



LSS Finance Regulations

Adopted on March 12, 2024

Amended on N/A

PART I: DEFINITIONS

- 1 This regulation adopts all definitions laid out in the the Constitution of the Law Students' Society at the University of British Columbia (the "**LSS Constitution**") and the LSS Clerk Regulations.
- 2 "**CLUB**" or "**CLUBS**" means a club or sports team that is registered with the LSS.
- 3 "**Councils and Committees**" means LSS bodies and includes but is not limited to the LSS Executive, Academic Council, Social Council, Equity and Diversity Committee, Finance Committee, Wellness Committee, Graduation Committee, Election Appeals Committee, or any other councils or committees under the LSS, including ad-hoc committees.
- 4 "**Budget Request Form**" means the form submitted by CLUBS requesting funds. These shall contain the mandate of the CLUB, past and present membership, a list of events and services expected to be put on, and a list of events and services (with costs) that were put on in the previous year.
- 5 "**Budget Scorecard**" means the scorecard by which CLUB budget requests are evaluated. These forms contain 5 key criteria: Inclusivity, Presence, Membership, Past Spending, and Alternatives. An example is included in Appendix 1.

PART II: MANDATE

- 6 To establish fair and accurate financial disbursement and reporting for CLUBS and the LSS.

PART III: FINANCIAL RULES

- 7 The Finance Committee will review each CLUB's budget request form and previous years transactions, and fill out a budget scorecard to determine the funds to be allocated. A budget scorecard example is in Appendix 1.
- 8 (1) The total LSS budget for CLUBS shall be determined by the student fees collected post deductions. The total CLUBS budget allocation shall not exceed 20% of the total student fees collected, subject to exceptions.

(2) Rollover funds do not count towards the 20% maximum.
- 9 Scorecards will be used to situate financing in relation to other CLUBS, past financing, and requested financing. A requested budget substantially higher than the past year is unlikely to be approved except in exceptional circumstances.

10 (1) Scorecards must be evaluated following 6 criteria using a 5-point scale. The 6 criteria are inclusivity, presence, membership, past spending, alternatives, and equity seeking.

(2) **Inclusivity:** Were CLUB activities and gatherings open to participate in and join? Factors include but are not limited to:

- a. Whether events were advertised to the whole school or only to those within the CLUB.
- b. Accessibility of the CLUB:
 - i. Physical accessibility; and
 - ii. Financial accessibility.
- c. Novice friendliness.

(3) **Presence:** Looks at what value the CLUB adds to the law school experience. Factors include but are not limited to:

- a. How long the CLUB has existed;
- b. Contribution to legal discussions or careers at the law school;
- c. Regularly hosting of events or activities;
- d. Scale of events or activities;
- e. Holding of events and activities at or near the law school;
- f. Active involvement with law students; and
- g. Direct or indirect promotion of mental health and wellbeing of law students.
 - i. This includes considerations such as hobbies and sports that promote work-life balance.

(4) **Membership:** Looks at membership numbers and engagement. Factors include but are not limited to:

- a. Past membership;
- b. Membership after Clubs Day; and
- c. Number of people attending events or activities.

(5) **Past Spending:** Looks at what past spending was used on and if it was in line with the submitted budget. In reviewing this the Committee shall look at the report submitted per Section 29 – of the LSS Clubs Policy. Factors include but are not limited to:

- a. Were all past events in the budget actually put on? If not, were similar events put on or were appropriate reasons provided for the event not being put on?
- b. Was funding used for the benefit of the student body, the CLUB, or just the executive?
 - i. If used solely for the executive (ex. obtaining branded merchandise) it will favour a low score on this factor.
- c. Were all past events solely food and drink (social events) based expenses?
 - i. If there is a reasonable mix of social events and other events then this factor is irrelevant, but if a CLUB's past funding is essentially all social events it will favour a low to medium score on this factor.
- d. Include a budget and list of transactions from prior year.

(6) Current Budget and Alternatives: Looks at whether the CLUB has provided alternatives as to what the CLUB's funds will be spent on if the initial plans are not possible. It also looks at the CLUB's current budget and whether it is economically efficient or not and who the funding is benefitting.

(7) Equity Seeking: Will be deemed Equity Seeking if the CLUB provides a safe space for students of that equity seeking group, is an important source of student activism, and is a powerful source of awareness and discussion about the equity seeking group. Simply being a public interest club is not equity seeking. If a CLUB is deemed to be equity seeking it will have the following exceptions to the other 5 factors:

- a. Inclusivity will automatically receive a 5.
- b. Presence will be given leeway and may be automatically deemed a 5 if presence is high in its designated equity seeking group.
- c. Membership will be given leeway within limits for a reduced membership number and event attendance.
- d. Past Spending on events that are purely social shall not be deemed lower on the scale.
- e. There are no exceptions for alternatives.

(8) Compliance with UBC LSS policies and procedures, including volunteering requirements.

11 (1) In addition to the scorecard criteria the Committee must consider each allocation in regard to the total LSS budget available and total requested funds from all CLUBS.

(2) The presumed starting point for funding shall be \$100.

12 No individual CLUB shall receive from the LSS more funding than the combined total of funding allocated to LSS Councils and Committees.

13 Sports CLUBS shall receive funding for registration so long as the fee is reasonable.

14 Funding for tournaments, non-local travel, or jerseys shall not be given funding unless there is a specific circumstance for allowing it.

15 Subject to considerations outlined in the budget scorecard, where a CLUB meets the following criteria it shall be prioritized for funding up to the amount of its previous year's funding allotment:

- a. The CLUB in question can show that all events described in the previous Budget Request form were indeed held, or were cancelled for a valid reason;
- b. The CLUB's current Budget Request Form shows that similar events will be held in the current year;
- c. The CLUB's year end balance is within 5% of their budgeted amount; and
- d. There has been no reduction in the total LSS budget when compared to the previous year.

16 (1) Budget rollovers are in place to promote cost-effective spending and account for unforeseen cancellations. CLUBS should assume that rollovers will not be permitted. Subject to subsection 3 and 4, they will only be allowed under the following circumstances:

- a. The CLUB in question can show that all events and services described in the Budget Request form were indeed held, or were cancelled for a valid reason.

- b. Some examples of valid reasons are that a similar event replaced it, the speaker or host was sick and could not rebook, world events occurred that restrict services.
- c. The rolled over funds may only be used for the improvement of future events or services, and not the personal use of CLUB executives.
- d. There are no extraneous or budgetary reasons why a club should not have their funding rolled over.
- e. Detailed records have been kept of the events, their budgets, and the reasons 1(a) applies.

(2) Not using the funds allocated to your CLUB is not a reason for getting budget rollovers.

(3) CLUBS may be exempt from this if they have an independent agreement with the LSS.

(4) CLUBS which fundraised funds not using LSS funds shall be permitted a roll over up to the amounts they fundraised.

- a. CLUBS are expected to keep detailed records for this purpose.
- b. If there is insufficient information in a CLUB's records, this exception will not apply.

17 **(1)** Subject to subsection two (2), all funding is subject to clubs meeting their LSS volunteer requirements as laid out in the LSS Clubs Policy.

(2) Due to accessibility concerns, the UBC Law Disability Alliance must be provided accessible volunteering opportunities or be deemed exempt from this requirement.

18 **(1)** A CLUB's past fundraising and sponsorships shall not be a factor in its funding from the LSS.

(2) The general ability to obtain sponsorships may factor into the funding received from the LSS.

19 All non-Sports CLUBS must have an up-to-date Constitution on file per the Clubs Regulation to receive any funding.

20 **(1)** Subject to subsection 4 the overall budget must receive a unanimous vote from all committee members that are allowed to vote.

(2) The chair only votes as a tie-breaker for individual CLUBS.

(3) Individual CLUB voting must receive a majority vote to pass.

- a. A committee member will be disallowed from voting if they are a current or past officer or executive of the CLUB that is being scored.

(4) If the committee cannot obtain a unanimous vote on the overall budget, and all discussion on the matter has been exhausted then the Chair may use their discretion to pass the budget if there is at least a simple majority vote in favour, but this must be noted on the budget. This shall be a last resort option.

21 After finalizing the budget and before the budgetary vote it is recommended that the Finance Committee holds a general meeting in which students can inquire into the reasoning behind budget choices.

- 22** (1) After the committee has approved the budget it must be brought forward to the LSS student body who shall vote on whether to approve the budget.
- (2) The budget will be deemed approved if it gets at least a 66% vote and at least 10% of the student body voted.
- 23** Scorecards for CLUBS may be requested by the CLUB, but shall not be made public.

PART IV: AMENDMENTS

- 24** The Executive may amend or repeal this Regulation with a 2/3rd vote of the Executive.

APPENDIX 1

Budget Request Scorecard

2023-2024

Club Name:

Total LSS Funding to Allocate:

Ratio:

Funding Requested:

Funding Allocated:

Ratio:

Change:

Previous Year Allocation:

Budget Submission Consistency with Finance Committee Assessment Factors:

Assessment Factors	Key Considerations	Effect & Comments
1. Inclusivity	<ul style="list-style-type: none">Club activities and gatherings being open to all students to participate and join	
2. Presence	<ul style="list-style-type: none">Value-added to law school/student experienceLocation of events (on/off UBC campus)	
3. Membership	<ul style="list-style-type: none">Previous years membership, current membership after Clubs Day and the reasonable allocation of funds per person (\$36)	
4. Past Spending	<ul style="list-style-type: none">Failure in past years to hold planned eventsEvent turnouts and impact	
5. Current Budget and Alternatives	<ul style="list-style-type: none">Club demonstrates that they have either chosen the most economically efficient alternative or a more expensive alternative for demonstrable reasons.	

Additional Comments / Considerations: