



# NOTICE OF MOTION REGARDING CHANGES TO THE INTERNAL REGULATIONS OF FINANCE 2019-03-14

Submitted for: March 14, 2019

**WHEREAS**, the Students' Society of McGill University (“the Society”) collect nine (9) opt-outable fees that total ten dollars and thirty seven cents (\$10.37), not including the Space Fee or Menstrual Hygiene Fee, to provide a stock pile of capital to finance initiatives and resources students have deemed necessary through referendums throughout the years;

**WHEREAS**, Campus Life, Club, Equity, Mental Health, Menstrual Hygiene, First Year Council, Ambassador, Community Engagement (Charity), Environment and Anti Violence funds are the remaining aforementioned nine (9) fees;

**WHEREAS**, the distribution and fee allocation per fee levied is presented in Appendix A;

**WHEREAS**, it has been the standard practice of certain fees levied through referendum to have a internal SSMU committee to oversee the facilitation and administration of the fee's purpose;

**WHEREAS**, a portion of the Environment Fund is allocated to finance the Environment Committee;

**WHEREAS**, a portion of the Equity Fund is allocated to finance the Equity Committee;

**WHEREAS**, a portion of the Mental Health Fund is allocated to finance the Mental Health Committee;

**WHEREAS**, a portion of the Anti Violence Fund is allocated to finance the Anti Violence Committee;

**WHEREAS**, a portion of the First Year Council Fund is allocated to finance the First Year Affairs Committee;

**WHEREAS**, it has been the standard practice of the prior Vice President Finance to also allocate a portion of the Equity Fund to finance the Indigenous Affairs Committee and to also allocate a portion



of the Community Engagement (Charity) Fund to finance the Community Engagement Committee and the Francophone Affairs Committee;

**WHEREAS**, the prior Vice President Finance Herpin has continued the allocation of each respective funds to its respective Committees;

**WHEREAS**, the Internal Regulations of Finance has not been updated since April 2017 and are inconsistent in reflecting the current budget allocation practices of the Society to finance the fund's respective Committees;

**WHEREAS**, certain Committees were not ran last year and/or lack the financial capacity to be held because budgets were not allocated because the Society's budget is allocated based on the set of Internal Regulations of Finance passed by Legislative Council;

**WHEREAS**, several Commissioners and prior Executives of the Society are unclear about how to efficiently, transparently and effectively allocate a budget for a particular Committee or SSMU department because of a lack of structured Internal Regulations of Finance in regards to Fees and Funds.

**WHEREAS**, stating explicitly in the Internal Regulations of Finance of which department will be funded by which respective fee, as in accordance to Appendix B, will instill institutional memory and financial transparency;

**BE IT RESOLVED, THAT** the Society's Legislative Council approve the following fund allocation of Appendix B to be worded into the Internal Regulations of Finance to make the budgeting process of fee financed Committees transparent.

Moved by:

Jun Wang, *Vice-President Finance*

Bryan Buraga, *Senate Caucus Representative*

Ana Paula Sanchez, *Arts Representative*



## APPENDIX A

SSMU Fund Fee Allocation*		
Funds	Fee/per student/per term	Fee Expiration/ Renewal Period
Campus Life Fund	\$2.00	Winter 2019
Club Fund	\$2.75	Winter 2021
Equity Fund	\$0.50	Winter 2021
Mental Health Fund	\$0.40	Winter 2021
Menstrual Hygiene Fund	\$0.90	Winter 2020
First Year Council Fund	\$0.50	Winter 2020
Ambassador Fund	\$2.00	Fall 2020
Community Engagement (Charity) Fund	\$0.52	Winter 2024
Environment Fund	\$1.25	Winter 2024
Anti Violence Fund	\$0.45	Winter 2021
Space Fund	\$1.16	None



## APPENDIX B

SSMU Fund Fee Restrictions and Distribution*			
Funds	Financed Body/ Committee of SSMU	Funding Committee Allocation	Fee Expiration/ Renewal Period
Campus Life Fund	Any undergraduate organization of McGill	Any undergraduate organization of McGill	Winter 2021
Club Fund	Clubs Committee	Only SSMU Clubs	Winter 2021
Equity Fund	Equity Committee and Indigenous Affairs Committee	A portion of the Fee	Winter 2021
Mental Health Fund	Mental Health Committee	A portion of the Fee	Winter 2021
Menstrual Hygiene Fund	Menstrual hygiene products for members	No allocation by the Funding Committee	Winter 2020
First Year Council Fund	First Year Affairs Committee	A portion of the Fee	Winter 2020
Ambassador Fund	Any undergraduate organization of McGill	Any undergraduate organization of McGill	Winter 2020
Community Engagement (Charity) Fund	Community Engagement Committee	A portion of the Fee	Winter 2021
Environment Fund	Environment Committee	A portion of the Fee	Winter 2020
Anti Violence Fund	Anti Violence Committee	A portion of the Fee	Fall 2021



## APPENDIX C

### 1. SPACE FEE

**1.1 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.

### 2. CAMPUS LIFE FEE

**2.1 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.

**2.2 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.

**2.3 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.

### 3. AMBASSADOR FEE

**3.1 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.

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

### 4. ENVIRONMENT FEE



- 4.1 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;
- 4.2 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.
- 4.3 NAME.** The Environment Fee shall also be known as the “Green Fund” for the purposes of its promotion and relevant communications with student groups.
- 4.4 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.
- 4.5 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.
- 4.6 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.

## 5. FIRST YEAR FEE

- 5.1 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.

**5.2 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.

**5.3 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.

**5.4 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.

**5.5 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.

**5.6 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.

## 6. EQUITY FEE



- 6.1 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.
- 6.2 NAME.** The Equity Fee shall also be known as the “Equity Fund” for the purposes of its promotion and relevant communications with student groups.
- 6.3 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.

## **7. COMMUNITY ENGAGEMENT FEE**

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 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”.

## **8. MENTAL HEALTH FEE**

- 8.1 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.
- 8.2 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.

**8.3 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.

**8.4 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.

**8.5 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.

**8.6 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.

**8.7 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.

## **9. CLUB FEE**

**9.1 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.

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

**9.3 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.



- 9.4 AUDIT REQUIREMENT.** Only Clubs that submitted an audit in the previous semester are eligible to receive funding from the Club Fee.
- 9.5 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.
- 9.6 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.