Restricted Fees Protocol



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Association étudiante de l'Université McGill
Students' Society of McGill University

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

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1. Space Fee

1.1. Description

"This fee ($1.00), charged to all undergraduate downtown campus students, exists as a source of financial assistance to support physical improvements in student space on campus."

1.2. Alternative Name

The Space Fee does not have any alternative name

1.3. Manager

The manager of the Space Fee shall be the Vice-President (Finance)

1.4. Staff Salaries and Benefits

No salary nor benefits of any staff is paid from the Space Fee

1.5 Committee

The Space Fee does not have a dedicated Committee

1.6 Non-Staff Allocations

1. Eighty-five percent (85%) of the Space Fee shall be allocated to the Acquisition and Improvement Reserve Fund
2. The remainder of the Space Fee shall be for its corresponding Fund

1.7 Fund

1. The Fund of the Space Fee shall be called the Space Fund
2. The Funding Committee shall be responsible for the Space Fund

2. Campus Life Fee

2.1. Description

"This fee, charged to all undergraduate downtown campus students, exists to support campus life activities. Funding decisions are made on a regular basis by the SSMU Finance Committee. Projects funded include journals, Engineering design teams, conferences, social events, and other student life on or around campus. Students interested in applying can visit the SSMU front desk for forms, or e-mail the Vice-President (Finance & Operations). Students may opt-out of this fee on a term-by-term basis during a limited opt-out period via Minerva."

2.2. Alternative Name

The Campus Life Fee does not have any alternative name.

2.3. Manager

The manager of the Campus Life Fee shall be the Vice-President (Finance)

2.4. Staff Salaries and Benefits

No salary nor benefits of any staff is paid from the Campus Life Fee

2.5. Committee

The Campus Life Fee does not have a dedicated Committee

2.6. Non-Staff Allocations

1. The entirety of the Campus Life Fee shall be for its corresponding Fund

2.7. Fund

1. The Fund of the Campus Life Fee shall be called the Campus Life Fund

2. The Funding Committee shall be responsible for the Campus Life Fund
3. 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. Description

"The purpose of this fee, charged to all undergraduate downtown campus students, is to create a fund to support the participation of groups on campus in extra-curricular and academic competitions and conferences. The funds from this fee will sponsor participation in and travel to these competitions and conferences, with allocations to be decided upon by the SSMU Finance Committee. Students may opt-out of this fee on a term-by-term basis during a limited opt-out period via Minerva."

3.2. Alternative Name

The Ambassador Fee does not have any alternative name

3.3. Manager

The manager of the Ambassador Fee shall be the Vice-President (Finance)

3.4. Staff Salaries and Benefits

No salary nor benefits of any staff is paid from the Ambassador Fee

3.5. Committee

The Ambassador Fee does not have a dedicated Committee

3.6. Non-Staff Allocations

1. The entirety of the Ambassador Fee shall be for its corresponding Fund

3.7. Fund

1. The Fund of the Ambassador Fee shall be called the Ambassador Fund
2. The Funding Committee shall be responsible for the Ambassador Fund
3. At most seventy-five percent (75%) of each approved expense may be Funded by the Ambassador Fund

4. Environment Fee

4.1. Description

"The SSMU Environment Fee ($1.25), also known as the SSMU Green Fund, was created to empower campus members to engage in sustainable initiatives on campus and in their personal lives as well as build a culture of sustainability on campus. The Green Fund has made it possible for many non-environmental groups to run more environmentally-friendly events where the changes required would have otherwise been financially untenable. Any SSMU member is eligible to apply for this fund. Students may opt-out of this fee on a term-by-term basis during a limited opt-out period via Minerva."

4.2. Alternative Name

The Environment Fee does not have any alternative name

4.3. Manager

The manager of the Environment Fee shall be the Vice-President (Internal)

4.4. Staff Salaries and Benefits

The salaries and benefits of the following staff shall be paid from the Environment Fee:

1. One-hundred percent (100%) of the Sustainability Commissioners
2. One-hundred percent (100%) of the Campus Crops Coordinators

4.5. Committee

The Environment Committee shall be the committee of the Fee

4.6. Non-Staff Allocations

1. Twenty percent (20%) shall be allocated for Campus Crops
2. Forty percent (40%) of the Environment Fee shall be for the purpose of subsidizing the cost or difference in cost of environmentally friendly materials or supplies for an Initiative
3. The remainder of the Environment Fee shall be for its corresponding Fund

4.7. Fund

1. The Fund of the Environment Fee shall be called the Green Fund
2. The Environment Committee shall be responsible for the Green Fund
3. All Funding Applications from the Green Fund shall require the consultation of a Sustainability Commissioner

5. First Year Fee

5.1. Description

"The First Year Council (FYC) Fee was created in Fall 2017 for the SSMU First Year Council to be able to create social events, hold first year forums, collaborate with all first year student groups, and represent first year students at the SSMU Legislative Council."

5.2. Alternative Name

The First Year Fee does not have any alternative name

5.3. Manager

The manager of the First Year Fee shall be the Vice-President (Internal)

5.4. Staff Salaries and Benefits

The salaries and benefits of the following staff shall be paid from the First Year Fee:

1. One-hundred percent (100%) of the First Year Affairs Commissioner

5.5. Committee

The First Year Council shall be the committee of the Fee

5.6. Non-Staff Allocations

1. Two-thousand dollars ($2,000)of the First Year Fee shall be for its corresponding Fund
2. The remainder of the First Year Fee shall be allocated at the discretion of the First Year Council

5.7. Fund

1. The Fund of the First Year Fee shall be called the First Year Fund
2. The Funding Committee shall be responsible for the First Year Fund
3. All Funding Applications from the First Year Fund shall require the consultation of a representative of the First Year Council to the Funding Committee

6. Equity Fee

6.1. Description

"The SSMU Equity Fund was created 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. The fund supports projects, research and policies that aim to end discrimination and promote accessibility and inclusiveness in the McGill community."

6.2. Alternative Name

The Equity Fee does not have any alternative name

6.3. Manager

The manager of the Equity Fee shall be the Vice-President (Internal)

6.4. Staff Salaries and Benefits

The salaries and benefits of the following staff shall be paid from the Equity Fee:

1. One-hundred percent (100%) of the Equity Commissioners

6.5. Committee

The Equity Committee shall be the committee of the Fee

6.6. Non-Staff Allocations

1. Fifty percent (50%) of the Equity Fee shall be for its corresponding Fund
2. The remainder of the Equity Fee shall be allocated at the discretion of the Equity Committee

6.7. Fund

1. The Fund of the Equity Fee shall be called the Equity Fund
2. The Funding Committee shall be responsible for the Equity Fund
3. All Funding Applications from the Equity Fund shall require the consultation of the Equity Commissioner

7. Community Engagement Fee

7.1. Description

"The Community Engagement Fee is intended as a source of financial assistance to empower students to engage in charitable initiatives. The fee is disbursed by the SSMU through the Community Engagement Fund, and is used for initiatives that contribute to building connections between McGill students and the surrounding community and/or promoting active volunteerism among McGill students. Students may opt-out of this fee on a term-by-term basis during a limited opt-out period on Minerva."

7.2. Alternative Name

The Community Engagement Fee does not have any alternative name

7.3. Manager

The manager of the Community Engagement Fee shall be the Vice-President (External)

7.4. Staff Salaries and Benefits

The salaries and benefits of the following staff shall be paid from the Community Engagement Fee:

1. One-hundred percent (100%) of the Community Engagement Commissioner
2. One-hundred percent (100%) of the Community Affairs Commissioner

7.5. Committee

The Community Engagement Committee shall be the committee of the Fee

7.6. Non-Staff Allocations

1. Thirty percent (30%) of the Community Engagement Fee shall be allocated at the discretion of the Community Engagement Committee
2. The remainder of the Community Engagement Fee shall be for its corresponding Fund

7.7. Fund

1. The Fund of the Community Engagement Fee shall be called the Community Engagement Fund
2. The Funding Committee shall be responsible for the Community Engagement Fund
3. All Funding Applications from the Community Engagement Fund shall require the consultation of the Community Engagement Commissioner

8. Club Fee

8.1. Description

"This fee, charged to all undergraduate downtown campus students, exists to ensure a secure source of funding to support student clubs and services that foster student life on campus through the creation of the Club Fund."

8.2. Alternative Name

The Club Fee does not have any alternative name.

8.3. Manager

The manager of the Club Fee shall be the Vice-President (Clubs & Services)

8.4. Staff Salaries and Benefits

The salaries and benefits of the following staff shall be paid from the Club Fee:

1. One-hundred percent (100%) of the Regular Full-Time Clubs & Services Finance Coordinator
2. Thirty percent of the Regular Full-Time Sponsorship Specialist
3. One-hundred percent (100%) of the Club Website Designer
4. One-hundred percent (100%) of the Student Group Secretary General

8.5 Committee

The Club Fee does not have a dedicated Committee

8.6 Non-Staff Allocations

1. The Club Fee shall pay for banking charges of Club Bank accounts, such as monthly bank account service charges, inactivity fees, etc.
2. The Club Fee shall pay for the banking supplies of Clubs, such as chequebooks, deposit slip books, etc.
3. The remainder of the Club Fee shall be for its corresponding Fund

8.7 Fund

1. The Fund of the Club Fee shall be called the Club Fund
2. The Funding Committee shall be responsible for the Club Fund
3. Only Full Status Clubs as defined by the Internal Regulations of Student Groups shall be eligible to apply for funding from the Club Fee.
4. Only Clubs that submitted an audit in the previous term are eligible to receive funding from the Club Fee
    a. 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 term. The Funding

Committee may require that the Club submit an audit of its expenses and revenues, along with any other documents requested by the Funding Committee, to the Funding Committee in order to receive funding

5. 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

9. Indigenous Equity Fee

9.1. Description

"The SSMU Indigenous Equity fee is a non-opt-outable fee, $1.50 per semester (excluding summer), for all full and part-time SSMU members. Approved in the Fall 2019, this fee is to start in Winter 2020 and to be charged until Winter 2025 (inclusive). The fund serves three main purposes. First, funding the activities of the SSMU Indigenous Affairs Committee and the salary of the Indigenous Affairs Commissioner. Secondly, it is used to finance projects led by Indigenous student groups, or Indigenous equity-seeking groups on campus. Thirdly, it is a source of financial support for Indigenous undergraduate students at McGill. Any Indigenous student would be able to apply to the fund for financial assistance for anything from groceries to tuition."

9.2. Alternative Name

The Indigenous Equity Fee does not have any alternative name

9.3. Manager

The manager of the Indigenous Equity Fee shall be the Vice-President (University Affairs)

9.4. Staff Salaries and Benefits

The salaries and benefits of the following staff shall be paid from the Indigenous Equity Fee:

1. One-hundred percent (100%) of the Indigenous Affairs Commissioner

9.5. Committee

The Indigenous Affairs Committee shall be the committee of the Fee

9.6. Non-Staff Allocations

1. Fifty percent (50%) of Indigenous Equity Fee shall be for its corresponding Fund
2. The remainder of the Indigenous Equity Fee be allocated at the discretion of the Indigenous Affairs Committee

9.7. Fund

1. The Fund of the Indigenous Equity Fee shall be called the Indigenous Equity Fund
2. The Indigenous Affairs Committee shall be responsible for the Indigenous Equity Fund

10. Black Equity Fee

10.1. Description

"The compulsory SSMU Black Affairs Fee will serve to support BIPOC (Black, Indigenous and people of color) students on campus and will contribute to the ongoing effort of the SSMU to build capacity for institutional advocacy and equity for Black students. This follows the successful creation of the Black Affairs Commissioner and the Black Affairs Committee and will help to fund their work."

10.2. Alternative Name

The Black Equity Fee does not have any alternative name

10.3. Manager

The manager of the Black Equity Fee shall be the Vice-President (University Affairs)

10.4. Staff Salaries and Benefits

The salaries and benefits of the following staff shall be paid from the Black Equity Fee:

1. One-hundred percent (100%) of the Black Affairs Commissioner

10.5. Committee

The Black Affairs Committee shall be the committee of the Fee

10.6. Non-Staff Allocations

1. Fifty percent (50%) of Black Equity Fee shall be for its corresponding Fund
2. The remainder of the Black Equity Fee shall be allocated at the discretion of the Black Affairs Committee

10.7. Fund

1. The Fund of the Black Equity Fee shall be called the Black Equity Fund
2. The Black Affairs Committee shall be responsible for the Black Equity Fund
3. Individual Applicants may apply for up to 1,500$ per application for costs such as hydro, internet, groceries, rent, etc.

11. Community Solidarity Fee

11.1. Description

"The Community Solidarity fee aims to remove hurdles faced by grassroots organizations by not requiring recipients to have an organizational bank account to receive funding from SSMU. This provides grassroots organizations more access to SSMU funding and widens the range of campaigns SSMU is able to support."

11.2. Alternative Name

The Community Solidarity Fee does not have any alternative name

11.3. Manager

The manager of the Community Solidarity Fee shall be the Vice-President (External)

11.4. Staff Salaries and Benefits

No salary nor benefits of any staff is paid from the Community Solidarity Fee

11.5. Committee

The Solidarity Funding Committee shall be the committee of the Fee

11.6. Non-Staff Allocations

1. The entirety of the Community Solidary Fee shall be for its corresponding Fund

11.7. Fund

1. The Fund of the Community Solidarity Fee shall be called the Community Solidarity Fund
2. The Solidarity Funding Committee shall be responsible for the Community Solidarity Fund

12. Anti-Violence Fee

12.1. Description

"This fee, charged to all undergraduate downtown campus students, exists to support initiatives led by student groups that help support survivors. This can include supporting initiatives that revolve around advocacy or outreach concerning sexual violence."

12.2. Alternative Name

The Anti-Violence Fee does not have any alternative name

12.3. Manager

The manager of the Anti-Violence Fee shall be the Vice-President (Internal)

12.4. Staff Salaries and Benefits

The salaries and benefits of the following staff shall be paid from the Anti-Violence Fee:

2. One-hundred percent (100%) of the Anti-Violence Coordinators

12.5. Committee

The Anti-Violence Fee does not have a dedicated Committee.

12.6. Non-Staff Allocations

1. Thirty percent (30%) of Anti-Violence Fee shall be allocated at the discretion of the Anti-Violence Committee
1. The remainder of the Anti-Violence Fee shall be for its corresponding Fund

12.7. Fund

1. The Fund of the Anti-Violence Fee shall be called the Anti-Violence Fund
2. The Funding Committee shall be responsible for the Anti-Violence Fund
3. All Funding Applications from the Anti-Violence Fund shall require the consultation of an Anti-Violence Coordinator
4. The allocation of this fee should prioritize projects that benefit the greatest number of SSMU Members

12.8. Additional Restrictions

1. The Anti-Violence Fee will not be used for the following purposes:
    a. Legal fees, including consultation, that are associated with any case under an SSMU investigative plan or protocol. This includes the Gendered and Sexual Violence Policy, Involvement Restriction Policy or related internal policies managing anti-violence/harassment and conflict management strategies of the SSMU
    b. Legal review of SSMU anti-violence policies or plans during amendment procedures
    c. Any fees associated with the use of an external or third-party investigator under the Gendered and Sexual Violence Policy, Involvement Restriction Policy or related policies, whether for investigation or appeal purposes.
    d. Supporting the administration of the Involvement Restriction Policy for a Departmental Student Association signed onto the Involvement Restriction Policy

13. Queer Equity Support Fee

13.1. Description

"This compulsory fee was established in order to support a bursary that would fulfill the needs of queer students not receiving enough support in academia, and also facing more barriers to employment, formal scholarships, and familial support. The fee will be used to fund grassroots research to further build the support systems of the queer community which will help to improve the community and queer living conditions in the McGill community as a whole."

13.2. Alternative Name

The Queer Equity Support Fee shall also be called the "QUIPS Bursary"

13.3. Manager

The manager of the Queer Equity Support Fee shall be the Vice-President (University Affairs)

13.4. Staff Salaries and Benefits

The salaries and benefits of the following staff shall be paid from the Queer Equity Support Fee:

1. One-hundred percent (100%) of the Gender and Sexuality Commissioner

13.5. Committee

The Queer Improvement and Partnership Solidarity Funding Committee shall be the committee of the Queer Equity Support Fee

13.6. Non-Staff Allocations

1. The remainder of the Queer Equity Support Fee shall be for its corresponding Fund

13.7. Fund

1. The Fund of the Queer Equity Support Fee shall be called the "QUIPS" Fund
2. The Queer Improvement and Partnership Solidarity Funding Committee shall be responsible for the QUIPS Fund

14. SSMU Grocery Program Fee

14.1. Description

"The SSMU Grocery Fee ($1.00) is to support SSMU's Grocery Program, an initiative made in an effort to address food insecurity that SSMU is offering to our members who are facing financial constraints and rising food costs due to inflation. The program will be facilitated by the SSMU from our University Centre on rue McTavish, directly on campus, and will be open to any of our members who need to purchase groceries whether last-minute items or cooking basics. This is an opt-outable fee.
The existing opt-outable SSMU Grocery Program Fee was implemented to support the program's initial scope. However, as the program has expanded in practice, the current fee structure no longer reflects operational realities or future demand. This motion proposes formally expanding the permitted use of the fee to support the SSMU Food Bank, aligning the fee's name with its expanded scope, and increasing the fee amount. Any such changes require approval by referendum in accordance with SSMU bylaws, and Legislative Council must authorize the placement of this referendum question."

14.2. Alternative Name

The SSMU Grocery Program Fee shall also be called the "SSMU Food Pantry Fee"

14.3. Manager

The manager of the SSMU Grocery Program Fee shall be the Food Services & Hospitality Director

14.4. Staff Salaries and Benefits

The salaries and benefits of the following staff shall be paid from the SSMU Grocery Program Fee:

1. One-hundred percent (100%) of the Food Pantry Coordinators

14.5. Committee

The SSMU Grocery Program Fee does not have a dedicated Committee.

14.6. Non-Staff Allocations

1. The remainder of the SSMU Grocery Program Fee shall be allocated at the discretion of the Food Services & Hospitality Director

15. Francophone Affairs Fee

15.1. Description

"The Francophone Affairs Fee aims to provide stable funding for initiatives supporting both francophone and non-francophone students."

15.2. Alternative Name

The Francophone Affairs Fee does not have any alternative name

15.3. Manager

The manager of the Francophone Affairs Fee shall be the Vice-President (External)

15.4. Staff Salaries and Benefits

The salaries and benefits of the following staff shall be paid from the Francophone Affairs Fee:

1. One-hundred percent (100%) of the Francophone Affairs Commissioner
2. One-hundred percent (100%) of the Translation Interns

15.5. Committee

The Francophone Affairs Committee shall be the committee of the Francophone Affairs Fee

15.6. Non-Staff Allocations

1. The remainder of the SSMU Grocery Program Fee shall be allocated at the discretion of the Food Services & Hospitality Director

15.7. Fund

1. The Fund of the Francophone Affairs Fee shall be called the Francophone Affairs Fund

2. The Francophone Affairs Committee shall be responsible for the Francophone Affairs Fund

16. Menstrual Health Fee

16.1. Description

"The non-opt-outable SSMU Menstrual Hygiene Product Fee supports the purchase by the SSMU of menstrual hygiene products in bulk and will effectively eliminate the entire cost of those products to its members that would require them during their time at McGill as a member of the SSMU. The fee will also entail the creation of a Health and Hygiene Products fund, which will be directly funded by any surplus monies, to eventually be disbursed for the purchasing of alternative menstrual hygiene products, to be supplied at a subsidized rate or free of charge."

16.2. Alternative Name

The Menstrual Health Fee does not have any alternative name

16.3. Manager

The manager of the Menstrual Health Fee shall be the Vice-President (University Affairs)

16.4. Staff Salaries and Benefits

The salaries and benefits of the following staff shall be paid from the Menstrual Health Fee:

3. One-hundred percent (100%) of the Menstrual Health Commissioner
4. One-hundred percent (100%) of the Menstrual Health Products Coordinators

16.5. Committee

The Menstrual Health Fee does not have a dedicated committee

16.6. Non-Staff Allocations

1. The remainder of the Menstrual Health Fee shall be allocated at the discretion of the Vice-President (University Affairs)