

Number: Op3

Section: Operations

Responsibility of: Finance and Executive Committee

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**Purpose:** To streamline and provide predictability in the union's handling of funding directed to groups internally recognized as a club. Also, this policy will also allow for a transfer of dealing with club funding from the Board level to the Sub-Committee level while maintaining the integrity of the funding process.

**Scope:** This policy applies to the Board of Directors' of the Union and any committee under which the responsibility of funding clubs is prescribed. In the case that this policy comes into conflict with a By-Law, the By-Law will supersede any and all of this policy. The implementation of this policy, however, will only apply to clubs applying for funding of an exclusive nature.

**Policy:**

Although clubs are recognized by AUSU through the Club Funding Request Form, it is expected that all clubs will make a reasonable effort to develop financial autonomy through accessing resources within the union, the university and the community. It is also expected that clubs will make a reasonable effort to conform to the financial guidelines and protocols of the Union whenever possible.

To ensure accountability to the membership, club funding is streamlined to maintain the union's ability to serve students collectively whenever possible. This must be demonstrated by directing funds to events and activities that benefit and provide equal benefit opportunity for the entire membership.

AUSU's Vice President Student Life and Treasurer in consultation with the General Manager will collect all club funding requests and will make decisions on funding for each club using the annual budget. They will make recommendations for each clubs' approved funding to the Executive Committee. The Executive Committee will make the final decision on club funding amounts.

The attached Appendix A outlines when, and to what extent AUSU will consider to fund clubs who request exclusive funding.

Funding will only be distributed payable to the Club Name. Should the club not have a club bank account, one person from each club will be issued funding to distribute to club members for any and all reimbursements. That person must be an Algoma University student.

*Approved: January 30, 2015*

**Appendix A: Club Funding Matrix**

The following types of expenses will be funded by AUSU (funding request budgets will be adjusted to recognize these percentages).

1. Fundraising 100%
2. Food 0%
3. Travel/Accommodations 50%
  - a. Travel limited to: bus, car rental, personal vehicles
  - b. Accommodation limited to: maximum 3-star rated with 4 per room booking
4. Apparel 100%
  - a. Apparel limited to: Club Branded with the AUSU logo
5. Activities 100%