Brescia University College Students’ Council

**Special Projects Fund Policy**

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

**AUTHORITY:** Council  **RATIFIED BY:** Council as of 2018

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**RELATED DOCUMENTS:** Grants Policy, Infrastructure Fund Policy **Page 1 of 3**

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

**1.1** Money will fund an advocacy/lobbying effort;

**1.2** Money will be used in accordance with the Grants Policy;

**1.3**  Initiative is long term spanning across multiple years that is not part of the Annual Operating Budget;

 **1.4**  It is an investment that will increase the productivity of the BUCSC, benefit the student population at large, is not part of the Annual Operating Budget AND its benefits will be seen for multiple years to come:

1. This does not include any aesthetic capital purchases for the BUCSC Office.

**1.5**  The project will be carried out by Brescia University College, but funded in completeness or in part by the BUCSC;

**1.6** An initiative or project that will require more than 25% of the BUCSC total operating budget for the year in question (will be budgeted for at the Annual Budget Meeting);

**1.7**  Any other event/initiative/expense that is deemed a Special Project 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:**

**2.1** 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;

**2.2** If the multiple year expense initiative does wish to be continued by the new BUCSC president there must be written documentation that includes:

1. A 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.

**2.3** 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 Special Projects Fund to be put towards other initiatives in the future.
3. This includes all contracts and memorandums drafted and signed.

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

**3.1**  Funds are to be allocated to the Student Initiative Grant and Student Opportunity Grant fund at the recommendation of the BUCSC Grants Committee and the BUCSC Executive.

**4. The Special Projects Fund will have a set schedule for reimbursements from Brescia University College that MUST be applied for by the Vice President Finance:**

**4.1** This application process will only occur quarterly during the last week of the following months: January, April, July, and October:

1. During this time a Special Projects account balance should also be requested from Brescia University College to determine the exact amount of the Special Projects Fund Remaining.

**4.2**  To apply for reimbursement of the Special Projects Fund, the Vice President Finance of the BUCSC must write a financial proposal including:

1. The total amount of is money being requested;
2. Individual costs of various initiatives;
3. How each initiative fits within the Special Project Fund criteria;
4. A summary of each initiative and how it benefits the students at large.

**4.3** If there is minimal financial activity within the Special Projects Fund during a specific quarter, the Vice President Finance may choose to not apply for reimbursement at the designated time period. All pending reimbursements will then be transferred to the next quarter’s application time.

**5. This Special Projects Fund will no longer be accepting fees from students. This policy aims to provide guidelines for the current fees that do exist in the account.**

**5.1** When the fund reaches $0.00, this policy will no longer be in effect.

**6. PROCEDURAL AUTHORITY**

**6.1** 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.