

Motion To Amend The Internal Regulations of the Society's Finances To Improve Funding Efficiency

Whereas, the *Internal Regulations of the Society's Finances* currently require the Vice-President (Finance) to carry out two yearly budget revisions¹;

Whereas, budget revisions are not considered proper accounting practice because the purpose of a budget is measure the year over year financial performance of the society and budget revisions skew the perception of the society's financial performance;

Whereas, the *Internal Regulations of the Society's Finances* currently allocate funding for the Environment Committee, First Year Council, and Mental Health Committee from the relevant SSMU Fees at the beginning of the year²;

Whereas, the Equity Committee and Community Engagement Committee must apply to the relevant SSMU Fee for funding through the Funding Committee;

Whereas, the work done by the Environment, Equity, Community Engagement, and Mental Health Commissioners is consistent with the purposes³ of the Fees of the same name, but only the Equity and Mental Health Commissioners are currently paid from these Fees;

Whereas, the mandate of the Indigenous Affairs Committee⁴ falls within the purpose of the Equity Fee⁵, as stated below:

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.

Whereas, many of the Fees allocated by the Funding Committee are chronically underutilised, while funding for work which falls within the mandates of these Fees and which is done by Committees and Commissioners comes from the general Operating Budget of the SSMU;

¹ *Internal Regulations of the Society's Finances-03: Budgeting*, Section 2, page 10

² *Internal Regulations of the Society's Finances-06: Fees, PART IV*, Sections 11.4, 12.3, & 15.4, pages 24-7

³ *Internal Regulations of the Society's Finances-06: Fees, PART IV*, Sections 11.1, 13.1, 14.1, & 15.1, pages 24-27

⁴ *Committee Terms of Reference, COMMITTEES OF THE LEGISLATIVE COUNCIL*, Section 7.2, page 7

⁵ *Internal Regulations of the Society's Finances-06: Fees, PART IV*, page 26

Whereas, the Sections of the *Internal Regulations of the Society's Finances* which govern individual Fees⁶ have been independently amended and as such, contain minor inconsistencies;

Whereas, according to the *Internal Regulations of the Society's Finances*, groups are currently barred from applying to multiple Fees in the same application⁷, however this process is (a) less efficient as all Fees allocated by the Funding Committee have the same timeline, (b) unnecessary as the Funding Committee can allocate funding from multiple Fees to the same application, and (c) can lead to confusion from the receipt of multiple funding requests of varying amounts for the same Initiative;

Whereas, on 19 October 2017, Legislative Council approved the creation of the stand-alone Francophone Affairs Committee⁸, but the Terms of Reference for this committee have not been added to the SSMU's *Committee Terms of Reference*;

Be it resolved, that the *Internal Regulations of the Society's Finances* be amended to:

- (a) strike any mention of a budget revision;
- (b) to require instead that the Vice-President (Finance) present a report twice a year on the Society's current performance in comparison to the Operating Budget; and
- (c) to allow Committees to apply for funding to the Vice-President (Finance) throughout the year in the case their funding needs differ greatly from those defined in the Operating Budget;

where changes are highlighted in purple in Appendix A;

Be it further resolved, that the *Internal Regulations of the Society's Finances-06: Fees* be amended to allow funds to be allocated from the relevant Fee directly to the Equity and Community Engagement Committees, where the changes are highlighted in green in Appendix A;

Be it further resolved, that the *Internal Regulations of the Society's Finances-06: Fees* be amended to allow funds to be allocated from the relevant Fee to pay Commissioners, where the changes are highlighted in blue in Appendix A;

⁶ *Internal Regulations of the Society's Finances-06: Fees, PART IV - FEE-SPECIFIC REGULATIONS*, pages 23-27

⁷ *Internal Regulations of the Society's Finances-05: Funding Committee, PART I*, Section 2.8, page 17

⁸ *Motion to Approve the Creation of a Stand-Alone Francophone Affairs Committee*, <https://ssmu.ca/wp-content/uploads/2008/10/Motion-to-Approve-the-Creation-of-a-Stand-Alone-Francophone-Affairs-Committee-2017-10-19-APPROVED.pdf?x26516>

Be it further resolved, that the *Internal Regulations of the Society's Finances-06: Fees* be amended to allow funding to be allocated from the Equity Fee directly to the Indigenous Affairs Committee and Indigenous Affairs Commissioner(s), where the changes are highlighted in pink in Appendix A;

Be it further resolved, that the *Internal Regulations of the Society's Finances-05: Funding Committee* and *-06:Fees*, be amended for increased clarity and consistency and to better reflect current practice, where the changes are highlighted in yellow in Appendix A;

Be it further resolved, that the *Committee Terms of Reference* be amended to reflect these changes, highlighted in Appendix B in the corresponding colours, and to reflect the creation of the Francophone Affairs Committee, changes highlighted in orange in Appendix B.

Moved by:

Vivian Campbell, Engineering Representative (ssmu.rep1@mcgilleus.ca)

Connor Spencer, Vice-President (External)

Namrata Khopkar, Engineering Representative

Muna Tojiboeva, SSMU President

Esteban Herpin, Vice-President (Finance)

APPENDIX A

NOTE: Not all Sections are cited here, only Sections which have been added, removed, or amended, plus any existent Sections which mirror those newly added, or those especially relevant for context.

Internal Regulations of the Society's Finances-01: Interpretation

PART II: DEFINITIONS

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.

[Strike dd) "**Operating Budget**"]

[Strike ee) "**Revised Operating Budget**"]

Internal Regulations of the Society's Finances-02: Financial Responsibility

PART I: RESPONSIBILITIES

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) [...]

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.

3.3 **APPROVAL.** The Operating Budget must be approved, by April 30th, in the following order, by:

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

PART III: SOCIALLY RESPONSIBLE INVESTMENT

[...]

Internal Regulations of the Society's Finances-03: Budgeting

PART IV: BUDGETING

61. 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.

72. REVISED OPERATING BUDGETS OPERATING BUDGET REPORTS

2.1 **GENERAL.** The Vice-President (Finance) is responsible for informing the student body on the society's financial performance relative to the Operating Budget approved for the fiscal year 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.~~

~~2.32 **PRESENTATION TO THE LEGISLATIVE COUNCIL AND BOARD OF DIRECTORS.** It is the responsibility of the Vice-President (Finance) to submit a Revised Operating Budget for approval by the Legislative Council to present a comprehensive report on the society's financial performance to the Legislative Council and Board of Governors by October 31st and February 28th of each Fiscal Year.~~

2.3 **TRANSPARENCY.** It is the responsibility of the Vice-President (Finance) to make these reports public to all members through the Society's website.

~~[Strike 2.4 **APPROVAL BY BOARD OF DIRECTORS OCTOBER.**]~~

~~[Strike 2.5 **APPROVAL BY BOARD OF DIRECTORS FEBRUARY.**]~~

~~[Strike 2.6 **EXTENSION OF DEADLINES.**]~~

83. EVENTS BUDGETS

[...]

9. ACCOUNTABILITY

9.1 **GENERAL.** The Vice-President (Finance) shall ensure that Departments do not exceed their permitted subsidy as stipulated in the Initial Operating Budget and inform the departments that do exceed to reduce expenses until they are no longer in excess of their budget.

Internal Regulations of the Society's Finances-05: Funding Committee

PART I: GENERAL FUNDING GUIDELINES

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) Committees whose budgets are allocated from these Fees may address requests to the Vice-President (Finance) for funding beyond the amounts specified in the Operating Budget. The Vice-President (Finance) shall fulfill the role of the Funding Committee for these funding requests.

b) All other requests must be addressed to the Funding Commissioner.

c) 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.

[Strike 2.8 ONE APPLICATION PER FUND.]

Internal Regulations of the Society's Finances-06: Fees

PART IV: FEE SPECIFIC REGULATIONS

11. ENVIRONMENT FEE

11.3 **NAME.** The portion of the Environment Fee for distribution by the Funding Committee shall also be known as the "Green Fund" for the purposes of its promotion and relevant communications with student groups.

11.4 **ALLOCATION FOR BY-ENVIRONMENT COMMITTEE.** The Environment Committee must decide, in conjunction with the Vice-President (Finance) and Vice-President (Operations and Sustainability), before the October Revised Operating Budget how much of the Environment Fee the Environment Committee will require for their own projects and initiatives throughout the year, including remuneration of the Environment Commissioner(s). The Environment Committee and Vice-President (Finance) will include this information in the October Revised Operating Budget for the next fiscal year.

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 ~~for student-run Initiatives which align with the above-stated purpose of the fee.~~ The Environment Committee Vice-President (Finance) must ensure that a minimum of ten thousand dollars (\$10,000) is reserved for distribution through the Funding Committee for student-run projects ~~and initiatives.~~

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

12. FIRST YEAR FEE

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 Operating Budget~~ for the next fiscal year.

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, including ~~remuneration of the Frosh Admin coordinator~~ and all other expenses related to first-year orientation. The Vice-President (Finance) will include this information in the ~~October Budget Revisions Operating Budget~~ for the next fiscal year.

12.5 **ALLOCATION BY FUNDING COMMITTEE.** The remainder of the First Year Fee shall be allocated by ~~the~~ Funding Committee for ~~for student-run Initiatives which align with the above-stated purpose of the fee 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.~~

Commented [1]: +engrep1@ssmu.ca what should we do about this because like you mentioned the first year council spending varies a lot from year to year

Commented [2]: 12.3 is FYC, but I think the change at the end of 12.5 should help.

Commented [3]: oh, also, was going to mention that this article could include paying the Frosh coord student staff, and any other Frosh expenses

Commented [4]: Okay yeah and with change you made to 2.1 this makes sense!

Commented [5]: yeah lets move frosh coordinator to this dept as well

Commented [6]: perfect. I'm going to move that under the VP Internal article, because i don't think FYC organizes frosh

Commented [7]: +engrep1@ssmu.ca what should we do about this because like you mentioned the first year council spending varies a lot from year to year

Commented [8]: 12.3 is FYC, but I think the change at the end of 12.5 should help.

Commented [9]: oh, also, was going to mention that this article could include paying the Frosh coord student staff, and any other Frosh expenses

Commented [10]: Okay yeah and with change you made to 2.1 this makes sense!

Commented [11]: yeah lets move frosh coordinator to this dept as well

Commented [12]: perfect. I'm going to move that under the VP Internal article, because i don't think FYC organizes frosh

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

13.2 **NAME.** The portion of the Equity Fee for distribution by the Funding Committee shall also be known as the "Equity Fund" for the purposes of its promotion and relevant communications with student groups.

13.3 **ALLOCATION FOR EQUITY COMMITTEE.** The Equity Committee must decide, in conjunction with the Vice-President (Finance) and Vice-President (University Affairs), how much of the Equity Fee the Equity Committee will require for their own projects and initiatives throughout the year, including remuneration of the Equity Commissioner(s). The Vice-President (Finance) will include this information in the Operating Budget for the next fiscal year.

13.4 **ALLOCATION FOR INDIGENOUS AFFAIRS COMMITTEE.** The Indigenous Affairs Committee must decide, in conjunction with the Vice-President (Finance), Vice-President (External), and Vice-President (University Affairs), how much of the Equity Fee the Indigenous Affairs Committee will require for their own projects and initiatives throughout the year, including remuneration of the Indigenous Affairs Commissioner(s). The Vice-President (Finance) will include this information in the Operating Budget for the next fiscal year.

13.5 **ALLOCATION BY FUNDING COMMITTEE.** The remainder of the Equity Fee shall be allocated by Funding Committee for student-run Initiatives which align with the above-stated purpose of the fee. The Vice-President (Finance) must ensure that a minimum of ten thousand dollars (\$10,000) is reserved for distribution through the Funding Committee for student-run projects and initiatives.

13.6 **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. This person sits on the Funding Committee to act as a consultant with a relevant background in equity and social justice.

Commented [13]: I used this figure to reflect the wording in the latest Equity Fee renewal referendum question, passed at LC on 11 Feb. 2016: "WHEREAS, the Equity Fee is distributed to student groups via the Funding Committee, which disburses approximately \$10,000 of funding per semester for..." <https://ssmu.ca/wp-content/uploads/2015/07/g.-Council-Motion-Renewal-of-the-SSMU-Equity-Fee-2016-02-11.pdf?x26516>

14. COMMUNITY ENGAGEMENT FEE

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

14.3 **ALLOCATION FOR COMMUNITY ENGAGEMENT COMMITTEE.** The Community Engagement Committee must decide, in conjunction with the Vice-President (Finance) and Vice-President (External), how much of the Community Engagement Fee the Community Engagement Committee will require for their own projects and initiatives throughout the year, including remuneration of the Community Engagement Commissioner(s). The Vice-President (Finance) will include this in the Operating Budget for the next fiscal year.

14.4 **ALLOCATION BY FUNDING COMMITTEE.** The remainder of the Community Engagement Fee shall be allocated by Funding Committee for student-run Initiatives which align with the above-stated purpose of the fee. The Vice-President (Finance) must ensure that a minimum of fifteen thousand dollars (\$15,000) is reserved for distribution through the Funding Committee for student-run projects and initiatives.

14.53 **COMMUNITY ENGAGEMENT COMMISSIONER 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. This person sits on the Funding Committee to act as a consultant with a relevant background in local community organisations and charitable initiatives.

[Change numbering of 14.4 to 14.6]

15. MENTAL HEALTH FEE

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, including remuneration of the Mental Health Commissioner(s). The Vice-President (Finance) will include this information in the Operating Budget for the next fiscal year October Budget Revisions.

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 Operating Budget for the next fiscal year ~~October Budget Revisions~~.

15.6 **ALLOCATION BY FUNDING COMMITTEE.** The remainder of the Mental Health Fee shall be allocated by Funding Committee for ~~student-run Initiatives which align with the above-stated purpose of the fee 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 COMMISSIONER SEAT.** ~~The One~~ Mental Health Commissioner Committee shall designate a single representative to sit on the Funding Committee for the academic year. ~~The designated representative~~ shall sit on the 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.

APPENDIX B

NOTE: Not all Sections are cited here, only Sections which have been added, removed, or amended, plus any existent Sections which mirror those newly added

Committee Terms of Reference: Committees of the Legislative Council

2. COMMUNITY ENGAGEMENT AND FRANCOPHONE AFFAIRS COMMITTEE

[Also remove “and Francophone Affairs” from the committee name in 2.1, 2.2, and 2.3.]

2.6 **FUNDING.** The Community Engagement Committee shall have access to a portion of the Community Engagement Fee in order to meet its objectives, in accordance with the Internal Regulations of Finances.

3. ENVIRONMENT COMMITTEE

3.4 **FUNDING.** The Environment Committee shall have access to a portion of the Environment Fee in order to meet its objectives, in accordance with the Internal Regulations of Finances.

4. EQUITY COMMITTEE

4.6 **FUNDING.** The Equity Committee shall have access to a portion of the Equity Fee in order to meet its objectives, in accordance with the Internal Regulations of Finances.

6. COMITÉ DES AFFAIRES FRANCOPHONES / FRANCOPHONE AFFAIRS COMMITTEE

[Add 6.1 to 6.5 from the *Motion to Approve the Creation of a Stand-Alone Francophone Affairs Committee*⁹]

[Change all the numbering following to account for the addition of a new Section 6.]

7. FUNDING COMMITTEE

7.2 **GENERAL.** The Funding Committee shall be responsible for the disbursement of the following fees:

- a) the Campus Life Fee;
- b) a portion of the Environment Fee (as referred to in the Internal Regulations of Finances);

⁹ Passed at Legislative Council, 19 October 2017, <https://ssmu.ca/wp-content/uploads/2008/10/Motion-to-Approve-the-Creation-of-a-Stand-Alone-Francophone-Affairs-Committee-2017-10-19-APPROVED.pdf?x26516>

- c) the Ambassador Fee;
- d) the Club Fund Fee;
- e) a portion of the Space Fee (as referred to in the Internal Regulations of Finances);
- f) a portion of the Charity Community Engagement Fee (as referred to in the Internal Regulations of Finances);
- g) a portion of the Equity Fee (as referred to in the Internal Regulations of Finances);
- h) a portion of the First Year Council Fee (as referred to in the Internal Regulations of Finances); and
- i) a portion of the Mental Health Fee (as referred to in the Internal Regulations of Finances).

8. INDIGENOUS AFFAIRS COMMITTEE

8.4 FUNDING. The Indigenous Affairs Committee shall have access to a portion of the Equity Fee in order to meet its objectives, in accordance with the Internal Regulations of Finances.

10. MENTAL HEALTH COMMITTEE

[Strike 9.6 to 9.8 (accidental copy of parts of 10. SERVICES REVIEW COMMITTEE)]

10.6 FUNDING. The Mental Health Committee shall have access to a portion of the Mental Health Fee in order to meet its objectives, in accordance with the Internal Regulations of Finances.