



POLICIES OF THE
STUDENT MEDICAL SOCIETY OF SASKATCHEWAN (SMSS)

TABLE OF CONTENTS

1. PURPOSE
2. SMSS ACCOUNTABILITY POLICY
3. SMSS ELECTIONS POLICY
 - 3.1. FALL ELECTIONS PROTOCOL
 - 3.2. SPRING ELECTIONS PROTOCOL
4. SMSS FALL FORMAL PROTOCOL
5. SMSS FUNDING AND OVERSIGHT POLICY
 - 5.1. STUDENT GROUP PROTOCOL
 - 5.2. STUDENT TRAVEL AWARD PROTOCOL
 - 5.3. STUDENT INITIATIVE AWARD PROTOCOL
6. SMSS TRAVEL REIMBURSEMENT POLICY
7. SMSS SPONSORSHIP POLICY

1. PURPOSE

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The purpose of the SMSS Policies Package is to provide insight into the standards SMSS Officers shall be held to as they undertake their responsibilities. To increase transparency and ensure a common standard that our members can trust and take pride in, all Officers shall be accountable to the policies and protocols herein. This document shall be a Governing Document of the Student Medical Society of Saskatchewan (SMSS) and shall be heeded as such, with only the SMSS Constitution superseding it. This document may only be amended by a simple majority resolution at an Annual General Members' (AGM)- or Spring General Members' (SGM) Meeting.

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2. SMSS ACCOUNTABILITY POLICY/PROTOCOL

1. Purpose

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As outlined in the SMSS Constitution, the SMSS officers are held to a certain standard due to their position. This policy outlines the expected standard as well as consequences for officers who fail to uphold that standard.

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2. Policy/Protocol

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1. All Officers will uphold the terms laid out in the SMSS Constitution, Policy Package, and Working Documents (the "SMSS Governing Documents").
 - 1.1. In accordance with the Governing Documents, any SMSS member may bring formal (written) charges against an Officer they allege are not in accordance with the terms of their position. All such charges shall be addressed by email to the VP Internal Sr. (or SMSS President should the VP Internal Sr. be the offending Officer) who shall bring it before the SMSS Executive Council.
 2. The types of allegations that may be made against Officers are as follows:
 - 2.1. Failure to meet the duties/responsibilities assigned to them by virtue of their SMSS position.
 - 2.2. Failure to follow the governance rules outlined in the SMSS Governing Documents.
 - 2.3. Allegations of Professional Misconduct.
 - 2.4. Failure to provide turnover documentation.
 - 2.5. Failure to attend required meetings
 3. All outgoing Officers shall produce turnover documents that detail how they undertook their role in their respective year (events, successes, shortcomings, troubleshooting, tips, etc.). These documents will be presented to the VP Internal Sr. by email no later than two (2) weeks after the election of an incoming Officer. The VP Internal Sr. shall compile all turnover documents and send them to the VP Communications who will ensure each respective incoming Officer is in possession of their outgoing's turnover documents no more than three (3) weeks after the election of the respective incoming Officer.
 4. Deviation in Meeting procedure (i.e. non-strict adherence to Robert's Rules) shall be met with consequences only in an instance when a voting member of the respective meeting makes a formal (written) complaint. Such a complaint shall be addressed to the VP Internal

Sr. (or SMSS President should the VP Internal Sr. be the offending Officer) who shall bring it before the SMSS Executive Council. The Executive shall decide on the consequences by motion and a simple majority vote. Actions to take regarding the decision shall be carried out by the VP Internal Sr. (or SMSS President should the VP Internal Sr. be the offending Officer) on behalf of the Executive.

- 4.1. Recurrent deviations that are not met with consequences are recommended to be discussed at a General Meeting to better inform the ongoing good governance of the SMSS. In other words, they should be discussed as possible governance amendments.
5. The SMSS Executive and SMSS Division level decisions may be overruled by a two-thirds majority vote of council. This ensures the accountability of the Executive and Divisions to the SMSS Council, which directly represents the SMSS Members.
6. In accordance with the Working Documents, the SMSS President (or SMSS Vice-Presidents External in specific instances) shall speak for the SMSS to all external organizations. The exceptions to this are as follows:
 - 6.1. When a representative is to pass a resolution on behalf of the student body on to their external organization (e.g. bringing forward a resolution at SMA) it will be required that they present the resolution for majority approval of the SMSS Council beforehand.
 - 6.1.1. Should time not permit, the resolution will be presented to both their Division and the executive for majority approval.
 - 6.2. A representative is permitted to speak on behalf of the SMSS with external organizations (e.g. thanking external entities on behalf of the SMSS) provided the opinion be presented to both their division chair and president for approval beforehand.

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3. Governance/Protocol
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The allegations of impropriety shall be carried out as follows.

1. Failure to meet the duties/responsibilities assigned to them by virtue of their SMSS position.
 - 1.1. The VP Internal Sr. (or SMSS President should the VP Internal Sr. be the offending Officer) shall receive an email alleging an Officer is failing to meet their duties/responsibilities. This may include failure to complete actionable items assigned to the Officer at any SMSS meeting.
 - 1.2. The VP Internal Sr. (or SMSS President should the VP Internal Sr. be the offending Officer) shall contact the person making the allegation(s) and request the following details:
 - 1.2.1. Which officer the complaint is being made against (if not already known)
 - 1.2.2. Details of the alleged charges
 - 1.2.3. Contacts who can provide supportive evidence of the allegation(s)
 - 1.2.4. Any documentation relevant to the allegation(s)
 - 1.3. The VP Internal Sr. shall ensure the allegor knows they have one week (7 days) to provide answers in writing or their allegation shall not proceed.
 - 1.4. Once the VP Internal Sr. has received written answers from the allegor, they shall contact the Officer in question and request the following information:
 - 1.4.1. The Officer's perspective on the alleged charges
 - 1.4.2. Contacts who can provide supportive evidence for the Officer's claims
 - 1.4.3. Any documentation relevant to the allegation(s)

- 1.4.4. NOTE: The VP Internal Sr. is not required to release the name of the allegor or their support contacts to the Officer in question at this time.
 - 1.5. The VP Internal Sr. shall ensure the Officer knows they have one week (7 days) to provide answers in writing or they will forfeit their chance to defend themselves against the allegation(s).
 - 1.6. The VP Internal Sr. shall bring all the collected evidence before the SMSS Executive. The Executive shall do one or more of the following actions (the “consequences”), decided by simple majority vote in an un-minuted, closed session (in the case that the Officer in question is a member of the Executive, they shall not be allowed to vote or observe the discussions regarding the vote):
 - 1.6.1. There is insufficient evidence to indicate the Officer failed to carry out their duties/responsibilities. The Officer shall continue in their role.
 - 1.6.2. There is not enough evidence presented and more is requested from the allegation or Officer. The party asked to provide more evidence is given a week (7 days) to provide it and, regardless of whether the evidence requested is provided, the Executive shall re-consider the allegation at that time.
 - 1.6.3. Evidence is given to suggest the Officer has not fulfilled their assigned duties and is required to create a written action plan that will be reviewed by the Officer, their Division Chair, the VPs Internal (Sr. and Jr.), and the SMSS President. Should the Officer fail to meet the objectives of the action plan, they shall be terminated and barred from holding another SMSS position.
 - 1.6.4. There is evidence to warrant the immediate termination of the officer and bar them from holding another SMSS position. NOTE: This resolution can only be passed with a three-fourths majority vote.
 - 1.7. Following a resolution, the VP Internal Sr. shall write to both the allegor and the Officer regarding the decision. NOTE: The VP Internal Sr. is still not required to give the name of the allegor at this time.
2. Failure to follow the governance rules outlined in the SMSS Governing Documents.
 - 2.1. These allegations shall be handled in the same way as allegations of failure to meet responsibilities/duties allegations (see directly above)
3. Allegations of Professional Misconduct.
 - 3.1. Allegations of this type may be made when an allegor believes an Officer has exhibited unprofessional behavior according to the specifications of professional conduct (as defined by the University of Saskatchewan, College of Medicine Breach of Professionalism Policy (See appendix for link)
 - 3.2. These allegations shall be handled in the same way as allegations of failure to meet responsibilities/duties allegations (see directly above) with the following addition to the types of resolutions that the Executive can decide:
 - 3.2.1. If the unprofessional behaviour is deemed to be an issue beyond the SMSS, an Informal or Formal Breach of Professionalism will be submitted to the College of Medicine by the SMSS President. Further actions will be carried out outside of the control of the SMSS, following the Breach of Professionalism Policy for the College of Medicine. This can occur at any point during the process and may be carried out at the same time the issue is being dealt with by the SMSS.
4. Failure to provide turnover documentation.

- 4.1. This type of allegation is brought forward by the VP Internal Sr. to the SMSS Executive when an outgoing SMSS Officer has failed to provide their Turnover Documents (in whole or part) by the time limit outlined above. The Executive shall do one or more of the following actions (the “consequences”), decided by simple majority vote in an unminuted, closed session (in the case that the Officer in question is a member of the Executive, they shall not be allowed to vote or observe the discussions regarding the vote):
 - 4.1.1. The outgoing Officer cannot claim themselves to have been a holder of the position they are vacating, nor present contrary information on their Resume/CV.
 - 4.1.2. The outgoing Officer will not be eligible to run for any position in future SMSS elections.
- 4.2. Any decision may be rescinded by a three-fourths majority vote of the Executive should the Officer in question provide the Turnover Documents past the deadline outlined above.
 - 4.2.1. An outgoing Officer may challenge the decision of the Executive at the following Council meeting. The decision of the Executive may be overturned by a simple majority vote.
5. Failure to attend required meetings
 - 5.1. Should any SMSS Officer be labelled as “Absent” at any two (2) meetings outlined as within the scope of their role (in the “Working Documents”) they shall receive an email from the VP Internal Sr. (or SMSS President, should the VP Internal Sr. be the subject of this disciplinary action). The email shall outline that, should the Officer be “Absent” again, they will be terminated from their position, unable to claim they held the position on their Resume/CV, and are barred from holding another SMSS position. As outlined elsewhere, all Officers are subject to this disciplinary action excluding third and fourth year Class Representatives, the Past SMSS President, and Past VP-Regina).
 - 5.1.1. See Appendix for how this works
6. This Policy shall be reviewed by the SMSS Executive Council every three years and may be amended by a majority vote of the SMSS Council. The last review occurred in 2018.

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4. Contact Information
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Primary Contact:
 SMSS VP Internal (Sr.) smss.vpinternal@gmail.com
 Secondary Contact:
 SMSS President smss.president@usask.ca
 Secondary Contact:
 SMSS VP Communications smss.vpcommunications@gmail.com

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APPENDIX
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3. SMSS ELECTIONS POLICY

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This section shall be updated closer to the AGM – please check back for updates. For information regarding the 2018 Fall Elections, please contact the VP Internal (Trevor Poole, smss.vpinternal@gmail.com).

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**3.1. FALL ELECTIONS PROTOCOL**

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This section shall be updated closer to the AGM – please check back for updates. For information regarding the 2018 Fall Elections, please contact the VP Internal (Trevor Poole, smss.vpinternal@gmail.com).
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3.2. SPRING ELECTIONS PROTOCOL

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This section shall be updated closer to the AGM – please check back for updates. For information regarding the 2018 Fall Elections, please contact the VP Internal (Trevor Poole, smss.vpinternal@gmail.com).  
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**4. SMSS FALL FORMAL PROTOCOL**

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This section shall be updated closer to the AGM – please check back for updates.
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5. SMSS FUNDING AND OVERSIGHT POLICY

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This section shall be updated closer to the AGM – please check back for updates.  
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**5.1. STUDENT GROUP PROTOCOL**

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This section shall be updated closer to the AGM – please check back for updates.
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5.2. STUDENT TRAVEL AWARD PROTOCOL

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This section shall be updated closer to the AGM – please check back for updates.  
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**5.3. STUDENT INITIATIVE AWARD PROTOCOL**

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This section shall be updated closer to the AGM – please check back for updates.
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6. SMSS TRAVEL REIMBURSEMENT POLICY

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**1. Purpose**  
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The purpose of this policy is to ensure that travel charged to funds administered by the SMSS are authorized in advance, fully documented, and are compliant with the mandate and Governing Documents of the organization. This policy applies to all SMSS members travelling outside of their base city for SMSS business. It does not include travel/accommodations an SMSS member undertakes for individual purposes such as specific conference travel (which is covered under the Student Travel Awards protocol) or travel that could otherwise fall under the Funding and Oversight Committee protocols.

2. Policy

1. All travel and/or accommodation reimbursements issued by the SMSS must have been approved before the travel is taken. Pursuant to this, all SMSS members seeking reimbursement must complete the SMSS Travel Form (Linked on the SMSS Website).
 - 1.1. All completed SMSS Travel Forms are to be emailed to the VP Communications. Members are responsible for ensuring their Part 1 Travel Form is fully filled out and submitted two (2) weeks before their travel commences, and their Part 2 Travel Form is fully filled out and submitted with the proper, original documents (receipts) within two (2) weeks of their return
2. Each individual partaking in travel for which they request reimbursement must fill out their own travel form. Each member may be awarded only one claim for any completed travel/trip. (i.e. a member cannot request two or more claims for the same travel)
3. Travel Forms may be submitted retroactively, given unforeseen circumstances. In such cases, it is recommended that the individual contact the SMSS President as soon as the individual knows they are travelling. Subsequently, Travel Forms are to be submitted to the SMSS President, who shall present them to the SMSS Executive Council for a decision at their own discretion.
 - 3.1. Similarly, advanced reimbursement paid out before travel occurs are considered special circumstances and must be approved by both the SMSS President and a majority of the SMSS Executive Council. In these circumstances, the individual should contact the SMSS President in writing.
 - 3.2. [Within 2-week window blurb////VP Finance///accountability 2 month update to exec used funds](#)
4. Travel and accommodation expenses incurred by a member should be the most economical possible and it is the responsibility of the traveller to ensure this is done.
5. It is the responsibility of the traveller to ensure they have sufficient funding before embarking on travel. (I.e. The SMSS is not responsible for punitive costs of travel nor responsible should a member be stranded elsewhere due to insufficient planning)
6. Under no circumstances are personal expenses, personal travel expenses, or personal entertainment expenses to be part of a travel claim subject to this policy.

3. Governance

1. Non-compliance with the timeline of this policy or the procedure of this policy may result in one or more of the following:
 - 1.1. Adjustment of the claimed amounts pursuant to the guidelines of approved travel and economic expenses (See Appendix for details)
 - 1.2. Denial of claim due to insufficient documentation
 - 1.3. Denial of claim due to part or the entire claim falling outside the scope of the SMSS mandate and/or guidelines of approved travel (e.g. if the travel claim includes personal travel expenses)
2. Following due process, the SMSS may file disciplinary action under the University's Council regulations for Student Academic Dishonesty and/or Non-Academic Student Discipline and

Appeals if it was determined that the claim, or a portion of the claim, was fraudulent. This may be done at the discretion of the SMSS Executive Council.

3. This Policy shall be reviewed by the SMSS Executive Council every three years and may be amended by a majority vote of the SMSS Council. The last review occurred in 2018.

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4. Contact Information
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Primary Contact:

SMSS VP Communications smss.vpcommunications@gmail.com

Secondary Contact:

SMSS President smss.president@usask.ca

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APPENDIX
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7. SMSS SPONSORSHIP POLICY

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This section shall be updated closer to the AGM – please check back for updates.
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