

# Student Organization Funding and Services Procedure

## *Clubs Committee (69.22)*

Created: March 13, 2012 (69.22)

Amended: January 28, 2014 (71.14); March 24, 2015 (72.20);

October 27, 2015 (73.11)



### Definitions

*Charity Space Grants* refer to non-monetary grants intended to help Student Organizations host initiatives in SU space that will raise money for a registered charity.

*Special Events Funding* refers to funds allocated to help finance Student Organization events that develop and enhance student life.

### Authority

- 1 (1) Section 93(3) of the Post-Secondary Learning Act legislates that the students association of a public post-secondary institution shall provide for the administration of student affairs at the public post-secondary institution, including the development and management of student committees, the development and enforcement of rules relating to student affairs and the promotion of the general welfare of the students consistent with the purposes of the public post-secondary institution.
- (2) Clubs Committee is delegated by the Students' Legislative Council (SLC) to establish principles, strategies, and procedures for how the Students' Union (SU) supports and engages Student Organizations at the University of Calgary.
- (3) Clubs Committee is further delegated authority to make funding allocation decisions in accordance with the SU's annual budget, Clubs Committee Procedures, and SU operational procedures.

### Purpose

- 2 (1) The purpose of this procedure is to:
  - (a) Ensure transparency and consistency in how Student Organizations may access SU funding and services; and
  - (b) Establish high level principles to guide Clubs Committee decisions.

### General

- 3 (1) All funding and services made available to Student Organizations are subject to the availability of funds, equipment, or space, as provided for in the current Annual Budget.

- (2) Annual allocations of funding and services for Student Organizations shall be based on a Club Year, as defined in the Student Organization Registration Procedure.
  - (3) All funding and services made available to Student Organizations may be subject to operational procedures including deadlines and administrative processes established by the General Manager or designate. A Student Organization may not be provided with a type of funding or service that is not generally made available to other Student Organizations,
    - (a) As established in the Student Organization Registration Procedure, the SU may limit a Student Organization's access to funding and services for any failure to comply with the Terms of Registration.
    - (b) GLOs may have limited access to funding and services subject to eligibility and other rules as established by the General Manager or designate. A GLO may not be provided with a type of funding or services that is not generally made available to other GLOs.
- 4 (1) All funding shall be distributed on a reimbursement basis with a cheque made payable to the Student Organization by name; cheques shall not be made payable to an individual under any circumstances.
- (2) If a Student Organization fails to pick up or cash a cheque within 30 days of the date the cheque was printed, the Students' Union (SU), after making a reasonable effort to inform a Student Organization that the cheque is ready for pick up, may cancel the cheque<sup>1</sup>.

### **Special Event Funding, Charity Grants and Expense Reimbursement**

- 7 (1) Clubs Committee, in accordance with funding availability, may allocate funds for expense reimbursement to Student Organizations for events that:
- (a) Align with the Student Organization's objectives and provide a clear benefit to its members;
  - (b) Does not duplicate an existing program or service at the University of Calgary;
  - (c) Are inclusive of non-members;
  - (d) Are either innovative and unique or are part of an annual undertaking;
  - (e) Demonstrate financial need; and
  - (f) Demonstrate valid expenses.
- (2) Special Event Funding applications must be received by the established deadline in the format established by the SU General Manager or designate. Applications received after the published deadline will not be considered by Clubs Committee.
- (3) Clubs Committee may require a Student Organization to provide additional information necessary to determine if it is eligible for Special Event Funding.

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<sup>1</sup> If the SU cancels a cheque after 30 days, it has no obligation to re-issue the cheque or re-approve funding for the same purpose.

- (4) Clubs Committee shall not consider Special Event Funding applications that:
  - (a) Do not align with the funding criteria established in s. 7(1);
  - (b) Has or will receive funding or services through another SU funding source;
  - (c) Are fundraisers for another cause or organization;
  - (d) Will generate a profit for the Student Organization;
  - (e) Duplicate funding requested by another Student Organization for the same event; or
  - (f) Request funding for alcohol, gifts, honorariums, travel, or accommodation expenses.
- (5) GLOs shall not be eligible to receive Special Event Funding.
- 8 (1) Clubs Committee may approve Charity Space Grants for select SU managed spaces subject to availability and in accordance with operational procedures established by the General Manager or designate. Student Organization events may be eligible for a Charity Space Grant if:
  - (a) All event proceeds go to a registered charity; and
  - (b) The event raises more than 75% of the waived space fees.

### **Discounts**

- 8 (1) The SU may allocate free or discounted rentals on rooms, spaces, tables, and equipment as approved under the authority of the Operations and Finance Committee at the discretion of the General Manager or designate.
- (2) The SU may provide a discount at SU businesses<sup>2</sup>, as approved under the authority of the Operations and Finance Committee at the discretion of the General Manager or designate.

### **Applications to the Review Board**

- 9 (1) Active Members may appeal SU decisions related to the Student Organization Funding and Services Procedure by submitting a written application to the Review Board within 10 days of receiving the decision.

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<sup>2</sup> SU businesses eligible for discounts may include MacEwan Conference and Events Centre, the Stor, Bound and Copied, and the Den and Black Lounge.