

(k) **The Clubs Benefit Fund** shall be administered by the Finance Committee in accordance with the referendum of March 2011 and the following provisions:

- (i) The purpose of this Fund shall be:
  - 1) to assist Clubs in completing special projects related to their area of interest, such projects to include but not be limited to special Club events, activities, and programs;
  - 2) to enable Clubs to purchase furnishings and equipment, including furniture, rugs and mats, file cabinets, bulletin boards, computers, printers and audio-visual equipment;
  - 3) to fund initiatives that assist or benefit clubs as approved by the Finance Committee.
  - 4) To support newly constituted Clubs, for which purpose up to a maximum of \$500 per club may be given to new Clubs in addition to the regular amount available to any club, so long as the money allocated for this purpose does not exceed twenty percent (20%) of the fund.
- (ii) In order to receive monies from this Fund, organizations must be designated as Clubs in accordance with Bylaw 13(3).
- (iii) A Club wishing to receive monies from this Fund shall submit a request to the Vice-President Finance, who shall make a recommendation to the Finance Committee based on the availability of funds.
- (iv) Clubs receiving funding from the Campus Culture and Performance Fund may not apply to the Clubs Benefit Fund in any given year unless they Alma Mater Society of UBC Vancouver CODE of PROCEDURE - Section IX Code Procedures B Fiscal Procedures June 25, 2020 130 have already spent their allotment from the Campus Culture and Performance Fund for that year.
- (v) Money may only be granted to Clubs for special projects in accordance with the following provisions:
  - 1) the project must benefit the Club as a whole;
  - 2) no more than one special project shall be funded for each Club in any one fiscal year;
  - 3) the special project shall be non-recurring in nature; ongoing or year-to-year projects shall not be considered for funding;

4) special multi-instance events or programs may be funded as long as they are contained within one fiscal year;

5) specifically excluded from funding as special projects are executive retreats, travel expenses exceeding \$500, yearbooks, repairs and maintenance to facilities and equipment, and any **expenses** which occurs on a year-to-year basis and should be included in a Club's operating budget;

6) **clubs must be able to demonstrate sufficient need for the fund on their budget. Upon request of the Finance Committee, Clubs must provide evidence that they have exhausted all other possible sources of revenue before applying to this fund.**

7) Clubs may not receive funding from both the Clubs Benefit Fund and any other student levy for the same project; and

8) **the maximum amount granted shall not exceed \$10,000 per Club in any given fiscal year except for newly constituted clubs who may receive up to \$10,500; and**

9) **the maximum amount granted for honorariums shall not exceed 50% of the cost of project.**

- (vi) If a special project is approved, **\$2000 shall be transferred to the Club's account upon approval. The remainder shall be transferred on a reimbursement basis after the receipt of the final report submission.** money for the project shall be transferred to the club's account upon approval. Money from the Clubs Benefit Fund must be spent transparently by the recipient club. After the project is completed, all expenditures must be declared and submitted in a final report along with receipts and proof of purchase. Any unspent funds must be returned to the AMS. If any fraudulence is detected, the finance committee reserves the right to retract all funding.
- (vii) Money may only be granted to Clubs for purchasing furnishings and equipment in accordance with the following provisions:
- 1) the furnishings and equipment purchased shall be owned by the Alma Mater Society of UBC Vancouver CODE of PROCEDURE - Section IX Code Procedures B Fiscal Procedures June 25, 2020 131 Society for the use of the Club; and
  - 2) the type of furnishings and equipment purchased shall be directly related to the Club's area of interest as stated in its constitution.
- (viii) When approving grants from this Fund, the Finance Committee may impose such conditions or restrictions as it sees fit, provided however that such conditions or restrictions are consistent with this section of Code.

