

THE BETHUNE COLLEGE COUNCIL CLUB FUNDING POLICY

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Definitions

Definitions for potentially ambiguous terms are provided here. The bodies and entities relevant to the initiative this document outlines will also be defined here. Relevant parties will be capitalized for clarity.

1. Bethune College Council shall be referred to as the “BCC”;
 - 1.1. As the authors of this document, the BCC will also be referred to when “we,” “our,” and “us” are used;
 - 1.2. The deliberative and rule-making apparatuses, including the voting body of the BCC, shall be referred to as “Council”, unless when used as a synecdoche within document headers;
2. Any and all student-led bodies applying for this initiative shall be referred to as “Applicants,” unless specified otherwise;
 - 2.1. Any and all persons who form part of the Applicant entities, hired, appointed, or elected, shall be referred to as “executives,” “members,” or “officials”;
 - 2.2. By extension, the term “application” shall be used as a synecdoche to refer to the Applicant issuing said application;
3. The Centre for Student Community & Leadership Development shall be referred to as “SCLD”;
4. The York Federation of Students shall be referred to as “YFS”;
5. The Bethune College Council Constitution shall be referred to as the “constitution.” The term “constitutionally” shall also refer to this same document;
6. The funding provided under the auspices of this document shall be generally referred to as “funding,” unless specified otherwise;
7. The “club funding policy” this document stipulates shall be referred to as the “initiative”;
8. A vote result that is equal to or exceeds two-thirds of the voting body shall be referred to as a “supermajority”;
9. A decision on an application arrived at by only considering the principal and general requirements shall be referred to as the “default decision”;
10. The word “section” shall be abbreviated as “S” when used in references.

Purpose

The purpose of this policy is to outline the club funding operations that the BCC shall partake in. As the primary student representative body at Bethune, it lies firmly within its mandate to provide financial and logistic assistance to Applicants. A club funding initiative, which this document will stipulate, will constitute this financial assistance.

Ultimately, this initiative is designed to address constituent needs first and foremost. All requirements, stipulations, and considerations are designed with the constituent body requirements at the fore.

Section I - The Role of Council

I.A - General Procedure

The general procedure that Council will follow when operating this initiative will be reminiscent of the following:

- A. Lists of Bethune-verified entities will be verified and obtained first;
- B. The funding fiscal term shall begin the first (1st) of November after the beginning of the Council term, and shall end the following thirty-first (31st) of October;
- C. Application forms will be released within the first week of the aforementioned funding fiscal term;
- D. Applications will be admitted if they are eligible, whereby
 - a. Eligibility will be preliminarily decided on the basis of the principal requirements;
 - b. A list of Applicants in-review will be compiled.
- E. Applications will be assessed with respect to the general and discretionary requirements;
- F. Applications, once assessed, will be granted a default decision;
- G. If Applicants in-review are denied funding, they will be provided with feedback and given an opportunity to re-submit their application.

I.B - Preliminary Actions

In anticipation of this initiative,

1. Council shall
 - 1.1. Ensure that the budget allotted for the initiative is available for its purpose;
 - 1.2. Ensure an official and final list of Bethune-ratified entities for the current term is available;
 - 1.3. Promote and make known the initiative to the student body through the use of
 - 1.3.1. Online announcements and posts. Other messaging is encouraged;

Create and maintain application forms for Applicant use.

I.C - Funding Decisions

When administering Applicant applications,

1. Council shall
 - 1.1. Observe the requirements set out by this document;
 - 1.2. Assess applicants on the bases of the requirements outlined herein, whereby
 - 1.2.1. The principal requirements are checked first, to dictate eligibility;
 - 1.2.2. The general requirements are checked next, to discern funding amount
 - 1.2.2.1. As a percentage of the requested amount that must not exceed the requested amount, or
 - 1.2.2.2. A specific amount that must not exceed the requested amount;
 - 1.2.3. The discretionary requirements are checked last;
 - 1.3. Be transparent in all communications with Applicants and relevant parties, whereby
 - 1.3.1. Any reasons for application approvals or denials must be communicated;
 - 1.3.2. Meetings with relevant parties should be announced in a clear and timely manner;
 - 1.4. Be cognizant of budgetary restrictions and purposes, whereby
 - 1.4.1. No more Applicants shall be accepted than financially feasible;
 - 1.4.2. Any surplus initiative funds not accounted for by any Applicants during the year shall be appropriated for the same purposes the following term, at the discretion of Council, unless
 - 1.4.2.1. The following term is a summer term, and thus the beginning of a new academic year, in which case
 - 1.4.2.1.1. The funds shall become unbound for this purpose, and released to Council;
 - 1.4.2.1.2. The funds may be reassigned for this purpose, at the discretion of the incoming Finance Committee;
 - 1.5. Not transfer funds to any Applicants before two weeks have elapsed since the default decision.

I.D - Council Discretion

When administering Applicant applications,

1. Council, when deemed necessary, shall reserve discretion
 - 1.1. When deciding the fate of applications on the basis of requirements that only fall under the discretionary requirements (see *S.II.C*);
 - 1.2. When assessing the funding amount an Applicant will get, on the basis of the general requirements (see *S.II.B*);
2. Council reserves the right to override the default decision for an application, whereby

- 2.1. When assessing applications on the basis of the general requirements, or any basis not outlined by this document,
 - 2.1.1. The application must have received a default decision;
 - 2.1.2. Council may vote to override said decision for the Applicant in question, where
 - 2.1.2.1. A passing vote must achieve a supermajority;
- 2.2. The default decision was handed down no more than one month prior to the first motion to override;
- 2.3. The funding has not been transferred to the Applicant, unless otherwise is deemed acceptable.

Section II - Applicant Requirements

II.A - Principal Requirements

The BCC is bound, and must abide by, the constitutionally mandated mission statement. Since the funding for the Applicants will be provided and overseen, wholly or in part, by the BCC, all Applicants must also abide by it. The second clause therein holds the most relevance:

The BCC recognizes and celebrates the fact that it represents and serves a rich and diverse community and attempts to promote further harmony within this diversity.

As such, the principal requirements will agree with this spirit of the constitution. In addition to this requirement, the BCC will manage Applicants in accordance with other principal requirements. Formally, all the principal requirements are as follows. They are non-negotiable.

1. To be eligible for funding through this initiative, Applicants:
 - 1.1. Shall not discriminate their constituents on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability, whereby
 - 1.1.1. Applicants found to be favouring individuals from specific interest groups remain eligible;
 - 1.2. Shall be recognized affiliates of Bethune College and verifiably ratified by the SCLD and/or YFS;
 - 1.3. Shall have no ties to political parties or campaigns at any level and scope;
 - 1.4. Shall not use the funds for honoraria, stipends, salaries, or any other type of personal monetary compensation;
 - 1.5. Shall not directly transfer any of the funds to any third party;

II.B - General Requirements

Once deemed eligible by fulfilling the principal requirements, Applicants will be subject to the next standard for funding. This standard, for an approval amounting to one-hundred percent (100%) of the requested amount, requires the following. The percentage decided is discretionary.

1. The Applicants must be able to demonstrate to BCC that
 - 1.1. There might be a discernible positive impact on the student body (excluding Applicant officials), where students are offered;
 - 1.1.1. Opportunities for social growth;
 - 1.1.2. Opportunities to enhance their workplace skills or academic skills;
 - 1.1.3. Educational or informational benefits that might enhance their creative or professional endeavours;
 - 1.1.4. Informational benefits that might enhance their understanding of issues that might affect them;
 - 1.1.5. Opportunities to participate in recreational or interest-group activities;
 - 1.2. The funding shall not be transferred directly to any individual(s);
 - 1.3. Assets purchased with the funding will not unreasonably fall into the possession of any individual(s);
 - 1.4. There is prudence and professionalism, whereby;
 - 1.4.1. An agreement may be signed by the Applicant submitting the form, where;
 - 1.4.1.1. Conditions for breach of the agreement are agreed upon;
 - 1.4.2. The relevant financial records of the Applicant are up-to-date, credible and sound.

II.C - Discretionary Requirements

As a check and balance, all applications subjected to these requirements are entirely decided at the discretion of the BCC.

1. The funding shall not be utilised in any manner that promotes, to the detriment of any constituents,
 - 1.1. Gambling;
 - 1.2. Drug use;
 - 1.3. Sexual misconduct;
 - 1.4. Civil disobedience;
2. The funding shall not be utilised in any manner that erodes or degrades, to the detriment of any constituents,
 - 2.1. Civil liberties;
 - 2.2. Student voice;
 - 2.3. Freedom of the press;
3. The funding can be withheld from Applicants that
 - 3.1. Are not in current standing with the SCLD and/or YFS;

- 3.2. Are in bad standing with the BCC, or have breached funding agreements in the past;
- 3.3. Are running an event, where the event may
 - 3.3.1. Have a similar scope, purpose, or design to that of an event being run by the BCC within that term, and
- 3.4. Are requesting funds for initiatives that took place more than two months prior to the application in question;
- 3.5. Unreasonably inflated their expected costs.

Section III - Funding Model

III.A - Fund Pool

The pool of funds from which all Applicant funding will be derived will be a certain amount determined by the BCC at the start of every academic year.

1. Applicants shall be assessed on a first-come, first-served basis, whereby;
 - 1.1. Applicants who apply after any others shall be assessed after the same;
 - 1.2. Applicants shall submit their funding applications
 - 1.2.1. During the funding fiscal term laid out in *S.I.A*, clause B;
 - 1.2.2. Six (6) weeks in advance if the application request sum is equal to or exceeds \$750;
 - 1.2.3. Four (4) weeks in advance if the application request sum is less than \$750;
 - 1.3. If the Applicants submit their applications late (after the six (6) or four (4) weeks), their applications shall not be immediately nullified, whereby;
 - 1.3.1. Their funding will not be guaranteed

III.B - Event Funding

To be eligible, Applicants

1. Shall be in good current standing with the SCLD and/or YFS and BCC;
2. Shall have a valid organisation bank account;
3. Shall submit an application before the deadlines outlined in *S.III.A*;

The event funding allotment will operate as follows.

1. Funds will be released within two weeks of the submission of receipts to the committee following an event;
2. No funds will be released to any Applicants prior to the release of receipts;
3. Reimbursements will be provided as an exact amount to what has been totalled on submitted receipts.
4. Reimbursements will not be provided for costs not allocated in the initial application form, even if the total costs still do not exceed the approved funding amount.