Brescia University College Students’ Council

**Infrastructure Fund Policy**

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**EFFECTIVE:** November 2018 **SUPERSEDES:** N/A

**AUTHORITY:** Council  **RATIFIED BY:** Council as of 2017

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**RELATED DOCUMENTS:** Student Opportunity Grants Policy **Page 1 of 2**

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**PREAMBLE**

The Brescia University College Students’ Council (BUCSC) Infrastructure Fund is a designated percentage (10%) of student fee’s that is held from the General Operating Budget. Any questions about the policy that are not acquired through this policy should be directed at the current Chief Financial Officer.

**1. The Brescia University College Students’ Council (BUCSC) Infrastructure Fund will under no circumstances be drawn upon or treated as a contingency plan for the BUCSC budget. The BUCSC Infrastructure Fund will be drawn from if and only if one (or more) of the following criteria apply:**

1. Money will fund an advocacy/lobbying effort;
2. Initiative is long term spanning across multiple years that is not part of the Annual Operating Budget;
3. It is an investment that will increase the productivity of the BUCSC, benefit the student population at large and its benefits will be seen for multiple years to come:
4. This does not include any aesthetic capital purchases for the BUCSC Office, Student Initiative Grant, Student Opportunity Grant, Awards, Accounting Fees, Bookkeeping Fees, and payroll.
   1. An initiative or project that will require more than 25% of the BUCSC General Operating Budget for the year in question (will be budgeted for at the Annual Budget Meeting):
5. Any other event/initiative/expense that is deemed an Infrastructure Fund unanimously by the BUCSC Executive:
   1. Any event/initiative/expense that the BUCSC Executives believe meets this criterion must make a formal presentation to the entire BUCSC at their next general meeting and must be passed with a majority vote.

**2. All expenses spanning across multiple years will require proper documentation signed by the president during her term so long as she wishes the endeavor to continue:**

1. This is such that all allocations of money within the fund are properly communicated to the incoming BUCSC Executive in order to maintain consistency from year to year;
2. If the multiple year expense initiative does wish to be continued by the new BUCSC president there must be written documentation that includes:
   1. description of the initiative to date;
   2. A description of the procedure of what needs to be continued for the specified initiative during the upcoming academic year;
   3. Signatures from both the outgoing BUCSC President and the incoming BUCSC President.
3. If the multiple year expense initiative does not wish to be continued by the Incoming BUCSC President it can:
   1. Be presented to and taken on by another incoming BUCSC Executive as long as there is the proper written documentation stated in (2);
   2. Funds can be reallocated back into the Infrastructure Fund to be put towards other initiatives in the future.
4. This includes all contracts and memorandums drafted and signed.

**3. The Infrastructure Fund will be budgeted each year at the Summer Council Meeting following approval of the Annual Operating Budget.**

**4. The Infrastructure Fund is assumed to be spent within four (4) years. This is to ensure that students who have paid into this fee, are receiving the perceived benefits set out by this fee.**

**5. PROCEDURAL AUTHORITY**

**5.1**  Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by Council

1. The scope of such Procedures is limited to the scope of this policy.
2. In the event of any conflict, this Policy supersedes any document created under it.
3. Council must ratify any new Procedures and amendments to any existing Procedures before said changes take effect.
4. Any Procedures ratified by Council, or any subsections therein, may be repealed by a resolution of Council.