

**CODE CHANGES 2022:
SUBSIDIES FOR CLUB MEMBERSHIP
AND CONSTITUTENCY EVENTS**

TO: Council
FROM: Finance Committee
June 2022

Amendment to expand the purposes of the Clubs Benefit Fund and the Constituency Aid Fund to allow subsidies to be given to individuals wishing to join clubs or take part in Constituency events.

Also to increase the number of projects per year that Clubs and Constituencies can apply for.

Additions are indicated by ***bold italics***. Deletions are made by striking through (~~like this~~).

SECTION IX B: FISCAL PROCEDURES

Article 6. Funds

7. Funds Established by this Section of Code

(j) **The Constituency Aid Fund** shall be administered by the Finance Committee in accordance with the following provisions:

(i) The purpose of this Fund shall be to:

- 1) ensure that Constituencies and prospective Constituencies have sufficient funds to hold elections and fee referenda and to communicate with their members through mailouts or newsletters;
- 2) assist Constituencies in completing special projects related to their academic interest area;
- 3) enable Constituencies to attend conferences away from the University through conference travel grants; ~~and~~
- 4) enable Constituencies to purchase furnishings and equipment, including furniture, rugs and mats, file cabinets, bulletin boards, computers, printers and audio-visual equipment; ~~and~~
- 5) pay user fees on behalf of Constituencies using the Society's expense management system- ***and***
- 6) ***provide subsidies to Active Members wishing to attend Constituency events.***

- (ii) In order to receive monies from this Fund for the first four purposes listed above, organizations must be recognized as Constituencies in accordance with Bylaw 13(2) or considered prospective Constituencies in accordance with Code Section II, Article 16(8).
- (iii) A Constituency or prospective Constituency 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) ***An individual Active Member wishing to receive monies from this Fund under purpose 6 shall submit a request to the Vice-President Finance, who shall make a recommendation to the Finance Committee based on the availability of funds.***

[and renumber]

...

- (vi) Money may only be granted to Constituencies for special projects in accordance with the following provisions:
 - 1) the project must benefit the Constituency as a whole;
 - 2) no more than ~~one special project~~ **three (3) special projects** shall be funded for each Constituency 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) specifically excluded from funding as special projects are yearbooks, repairs and maintenance to facilities and equipment, and any other project which occurs on a year-to-year basis and should be included in a Constituency's operating budget; and
 - 5) Constituencies must, upon the request of the Finance Committee, provide evidence that they have exhausted all other possible sources of revenue before applying to this Fund.

...

- (xi) 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.
- (xii) Grants from the Fund shall cover no more than three-quarters of the cost of a project.

- (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.
 - 5) to pay user fees on behalf of Clubs using the Society's expense management system.
 - 6) ***to provide subsidies to Active Members to enable them to pay Club membership fees.***
- (ii) In order to receive monies from this Fund for the first four purposes listed above, 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) ***An individual Active Member wishing to receive monies from this Fund under purpose 6 shall submit a request to the Vice-President Finance, who shall make a recommendation to the Finance Committee based on the availability of funds.***

[and renumber]

...

- (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~~ ***three (3) special projects*** 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 expense 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 funds in their budget, and upon the 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, which may receive up to \$10,500.

...

- (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.