) of the projected revenue for each Fee may be allocated in advance of the Summer Term.

12.3 FUNDING DURING SUMMER TERM. No Funding applications shall be considered during the Summer Term, during which time the Funding Committee and the Legislative Council do not meet.



12.4 FALL TERM. No more than sixty-five percent (65%) of the annual revenue for each Fee may be allocated by the end of the Fall Term. Applications for the Winter Term shall not be considered, except where provided for elsewhere in these Internal Regulations.

## 13. PUBLICITY

13.1 GENERAL. The Funding Commissioner shall be responsible for publicizing the existence of the fees and their application processes.

# INTERNAL REGULATIONS OF THE **SOCIETY'S FINANCES-06: FEES**

## PART I – SOCIETY FEES

### 1. GENERAL

1.1 MEMBERSHIP FEES. All Members shall pay the full Base Fee except:

- a) full-time students registered in “B” faculties, who shall be defined as students registered in the Faculties Law, Dentistry, or Medicine (except those students registered in the School of Nursing and the School of Physical and Occupational Therapy), students registered in the School of Architecture pursuing a B. Arch. Degree, and students registered in the School of Religious Studies pursuing a B. Th. Degree, who shall pay seventy-two percent (72%) of the Base Fee;
- b) part-time students registered in the Faculties of Arts, Music, Management, Engineering, Education, Science, the Schools of Social Work, Physical and Occupational Therapy, and Nursing, who shall pay fifty percent (50%) of the Base Fee; and
- c) part-time students registered in “B” faculties, who shall pay thirty-six percent (36%) of the Base Fee.

1.2 BASE FEE. The Base Fee may only be modified through a Referendum.

1.3 WORDING. All Fee questions to create or renew Fees must worded in accordance with the Internal Regulations of Elections and Referenda.



## 2. INDEPENDENT STUDENT GROUPS

2.1 GENERAL. Independent Student Groups may levy Fees through a Referendum. Independent Student Groups must independently reach an agreement with the University that such a Fee will be implemented if the Referendum is successful.

## 3. THIRD PARTIES

3.1 GENERAL. Groups that do not legally form a part of the SSMU may not levy Fees, except where otherwise provided for in the Internal Regulations.

## 4. CLUBS

4.1 GENERAL. Clubs may not levy Fees.

# PART II – ANCILLARY FEES

## 5. GENERAL

5.1 ANCILLARY FEE INCREASES. The Society shall not authorize any increases of, renewals of, or the creation of Ancillary Fees until such a time that students have voted in favour for, or against, by way of a Referendum.

## 6. PROCESS AND PROCEDURE

6.1 PRESENTATION TO LEGISLATIVE COUNCIL. The Vice-President (Finance) shall receive any proposed Ancillary Fees or Ancillary Fee increases from the Deputy Provost (Student Life and Learning) and compile them for presentation to the Legislative Council, along with all the information relevant to that Fee increase.

6.2 WORDING OF QUESTIONS. The President and Vice-President (Finance) will draft a proposed Referendum question based on the information to be sent from the relevant University department via the Deputy Provost (Student Life and Learning). This draft will then be sent to the department in question for revisions. The final wording of the questions must be approved by a resolution passed by a majority vote of the Legislative Council and subsequently ratified by the Board of Directors.



6.3 REJECTION OF QUESTIONS. The Legislative Council and the Board of Directors reserve the right to reject a proposed Ancillary Fee question outright.

## PART III – COURSE FEES

### 7. GENERAL

7.1 FEE ADVISORY COMMITTEE. The Vice-President (Finance) shall be the SSMU Representative to the Fee Advisory Committee and shall authorize increases to Course Fees.

## PART IV – FEE-SPECIFIC REGULATIONS

### 8. SPACE FEE

8.1 DISTRIBUTION. Eighty-five percent (85%) of the amount raised through the fee shall be allocated by the BOM COM (the Building and Operations Management Committee). Fifteen percent (15%) of the amount raised through the fee shall be allocated by the Funding Committee for external groups to improve student spaces across campus.

### 9. CAMPUS LIFE FEE

9.1 PURPOSE. The Campus Life Fee is intended as a source of financial assistance for Initiatives taking place on or near campus, including but not limited to projects, events, conferences, publications, and productions of an academic or social nature. The Campus Life Fee also recognizes the contribution of athletic programs to the McGill community and shall, where applicable, offer financial assistance to such endeavors. When assessing Campus Life Fee requests, the Funding Committee must be satisfied that the initiative's objective will contribute to the betterment of campus life.

9.2 NAME. The Campus Life Fee shall also be known as the "Campus Life Fund" for the purposes of its promotion and relevant communications with student groups.

9.3 ATHLETIC FUNDING LIMITATION. Funding to athletic programs shall be limited to:

- a) unfunded tier two and unfunded tier three athletic teams as defined under McGill University's Department of Athletics Intercollegiate Sport Classification Process Terms of Reference; and
- b) subsidizing a portion of the athletic program's travel and/or league affiliation fees.





## 10. AMBASSADOR FEE

10.1 PURPOSE. The Ambassador Fee is intended as a source of financial assistance for Members to participate in competitions and conferences of an academic nature. When assessing Ambassador Fee requests, the Funding Committee must be satisfied that the Initiative will contribute to the visibility and recognition of the excellence of the Society or its Members.

10.2 NAME. The Ambassador Fee shall also be known as the “Ambassador Fund” for the purposes of its promotion and relevant communications with student groups.

## 11. ENVIRONMENT FEE

11.1 PURPOSE. The Environment Fee is intended as a source of financial assistance for a wide range of large and small-scale projects intended to increase environmental sustainability of the Society or surrounding community, including:

- a) environmental Initiatives within the Society, such as infrastructure changes to Society events and space;
- b) Initiatives that contribute to the betterment of the environmental impact of McGill or a McGill-related group by focusing on sustainable, long-term change;
- c) Initiatives that work to measure the environmental impacts of McGill or a McGill-related group;
- d) environmental Initiatives that focus on advocacy or education;

11.2 ENVIRONMENTAL SUBSIDIES. The Environment Fee shall not be used for the purpose of subsidizing the cost or difference in cost of environmentally friendly materials or supplies for an Initiative.

11.3 NAME. The Environment Fee shall also be known as the “Green Fund” for the purposes of its promotion and relevant communications with student groups.

11.4 ALLOCATION BY ENVIRONMENT COMMITTEE. The Environment Committee must decide before the October Revised Operating Budget how much of the Environment Fee the Environment Committee will require for projects and initiatives throughout the year. The Environment Committee and Vice-President (Finance) will include this information in the October Revised Operating Budget.

11.5 ALLOCATION BY FUNDING COMMITTEE. The remainder of the Environment Fee shall be allocated for student-run environmental projects and be allocated by the Funding Committee.



The Environment Committee must ensure that a minimum of ten thousand dollars (\$10,000) is reserved for distribution through the Funding Committee for student-run projects.

11.6 ENVIRONMENT COMMISSIONER SEAT. An Environment Commissioner should sit on the Funding Committee, as outlined in the Committee Terms of References, as a voting member only for the Environment Fee applications. This person sits on Funding Committee to act as a consultant with a relevant background in sustainability.

## 12. FIRST YEAR FEE

12.1 PURPOSE. The First Year Fee is intended as a source of financial assistance for a wide range of large and small-scale projects intended to increase engagement among first year students, including:

- a) First Year Council for their annual budget which includes events and initiatives primarily pertaining to first year students;
- b) Initiatives of the Office of the Vice-President (Internal) intended to increase engagement among first years or improve the experiences of first year students; and
- c) allocation through the Funding Committee to empower first year students and first year representative groups of all faculties to engage in initiatives that foster leadership, encourage student engagement, and make positive changes in the representation or experiences of first year students.

12.2 NAME. The portion of the First Year Fee for distribution by the Funding Committee shall also be known as the “First Year Fund” for the purposes of its promotion and relevant communications with student groups.

12.3 ALLOCATION FOR FIRST YEAR COUNCIL. The First Year Council must decide, in conjunction with the Vice-President (Finance) and Vice-President (Internal), and before the October Revised Operating Budget, how much of the First Year Fee the First Year Council will require for their own projects and initiatives throughout the year. The Vice-President (Finance) will include this information in the October Budget Revisions.

12.4 ALLOCATION FOR OTHER PROJECTS. The Vice-President (Internal) must decide, in conjunction with the Vice-President (Finance) and before the October Revised Operating Budget, how much of the First Year Fee the Vice-President (Internal) will require for their own projects and initiatives throughout the year. The Vice-President (Finance) will include this information in the October Budget Revisions.



12.5 ALLOCATION BY FUNDING COMMITTEE. The remainder of the First Year Fee shall be allocated by Funding Committee for events and initiatives pertaining primarily to first year students. The Vice-President (Finance) must ensure that a minimum of two thousand dollars (\$2,000) is reserved for distribution through the Funding Committee for student-run projects and initiatives. Neither the First Year Council nor the Vice-President (Internal) may apply to the First Year Fee that is meant for allocation by the Funding Committee.

12.6 FIRST YEAR COUNCIL SEAT. The First Year Council shall designate a single representative to sit on the Funding Committee for the academic year. The designated representative shall sit on Funding Committee, as outlined in the Committee Terms of Reference, as a voting member only for the First Year Fee applications. This person sits on the Funding Committee to act as a consultant with a relevant background in first year student events and initiatives.

### 13. EQUITY FEE

13.1 PURPOSE. The Equity Fee is meant to empower campus members to engage in initiatives that foster leadership, encourage civic engagement, and make observable and/or measurable differences in the representation or experiences of individuals who are members of historically and currently disadvantaged groups, support projects, research and policies that aim to end discrimination and promote accessibility and inclusiveness in the McGill community.

13.2 NAME. The Equity Fee shall also be known as the “Equity Fund” for the purposes of its promotion and relevant communications with student groups.

13.3 EQUITY COMMISSIONER SEAT. One Equity Commissioner will sit on the Funding Committee as outlined in the Committee Terms of Reference, as a voting member only for the Equity Fee applications.

### 14. COMMUNITY ENGAGEMENT FEE

14.1 PURPOSE. The Community Engagement Fee is intended as a source of financial assistance to empower Members to engage in charitable initiatives. When assessing Community Engagement Fee requests, the Funding Committee must be satisfied that the initiative’s objective will contribute to building connections between McGill students and the surrounding community and/or promote active volunteerism among McGill students.



14.2 **NAME.** The Community Engagement Fee shall also be known as the “Community Engagement Fund” for the purposes of its promotion and relevant communications with student groups.

14.3 **COMMUNITY ENGAGEMENT SEAT.** One Community Engagement Commissioner will sit on the Funding Committee as outlined in the Committee Terms of Reference, as a voting member only for the Community Engagement Fee applications.

14.4 **FORMER NAME.** The Community Engagement Fee was formerly known as the “Charity Fee”. In outdated documents, the term “Charity Fee” may be used and should be considered synonymous with “Community Engagement Fee”.

## 15. MENTAL HEALTH FEE

15.1 **PURPOSE OF SOCIETY PORTION.** The Mental Health Fee is intended to support the Society’s mental health-related initiatives such as Mental Health Awareness Week and similar events and outreach initiatives, as well as paying for student staff to coordinate such initiatives.

15.2 **PURPOSE OF FUNDING PORTION.** The Mental Health Fee is also intended as a source of financial assistance to empower mental health-related Initiatives run by student groups. When assessing Mental Health Fee requests, the Funding Committee must be satisfied that the initiative’s objective will contribute to the promotion of mental health awareness, improvement of students’ mental health, and/or the destigmatization of mental health issues on campus.

15.3 **NAME.** The portion of the Mental Health Fee for distribution by the Funding Committee shall also be known as the “Mental Health Fund” for the purposes of its promotion and relevant communications with student groups.

15.4 **ALLOCATION FOR MENTAL HEALTH COMMITTEE.** The Mental Health Committee must decide, in conjunction with the Vice-President (Finance) and Vice- President (Student Life), and before the October Revised Operating Budget, how much of the Mental Health Fee the Mental Health Committee will require for their own projects and initiatives throughout the year. The Vice-President (Finance) will include this information in the October Budget Revision.

15.5 **ALLOCATION FOR OTHER PROJECTS.** The Vice-President (Student Life) must decide, in conjunction with the Vice-President (Finance) and before the October Revised Operating Budget, how much of the Mental Health Fee the Vice-President (Student Life) will require for



their own projects and initiatives throughout the year. The Vice-President (Finance) will include this information in the October Budget Revision.

15.6 ALLOCATION BY FUNDING COMMITTEE. The remainder of the Mental Health Fee shall be allocated by Funding Committee for events and initiatives pertaining primarily to first year students. The Vice-President (Finance) must ensure that a minimum of five thousand dollars (\$5,000) is reserved for distribution through the Funding Committee for student-run projects and initiatives. Neither the Mental Health Committee nor the Vice-President (Student Life) may apply to the Mental Health Fee that is meant for allocation by the Funding Committee.

15.7 MENTAL HEALTH SEAT. The Mental Health Committee shall designate a single representative to sit on the Funding Committee for the academic year. The designated representative shall sit on Funding Committee, as outlined in the Committee Terms of Reference, as a voting member only for the Mental Health Fee applications. This person sits on the Funding Committee to act as a consultant with a relevant background in mental health awareness and destigmatization work.

## 16. CLUB FEE

16.1 PURPOSE. The Club Fee is intended as a source of financial assistance for the Society's Clubs. The Club Fee may be used to support general operating expenses of a Club in addition to specific Initiatives.

16.2 NAME. The Club Fee shall also be known as the "Club Fund" for the purposes of its promotion and relevant communications with student groups.

16.3 ELIGIBILITY. Only Full Status Clubs as defined by the Internal Regulations of Student Groups shall be eligible to apply for funding from the Club Fee.

16.4 AUDIT REQUIREMENT. Only Clubs that submitted an audit in the previous semester are eligible to receive funding from the Club Fee.

16.5 EXCEPTION – AUDIT REQUIREMENT. The Funding Committee may decide by a two-thirds (2/3) vote to grant funding to a Club that did not submit an audit in the previous semester. The Funding Committee may require that the Club submit an audit of its expenses and revenues, along with any other documents requested by the Committee, to the Committee in order to receive funding.



- 16.6 PRIORITY. Clubs shall receive priority for funding from the Club Fee based on their audit scores. The Funding Committee may use either the audit scores from the previous term or from multiple prior terms to determine priority for funding.

# INTERNAL REGULATIONS OF THE FINANCE AND OPERATIONS PORTFOLIO-07: FUNDS

## 1. CAPITAL EXPENDITURE RESERVE FUND (CERF)

*The Capital Expenditure Reserve Fund was created in 1986 from the proceeds of the bookstore profits of sixty thousand dollars (\$60,000), the 1985-1986 Operating Budget surplus of ten thousand dollars (\$10,000), and the budgeted non-cash depreciation expenditure (debt repayment) of fifty thousand dollars (\$50,000). The initial deposit total approximately one hundred and twenty thousand dollars (\$120,000).*

*The Capital Expenditure Reserve Fund includes both the Liquid Portion of the CERF and the CERF Investment Portfolio. The Investment Portfolio was created in 2006 from the proceeds of the sales of shares in the McGill Bookstore worth one point eight million dollars (\$1.8 million).*

- a) The amount liquidated must not decrease the balance of the Investment Portfolio below two million five-hundred thousand dollars (\$2,500,000). If the Investment Portfolio balance is below that amount, no amount may be liquidated until the balance is greater than two million five-hundred thousand dollars (\$2,500,000).
- b) The amount liquidated must be below the absolute return of the Investment Portfolio of the last Fiscal Year.

- 1.1 PURPOSE. The purpose of the Capital Expenditure Reserve Fund is to ensure the long-term financial stability of the Society by storing funds for large-scale capital expenditures without negatively impacting the Operating Budget.



- 1.2 **FUNCTION.** The Capital Expenditure Reserve Fund allows the Society to set aside funds for the anticipated maintenance and purchase of capital assets that cannot be supported from the Operating Fund.
- 1.3 **LONG-TERM FINANCIAL PLAN.** The Long-Term Financial Plan is a document, updated annually by the Vice-President (Finance), which serves as a multi-year budget for the Capital Expenditure Reserve Fund. This document should include a budget of three (3) to five (5) years that includes the year-to-year balance of CERF.
- 1.4 **INVESTMENT PORTFOLIO.** The Investment Portfolio shall be considered part of the CERF.
- 1.5 **LIQUID PORTION OF THE CERF.** “Liquid Portion of the CERF” shall mean the liquid portion of the Capital Expenditure Reserve Fund not managed as part of the investment portfolio, which is maintained for likely Capital Expenditure occurring within the year. All assets of the Liquid Portion of the CERF shall be kept in the form of short-term low-risk investments, separate from the Society’s Operating Fund.
- 1.6 **ANNUAL LIQUIDATION.** In the beginning of each Fiscal Year, after the audited financial statements have been completed, the General Manger and Vice-President (Finance) shall meet to determine a portion of the CERF Investment Portfolio to liquidate and transfer to the Liquid Portion of the CERF. The approval of the Legislative Council and the Board of Directors is required to complete the transfer.
- 1.7 **EXPENDITURES.** Any expenditure from CERF must be approved by the Vice-President (Finance) and subsequently ratified by the Executive Committee and the Board of Directors.
  - a) Items not included in the Capital Cost Allowance (CCA) categories of the Federal Income Tax Act may not be considered for CERF projects.
- 1.8 **MINIMUM ANNUAL DEPOSIT.** As a maintenance feature, in every Fiscal Year, a minimum amount of fifty thousand dollars (\$50,000) shall be restricted in the Operating Budget and Revised Operating Budgets to be deposited in the Current CERF at the year’s end, unless a budget without this minimum transfer is approved by a two-thirds (2/3) vote of the Legislative Council and approved by a two-thirds (2/3) vote of the Board of Directors.
- 1.9 **TRANSFERS TO AND FROM THE OPERATING FUND.** Excess of revenue over expenses generated in the Operating Fund shall be transferred to the CERF on an annual basis. Excess of expenses over revenue generated in the Operating Fund shall be transferred from the CERF on an annual basis.
- 1.10 **TRANSFERS TO INVESTMENT PORTFOLIO.** At the end of the Fiscal Year, the General Manager and Vice-President (Finance) shall meet to determine the capital expenditure needs for the Society for the next Fiscal Year. If the Liquid Portion CERF is significantly greater than this



amount, the Board of Directors may transfer capital from the Liquid Portion of the CERF into the Investment Portfolio.

## 2. AWARDS OF DISTINCTION RESERVE FUND

*The SSMU affirms that student excellence must embrace both the extra-curricular and academic aspects of a student's life. As a result, the SSMU created the Students' Society Awards of Distinction (herein referred to as the "SSAD" or the "Award") for outstanding contributions to the McGill community. These scholarships shall be awarded to undergraduate students who have demonstrated leadership at McGill University through significant contributions to student activities and organizations coupled with outstanding academic achievement.*

- 2.1 PURPOSE. The purpose of the Awards of Distinction Fund is to earn interest, which shall finance the Students' Society Awards of Distinction.
- 2.2 ADMINISTRATION. The Funding Committee shall be responsible for administering, publicizing, and disbursing the Award, under the oversight of the Vice-President (Finance) and Vice-President (Student Life).
- 2.3 TIMING OF AWARDS. The Award recipients shall be selected in the Winter term.
- 2.4 APPLICATION DEADLINE. The deadline for applications shall be set by the Funding Commissioner and advertised no later than one month prior to the deadline.
- 2.5 FINANCING OF AWARDS. The Award shall be financed from the interest earned by the Awards of Distinction Reserve Fund.
- 2.6 SUM AWARDED. The total sum awarded from the Awards of Distinction Fund in any given year shall not exceed the total interest earned from the investment of the fund during the previous fiscal year.
- 2.7 AMOUNT OF AWARD. A minimum of three (3) and a maximum of four (4) awards valued at two thousand dollars (\$2,000) each shall be awarded each academic year.
- 2.8 EXCEPTION – AMOUNT OF AWARD. If there are less than four (4) suitable candidates, the Awards of Distinction Selection Committee is not obligated to issue all the Awards.
- 2.9 INSUFFICIENCY OF FUND. If the total interest earned from the investment of the Awards of Distinction Reserve Fund during the previous fiscal year is less than six thousand dollars (\$6,000) in





total, the remainder shall be paid from the Operating Fund. In this case, only three (3) awards valued at two thousand dollars (\$2,000) each may be awarded.

2.10 PAYMENT OF AWARDS. Award recipients shall receive their awards in two (2) equal installments, one at the beginning of the Fall term, and one at the beginning of the Winter term, during the academic year following the year in which the awards are granted, upon submission of their proof of registration and their Social Insurance Numbers to the Vice-President (Finance).

2.11 ELIGIBILITY FOR AWARDS. Eligible applicants must

- a) be Members;
- b) not be an Officer or member of the Funding Committee;
- c) be enrolled at McGill University or another post-secondary institution for the following Academic Year; and
- d) have completed a minimum of twelve (12) credits by the conclusion of the current academic year;

2.12 REQUIRED DOCUMENTS. Applicants must submit the following documents:

- a) One (1) letter of reference from an instructor, regarding the applicant's academic achievement;
- b) One (1) letter of reference regarding the applicant's contributions to student life at McGill;
- c) One (1) Official Transcript from McGill University;
- d) Official Transcripts from any other Universities that the applicant has attended; and
- e) Other documents as requested by the Funding Committee.

2.13 ASSESSMENT OF APPLICATIONS. Applications shall be assessed according to the following criteria:

- a) Outstanding academic merit, evaluated based on the applicant's transcript and a letter of reference from an instructor, submitted by the applicant;
- b) Contribution to student life at McGill, evaluated based on a letter of reference submitted by the applicant;
- c) Financial need, evaluated based on a self-assessment by the applicant; and
- d) Other criteria as determined and advertised by the Funding Committee.

2.14 CONFIDENTIALITY. All applications shall be held in strict confidence and shall be reviewed only by the Funding Committee.

2.15 ARCHIVING. All applications shall be archived through the Office of the General Manager.



### 3. HEALTH AND DENTAL RESERVE FUND

*After the 2005 Referendum on student fees for the SSMU Health and Dental Plan, the amount of money raised by the levy has been much higher than the fee charged by the plan administrator, ASEQ. The surplus fees collected by the Society for the SSMU Health and Dental Plan, starting in the 2006-2007 Fiscal Year, will be collected in the Health and Dental Plan Reserve Fund.*

- 3.1 **PURPOSE.** The creation of the Health and Dental Reserve Fund is meant to ensure the student fees collected for the SSMU Health and Dental Plan is going towards health and dental coverage. The amount of the levy collected by the Society for the SSMU Health and Dental Plan above and beyond what is charged by the plan administrator should not be going into the Operating Budget, but instead should be kept in the Health and Dental Reserve Fund to ensure steady health care costs for students. This will both alleviate pressure on the Vice-President (Finance) to conduct a new Referendum every year as the SSMU Health and Dental Plan costs change and ensure future financial statements are not inflated by the temporary surpluses of the SSMU Health and Dental Plan fees.
- 3.2 **FEE SURPLUS TRANSFER.** At the end of the Fiscal Year, surpluses from the SSMU Health and Dental Plan Fees (i.e. the total amount collected by the SSMU Health Plan Fee and SSMU Dental Plan Fee minus the fee charged by the health plan administrator), must be transferred into the Health and Dental Reserve Fund.
- 3.3 **EXPENDITURES.** The Health and Dental Reserve Fund can only be drawn down in Fiscal Years where the total SSMU Health and Dental Plan fees collected from Members are less than the fee charged by the plan administrator for insurance premiums and the administrative fee that the Society charges.
- 3.4 **REFERENDUM IF FUNDS EXHAUSTED.** In January of every year, the Vice-President (Finance), working with the General Manager and Comptroller, will request preliminary cost estimates for the following Fiscal Year's health and dental coverage. If the projected cost will exhaust the funds in the Health and Dental Reserve Fund, the Vice-President (Finance) will prepare a referendum question to alter the SSMU Health and Dental Plan fees.

### 4. STUDENT LIFE FUND

- 4.1 **VARIANCE.** Variance shall refer to the difference between actual net results and budgeted net results for a given fund, department, line item, or budget.
- 4.2 **PURPOSE.** The Student Life Fund shall provide a space for year-end variances to be made available in future years without rolling into the Capital Expenditure Reserve Fund.



- 4.3 DEPARTMENTS. The following are subject to having their variances transferred into the Student Life Fund :
- Fees for distribution by the Funding Committee;
  - Services that are funded by Fees;
  - Services that are not funded by Fees;
  - Affiliated Student Associations; and,
  - the Mental Health Department;
- 4.4 AMOUNT TRANSFERRED. The amount of each Department's variance that is transferred into the Student Life Fund at the end of each year shall be reduced by the amount spent by the Department on capital assets.
- 4.5 RECORD KEEPING. The Vice-President Finance and General Manager shall keep record of each Department's balance within the Student Life Fund and keep an accurate record of transfers into and out of the Student Life Fund.
- 4.6 AUTOMATIC TRANSFERS TO THE FUND. Any variance shall be automatically transferred into the Student Life Fund at the end of the Fiscal Year.
- 4.7 AUTOMATIC TRANSFERS BACK. All Fees, Services, Affiliated Student Associations and other Departments listed in Section 5.3 shall have their variance automatically transferred back into their Departments at the beginning of the next Fiscal Year after the audited financial statements have been completed without needing to request the transfer.
- 4.8 COMMUNICATION OF BALANCE. The Vice-President (Finance) is responsible for communicating the Student Life Fund balance of each Department to each respective Department at least two (2) weeks before the budget deadline, pending the completion of the audited financial statements.
- 4.9 INACTIVE SERVICE OR DEPARTMENT. If a Service or Department has accumulated a balance within the Student Life Fund but has been inactive for two (2) years, the Board of Directors may approve the transfer of this accumulated variance into the Capital Expenditure Reserve Fund or the Operating Fund.
- 4.10 CLUB BANK BALANCES. At the end of the Fiscal Year, the Society shall perform one of the following transfer options:
- NET INCREASE. In the event of a net increase in the total Club bank account balances over the fiscal period, the Society shall transfer an amount equal to the net increase to the Student Life



- Fund from the Operating Fund, in order to offset the net revenue incurred by the Society as a result of the Clubs' net revenues.
- b) NET DECREASE. In the event of a net decrease in the total Club bank account balances over the fiscal period, the Society shall transfer an amount equal to the net decrease to the Operating Fund from the Student Life Fund, in order to offset the net expense incurred by the Society as a result of the Clubs' net expenditure.