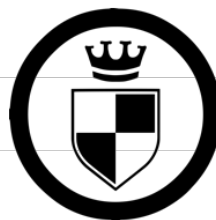
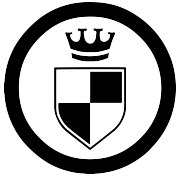


Outreach Fund Allocation

QUEEN'S
COMMERCE
SOCIETY



*Now part of Monetary Policy 3.14. This policy is no longer updated as of August 24, 2014.



1.1 Introduction and Purpose

1.1.1 The Outreach Fund is intended to be utilized by the Queen's Commerce Society for philanthropic and community outreach purposes. The ultimate goal is to encourage Commerce students to give back to the community (either Kingston or beyond), by donating their time or money.

While the Commerce Society is still free to commit monies from outside the Outreach Fund for outreach and volunteer purposes, there is reluctance to donate student fees directly to philanthropic and community outreach purposes. The central idea is that the Outreach Fund is financed by an optional fee for commerce students and that they can elect to donate money to the charitable-oriented fund. Allocations shall be made by a committee created for this purpose, and committee members should use their experience and best discretion in decision-making.

1.1.2 The Outreach Fund is to be allocated for philanthropic and community outreach purposes. As such, any monies spent from the Fund must be for one or more of the following purposes:

- a) Go to a registered charity;
- b) Benefit a philanthropic cause;
- c) Foster volunteerism

In addition to this, the allocation must ultimately further community outreach amongst Commerce students and promote action.

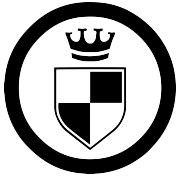
1.1.3 The Outreach Fund shall be funded by an annual \$10.00 optional fee from commerce students.

1.1.4 Any expense, cost, event, or other expenditure covered by a direct allocation in the Commerce Society budget (as at its point of ratification) is not eligible for Outreach Fund money. If an expense, cost, event, or other expenditure is listed in the budget but does not receive direct funding, it is eligible. Funds may be used to cover a specific aspect of an event that is in line with the criteria outlined in 3.1.2.

1.2 Student Proposals

1.2.1 Students may submit proposals for Outreach Fund funding to the Vice-President Internal

- a) Students may submit a proposal to the Outreach Commissioner or to any member of the Committee (as elaborated in sections 3.3 and 3.4)
- b) Proposal material is open to submitting student, but must at least include:
 - i. The amount of funds being requested. ii) The organization, initiative, or cause that the monies would go towards
 - ii. Contact information for the party receiving the funds
 - iii. Any timeline or date(s) for the proposal.



- iv. How the proposal for funds would meet one of the four criteria, as outlined in 3.1.2.
- v. Any additional information that the Committee may request

1.3 Outreach Fund Committee

1.3.1 The Outreach Fund Committee is responsible for the allocation of monies in the Fund.

1.3.2 The Outreach Fund Committee shall be six (6) composed of the following members of the Commerce Society:

- a) The President and both Vice-Presidents
- b) The Outreach Commissioner(s)
- c) Community Activities Commissioner(s)
- d) One member of the Advisory Board (which cannot be the Chief Financial Officer), selected by the entire Advisory Board

1.3.3 The Vice-President Internal shall serve as the Chair of the Outreach Fund Committee. The duties of the Chair shall include, but not be limited, to the following responsibility:

- a) Calling meetings of the Outreach Fund Committee for the purposes of the allocation of Fund monies
 - i. The Chair is responsible for ensuring at least one (1) meeting per semester
 - ii. The Chair shall give Committee members notice of at least seven (7) days in advance of meetings
- b) Receiving student proposals for spending requests

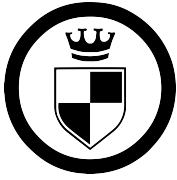
1.4 Allocation Process

1.4.1 The monies of the Outreach Fund are to be allocated by the Outreach Fund Committee at meetings of the Committee. Any proposal which the Outreach Fund Committee wishes to accept that requests greater than or equal to 30% of the total Outreach Fund (as measured at the beginning of each fiscal year), must be brought to Assembly before the monies can be allocated.

1.4.2 The quorum for Committee meetings is to be set at four (4) of the six (6) Committee members.

1.4.3 The Chair is to present all proposals received by students at Committee meetings. The Committee is to consider each proposal received; allocation proposals from members of the Committee themselves may also be considered.

1.4.4 The Committee may allocate Fund monies by a simple majority vote at Committee meetings, although a consensus of the Committee is preferred. The Vice-President Internal, as Committee Chair, must make allocation decisions known at the next Commerce Society Assembly.



1.4.5 Any committee member bringing a proposal to the committee shall abstain from voting on that proposal. For the proposal to pass, a majority vote of the remaining members is required.

1.4.6 The Committee must ensure that the Outreach Fund has a zero (0) balance by the time of the Commerce Society's Annual General Meeting at year-end.

1.5 Grievances

1.5.1 Students may submit grievances or complaints regarding allocation decisions to the Committee Chair. The Chair is obligated to provide a response to student grievances.