



NOTICE OF MOTION REGARDING AMENDMENTS TO THE COMMITTEE TERMS OF REFERENCE 2020-11-19

Submitted for: 2020-11-19

Submitted to: SSMU Legislative Council **Document no.:** LEG-PUB-MOT-2020-11-19-002
(to be assigned by Steering)

Moved by: Gifford Marpole **Current Status:** FOR APPROVAL
Vice-President (Finance) APPROVED
 POSTPONED
 COMMITTED
 NOT APPROVED

Seconded by: Noah Gundermann
Management Representative

Issue This motion seeks to bring the Funding Committee Terms of Reference up to date and further streamline the process in which funding applications are approved and distributed.

Background and Rationale The Students' Society of McGill University Funding Committee distributes approximately \$350,000 worth of funds raised through opt-outable student fees each year. The current process of approving and distributing these funds involves going through the Funding Committee, the Legislative Council, and various relevant staff members of the SSMU. The current timeline, as stated in the Funding Guidebook, averages 3-5 weeks from the reception of a funding application at the Funding Committee to distribution of the approved funds.

The current Funding Committee Terms of Reference does not formally outline which funding applications must be ratified by Legislative Council after being approved by the Funding Committee. Therefore, defining the approval process and the conditions in which approved applications shall go to Legislative Council will substantially expedite the funding process.



Furthermore, including one (1) Director and the Vice-President (Student Life) as voting members of the Funding Committee will increase the financial accountability of the committee as a whole.

All further amendments are minor adjustments intended to bring the Funding Committee Terms of Reference up to date.

Alignment with Mission	<p>This motion aligns with SSMU’s mission to continue the enhancement of the quality of services we provide.</p> <p>The Funding Committee distributes funds to Members raised through student fees and must continue to improve its processes in order to better serve the Members of the Society.</p>
Consultations Completed	<p>Consultations were completed with the Funding Commissioner, Funding Committee, Vice-President (Student Life), Governance Manager, Controller, and the Board of Directors.</p>
Risk Factors and Resource Implications	<p>Should this motion not pass, the current funding process will remain unchanged, thus potentially leaving student groups dissatisfied with SSMU’s services and funding timelines.</p>
Sustainability Considerations	<p>This motion considers the economic sustainability of the Membership because students often front large sums of money to facilitate events. These situations economically burden said Members until they can receive money from the Funding Committee.</p>
Impact of Decision and Next Steps	<p>The Funding Committee, Funding Commissioner, and Accounting team will be notified of the procedural changes.</p> <p>The SSMU Board of Directors shall nominate one (1) Director to sit on the Funding Committee as a voting member.</p> <p>The Vice-President (Student Life) will be notified of their new voting rights.</p>



**Motion or
Resolution for
Approval**

Be it resolved that the SSMU Legislative Council approves the amendments to the Committee Terms of Reference as defined in Appendix A.

Be it further resolved that the SSMU Legislative Council adopts the actionable aspects of this question and that any grammatical or legal changes necessary do not need the re-approval of the Legislative Council.

**Results of the
Vote**

In favour ()
Opposed ()
Abstain ()

FOR APPROVAL



Appendix A : Committee Terms of Reference, Funding Committee - Proposed Amendments

1. Funding Committee

1.1. Oversight

The Funding Committee shall be a Committee of the Legislative Council.

1.2. 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 it doesn't state the breakdown of this portion allocated to the Funding Committee);
- 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. the Charity Fee;
- g. a portion of the Equity Fee (This is because a portion of this fee is used to cover the Equity Committee's yearly deficit); and
- h. a portion of the Mental Health Fee (as referred to in the Internal Regulations of Finances);
- i. the SSMU Award of Distinction Fund.

1.3. Responsibilities

The Funding Committee shall:

- a. allocate monies in the name of the Legislative Council from the aforementioned fees, in a manner consistent with the Internal Regulations as they pertain to fees, especially the Internal Regulations of Finances;
- b. meet at the discretion of the Committee Chair to ensure that applications are processed in a timely manner;
- c. run a fee referendum for an expiring fee or report to council why the committee has decided not to run a referendum for an expiring fee; and
- d. review and recommend recipients of the SSMU Award of Distinction applicants to Legislative Council;



- e. review and make recommendations to the Funding Committee's terms of reference and Financial Internal regulations at the end of the year.

1.4. Membership

The Funding Committee shall consist of:

- a. the Funding Commissioner, (Chair) (non-voting);
- b. the Vice-President (Finance);
- c. the Vice-President (Student Life) (non-voting);
- d. four ~~(4)~~ (3) Councillors;
- e. One (1) Director;
- f. four (4) Members at Large.

1.5. Meetings

All meetings of the Funding Committee shall be in-camera, unless the committee decides by a two-thirds (2/3) vote to go into a public session. The Funding Committee will meet weekly, unless an exception is made by the Funding Commissioner.

1.6. Quorum

The quorum for the Funding Committee is a minimum of three (3) voting members.

1.7. Reporting

The Funding Committee will update the Legislative Council on the balance of the funds at the last meeting of the Legislative Council for the fall semester and the third meeting of the winter semester. These updates will be in the reporting section of the agenda; being a document comprised solely of the account balances. The Funding Committee will provide a formal report at the second to last Legislative Council meeting in the winter semester.

1.8. Committee Specific

1.8.1. Consulted Members

The following members ~~must~~ shall be consulted on applications under their purview:

- a. the Club Commissioner for Club Fund applications;
- b. the Sustainability Commissioner(s) for Environment Fee applications;
- c. the Community Engagement Commissioner for Community Engagement Fee applications;



- d. the Mental Health Commissioner(s) for Mental Health Fee applications;
- e. the Equity Commissioner for Equity Fee applications;
- f. one (1) executive from First Year Council for First Year Council Fee applications; and
- g. the Club, Sustainability, Community Engagement, Mental Health, and Equity Commissioners may be invited to the Funding Committee meetings as non-voting members by the Chair, or may be present in any Funding Committee meeting with relevant applications as per their mandate, in order to consult over relevant applications.

1.8.2. Responsibilities of Members

The Members at Large and Councillors that make up the Funding Committee shall:

- a. review and assess, in accordance with the Internal Regulations of the stipulated Funds, Funding Applications assigned by the Chair; and
- b. review, assess, and present on a concluding funding sum to scheduled Funding Committee meetings.

1.8.3. Dismissal of Members

The following is the criteria of the dismissal of Councillors

- a. It is up to the Chair's discretion to dismiss a Councillor or member at large from the Funding Committee if they do not attend the minimum four (4) meeting requirement per term without valid medical or emergency notice.
- b. Legislative Council will be notified on any Councillors' removal from the Funding Committee and shall recommend a replacement.
- c. If all Councilors are exhausted on Legislative Council, then members at large will replace Councilor seats that cannot be filled on the funding committee.
- d. Councillors or members at large may also be dismissed for repeatedly failing to complete assigned responsibilities, as per the discretion of the Chair.

1.8.4. Voting Rights

The following members should be consulted on applications under their purview:

- a. The Vice-President (Finance), Vice-President (Student Life), councillors, director and all members at large all have one (1) vote each.
- b. If the Vice President of Finance cannot attend the meeting, The Vice-President (Finance)'s voting rights will be delegated to the two one Funding Commissioners each with half a vote and both together will be considered one (1) voting member for the purpose of quorum.
- c. ~~If one (1) of the Funding Commissioners cannot be present at a meeting, the Funding Commissioner present at said meeting will have one vote and will be~~



~~considered one (1) voting member for the purpose of quorum.~~ If the vote decision remains split in the presence of the Vice-President (Finance), the Funding Commissioner will be considered as one (1) voting member for the sake of deciding the tie.

- d. If the funding decision remains split in the absence of the Vice-President (Finance), then the funding application will be postponed until the next meeting where the Vice-President (Finance) will decide on the tie.

1.8.5. Ratification by Legislative Council

Funding applications approved by the Funding Committee shall only go to Legislative Council for ratification:

- a. if an application approved by the Funding Committee exceeds 20% of the total fund available for that term; or
- b. at the discretion of the Funding Committee and/or Funding Commissioner

FOR APPROVAL