



## MOTION REGARDING AMENDMENTS TO THE INTERNAL REGULATIONS OF FINANCE

**Whereas**, the Society has undergone considerable, ongoing internal restructuring in order to meet budgetary reductions as well as minimize procedural overhead costs;

**Whereas**, the current funding procedures have been identified as an area that generates significant workload for the accounting department;

**Whereas**, the Vice-President (Finance), Funding Commissioner, and Funding Committee have determined that there are opportunities to streamline the evaluation and disbursement of funding;

**Be It Resolved That**, Sections 1 and 2 of Part 1 “General Funding Guidelines” of IR-05- of the Internal Regulations of Finance be amended to read as follows:

### 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 Year;
- e. No funding shall be approved for alcohol; and,
- f. 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 amelioration of conditions of individuals or groups with specific needs;
- c. A specific time frame for the Initiative must be included in the application;
- d. The funding allocation cannot benefit only one individual student;
- e. The application must be limited to funding for the current term, except where otherwise stated in these Internal Regulations; and,
- f. 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.



## PART IV – FEE-SPECIFIC REGULATIONS

*Whereas*, the funds allocated by the Funding Committee are intended to serve members and groups who require financial assistance where financial resources are not readily available;

*Whereas*, the Equity Fee is consistently underapplied to for student-run initiatives;

*Whereas*, the Equity Committee has historically been the main recipient of the Equity Fee;

*Whereas*, the Mental Health, Environment, and Building Operations and Management Committees are able to allocate a portion of their respective fees;

**Be It Resolved That**, Sections 13 and 15 of Part 4, “Fee-Specific Regulations” of IR-06 of the Internal Regulations of Finance be amended to read as follows:

### 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.

### 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.



**Whereas**, SSMU Services consistently post surpluses, which indicates an inefficient use of resources, and negatively impacts Services' ability to produce sustainable budgets year over year.

**Whereas**, the aforementioned surpluses are currently attributed to the Services' next fiscal year's operating budget;

**Whereas**, Year end surpluses vary based on operational activity, and therefore cannot be relied upon as a sustainable source of funding.

**Whereas**, Services extend their financial capacity beyond their annual student fee funding, relying on rolled-over year end surpluses.

**Be It Resolved That**, Section 4, of IR-07, "Funds" of the Internal Regulations of Finances be amended to read as follows:

#### **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 :

- a. Fees for distribution by the Funding Committee;
- b. Services that are funded by Fees;
- c. Services that are not funded by Fees;
- d. Affiliated Student Associations; and,
- e. 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:

a. **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.

**Moved By:**

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