

<b>Student Organization Funding and Services Procedure</b>		
<b>Parent Policy:</b>	Clubs Committee Terms of Reference	
<b>Related Policies:</b>	Student Organization Registration Procedure	
<b>Approving Body:</b>	Clubs Committee	
<b>Passed:</b>	March 13, 2012 (69.22)	
<b>Amended:</b>	August 24, 2021 (79.05)	

## Definitions

*SU Club Funding* refers to different types of funding options available to assist Registered Student Organizations.

*Guest Speaker* refers to an on- or off-campus subject expert who is invited to present at or provide services at an event hosted by a Registered Student Organization.

## 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 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.

## Funding Principles

- 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.

- 4 (1) Annual allocations of funding and services for Student Organizations shall be based on a Club Year, as defined in the Student Organization Registration Procedure.
- 5 (1) 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.
- 6 (1) A Student Organization may not be provided with a type of funding or service that is not generally made available to other Student Organizations,
  - (2) As established in the Student Organization Registration Procedure, the SU may limit a Student Organization's access to funding and services.
  - (3) Greek Letter Organizations are not eligible for SU Clubs Funding.
- 7 (1) All funding shall be distributed on a reimbursement basis via direct deposit to the Student Organization by name; funding shall not be distributed to an individual under any circumstances.
  - (2) If a Student Organization fails to provide correct direct deposit information, the Students' Union (SU), after making a reasonable effort to obtain such information, may withhold funding.<sup>1</sup>

### **SU Club Funding**

- 8 (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 or provide a rational explanation for exclusion;
  - (d) Are either innovative and unique or are part of an annual undertaking;
  - (e) Demonstrate financial need; and
  - (f) Demonstrate valid expenses.
- (2) SU Club 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.
- (4) Clubs Committee shall not consider Special Event Funding applications that:
  - (a) Do not align with the funding criteria established in section 8(1);
  - (b) Has or will receive funding or services through another SU funding source;

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<sup>1</sup> If the SU withholds funding after 30 days due to incorrect direct deposit information, the SU has no obligation to re-approve funding for the same purpose.

- (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) Notwithstanding section 8(4)(f), Clubs Committee may consider Special Events Funding applications that include gifts or honoraria for Guest Speakers.

### **Services**

- 9 (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**

- 10 (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.

### **Accountability**

- 11 (1) Clubs Committee and the General Manager or designate is responsible for the implementation and administration of this Procedure.
- (2) The Clubs Committee is responsible for the review of this Procedure.
- (3) Clubs Committee and Registered Student Organizations are responsible for complying with this Procedure.

**Amendment History:** January 28, 2014 (71.14); March 24, 2015 (72.20); October 27, 2015 (73.11); February 1, 2017 (74.19); August 26, 2019 (77.05); August 24, 2021 (79.05)

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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.