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# POLICY for the SUBSIDIES COMMITTEE

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By the Deputy Speaker

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THE SOCIETY OF GRADUATE STUDENTS

*The University Western Ontario*

LONDON ONTARIO CANADA

2022

## **5.2 Subsidies Committee**

### **5.2.1 Ratified**

November 25, 2021

### **5.2.2 Mandate**

As per Bylaw 2.9.5.4, the Subsidies Committee is a standing committee of the Society of Graduate Students (SOGS). The role of the Subsidies committee is to adjudicate awards based on financial need to members of the Society.

### **5.2.3 Article I: Membership**

5.2.3.1. The Subsidies Committee shall have:

5.2.3.1.1. An Official Liaison, who shall be the Vice-President Finance.

5.2.3.2. The Subsidies Committee will elect:

5.2.3.2.1. A Chairperson, who shall:

5.2.3.2.1.1. be elected from amongst the committee members;

5.2.3.2.1.2. act in compliance with the Duties of the Chairperson (Bylaw 2.9.2);

5.2.3.2.1.3. and fulfill the duties in Bylaw 2.9.2;

5.2.3.2.1.4. A Deputy Chairperson (if applicable), who shall assume the duties of the Chairperson at the discretion of the Chairperson or the committee or in the absence of the Chairperson.

5.2.3.3. The Subsidies Committee will have:

5.2.3.3.1. A membership limit, as per Bylaw 2.9.4.2.2., set at 12 voting members, including the Chairperson and Deputy Chairperson (if applicable).

5.2.3.4. The Vice-President Finance shall be a non-voting ex-officio member.

5.2.3.5. The Subsidies Committee will ideally have representation from Category I and Category II Masters and PhD Students.

5.2.3.6. All voting members of the Subsidies Committee shall be full and associate members of the Society nominated to the committee by the Society's Council.

### **5.2.4 Article II: Committee Management**

5.2.4.1. The Subsidies Committee will act in accordance with Bylaw 2.9.3.5. and 2.9.3.7. to determine quorum, Bylaw 2.9.3.9. to manage and maintain attendance, and Bylaw 2.9.4.2.1 to count votes.

#### 5.2.4.2. Voting Policies

5.2.4.2.1. Aside from the scheduled meetings, online voting is also permitted. Voting members shall be given one (1) business day to respond to an online vote, at which point the vote shall be considered concluded. If any voting member objects to business being voted on online, the voting shall be prohibited for that particular piece of business.

5.2.4.2.2. Committee members (including the Official Liaison, Chairperson, Deputy Chairperson, and ex-officio members) can hold up to three (3) proxies.

5.2.4.3. Non-committee members may attend as non-voting guests if invited by the chair. Committee members may also request that non-committee members attend as non-voting guests.

5.2.4.4. Bylaw 1.6.5.1. the Chairperson, and voting members may serve no more than 12 consecutive months without being ratified for a new council year.

5.2.4.5. Respectful Abandonment: In the event of the failure of a voting member of the committee to attend two meetings during their term either in person or by proxy, the Chair(s) may remove the member from the committee in accordance with the protocols listed in Bylaw 2.9.3.9.

### 5.2.5 Article III: Operations

5.2.5.1. The Subsidies Committee shall:

5.2.5.1.1. Excuse themselves if from adjudicating and voting on any subsidy if a conflict of interest occurs (see Policy 3.1 and 3.2 in Unified Documents);

5.2.5.1.2. Properly assess each application as needed;

5.2.5.1.3. Award applications for subsidies based on the current term's budget;

5.2.5.1.4. Deny or overlook applicants based on the following:

5.2.5.1.4.1. Incomplete application,

5.2.5.1.4.2. and incorrect information

5.2.5.1.5. Only award any subsidy to members of the Society.

### 5.2.6 Article IV: Subsidies

5.2.6.1. Childcare Subsidy

5.2.6.1.1. Childcare subsidies receipts are awarded up to a maximum of \$500 per term to offset the cost of childcare services.

5.2.6.1.2. The process of awarding the Childcare subsidy will be based on financial need and submitted receipts.

5.2.6.2. Professional Placement and Experiential Learning Subsidy

5.2.6.2.1. The Professional Placement and Experiential Learning Subsidy offer financial assistance for travel and accommodations of SOGS members undertaking professional placements, practicums, co-ops, or other experiential learning opportunities.

5.2.6.2.2. Each award amounts up to a maximum of \$500 based on demonstrated financial need.

5.2.6.2.3. Students who are enrolled in Category II programs (i.e., non-funded professional masters) will be given first priority.

#### 5.2.6.3. Travel Subsidy

5.2.6.3.1. Travel Subsidies are awarded up to a maximum of \$500 based on demonstrated financial need.

5.2.6.3.2. The process of awarding the Travel Subsidy will be based on financial need and submitted receipts.

5.2.6.3.3. Applicants will be given priority if they presented at a conference.

#### 5.2.6.4. Non-TA UHIP Subsidy

5.2.6.4.1. The Non-TA UHIP Subsidies are awarded up to a maximum of \$250 based on demonstrated financial need.

5.2.6.4.2. The process of awarding the Non-TA UHIP Subsidy will be based on financial need and submitted receipts.

5.2.6.4.3. Applications will be categorized into three categories:

5.2.6.4.3.1. Applicant only;

5.2.6.4.3.2. Applicant with one dependent;

5.2.6.4.3.3. Applicant with two or more dependents.

5.2.6.4.4. A ratio of submitted applications from each category will be used for adjudication.

#### 5.2.6.5. Research Completion Subsidy

5.2.6.5.1. The Research Completion Subsidies offer financial assistance for research-based students who are “Year X” and are outside of their funding period and/or are not receiving external funding.

5.2.6.5.2. The Research Completion Subsidies awarded up to a maximum of \$500 based on demonstrated financial need.

5.2.6.5.3. The process of awarding the Research Completion Subsidies will be based on financial need and submitted tuition receipts.