

# Policy Manual

## Operational Policy

---

### **Operational Policy 21 (OP-21): Faculty Grants**

Adopted by: Board of Directors

Adopted on: March 22, 2011

#### **Summary:**

The TRUSU Faculty Grants Program is intended to provide resources to senior academic units, Faculties and Schools, that they may effectively engage the Union membership, the TRU community, and counterparts at other post-secondary institutions. These grants are intended to complement TRUSU Grants for Clubs, by supporting activity coordinated at the Faculty-level and on a semester-basis. This policy outlines the means by which the Board of Directors manages the TRUSU Faculty Grants Program.

#### **Policy:**

- I. Faculty Grants shall:
  - a. Be distributed exclusively to:
    - i. Thompson Rivers University Faculties;
    - ii. Thompson Rivers University Schools that are not subsidiary to a Faculty;
  - b. Require the submission of a budget, which must:
    - i. Be authorized by both signing authorities for the Faculty, who shall be:
      1. The Dean of the Faculty;
      2. A Student Representative on the Faculty Council;
    - ii. Detail all anticipated expenses and revenues;
    - iii. Estimate of the number of participants who will be:
      1. Members of the Union;
      2. Other members of the TRU community;
      3. Other students or scholars;
      4. Others;
    - iv. Detail the expected benefits of the activity;
    - v. Be delivered no less than two weeks prior to the first day of instruction of each semester;
  - c. Be intended for an activity which will involve members of the Union, members of the TRU community, or other students and scholars in majority;
- II. Funding shall be limited by the following:
  - a. No single application shall be eligible for more than two thousand dollars (\$2000);
  - b. The following are ineligible for funding:
    - i. Alcohol;
    - ii. Capital purchases greater than one hundred dollars (\$100) in value;
    - iii. More than one application for the same activity;

# Policy Manual

## Operational Policy

---

- iv. Activities that have already taken place;
  - v. Participation by non-Union members;
- III. Funding shall be subject to the will of Board of Directors;
- IV. Funding shall be distributed solely by allocation to the recipient Faculty's account, which is subject to the following:
  - a. The account is managed by the Union;
  - b. No monies may be withdrawn from a Faculty account in the absence of a requisition signed by both signing authorities, and accompanied by valid invoices and/or receipts;
  - c. No Faculty may incur debt, negative balances or loans against Faculty accounts;
  - d. The balance of the account is available to the signing authorities of the Faculty upon request;
  - e. The balance of a Faculty account will be expropriated in full to the Operating Fund at the close of the exam period of each semester;
- V. Upon receipt of funding, the recipient Faculty shall be required, for the purposes of future funding eligibility, to do the following:
  - a. Advertise the Union as a sponsor of the activity to the extent possible;
  - b. Deliver to the Union a post-activity report, which:
    - i. Is delivered within two-weeks of the end of a semester;
    - ii. Includes a detailed budget of actual expenses;
    - iii. Includes invoices or receipts for all expenses;
    - iv. Includes a tally of participants who were:
      - 1. Members of the Union;
      - 2. Other members of the TRU community;
      - 3. Other students or scholars;
      - 4. Others;
    - v. Details the benefits realized by the activity.