5. Voting
5.1. Voting shall be as defined in bylaw.

6. Quorum
6.1. Quorum shall be as defined in bylaw.

Chapter 13: Funding Programs

Section 1: Grants Program

1. Purpose
1.1. The Grants Program aims to provide financial aid to projects of a non-profit nature initiated by and for PGSS regular members.

2. Use of the Fund
2.1. Eligibility
2.1.1. For a project, activity or event to be eligible for funding, it must meet all the following criteria:
   a) Regular PGSS members must be responsible for and involved in its organization and production;
   b) It must have a specific time frame, and the request for funding must occur a minimum of thirty (30) days before the project or event takes place;
   c) It must not be expected to run a profit with Grants Program funding;
   d) The project must have an academic or philanthropic objective, or otherwise contribute to the betterment of the PGSS community. Academic projects include, for example, symposia, conferences, lectures, workshops, excursions, and competitions. Philanthropic projects include, for example, such activities as disaster relief or food/clothing drives (note that funds are to be used to organize the activities, not to contribute to the charitable cause itself);
   e) The following projects, activities, or events are ineligible for funding:
      • Those which violate the PGSS rules or regulations, or McGill University rules or regulations;
      • Those under the immediate aegis of, or funded by:
        • The PGSS, except through PGSLF;
        • Organizations funded by PGSS or by a non-PGSS fee levy upon PGSS regular members;
      • Those that that remunerate their organizers financially;
      • Those for which the organizers will receive credit in their academic programs, or which contribute directly to program requirements;
      • Projects that have recruitment or proselytizing goals;
      • Those which do not comply with the requirements of this Regulation
   f) If the event hosts non-PGSS participants, PGSS members must inherently benefit from the event taking place;
   g) The activity may receive logistical and financial support from a professor, department, or research group, but cannot be initiated or organized by them;
   h) Events that physically take place on one of McGill’s campuses or in any justified environment that does not exist on one of the campuses will take precedence;
   i) Projects must not recreate any existing services within McGill or PGSS;
   j) Grants affiliated with PGSAs and other groups that have already received funding from the Grants Program that fiscal year; however, an individual applicant may receive multiple grants for different projects, activities, or events in a single fiscal year;
Projects that have already been funded previously (in other fiscal years) should not expect to receive the maximum funding, if any. Preference should be given to novel projects.

2.2. Expenses:

2.2.1. Eligible expenses in the budget include, but are not limited to:
   a) Promotional material for the project (printing, scanning, faxing, etc.);
   b) Rental of the event venue;
   c) Rental of audio/visual equipment;
   d) Food and non-alcoholic beverage costs;
   e) Reimbursement for reasonable transportation costs associated with the event.

2.2.2. The following particular expenses are ineligible for funding:
   a) Alcoholic beverages,
   b) Gifts, prizes, or honoraria with the exception of those for featured invitees (e.g. guest speakers);
   c) Renovations, additions, modifications, or construction of McGill buildings;
   d) Purchase or maintenance of equipment;
   e) Contributions to political parties, political campaigns, or political interest or advocacy groups;
   f) Expenses related to academic conference participation
   g) Expenses related to the fulfillment of academic or employment requirements.

3. Administration

3.1. The Committee on Monetary Affairs (CMA) shall maintain procedures for ensuring that funding awarded under the Grants Program is:
   3.1.1. Awarded without the undue influence of personal preference for certain types of events, activities, or projects by CMA members;
   3.1.2. Temporally accessible (e.g. an application does not get significantly different funding depending on when it is received).

3.2. The CMA shall maintain appropriate statistics and analyses thereof regarding the applications it receives in order to inform its decision-making procedures. These statistics shall be presented at the Annual General Meeting (AGM) at the end of the financial year by the Financial Affairs Officer (FAO).

3.3. Grant applications will be due at 11:59pm to the PGSS on the fifteenth (15th) of every month between September and June. A decision about the application will be rendered by the CMA within two weeks of the deadline; this two week evaluation period shall be called the “granting period.” Such a decision may result in the awarding of funds, the rejection of the application, or deferment whereby a request for more information shall be submitted in a grant reapplication.

3.4. Applications for funding must be made in writing (the online application is acceptable), and include all forms and supporting documentation required by the CMA, including a credible and complete project budget with a section on expected revenues, another section on expected expenses, and the total of revenues less expenses.

3.5. An application must also include a single and specific end date for the event, activity or project for which funding is being requested. This end date must be within six (6) calendar months of the beginning of the granting period in which the application is considered.

3.6. The CMA will determine, whether the project meets the eligibility criteria and falls within the mandate of the Grants Program.

3.7. Based on its evaluation of the applications, the CMA will rank the grants received in a given granting period based on adherence to the eligibility and selection criteria, and will allocate funds accordingly.

3.8. The amount of funding awarded will be limited by the expressed needs of the project and the amount of funds available.
3.9. The CMA shall prioritize applications as follows:
   3.9.1. The project is novel and will contribute something meaningful to the PGSS community;
   3.9.2. The level of clarity of the project and its goals;
   3.9.3. The viability of the project;
   3.9.4. The number of targeted regular PGSS members;
   3.9.5. Environmental benefits for the PGSS community;
   3.9.6. The incorporation of sustainable practices;
   3.9.7. Those are viewed by the member of the CMA as satisfying the aims of the Grants Program;
   3.9.8. The overall quality of the application.

3.10. Applicants shall be notified in writing of the decisions of the CMA before the end of the granting period during which their application is considered.

3.11. Applicants shall have the right to appeal decisions of the CMA first to the FAO, as a representative of the CMA, to elaborate and discuss the CMA’s decision. Should a resolution not be found when appealed to the FAO and CMA, the applicant can appeal the decision to the Judicial Board.

3.12. Decisions of the CMA shall be reported in writing to the AGM, along with:
   3.12.1. The CMA’s prioritized ranking of each grant application;
   3.12.2. The complete updated catalogue of grants awarded funding that will be used in that financial year, and the grants that have been de-allocated.

3.13. If for some reason the CMA is unable to make a decision concerning a duly received grant application within the appropriate granting period, and the event, activity, or project has occurred by the time the CMA is able to make its decision, the CMA may exceptionally award a grant retroactively.

4. Disbursement of funds
   4.1. Funds shall be disbursed upon receipt of sufficient receipts by the PGSS office.
   4.2. Funds will be dispersed in the form of a cheque issued directly to the grant applicant or their affiliate PGSA, or it may be issued as an internal transfer to their affiliate PGSA’s PGSLF. If a cheque is issued to an individual applicant or PGSA, it is the subsequent responsibility of the applicant to properly disperse the funds.
   4.3. Receipts must be delivered to the PGSS within two (2) weeks of the end of the event, activity or project. Failure to comply with the receipt deadline shall result in notice of a five (5) regular business day extension of the deadline, after which the FAO shall be authorized to de-allocate all unclaimed funds allocated for the event.
   4.4. Successful grant applicants shall be requested and expected to acknowledge PGSS’ financial support.

Section 2: Post-Graduate Student Life Fund
1. Purpose
   1.1. The goal of the Post-Graduate Student Life Fund is to fund the activities of recognized Post-Graduate Student Associations (PGSAs).
   1.2. The per-student fee levy is paid by PGSS members, and shall be allocated to PGSAs according to the fees paid by the members, in line with data provided by McGill. Students are charged this fee by McGill based on their registration status.

2. Use of the Fund
   2.1. The funds allocated for Post-Graduate Student Association (PGSA) activities and events for graduate students and postdoctoral scholars shall be used for events and activities determined by their respective PGSA, in a manner consistent with this regulation, McGill regulations, and the law.
   2.2. Eligibility
      2.2.1. All recognized PGSAs are eligible to receive PGSLF funding.
      2.2.2. In the case of Macdonald Campus, the MCGSS will represent all departments as the PGSA.

3. Administration
3.1. Under the supervision of the Member Services Officer, the Post-Graduate Student Life Coordinator (PGSLC) shall be responsible for the administration and management of the Post-Graduate Student Life Fund (PGSLF) in accordance with the provisions herein contained.

3.2. Rules and Regulations

3.2.1. In order for an event or activity to be approved by the PGSS representative, all PGSAs must submit an expense form to the PGSS PGSLC at least one (1) week before each event or activity that is to be funded from the PGSLF.

3.2.2. For Macdonald Campus members, the application, budget, or budget revisions, must be submitted to the MCGSS PGSLF Macdonald Campus representative on the MCGSS fifteen (15) days prior to the PGSLF funded event.

3.2.3. All activities and events (to be covered or paid by the PGSLF) must be included in the PGSA annual budget. The budget, or any revisions to the budget, must be submitted to the PGSS representative at least one (1) week before any the event or activity that is to be funded from the PGSLF. The deadline for budget and expense forms for any summer events or activities is the first Monday in June. For PGSA summer events and activities, submit any change to the budget and event form maximum prior to the first week of June.

3.2.4. All activities must comply with the law, with McGill regulations, and with PGSS regulations.

3.2.5. The PGSS has a general insurance policy that should cover most PGSA activities. All activities must be properly insured. The PGSS reserves the right to charge a PGSA a supplement for exceptional activities that engender excessive risk above that covered by the PGSS insurance policy.

3.2.6. As per the McGill alcohol policy, any activity involving alcohol must have a valid liquor permit and McGill Server Trained servers. If the event takes place in an establishment with a liquor permit (like Thomson House), then the appropriate rules regarding that establishment shall prevail.

3.2.7. PGSLF money cannot be used to buy alcohol for off-campus events and activities that are not held in a licensed establishment, or without the proper liquor permit and McGill Server Trained servers.

3.2.8. For each event and activity, each PGSA must have a designated person (who will attend the event or activity) who takes full responsibility for satisfying PGSLF regulations and for ensuring the event follows PGSS regulations.

3.3. Reimbursements

3.3.1. The application for reimbursement under the PGSLF shall include the following information:

   a) Name of the PGSA;

   b) Completed expense form;

   c) A summary of expenses of the event in question, including all receipts, must be received within two (2) weeks of the event;

   d) Completed events form.

3.3.2. Funds shall be disbursed by the PGSS representative upon receipt of sufficient acceptable receipts. Receipts are required to be delivered to the PGSS representative within two (2) weeks of the end of the event. Failure to comply with the receipt deadline shall result in notice of a five (5) regular business day extension of the deadline, after which the PGSS representative shall be authorized to de-allocate all unclaimed funds allocated for the event.

3.3.3. Any other information required for the PGSS representative to ascertain a true and complete picture of the event. Failure to provide the necessary information is sufficient grounds for a rejection of an application for an event.

3.3.4. Any applicant found to have made an application under false pretenses will be required to immediately return any funds disbursed. The PGSS representative may
request additional information in order ensure that applications are truthful and complete.

3.3.5. At the discretion of the PGSS representative, two (2) signatures of the PGSA executives may be required.

3.3.6. All expenditure from the fund shall require the authorization of the PGSS Financial Affairs Officer.

3.3.7. At the discretion of the PGSLFC and the Member Services Officer, events may be pre-approved and money dispersed in advance.

3.4. Distribution of Funds

3.4.1. There shall be an accounting service provided by the PGSS.

3.4.2. For departments located at Macdonald Campus, PGSLF Fees collected in the year the fee was collected, will remain segregated based on department and enrollment.

3.4.3. For departments located at Macdonald Campus, MCGSS shall keep track of each department's account as well as reimbursement of funds to departments with successful PGSLF applications.

3.4.4. A PGSA may deposit funds into their PGSLF account. This money may be disbursed, according to this regulation, for PGSA events and activities.

3.4.5. There will be no transfer of money between the PGSS account service and a personal bank account.

3.4.6. Disbursement of funds will not exceed the total amount of in the PGSA account.

3.5. Feedback

3.5.1. PGSA representatives shall be invited to meet with the PGSLC to discuss the program, with the goal of improving the PGSLF.

3.6. Annual Report

3.6.1. Each PGSA shall submit to the PGSLC a copy of their Annual General Meeting minutes and their annual report. This report shall contain at the very least the following information:

   a) The total number of events and activities that year;
   b) A (basic) financial statement;
   c) A general description of each event (e.g. type of event, number of participants, impact...).

3.7. Budgeting Procedures

3.7.1. The total amount accorded to a PGSA is based on the number of students registered in each department. Students are charged this fee based on their credit registration status. Such fee amounts may be modified only by a referendum of the PGSS membership.

3.7.2. The amount accorded to each PGSA shall be calculated in October and February of each school year according to enrolment data.

3.7.3. There will be a final adjustment in the PGSA’s budget in May of each year, following final enrolment data. The PGSS will debit or credit each PGSA account for any difference from the initial calculation.

3.7.4. After the final adjustment, a negative or positive balance in a PGSA account will roll over to the following year.

3.7.5. The only negative balance authorized to be rolled over to the next year are adjustments made according to this section.

3.8. Remaining funds

3.8.1. In October of each fiscal year, the PGSS will cap the funds for each PGSA, at a maximum of three (3) years of its average annual revenue in October of each school year. Any remaining funds will be put back into the PGSS Grant Program, to ensure access to all PGSS members and PGSA’s.

3.8.2. For departments located at Macdonald Campus, on the first day of the academic year following the academic year that the fees were levied (September 1st), the remaining funds will be pooled and will be accessible to all departments through an application to the MCGSS.
3.8.3. For departments located at Macdonald Campus, the pooled fees will be accessible from September 1st until August 30th. However, as of December 1st of that academic year, MCGSS will be able to access those funds in the pooled account.

Section 3: Member Legal Support Fund

1. Mandate
   1.1. The MLSF shall be used to help PGSS members who are in need of financial assistance to cover legal costs associated with consultation and initiation of a legal suit as a result of a rights violation during their tenure at McGill University.

2. Use of the Fund
   2.1. Eligibility:
      2.1.1. PGSS members who have experienced a rights violation during their graduate degree program or postdoctoral fellowship at McGill University are eligible for application to the MLSF. A rights violation is considered to be a violation of any of the Student and Human rights outlined in the McGill Charter of Student Rights.
      2.1.2. Only regular members of the PGSS at the time of the violation are eligible to apply for financial support from the MLSF.
      2.1.3. In the case that a regular member ceases to be a member, an application must be made no later than sixty (60) days after termination of classification as a member.
   2.2. The MLSF shall be utilized to offer financial support for expenses associated with securing legal consultation or representation for proceedings under the terms and conditions of:
      2.2.1. The McGill grievance procedure, where the McGill Legal Information Clinic recommends the use of remunerable outside services;
      2.2.2. McGill Harassment and Discrimination Assessment procedure;
      2.2.3. The Quebec Human Rights Commission or the Canadian Human Rights Commission;
      2.2.4. The Quebec Provincial Court or Canadian Federal Court regarding a violation of civil or human rights;
      2.2.5. All other legally recognized tribunals, external to McGill.

3. Administration
   3.1. The Committee for Member Support (hereafter CMS) shall be responsible for the disbursement of the MLSF.
   3.2. Prior to any application for MLSF funding, the candidate must comply with all the requirements stipulated in the Manual governing the operation of the MLSF and the CMS.
   3.3. Committee for Member Support (CMS)
      3.3.1. The chair shall maintain and provide members of the CMS with information related to:
         a) The mandate of the MLSF and the CMS;
         b) All operating procedures governing the management of the MLSF and the CMS;
         c) The management of the MLSF and the CMS;
         d) Internal (University) resources and procedures available to address PGSS members’ inquiries and problems;
         e) External (community) resources and routes available to address PGSS members’ inquiries;
         f) Guidelines governing the maintenance of confidentiality;
         g) How to assist members to make a formal application for financial support for the MLSF;
         h) The collection of all required documentation to facilitate the accurate evaluation of all applications for financial support.

4. Application for funding