



MARIANOPOLIS STUDENT UNION

**MARIANOPOLIS STUDENT UNION
FINANCIAL POLICY COMMITTEE
GUIDELINES**

Last review: January 30, 2024

*Recognizing the traditional unceded Indigenous lands of the Kanien'kehá:ka/Mohawk
Nation on which the Marianopolis Student Union presides;*

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Article 1: Mission Statement

- 1.1. The primary goal of the Financial Policy Committee is to assist the Vice-President of Finance and the Financial Assistant in making equitable decisions when allocating Congress funds to Marianopolis clubs.

Article 2: FPC Meeting procedures

- 2.1. The FPC will be composed of seven (7) MSU members, which are the President of the MSU, the Vice-President of the MSU, the Vice-President of Finance of the MSU, the Financial Assistant of the MSU, one (1) upper-year non-Congress member, and two (2) first-year non-Congress members, appointed by the Vice-President of Finance.
- 2.2. The Vice-President of Finance will chair FPC meetings.
- 2.3. Minutes must be taken by the chair or by another member of the FPC assigned by the chair. The committee must unanimously approve the minutes before being released to all students.
- 2.4. To pass a motion, $2/3 + 1$ of the FPC must vote for said motion.
- 2.5. The quorum to vote on a decision is 5 members.
- 2.6. Members of the FPC must abstain from voting if the decision may impact the funding of a club that they, or a friend, is an executive member of.
- 2.7. Information about club finances must remain confidential before officially being announced to the respective club's executives or on the MSU website.

Article 3: Grant Distribution Guidelines

- 3.1. **Guest speakers:** A fixed amount of \$50 per guest speaker for a maximum of five guest speakers per semester.
- 3.2. **Prizes:** Prizes are limited to \$300 per semester. The size and impact of the event will determine the amount allocated to a club.
- 3.3. **Food:** The MSU will not subsidize food unless the club's primary purpose is food-related. The MSU will only reimburse raw ingredients; no pre-made food will be refunded.
- 3.4. **Competition registration fees, competition hosting fees, transportation, and accommodation fees:** The MSU will subsidize a fraction of the cost, ranging from $\frac{1}{5}$ to $\frac{1}{2}$ of the lowest available price.
- 3.5. **Software and subscription:** Since they are costly and device-limited, the MSU will not subsidize any subscriptions. The MSU would also rather emphasize student support in concrete projects than online activities.
- 3.6. **Website and domain names:** The MSU fully subsidizes websites and domain names if judged essential for the club's functions.
- 3.7. **Gym/Training fees:** The MSU will subsidize a fraction of the cost, ranging from $\frac{1}{5}$ to $\frac{1}{2}$ of the lowest available price.
- 3.8. **Technical equipment:** The MSU will only subsidize equipment that is not available at TLT. For more expensive equipment, requests will be evaluated on a case-by-case basis.
- 3.9. **Materials for activities:** The MSU will subsidize a fraction of the cost, ranging from $\frac{1}{5}$ to $\frac{1}{2}$ of the lowest available price.

- 3.10. **Merch and team building expenses:** The MSU will not subsidize merchandise and team building activities since the FPC believes that clubs should fundraise these spendings themselves.
- 3.11. **Other expenses:** For expenses not included in this list, the FPC must make a unanimous decision and update the budget allocation guidelines.
- 3.12. In instances where the FPC considers the request excessive or disproportionate, the committee reserves the right to allocate less than the amount or ratio prescribed in this document.

Article 4: Other General Information

- 4.1. If an executive deems that their club's request has been evaluated unfairly or that they would like to provide more information, they must appeal the allocation through the appropriate form available on the MSU's website.
- 4.2. A club must have submitted a regular request before the grant deadline to have the right to appeal the allocation.
- 4.3. Appeals must not include new activities or expenses not mentioned in the original request, as they are only to provide additional information for the FPC to consider.
- 4.4. Late submissions of grant requests may not be accepted at the PFC's discretion.
- 4.5. This document is subject to change at any time by a $\frac{2}{3}$ majority of the FPC.