



Master of Information Student Council
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MISC Funding Regulations

Last amended 25 June 2019

Whereas the Master of Information Student Council, heretofore known as “MISC”, Constitution lays out the duties of the Vice-President (VP), Finance;

Whereas MISC has appropriated monies to fund student sponsored initiatives;

And whereas no guidelines detailing who may apply for MISC funding and under what conditions exist;

Therefore, the following Student Council Funding Regulations, heretofore known as “Regulations,” are hereby established.

1. DEFINITIONS

- A. “Faculty member” means any individual hired to work as an instructor, lecturer, assistant professor, associate professor, professor, or adjunct professor;
- B. “Student” means either a full-time or part-time student who is currently:
 - i. Pursuing a Master of Information degree at the Faculty of Information, and
 - ii. Paid their student council fees (\$25 full-time, \$12.50 part-time);
- C. “Student organization” means:
 - i. Any student group governed by Master of Information students, and
 - i. Has a majority of its membership comprised of same, and
 - ii. Operating within the Faculty of Information, and
 - iii. Recognized by at least one of the following:
 - a. The Faculty of Information Administration, or
 - b. A national professional organization, or
 - c. An international professional organization, or
 - d. MISC

- D. “Student sponsored initiative,” heretofore known as “SSI,” means any activity or event initiated by the student with the expressed purpose of fostering academic discourse within the Faculty of Information.

2. DETERMINING THE AMOUNT OF SSI FUNDS

- A. The VP Finance must request that the MISC President draft a SSI budget proposal, and
- B. The amount of funds to be set aside by the VP Finance for SSI is to be determined:
 - i. After receiving the SSI Budget Proposal from the President
 - ii. Before the beginning of the academic year
- C. The VP Finance may choose to appropriate money outside of the operating budget in order to fund large-scale SSI. The money is “borrowed” from the MISC bank account and added to the SSI fund. In such cases:
 - i. The VP Finance must first solicit the opinions of the entire MISC membership, and
 - ii. Receive authorization from the President and Vice-President (VP), Operations.

3. AUTHORIZED APPLICANTS

- A. The following individuals may apply for MISC SSI funding:
 - i. MI students who are part of the MISC Membership as is outlined in the MISC Constitution;
 - ii. Students who hold an elected position on MISC and seek funding for an SSI event that is not covered under Paragraph 11(B)i.

4. APPLYING FOR FUNDING

- A. In order to apply for MISC SSI funding, applicants, namely those students covered under Paragraph 3, must first submit a detailed budget proposal to the MISC VP Finance, and
- B. The budget proposal must contain the following items:
 - i. Contact information including:
 - a. Name of the student applying for funds
 - b. e-mail address
 - ii. Where applicable, the student organization that is requesting the funds
 - iii. The name of the event
 - iv. The date of the event
 - v. Detailed summary of the event
 - vi. Itemized list of projected expenses for the event
 - vii. Total amount requested for the event
 - viii. Statement why the student or student organization is seeking MISC funding and how it benefits the student community as a whole
- C. When possible, budget proposals must be submitted at least one month before the event takes place

- D. The VP Finance is obligated to consider any application made for MISC funding provided that the application meets all requirements as:
 - i. Stated in Paragraphs 4(B) and 4(C), and
 - ii. Do not seek funds that fall under any category listed in Paragraph 11.

5. DECISION

- A. No decision as to funding can be made without a budget proposal as described in Paragraphs 4(B), 4(C)
- B. The VP Finance must render a decision within two weeks of receiving the budget proposal as described in Paragraphs 4(B), 4(C)
- C. In cases where the amount requested is below 20% of the available SSI budget, the VP Finance requires approval from the President in order to approve the application
- D. In cases where the amount requested exceeds 20% of the available SSI budget, the VP Finance must do the following before approving or rejecting an application:
 - i. Consult with the other members of the Executive Committee, namely:
 - a. President
 - b. Executive Vice President (EVP)
 - c. Vice-President, Operations
 - d. Vice-President, Academic Affairs
 - e. Vice-President, Communications
 - ii. Put the proposal to a vote at the next MISC General Council Meeting.
- E. In cases where an application is rejected, the VP Finance must provide a written explanation to the applicant
- F. In all cases, the submission of an application for MISC funding does not guarantee the awarding of funding
- G. In all cases, the enforcement of these Regulations is subject to available funding.

6. OVERSIGHT

- A. If the VP Finance, applicant, or a third party believes the VP Finance cannot make an impartial decision, then the VP Finance is obligated to excuse themselves from the decision-making process
- B. If the VP Finance removes themselves from the decision-making process then:
 - a. Any member from an appropriate MISC standing committee will be asked to take the VP Finance's place in the deliberation process
 - b. The VP Finance may not sign the reimbursement cheque if monetary funds are awarded to the applicant.

7. AUTHORIZED EVENTS

- A. Any SSI funded by MISC must be open to all students
- B. The following events are authorized to receive SSI funding:

- i. Professional and Academic events including:
 - a. Guest speakers
 - b. Workshops
 - c. Symposia
 - d. Student-organized Conferences
 - e. Educational trips
- ii. Social events that encourage professional development or networking and are related to any event mentioned in Paragraph 7(B)i
- iii. Independent social events that encourage professional development
- iv. Fund-raising events for philanthropic organizations.

8. AUTHORIZED PURCHASES

- A. MISC funds may be used to subsidize expenses for any event covered under Paragraph 7(B)
- B. All purchase receipts must be saved.

9. REIMBURSEMENT

- A. In all cases, an approved application for MISC funding should be considered as a pre-approved spending limit.
- B. In order to be reimbursed, successful applicants must:
 - i. Pay for the goods, items, services, etc. in advance, and
 - ii. Spend pre-approved funds only on the items included in the proposal, and
 - iii. Submit all receipts to the VP Finance
- C. Should all conditions set out in section 9.(B) be met, the VP Finance must reimburse the applicant within seven (7) days of receiving the receipts.
- D. Reimbursement of expenses exceeding the pre-approved amount are not guaranteed and are subject to the decision of the VP Finance as per the processes outlined in sections 5.(B), (C), and (D).

10. EXCEPTIONS

- A. For those instances where students are fund-raising to hold an event as described in Paragraph 7(B), and
- B. The students do not have the financial ability to purchase items in support of their event, and
- C. The students have successfully submitted a budget proposal, and
- D. Have received MISC approval for funding, then
- E. The VP Finance may issue the student a cheque before the event takes place only if the applicant is willing to sign a contract that states:
 - i. The applicant has received the amount from the MISC VP Finance, and
 - ii. The applicant acknowledges that they are responsible for cashing the cheque, and

- iii. The applicant acknowledges that if the cheque is lost or stolen, the applicant is responsible for paying any fees associated with stopping the cheque.

11. EXCLUSIONS

- A. The following individuals may not apply for Master of Information Student Council funding:
 - i. Individuals pursuing any other degree at the University of Toronto except those mentioned in Paragraph 1(B), or
 - ii. Any faculty member employed by the University of Toronto, or
 - iii. Any member of the University of Toronto Administration, or
 - iv. Any member of the Faculty of Information Administration
- B. Funding for Student Sponsored Initiatives may not be used for the following:
 - i. Events
 - a. Any social event that would normally fall under the jurisdiction of MISC's Social Committee, or
 - b. Any professional event that would normally fall under the jurisdiction of MISC's Professional Development Committee, or
 - c. Any social or professional event that fulfill the requirements for any course offered at the Faculty of Information
 - ii. Course-related expenses
 - iii. The creation of any merchandise or goods
 - iv. The purchasing of any technology including, but not limited to:
 - a. televisions, or
 - b. computers, or
 - c. computer peripherals, or
 - d. video game consoles, or
 - e. computer software
 - v. Direct donations, monetary or otherwise, to any philanthropic organization
 - vi. The reimbursement of any student organization seeking to recover losses from its own spending practices
 - vii. The reimbursement of any MISC committee that exceeds its operating budget.

12. PROVISION FOR REVISION

- A. The VP Finance, Executive Committee, and MISC membership are granted the authority to revise these Regulations as required
- B. If revised, these Regulations must be resubmitted to the MISC membership for approval
- C. Any revision of the Regulations requires the Paragraph "Coming into Force" be revised.