

THE BETHUNE COLLEGE COUNCIL CLUB FUNDING POLICY

As passed at the Bethune College Council Meeting on May 22, 2025.

CONTENTS

DEFINITIONS..... 3

PURPOSE..... 5

ARTICLE 1: THE ROLE OF COUNCIL..... 6

ARTICLE II: APPLICANT REQUIREMENTS..... 9

ARTICLE III: FUNDING MODEL..... 11

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 Bethune College Council Constitution shall be referred to as the “constitution”. The term “constitutionally” shall also refer to the same document;
5. The funding provided under the auspices of this document shall be generally referred to as “funding”, unless specified otherwise;
6. The “club funding policy” this document stipulates shall be referred to as the “initiative”;
7. A vote result that is equal to or exceeds two-thirds of the voting body shall be referred to as a “supermajority”;
8. A decision on an application arrived at by only considering the principal and general

requirements shall be referred to as the “default decision”;

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 College, 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.

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 non-negotiable.

The pool of funds from which all Applicant funding will be derived from will be based on the constitutional clause in Bylaw 5: The Finance Bylaw Article II.1.14.

DISCLAIMER: BCC Club Funding Policy may not always have the same stipulations as Clubs 101 provided by SCLD, or the YFS club funding policies. If there are any questions or confusion caused by conflicting terms, please reach out to bethuneoutreach@gmail.com as soon as possible to prevent problems and delays with your funding application.

ARTICLE 1: THE ROLE OF COUNCIL

1. General Procedure

- 1.1. The general procedure that Council will follow when operating this initiative will be reminiscent of the following:
 - 1.1.1. Lists of BCC approved entities will be obtained first;
 - 1.1.2. The funding fiscal term shall begin the first (1st) of May after the beginning of the Council term, and shall end the following thirty-first (31st) of April;
 - 1.1.3. Application forms will be released within the first week of the aforementioned funding fiscal term;
 - 1.1.4. Applications will be admitted if they are eligible, whereby eligibility will be preliminarily decided on the basis of the principal requirements;
 - 1.1.5. Applications, once assessed, will be granted a default decision;
 - 1.1.6. If Applicants in-review are denied funding, they will be provided with feedback and given an opportunity to re-submit their application.

2. Preliminary Actions

- 2.1. Council shall:
 - 2.1.1. Ensure that the budget allotted for the initiative is available for its purpose;
 - 2.1.2. Ensure an official and final list of BCC-approved entities for the current term is available;
 - 2.1.3. Promote and make known the initiative to the student body through the use of online announcements and posts. Other forms of promotion are encouraged;
 - 2.1.4. Create and maintain application forms for Applicant use.

3. Funding Decisions

- 3.1. Council shall:
 - 3.1.1. Observe the requirements set out by this document;

- 3.1.2. Assess applicants on the basis of the requirements outlined herein, whereby;
 - 3.1.2.1. The principal requirements are checked first, to dictate eligibility;
 - 3.1.2.2. The general requirements are checked next, to discern funding amount as a percentage of the requested amount that must not exceed the requested amount, or a specific amount that must not exceed the requested amount;
 - 3.1.2.3. The discretionary requirements are checked last;
- 3.1.3. Be transparent in all communications with Applicants and relevant parties, whereby;
 - 3.1.3.1. Any reasons for application approvals or denials must be communicated;
 - 3.1.3.2. Meetings with relevant parties should be announced in a clear and timely manner;
- 3.1.4. Be cognizant of budgetary restrictions and purposes, whereby;
 - 3.1.4.1. No more Applicants shall be accepted than financially feasible;
- 3.1.5. Not transfer funds to any Applicants before two weeks have elapsed since the default decision.

4. Council Discretion

- 4.1. Council when deemed necessary, shall reserve discretion when:
 - 4.1.1. Deciding the fate of applications on the basis of requirements that only fall under the discretionary requirements (*see Article II.3.*);
 - 4.1.2. Assessing the funding amount an Applicant will get, on the basis of the general requirements (*see Article II.2.*);
- 4.2. Council reserves the right to override the default decision for an application when:
 - 4.2.1. assessing applications on the basis of the general requirements, or any basis not outlined by this document;

- 4.2.1.1. Council may override said decision for the Applicant in question with a supermajority vote at a regular BCC meeting;
- 4.2.2. The default decision was handed down no more than one month prior to the first motion to override;
- 4.2.3. The funding has not been transferred to the Applicant, unless otherwise is deemed acceptable.

ARTICLE II: APPLICANT REQUIREMENTS

1. Principal Requirements

1.1. To be eligible for funding through this initiative, Applicants shall:

1.1.1. 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;

1.1.1.1. Applicants found to be favouring individuals from specific interest groups remain eligible;

1.1.2. Be recognized and verifiably ratified by the SCLD;

1.1.2.1. Once recognized and verifiably ratified by the SCLD, Applicants shall remain eligible until the end of the SCLD Fall registration process the following academic year, at which point their SCLD recognition and ratification may be renewed or they shall be deemed as an ineligible party therein;

1.1.3. Be recognized and approved by the BCC;

1.1.3.1. Approval by the BCC can be received based on the criteria set forth by Council in a regular meeting of the BCC in the current fiscal year;

1.1.3.2. If no criteria is set forth by the BCC in the current fiscal year, the criteria from the previous fiscal year shall be in use;

1.1.3.3. Applicants ratified with Bethune College and/or Lassonde School of Engineering will be recognized and approved by default;

1.1.3.4. Applicants with officers that are majority Bethune affiliated or Applicants that mainly serve the Bethune Community shall also be recognized and approved by default;

1.1.4. Have no ties to political parties or campaigns at any level and scope;

1.1.5. Not use the funds for honoraria, stipends, salaries, or any other type of personal monetary compensation;

- 1.1.6. Not directly transfer any funds to any third party;
- 1.2. Applicants shall be eligible for funding for net loss amounts generated from programming, not the total expenses for the programming.

2. General Requirements

- 2.1. The Applicants must be able to demonstrate to BCC that:
 - 2.1.1. There might be a discernible positive impact on the student body (excluding Applicant officials), where students are offered:
 - 2.1.1.1. Opportunities for social growth;
 - 2.1.1.2. Opportunities to enhance their workplace skills or academic skills;
 - 2.1.1.3. Educational or informational benefits that might enhance their creative or professional endeavours;
 - 2.1.1.4. Informational benefits that might enhance their understanding of issues that might affect them;
 - 2.1.1.5. Opportunities to participate in recreational or interest-group activities;
 - 2.1.2. The funding shall not be transferred directly to any individual(s), unless for the purposes of reimbursement;
 - 2.1.3. Assets purchased with the funding will not unreasonably fall into the possession of any individual(s);
 - 2.1.4. There is prudence and professionalism, whereby;
 - 2.1.4.1. An agreement may be signed by the Applicant submitting the form, where conditions for breach of the agreement are agreed upon;
 - 2.1.4.2. The relevant financial records of the Applicant are up-to-date, credible, and sound.
- 2.2. If revenue is being collected at the programming being held by the Applicant, BCC requires the Applicant to submit:
 - 2.2.1. Revenue totals collected from the programming after the program has

concluded;

- 2.2.2. Revenue reports or transaction statements collected from the third-party ticket/item sales platform used to collect monies from attendees.

3. Discretionary Requirements

- 3.1. The funding shall not be utilised in any manner that promotes, to the detriment of any constituents, gambling, drug use, sexual misconduct, and/or civil disobedience;
- 3.2. The funding shall not be utilised in any manner that erodes or degrades, to the detriment of any constituents, civil liberties, student voice, and/or freedom of the press;
- 3.3. The funding can be withheld from applicants that:
 - 3.3.1. Are not in current standing with the SCLD (*see Article II.1.1.2.*);
 - 3.3.2. Are in bad standing with the BCC, or have breached funding agreements in the past;
 - 3.3.3. Are running an event where the event may have a similar scope, purpose, or design to that of an event being run by the BCC within that term;
 - 3.3.4. Are requesting funds for initiatives that took place more than two months prior to the application in question;
 - 3.3.5. Unreasonably inflated their expected costs;
 - 3.3.5.1. This clause can be overlooked by the Clubs Committee if the cost is unreasonably inflated by the Applicant to adhere to YFS' BDS Guide for Clubs;
 - 3.3.6. Applicants are making a profit from revenue collected from the event.

ARTICLE III: FUNDING MODEL

1. Fund Pool

- 1.1. Applicants shall be assessed on a first-come, first-served basis, whereby;
 - 1.1.1. Applicants who apply after any others shall be assessed after the same;
 - 1.1.2. Applicants shall submit their funding applications;
 - 1.1.2.1. Six (6) weeks in advance if the application request sum is equal to or exceeds \$750;
 - 1.1.2.2. Four (4) weeks in advance if the application request sum is less than \$750;
 - 1.1.2.3. The aforementioned timelines may be overridden by the Clubs Committee of the BCC on a discretionary basis.

2. Event & Operational Funding

- 2.1. Funds requested by Applicants shall be released within two weeks of the submission of receipts to the Outreach Director;
- 2.2. No funds will be released to any Applicants prior to the release of receipts;
- 2.3. Reimbursements will be provided as an exact amount to what has been totalled on submitted receipts;
- 2.4. 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.