



SEIF Committee Terms of Reference

Committee: Student Events and Initiatives Funding Committee

Committee Chair: President

Committee Classification: Standing Committee

1. Preamble

The CSA is committed to ensuring support for a diverse range of events and initiatives that benefit students.

The Student Events and Initiatives Funding Committee (“the Committee”) is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decisions regarding SEIF requests.

2. Purpose

- 2.1. To receive, hear presentations for, and make decisions on SEIF requests within CSA Bylaws and Policies.
- 2.2. To maintain a standardized SEIF request form or method.
- 2.3. To provide complete semesterly reports to the CSA Board of Directors on all transactions involving SEIFs.

3. Membership of the Committee

- 3.1. The Committee shall consist of a maximum of six members.
- 3.2. The President shall be a member of this Committee.
- 3.3. One (1) seat on this Committee shall be reserved for an At-Large or College representative.
- 3.4. One (1) seat on this Committee shall be reserved for a Student Organization representative.
- 3.5. One (1) seat on this Committee shall be reserved for an additional member of the Executive Committee.



- 3.6. The remaining seats may be filled by up to two (2) Directors.
- 3.7. The membership of this Committee shall be selected by the Board of Directors.
- 3.8. A designated staff member will attend meetings in the role of scribe. They will not be a ratified member of the committee.

4. Responsibilities of the Committee Members

- 4.1. The President shall be the Chair of the Committee.
- 4.2. The Vice-Chair shall be the additional Executive member on the Committee.
- 4.3. Each member of the Committee is responsible for upholding CSA Bylaws and Policies, especially all aspects of the relevant SEIF policies.
- 4.4. Each member shall act as a member of the CSA, and not as a member of their own constituency.
- 4.5. Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1. Other members may declare a conflict for another member of the Committee by a simple majority vote. Members that are determined to be in conflict of interest must abstain on all votes to which that conflict pertains.
- 4.6. The Chair shall have the following responsibilities:
 - a) Setting SEIF deadlines for the academic year, subject to Board Approval;
 - b) Facilitate meetings;
 - c) Ensure that proper minutes are taken for every meeting;
 - d) Compile semesterly reports for the Board, with the designated staff member.
- 4.7. The Vice-Chair shall have the following responsibilities:
 - a) Assist the Chair in their duties.
 - b) Assume the responsibilities of the Chair in their absence.
- 4.8. The designated staff member shall have the following responsibilities:
 - a) Facilitate the submission of SEIF applications and compile materials prior to committee meetings;
 - b) Take meeting minutes and record decisions;



- c) Forward minutes to the Policy & Transition Coordinator for distribution to the Members of the Board;
- d) Book meeting locations;
- e) Manage communications to and from the Committee;
- f) Compile semesterly reports for the Board with the President;
- g) Coordinate the submission of SEIF Report Forms and ensure completion;
- h) Keep an updated list of any groups ineligible for SEIF funds in the current and upcoming academic year.

5. Meetings

- 5.1. SEIF Committee meetings shall be held as required to receive and to review SEIF applications. These meetings are intended to occur on weeks opposite Board of Directors meetings.
- 5.2. The schedule of meetings shall be pre-determined and submitted to the Board of Directors.
- 5.3. Quorum for meetings shall be set at a simple majority of members.
- 5.4. If the Committee fails to make quorum at any meeting, a new meeting date can be selected within one business week.

6. Reports

- 6.1. Reports shall be compiled by the Chair and the designated staff member of the Committee.
- 6.2. A report shall be submitted to the Board of Directors following each Fall and Winter semester. These reports shall include an overview of:
 - a) SEIF Applications;
 - b) Funding requests;
 - c) Funding allocated;
 - d) Impact on student body;
 - e) Summary of funds.

7. SEIF Requirements

- 7.1. Applicant groups for SEIF must include a CSA member of good standing.



- 7.2. Each year, the CSA will budget funds to be made available by request to qualifying groups.
- 7.3. Funds from the SEIF line item, commonly known as the “Grants” line items under the Council Budget of the CSA Operating Budget, shall be intended for events where the CSA is not considered a co-sponsor.
- 7.4. Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the “Grant” line items, found in the CSA Council budget.
- 7.5. Should the CSA choose to co-sponsor an event, it must do so before the SEIF request is presented to the Committee, and the Committee must be given full disclosure of the CSA’s involvement.
- 7.6. A completed SEIF Report Form, available on the CSA website, will be required by the Committee. A completed SEIF Report Form must include a finalized budget breakdown with matching receipts for all purchases. Any variances from the initial budget submission must be explained. Any unused funds must be returned to the CSA. If a group does not submit a completed SEIF Report Form by the prescribed deadline, the Clubs Executive contacts will be ineligible to apply for SEIF funding for the remainder of the current academic year, and the following academic year.
- 7.7. At the discretion of the SEIF Committee, any organizations that an individual is a Club Executive for will be made ineligible to apply for SEIF Funding for the remainder of the academic year, if deemed necessary due to failure to submit SEIF Report Forms as required. Individuals will be contacted via email with this decision and can file an appeal to the Board of Directors to challenge the decision.
- 7.8. Should a party requesting funding omit information pertaining to CSA sponsorship of a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the SEIF must be re-submitted to the Committee where the original SEIF request and the new information must be included. After the new information has been presented, the Committee may decide to continue with the original support granted, alter the amount of support granted or rescind the grant completely.

8. SEIF Application Process

- 8.1. Subject to approval by the Board, the President will set three application deadlines in the Fall semester and one application deadline in the Winter



semester, with the option of setting additional application deadlines in the Winter semester, should the funding be available.

- 8.2.** Organizations are able to apply for funds retroactively within the current academic year.
- 8.3.** Qualifying groups shall be defined as groups that operate outside the CSA and have not had funds allocated to them under the CSA operating budget.
- 8.4.** Qualifying groups must submit a completed SEIF Request Form, available on the CSA website, to the Committee through the designated staff member.
- 8.5.** All parties must disclose as to whether their organization/ group collects student fees or other regular funding sources.
- 8.6.** All parties must provide confirmation that their organization has completed an Events Submission to Student Events & Risk Management.
- 8.7.** Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the undergraduate community of the University of Guelph.
- 8.8.** In fairness to all organizations, no group will be awarded more than \$1000.00 in any fiscal year.
- 8.9.** In fairness to all organizations, no single application will be awarded more than \$750.00.
- 8.10.** The SEIF Committee will rank each funding application based on the following priority system:
 - i. Internal accredited CSA clubs;
 - ii. Special Status Groups;
 - iii. University of Guelph accredited undergraduate student organizations.
- 8.11.** The SEIF Committee will also consider the following:
 - Number of students attending the event;
 - Number of students impacted by the initiative;
 - If there is a cost to students to attend;
 - The inclusivity and accessibility of the event;
 - The level of enrichment to students;
 - The groups access to other funding sources;
 - The specificity of the budget;
 - Whether the group has received SEIF in the current academic year;



- The amount of funds remaining in the SEIF budget line.

8.12. The SEIF Committee is not permitted to approve funding for:

- Fundraising events, unless the raised funds are going to a student-specific organization;
- Goods purchased from sources that violate the CSA's Ethical Purchasing Policy;
- Alcoholic beverages.

8.13. Second time funding for the same event / initiative may be provided, if it is demonstrated that it will be innovative from the previous event/initiative, as the SEIF Committee will consider innovation as part of the review process.

8.14. The designated staff member will notify organizations within 72 hours of a SEIF Committee decision.

9. Appeals Process

9.1. Any party has the right to appeal any decisions made by the Committee on any of the following grounds:

- a) The Committee violated any CSA Bylaws or Policies;
- b) A member of the SEIF Committee who voted on the SEIF in question has a conflict of interest, as outlined in Bylaw 1.

9.2. Any party wishing to file an appeal must do so in writing to the President within seven (7) days of the original decision being communicated to the requestor. This written notice will clearly outline the reasons for the appeal.

9.3. Any parties who have been named in the appeal will be given three (3) days to prepare a counter-statement. These statements will be given to the appealing party twenty-four (24) hours in advance.

9.4. Appeals of the SEIF Committee shall be heard by the CSA Board of Directors at the next regularly scheduled Board Meeting. If there is no Board meeting scheduled within two weeks of the appeal submission, an emergency Board Meeting will be called. Decisions made by the Board of Directors are final.

9.5. The appealing party will be given fifteen (15) minutes to present both their original SEIF submission and the appeal submission to the Board of Directors, verbally and in writing.



- 9.6.** Any parties who have been named in the appeal will be given ten (10) minutes to present a counter-statement to the Board of Directors, both verbally and in writing.

- 9.7.** The Chair will entertain any discussion or motions on an appeal pertaining to any of the following outcomes:
 - a) A motion to deny the appeal and uphold the Committee’s decision;
 - b) A motion to grant the appeal and make any changes necessary to the SEIF Committee in order to ensure a fair hearing;
 - c) A motion to grant the appeal, and which point the Board of Directors may make its final ruling on the SEIF in question.