



POLICIES OF THE
STUDENT MEDICAL SOCIETY OF SASKATCHEWAN (SMSS)

TABLE OF CONTENTS

- I. PURPOSE
- II. SMSS ACCOUNTABILITY POLICY
- III. SMSS ELECTIONS POLICY
 - III.1. FALL ELECTIONS PROTOCOL
 - III.2. SPRING ELECTIONS PROTOCOL
- IV. SMSS FALL FORMAL PROTOCOL
- V. SMSS FINANCIAL POLICY
 - V.1. SMSS TRAVEL REIMBURSEMENT PROTOCOL
- VI. SMSS FUNDING AND OVERSIGHT POLICY
 - VI.1. STUDENT GROUP PROTOCOL
 - VI.2. STUDENT TRAVEL & INITIATIVE AWARD PROTOCOL
- VII. 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

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I. Purpose

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.

II. Policy

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 Communications by email no later than two (2) weeks after the election of an incoming Officer. The VP Communications shall upload a copy of those documents to the SMSS Google Drive and then 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

resolution of 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 from meeting protocol 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.
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 and be accountable for that representation. 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.
 - 6.3. An officer who speaks out of turn on behalf of the SMSS may face consequences under this policy (see above points 2.1 and 2.2)

III. Governance/Protocol

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. 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. Details include:
 - 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. Once the VP Internal Sr. has received written answers from the allegor, they shall contact the Officer in question and request the following information:
 - 1.3.1. The Officer's perspective on the alleged charges.
 - 1.3.2. Contacts who can provide supportive evidence for the Officer's claims.
 - 1.3.3. Any documentation relevant to the allegation(s).

- 1.3.4. 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.
 - 1.4. 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).
 - 1.5. 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”). This will be decided by simple majority resolution 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). Potential actions include:
 - 1.5.1. There is insufficient evidence to indicate the Officer failed to carry out their duties/responsibilities. The Officer shall continue in their role.
 - 1.5.2. 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.
 - 1.5.3. 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.
 - 1.5.4. There is evidence to warrant the immediate termination of the officer and bar them from holding another SMSS position. NOTE: This decision can only be passed by a successful two-thirds majority vote.
 - 1.6. 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 the 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’s Professionalism Policy).
 - 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 Professionalism Policy of 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. or VP Communications 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”). This will be decided by simple majority resolution 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):
 - 4.1.1. The outgoing Officer cannot claim themselves to have been a holder of the position they are vacating, nor present it 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 two-thirds 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 only the very next 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. All Officers are subject to this disciplinary action excluding third and fourth year Class Representatives, the Past SMSS President, and Past VP-Regina.
6. This Policy shall be reviewed by the SMSS Executive Council every three years and may be amended by a majority resolution of the SMSS Council. The last review occurred in 2018.

IV. Contact Information

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

APPENDIX

<https://medicine.usask.ca/policies/professionalism-standard-operating-procedure.php>

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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 FINANCIAL POLICY

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I. Signing Authority and Payments

Three members of the SMSS shall have signing authority over the SMSS’s bank accounts: The SMSS President, the SMSS VP Finance, and one other member of the SMSS executive chosen at the discretion of the SMSS Executive.

All of the SMSS’s payments and reimbursements shall be handled in one of three ways: By cheque (or equivalent), by debit card payment, or by online banking transfer. All cheques written by the SMSS shall be signed by two signing authorities.

The SMSS shall have a debit card that shall be used only by the SMSS President. The SMSS debit card shall be connected to a chequing account separate from the SMSS’s main bank account to protect against overspending. The chequing account connected to the SMSS bank card shall be kept empty until money is needed. At that time, the VP Finance shall transfer the necessary funds from the SMSS’s main account to the chequing account.

The VP Finance will be responsible for facilitating all online payments and transfers required by the SMSS. All transfers will be logged in the SMSS bank account log automatically by the bank to provide oversight on spending. Additionally, the following details of each transaction will be logged in Quickbooks software: The date of the transaction, the name of the payee, the name of the appropriate budget line, the amount of the transaction, the receipt for the transaction, and any other pertinent information related to the transaction. Transaction information will be stored indefinitely on the Quickbooks online servers.

II. Reimbursements

All reimbursements required for SMSS activities, including those for travel, will be accompanied by receipts, as well as a completed copy of the SMSS expense form, if necessary. In the event that the VP Finance has reasonable knowledge that expenses were used for SMSS purposes, the

receipts may not be required, though the information regarding the reimbursement will still be logged in Quickbooks.

All SMSS expense claims will be logged in Quickbooks online software. Attached to each logged expense claim will be the appropriate receipts and the SMSS expense claim form (where applicable). Additionally, the name of the Payee, the Budget line, and the date of transaction will be logged alongside any appropriate attachments. All logged transactions will be stored indefinitely on the Quickbooks servers using Quickbooks online software.

III. Reporting

At the conclusion of each fiscal year, the VP Finance will ensure to save the following documents in Quickbooks software: A report of budgeted vs actual income and expenses for the fiscal year, a cash basis income statement, and the SMSS year-end balance sheet. Additionally, ledgers detailing each of the SMSS's transactions throughout the year will be saved in Quickbooks software alongside the previously mentioned statements.

5.1. SMSS TRAVEL REIMBURSEMENT PROTOCOL

I. Purpose

The purpose of this protocol 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 accommodations /travel a 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.

II. Terms

1. All travel and/or accommodation reimbursements issued by the SMSS must have been approved before the travel is taken by the VP Finance. 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 Finance, who will make the decision regarding who and what gets funded. Members are responsible for ensuring their Travel Form is fully filled out and submitted with the proper, original documents (receipts) within two (2) weeks of their return.
 - 1.1.1. Funds shall be dispensed following the submission and review of the Travel Form.
 - 1.1.2. Applicants will be counselled by the VP Finance regarding the original documentation (receipts, etc.) they will be required to submit with their travel form prior to travel. Failing this, applicants should assume ALL original copies of claims will be required.
 - 1.1.3. Failing to provide a form and/or original documents will result in no reimbursement.

- 1.1.4. Reimbursements will be logged in Quickbooks in accordance with the Finance Policy and be paid out by e-transfer no more than one (1) month after the submission of the travel form.
- 1.2. A sample of the completed form is available on the SMSS website.
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 reimbursement requests may be submitted retroactively, given unforeseen circumstances. In such cases, it is recommended that the applicant contact the SMSS President as soon as they know they are travelling. Subsequently, Travel Forms are to be submitted to the VP Finance, who shall present them to the SMSS Executive Council for a decision at their own discretion.
 - 3.1. Similarly, advance reimbursement paid out before travel occurs is considered a special circumstance and must be approved by both the SMSS President and VP Finance. In these circumstances, the individual should contact the SMSS President.
 - 3.1.1. Should advance reimbursement be provided, the form should still be submitted within two (2) weeks of return. With all original documents.
 - 3.1.2. At the discretion of the VP Finance, the SMSS Executive can be consulted regarding advance reimbursement. If the case that the Executive is consulted, the VP Finance shall report back on the funding used no more than three (3) weeks after the travel occurs.
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.

III. Governance/Protocol

1. Non-compliance with the timeline of this policy or the procedure of this policy may result in one or more of the following, at the discretion of the VP Finance (or designates):
 - 1.1. Adjustment of the claimed amounts pursuant to the guidelines of approved travel and economic expenses.
 - 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. Applicants who have not been provided funding can appeal the decision by emailing the VP Internal Sr. their travel form and an explanation of why they are appealing the decision.
 - 2.1. The VP Internal Sr. shall notify the VP Finance of the appeal and also bring the appeal before the SMSS Executive, who shall vote whether to approve the claim or not.
 - 2.1.1. The VP Internal Sr. may invite the applicant to present their story to the Executive.

- 2.1.2. The VP Finance shall not vote, nor take part in the discussion of the appeal; they may instead present the reasons for their initial decision to the Executive.
3. 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. The VP Finance (or designate) shall inform the SMSS Executive and the applicant regarding the process and result of these cases.
 4. 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.
 - 4.1. The last review occurred in 2018.
 - 4.2. The SMSS Executive may amend this protocol by a simple majority resolution.

IV. Contact Information

Primary Contact:

SMSS VP Finance smss.treasurer@gmail.com

Secondary Contact:

SMSS President smss.president@usask.ca

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6. SMSS FUNDING AND OVERSIGHT POLICY

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I: Introduction/Preamble

As the body that represents the academic, professional, and personal wellness of College of Medicine students, the Student Medical Society of Saskatchewan (SMSS) has the right and responsibility to effectively, efficiently, and justly award monetary rewards for various events or experiences related to the field of medicine. To allow for focused, specific identification and deliverance of these needs, the SMSS supports students and student groups that wish to explore a vast number of pursuits.

The SMSS budgets each academic year to allow for these funding expenses. As the parent organization of all recognized student groups, the SMSS reserves the right to award funding to groups or individual applicants that best align with the goals of the organization as outlined in the SMSS constitution. This task, and the task of identifying SMSS groups, is the responsibility of the SMSS Funding and Oversight Committee, described herein, and will be done in a transparent and clearly defined way.

The SMSS Funding and Oversight Committee has many important responsibilities within the context of the SMSS and these will be described further below. Since this committee and its members will be privy to sensitive information, all operations of this committee will be done in accordance to related protocols and due attention will be made regarding the transparency of the funding process as well as the confidentiality of applicants.

II: Purpose

The purpose of this policy is Threefold:

1. To establish the Funding and Oversight Committee, outlining representation and membership;
2. To establish a standardized protocol for assessing applications for funding regarding context, accuracy, appropriateness, and quality. This will be done coincidentally with protocols for recognizing both new and returning student groups, their funding, and the funding of other travel and initiative awards;
3. To outline the scope, confidentiality, and transparency of each process.

The SMSS reaffirms its dedication to its members. As such, this policy will be monitored and updated as required.

III: Scope

This policy will outline the context in which the SMSS Funding and Oversight Committee is established functions. As such, it will reference the SMSS Constitution, SMSS Policy Package, and Working Documents. To understand the breadth of the committee outlined in this policy, readers may wish to consult:

- The SMSS Constitution (Section 8).
- The SMSS Policies Package (Travel Policy, Protocols).
- The SMSS Website (Sections on student funding proposals, new group applications, returning group applications, group funding proposals and budgets, and the Constitution template).
- Robert's Rules of Order.

IV: Definitions

1. **Funding:** Refers to any monetary compensation provided to students or student groups by the SMSS. These funds are provided to the SMSS by the College of Medicine in order to fulfil the SMSS and College mandates. The amount of funding provided to the SMSS, and therefore the amount available for distribution, may fluctuate yearly.
2. **Group:** Refers to any assembly of persons that is recognized by the SMSS within the College of Medicine and represents the interests of the members. The definition is broken down into "New Groups" and "Returning Groups" in protocols.
3. **Student Travel Award:** Refers to awards used to help students attend conferences and other learning opportunities to enhance their clinical, research, and professional skills. These awards are considered twice yearly as part of an equitable process further outlined in the Student Initiative & Travel Awards Protocol.
4. **Student Initiative Award:** Refers to funding intended to support students who are interested in starting a new initiative or activity that will benefit the college's student body. Initiative grants can be applied for by a student group or by an individual. These awards are considered twice yearly as part of an equitable process further outlined in the Student Initiative & Travel Awards Protocol.

V: Establishment of the Funding and Oversight Committee

This is the SMSS committee that will be responsible for following the protocols regarding group recognition, travel and initiative funding, and/or student group funding outlined in the following SMSS Protocols. It is an SMSS standing committee as outlined in the SMSS Constitution. The Funding and Oversight Committee hereafter also referred to as “The Committee”, will have nine (9) voting members and shall be chaired by the SMSS Student Groups Coordinator (SGC), who shall vote only to break a tie.

The nine voting members include:

1. The SMSS President
2. The SMSS Vice-President Finance
3. The SMSS Vice-President Communications
4. The SMSS Vice-President Academic
5. The SMSS Vice-President Internal Sr.
6. The SMSS Vice-President Internal Jr.
7. The SMSS Vice-President External Sr.
8. The SMSS Vice-President External Jr.
9. The SMSS Vice-President Regina

The Past-President and Past-VP, Regina may sit on the committee as advisory members who are not given a vote. The minutes of the Committee shall be the responsibility of the VP Communications, who shall ensure they are made available to the Chair and committee. The minutes are considered accessible to all SMSS executive members, barring issues of individual and/or Group confidentiality (See Protocols). In the case of issues of confidentiality or transparency, the VP Communications may be required to consult with the Committee before providing minutes.

The Funding and Oversight Committee shall meet at a minimum of two (2) times over the academic year. These meetings shall occur in October (historically October 15) and April (historically April 15), following each of the two funding deadlines. Other meetings, including meetings devoted to policy restructuring, may occur throughout the Committee’s term. The responsibilities of the Funding and Oversight Committee include:

1. Assessing New and Returning Student Group applications (October only)
2. Assessing New and Returning Student Group funding requests (October only)
3. Ensuring recognized Student Groups operate within approved contexts (see protocols)
4. Assessing Student Travel Award applications (October and April)
5. Assessing Student Initiative Grant applications (October and April)
6. Restructuring the policies of the Funding and Oversight committee (as required)

VI: Protocols of the Funding and Oversight Committee and their Enforcement

The Committee is committed to upholding the SMSS mandate and equitably investing in the students of the University of Saskatchewan College of Medicine. As such, protocols shall govern this committee to ensure that it operates in a non-biased and responsible way. These protocols shall include:

1. SMSS Student Group Recognition Protocol
2. SMSS Student Group Funding Protocol
3. SMSS Student Initiative & Travel Awards Protocol

The protocols of the Committee shall be enforced by the chair of the Committee. In the event that any committee member is the applicant for an initiative- or travel award sits on the executive of a discussed group application, they will be required to leave the meeting until the discussion of that application concludes. If the member in question is the Chair (SGC), the VP Internal Sr. is appointed temporary chair for the duration of the application.

VII: Confidentiality and Transparency

The SMSS recognizes that individual confidentiality is an essential facet of a non-biased and non-discriminatory policy. Further, it is recognized that SMSS members' faithful trust is contingent on processes that are undergone in a transparent way. Therefore, the Committee will endeavor to ensure all business it conducts shall be done in strict accordance to the confidentiality and transparency sections of each protocol.

Individuals shall respect both transparency and confidentiality by consulting: the SMSS Constitution, relevant protocols, this policy, and the Committee membership at large, in that order. In most cases, the final decision regarding disclosure and transmission of information outside the committee shall fall to and be the responsibility of the SGC as the chair.

VIII: Appeals

The decisions of the SMSS Funding and Oversight Committee are binding and made in good faith between our organization and our members. However, in keeping with democratic process, these decisions are subject to appeal and subsequent review. The specifics of which are outlined in each of the Funding and Oversight Committee protocols.

IX: Roles and Responsibilities

1. SMSS Student Group Coordinator (SGC):
 - 1.1. Shall sit on the Funding and Oversight Committee as Chair.
 - 1.2. Shall communicate the decisions of the Committee to SMSS members.
 - 1.3. Shall oversee disputes and/or discipline regarding breaches of Committee policy/protocol.

X: Maintenance of Records

The records of all funding applications (Group, travel, initiative) shall be held on the SGC google account and carried over yearly. The SGC shall note the decisions of the Committee in their year-end transition documents.

XI: Resources and Contact Information

Resources:

1. SMSS Constitution.
2. Robert's Rules of Order.
3. SMSS Policy Package.
4. SMSS Student Group Recognition Protocol.
5. SMSS Student Group Funding Protocol.
6. SMSS Student Initiative & Travel Awards Protocol.

Contacts:

1. SMSS Student Group Coordinator → sgcoord@gmail.com (General Information, Primary Contact, Committee Chair)
2. SMSS Vice-President, Communications → smss.vpcommunications@gmail.com (Transparency inquiries, minutes)
3. SMSS Vice-President, Internal Sr. → smss.vpinternal@gmail.com (General information, SMSS and Governing)

XII: Review

This policy is subject to review and approval by the SMSS Council. Restructuring the Policy shall fall to the Committee itself, unless otherwise outlined by the SMSS Council. This policy is to be reviewed one year after its inception (i.e. in 2020), and every three years thereafter at minimum to ensure the document's relevance and consistency. Restructuring shall follow the same schedule, as needed.

The Committee is responsible for updating and adapting the protocols mentioned above as outlined in each respective protocol. In the interest of transparency and good governance, all changes to any protocol must be approved by the Committee members by majority vote at least one (1) month in advance of the decision meetings on October 15th and April 15th. In other words, all protocol changes for the October meeting must be approved by September 15th and all changes for the April 15th meeting must be approved by March 15th.

6.1. STUDENT GROUP PROTOCOL

I: Introduction/Preamble

The SMSS is mandated to provide academic and professional benefits to its members. The SMSS membership is not homogenous, with each member bringing individual talents to the college. The SMSS supports teamwork and cooperation between our members, faculty, and the medical community since a diversity of interests and strengths serve to benefit everyone.

SMSS members have a history of strong leadership and drive and, to help them reach more people and share the benefits such a network can provide, the SMSS itself pledges to support unique, member-run interest groups in a variety of medical fields. This support is formalized through the student group recognition process outlined in this protocol. There are many benefits available to student groups that are successful at gaining recognized status including monetary and advertising sponsorship.

The SMSS reaffirms its commitment to providing College of Medicine students with extracurricular exposure to various disciplines within the field of medicine. The SMSS pledges to ratify and award monetary compensation to deserving new and returning student interest groups who wish to provide students with high quality, extracurricular learning opportunities. All SMSS members may be eligible to apply for these awards using the standardized application form and process, outlined herein.

II: Purpose

The purpose of this protocol is to ensure that funding considerations for recognized SMSS student groups, both new and returning, are met efficiently and effectively, and are awarded in accordance to the principles of justice, equity, and equality. Furthermore, this protocol will outline the requirements of applicants/groups applying for recognized SMSS Student Group status, the review process of the applicants, the roles and responsibilities of those doing the reviews (i.e. the Committee), and the transparency of process and confidentiality rights of applicants/groups. The protocol shall also identify how appeals regarding the Committee's decisions may be made.

III: Scope

The scope of this protocol is internal to the SMSS as it will be used by the SMSS Funding and Oversight Committee (Hereafter referred to as "the Committee") which is chaired by the Student Groups Coordinator (Hereafter referred to as the "Chair").

IV: Definitions

1. Recognized SMSS Student Group (status): Refers to any body a) of 10 or more students who meet with b) a goal pertaining to medicine in mind, and c) have met the requirement of this policy and been ratified as a SMSS group for the year by the Funding and Oversight Committee.
2. Student group in good standing: Refers to a returning, previously/currently recognized student group that has committed to and upholds the requirements of recognized student groups and also has no outstanding budgetary conflicts.
3. New SMSS recognized Student Group (or New Student Group): refers to a novel group of students who work together to accomplish their group's goals and have not been recognized as a student group in the previous application cycle.
4. Returning SMSS recognized Student Group (or Returning Student Group): refers to a group of students who work together to accomplish their group's goals and have been recognized as a student group in the previous application cycle.
5. Audit: VP Finance will conduct an inspection of the group's finances at anytime during the academic year to ensure budgetary compliance.

V: New Student Group Ratification and Funding

1. All student groups recognized by the SMSS will be first ratified by the Funding and Oversight committee.
 - 1.1. Discussion of ratification will occur only at the October meeting.

- 1.2. Any group ratified will become a recognized student group one (1) week after the October meeting is held.
2. All ratified – or recognized – SMSS Student Groups will adhere to the SMSS policies and relevant governing documents. In return, they will receive the following rights and responsibilities:
 - 2.1. Right to have group events posted to the SMSS website calendar.
 - 2.2. Right to request funding from the SMSS.
 - 2.3. Right and responsibility to participate in the SMSS Student Group Fair and SMSS Student Group Roundtable Discussions
 - 2.4. Responsibility to uphold their own mandate, the mandate of the SMSS, and the College’s mandate.
 - 2.5. Responsibility to conduct group business professionally and equitably.
3. All applying student groups will be required to completely fill out and submit the New Student Group Application form (on website) to the Chair of Committee (via email) no less than one (1) week before the October meeting of the Funding and Oversight Committee occurs. The following are reasons why an application will be denied outright, without the opportunity for appeal:
 - 3.1. The application is late.
 - 3.2. The application is incomplete.
 - 3.3. The application is inaccurate or presents falsified information.
 - 3.4. The application is identical to a previously reviewed application.
4. Executive members of Student Groups may not sit as an executive member of more than two student groups.
5. Forms, especially the areas regarding uniqueness, objectives, and mission statement, will be used to determine if the new group will be ratified.
 - 5.1. New groups will be ratified by a simple majority resolution of the Committee.
6. Forms will be used to create a score, which will be used to determine the funding provided to the group.
 - 6.1. Funding will be approved, based on the scores of the committee members, by the VP Finance and Chair.
 - 6.2. E-transfers of allotted funding amounts will be sent to the new student group no more than two (2) weeks after the October meeting has occurred.
7. The Chair of Committee will be responsible for informing all applicant groups whether or not they have succeeded in being ratified no more than one (1) week following the October meeting.
 - 7.1. Successful applications will receive the following information:
 - 7.1.1. An outline of how to get SMSS funds/the funding they have received.
 - 7.1.2. An outline of further steps the group may take/upcoming important dates.
 - 7.1.3. An attachment outlining the rights and responsibilities recognized SMSS student groups are bound by and to.
 - 7.2. Unsuccessful applications will receive the following information:
 - 7.2.1. A specific request for more documentation should it be required.
 - 7.2.2. At least two areas identified by Committee members where something is missing.

VII: Returning Student Group Ratification and Funding

1. Recognition as a SMSS Student Group lasts one year. All Student Groups must recertify each year by submitting the Returning Student Group Application form to the Chair of Committee no later than one (1) week prior to the October meeting of the Funding and Oversight Committee.
 - 1.1. NOTE: The form includes both information for the year coming as well as a number of places to report on the group's activities from the last year. Both parts are considered mandatory.
2. The following are reasons why an application will be denied outright, without the opportunity for appeal:
 - 2.1. The application is late.
 - 2.2. The application is incomplete.
 - 2.3. The application is inaccurate or presents falsified information.
 - 2.4. The application is identical to a previously reviewed application.
 - 2.5. The group does not have a bank account at a local (to Saskatoon or Regina) major bank branch.
 - 2.6. NOTE: If less than one Executive member from the group failed to participate at the SMSS Student Group Roundtable Discussions, or the group failed to participate at the Student Group Fair they will automatically receive only **half or less** of the budget they request. This breach of professional responsibility may also result in denial of the application and/or denial of all funding for the year.
3. Executive members of student groups may not sit as an executive member of more than two student groups.
4. Returning groups will be ratified by a simple majority resolution of the Committee.
5. Forms will be used to create a score, which will be used to determine the funding provided to the group.
 - 5.1. If the group is requesting a budget that is \$500+ less than the budget it requested the year before, the group's budget shall be awarded in full (if the SMSS is fiscally able to do so) providing the application is fully filled out. The group will also, however, be required to comply to an audit that will investigate both the newly approved budget and the previous year's budgetary use.
 - 5.1.1. Fiscal irresponsibility, as defined by the VP Financial, found as part of this audit may impact the funding of the new budgetary request.
 - 5.2. As long as the form is fully filled out with no changes in mission statement or objectives, the group will be re-ratified.
 - 5.2.1. Ongoing issues with a group's finances or professionalism issues may result in suspended ratification.
 - 5.3. Funding will be approved, based on the scores of the committee members, by the VP Finance and Chair.
 - 5.4. E-transfers of allotted funding amounts will be sent to the new student group no more than two (2) weeks after the October meeting has occurred.
6. The Chair of Committee will be responsible for informing all applicant groups whether or not they have succeeded in being ratified no more than one (1) week following the October meeting.
 - 6.1. Successful applications will receive the following information:
 - 6.1.1. An outline of the funding they have received.
 - 6.1.2. An outline of upcoming important dates.

- 6.2. Unsuccessful applications will receive the following information:
 - 6.2.1. A specific request for more documentation should it be required.
 - 6.2.2. At least two areas identified by Committee members where something is missing.

VIII: The Use of Scores for New/Returning Student Group Funding Proposals

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1. The Committee recognizes the value of didactic lectures held by student groups but funding requests for meals (defined as food costs of \$4+/-person) at these events will only be considered for up to three (3) events or \$850 total, whichever comes first. Meal funding for events in excess of this cannot be applied for as part of the group's budget.
 - 1.1. Meal funding for group executive and/or group general meetings cannot be included in the group's budget request.
2. The Committee shall use a numerical scoring system to assess all new student group budgetary requests equally.
 - 2.1. Budgetary request scores will be compiled by the Chair, VP Finance, and VP Internal Sr.
 - 2.1.1. These will be reviewed for accuracy before the meeting by the SMSS President, VP External Sr., and VP Internal Jr., respectively.
 - 2.2. New groups will only have a single score
 - 2.3. Returning groups will have a 'previous year score' and an 'anticipated year score'
3. These scores shall be compiled into a single document by the Chair for the Committee meeting no less than a day before the meeting.
 - 3.1. The scores of each application shall be used to determine a mutually agreed upon score. This will be known as the "application's aggregate score". The Committee may wish to discuss and ask for clarification for any score. The application's aggregate scores shall be finalized by a majority resolution of the Committee (Note: This may be minuted as an informal vote or a formal motion).
 - 3.2. Scoring shall be used by the VP Finance and Chair to rank applications. They shall award funding with attention paid to the limitations of funding available during each funding cycle as well as the aggregate score decided upon by the majority of the Committee.
 - 3.3. An applicant shall never receive a larger percentage of their requested funding than an applicant whose aggregate score is higher than theirs. This shall ensure that an applicant's need for funding is balanced within the limits of the SMSS total funding.
4. The Committee as a whole may decide that an expense cited on the group's budget does not fit the criteria or spirit of funding (e.g. An extra cost for meals at meetings; an extra cost to bring in a specialist on an obscure part of a medical field not provided in Saskatchewan).
 - 4.1. In these cases, the committee may vote to adjust the funding request of an application and then create an aggregate score for the application.
 - 4.2. Successful applicants who have had their applications modified in this way shall be notified by the chair but, due to the size of the budget and the review time already committed by the Committee, appealing this decision shall not be allowed.
5. Following the adjournment of the meeting, the VP Finance and Chair will document the requested funding of-, aggregate score of-, and percentage of funding to be allotted to each group.
 - 5.1. This will be completed and emailed to the Committee members within a week of the meeting.

- 5.2. Should any member request a change to the breakdown of funding, the Chair shall convene the Committee to discuss and decide on the change (using a simple majority resolution).
 - 5.2.1. Members may not request a change to the funding allotment of any group of which they are an executive member.
- 5.3. Should no member request a change within 24 hours of the final breakdown being sent, it will be considered finalized and the VP Finance shall begin fulfilling the allotments.
6. See section X for a breakdown of the New and the Returning Student Group score criteria.

IX: Audits and Outcomes with Regards to Funding

1. Student groups are required to comply with any audit request from the SMSS VP Finance.
2. Student groups should seek to have consistently updated financial records that they should be able to produce in a case of an audit within a week (7 days).
3. Student groups that fail to comply with audit requests or are found to have been fiscally irresponsible as part of an audit investigation shall be required to repay their budget for the current academic year to the SMSS by Nov 1 of that year and will furthermore be disallowed from requesting financial compensation from the SMSS for a period of one (1) year.

X: Assessment Rubric (Used by Chair and VP Finance)

1. Returning Student Groups – anticipated year score

1.1 Mission Statement	0	1
<i>The mission statement is a student group's reason for requesting funds.</i>	<ul style="list-style-type: none"> - The mission statement is missing or does not fit within the SMSS' mandate - The mission statement is not reflected in the funding requests of the group 	<ul style="list-style-type: none"> - The mission statement is clear, concise, and fits within the SMSS' and group mandates - The funding requests are congruent with the mission statement - The mission statement highlights the unique nature of the student group

1.2 Inclusivity	0	1
<i>Regards the group's ability to deliver quality benefits to students studying in both Saskatoon and Regina (and at other sites).</i>	<ul style="list-style-type: none"> - All events planned are based in either Regina or Saskatoon (note: teleconferencing with the other site is not regarded as basing an event in both sites) when they could benefit all students equally 	<ul style="list-style-type: none"> - Events that can benefit both campuses are appropriately teleconferenced, AND - At least one event is held primarily (i.e. in person) at each site

BONUS: The club will gain a +1 bonus points if at least 33% of their current executive are in Regina.

1.3 External funding resources	0	1
<i>Regards the group's dedication to seeking funding effectively and efficiently by taking</i>	<ul style="list-style-type: none"> - No funding was sought 	<ul style="list-style-type: none"> - Funding was sought, regardless of success, outside the SMSS funding, AND

<i>factors both internal and external to the SMSS into consideration.</i>	beyond SMSS funding	- The process regarding this attempt was outlined in the application
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NOTE: A group may include currently sought/pending external funding as part of their event breakdown. This will be regarding in the funding cycle the same as approved/rejected external funding. However, it should be noted that the external funding was sought and will have to be reflected in the following year's student group budget reflection. Failing to do so will cause the group to be deemed fiscally irresponsible and subject to penalization in the historic assessment section and beyond.

1.4 Budgetary assessment	0	1
<i>Regards the budget for the current funding cycle – i.e. the group projections and associated funding request.</i>	<ul style="list-style-type: none"> - The budget does not reflect the events and/or mission statement of the group or SMSS mandate, AND - The budget does not follow the guidelines below (see “Other - Budget”) 	<ul style="list-style-type: none"> - The budget is complete and fulfils the outlines covered below (see “Other - Budget”), AND - The budget reflects the group’s mission statement and the SMSS mandate

Event/Attendance: This assessment is based on two criteria: The quality of events and number of events held. They are broken into the following categories:

Events/ Attendance	Level 1	Level 2	Level 3	Level 4	Level 5
<i>Didactic talk</i>	<p>A lunchtime - talk with a very narrow focus.</p> <p>Anticipated to attract less than 29 people</p>	<p>A lunchtime-talk with a broad focus.</p> <p>Anticipated to attract 30-49 people</p>	<p>A lunchtime-talk with a broad focus and “high demand” speaker.</p> <p>Anticipated to attract 50+ people</p>		
<i>Panel Discussion/ Professional Interaction</i>		<p>A talk with 2-3 practicing professionals. A question/ answer session is held concurrently.</p> <p>Anticipated to attract between 15-29 people</p>	<p>A talk with 2-3 practicing professionals. Anticipated to attract between 30+ people; OR</p> <p>A talk with 4+ professions attracting 15-29 people.</p>	<p>A talk with 4+ professional attracting 30+ people.</p>	

<i>Skills night/Dinner /Meet and Greet</i>			A single meet-and-greet (co-hosted with a professional group) or skill session designed for 10+ people lasting at least 2 hours	A skills night with multiple sessions designed to accommodate over 20 people and lasting a total of 2.5+ hours	
<i>Conference</i>				A conference event/ day hosted by the group and other SMSS student groups lasting at least 2 hours. (Attendance variable)	A conference event/day hosted by the student group and a professional group lasting at least 2.5 hours.

Example: two Level 2 didactic talks, a level 2 panel discussion, and participation at a level 5 conference would equal a quality score of 11.

Quality Score (summed from above)	Poor (1 point overall)	Fair (2 points overall)	Average (3 points overall)	Great (4 points overall)	Outstanding (5 points overall)
To calculate: - Take all numerical values from the Events/Attendance chart and sum.	Range up to 5	Range of 6 – 12	Range of 13 – 22	Range of 23 - 34	Range of 35+

Example: A quality score of 11 is worth 2 points in the Events and Attendance section. A score of 26 is worth 4 points in the Events and Attendance section.

2. Returning Student Groups – Previous year score

2.1. Previous events and attendance (5 possible points)

2.1.1. Based on the previous year’s events and attendance usage. Scored using the same rubric as above.

3. New Student Groups – Anticipated Year Score

3.1. Calculated in the same style as 1.1-1.6 above

3.2 Overall feasibility assessment	0	1	2
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<i>Regards the confidence level of the assessor in relation to the group's ability to achieve their goals in the first year with group status.</i>	<ul style="list-style-type: none"> - Some aspects of application are missing or subpar - Group does not take on enough events to be viable long term, OR - Group's goals are too unachievable in first year 	<ul style="list-style-type: none"> - The application is complete with adequate descriptions regarding events to be held and aligning budget requests - Group's goals are reachable 	<ul style="list-style-type: none"> - The application is complete and good descriptions qualifying statements are present for events - The group's goals are ambitious but attainable based on membership
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4. Other – Budget

- 4.1. The budget request must describe specifically what requested money is expected to be spent on as well as a total cost for each event and overall budget for the student group.
- 4.2. For the purposes of equality across student groups we have allocated certain amounts of funds to “frequent events”:

 - 4.2.1. Skills Night - Maximum total (\$650) – with a maximum of \$250 for food
 - 4.2.2. Speaker Gifts – Maximum \$25 per speaker
 - 4.2.3. Snacks during presentation (i.e. <\$4/person) – Maximum \$50
 - 4.2.4. Lunch during Presentation (i.e. > \$4/person) – Maximum \$300

- 4.3. If you anticipate your event requiring more funding for events mentioned above, please include justification in the additional information section below.

XI: Revocation of Recognized SMSS Student Group Status

- 1. The Committee reserves the right to revoke SMSS Student Group status following any of the following:
 - 1.1. A breach of professionalism by the offending student group.
 - 1.2. Continuous fiscal irresponsibility or inappropriate budgeting.
- 2. To revoke status the Committee shall adhere to the following protocol:
 - 2.1. The Chair of Committee shall, upon hearing a complaint made against a recognized SMSS Student group, assemble the Committee membership in no more than one (1) week since the incident is first brought to their attention.
 - 2.2. The Chair shall contact the student group in question and ask for their story regarding the incident.
 - 2.3. The Chair shall further provide all members of the Committee with details of the incident including as many/both/all perspectives possible.
 - 2.4. The Chair may, at their discretion, invite the president (or equivalent) of the student group in question to speak to/answer the questions of the Committee. The Committee shall hear this testimony in in-camera session.
 - 2.5. The Chair may, at their discretion, invite the person who identified the student group in question to speak to/answer the questions of the Committee. The Committee shall hear this testimony in in-camera session.
 - 2.6. The committee shall, by secret ballot, decide whether to revoke the status of the student group.
 - 2.6.1. Status will be revoked by a simple majority resolution.
 - 2.7. Should status be revoked, the student group can not apply for recognized SMSS Student Group status for three (3) years.

- 2.8. Regardless of the outcome of the meeting, the Chair shall correspond the Committee's decision to the student group in question as well as any complainants who brought the incident to the Committee's attention.
3. Revocation of status is not subject to Committee appeal. Representatives from clubs who have had their status revoked may ask for the incident to be reviewed by the SMSS council. Such a request shall be granted at the discretion of the SMSS President (Chair of SMSS Council). If required to do so, the SMSS council shall follow the same protocol as the Committee with the Chair of Council in place of the Chair of Committee.
4. The Committee shall treat all incidents regarding revocation of status seriously and with utmost confidentiality.
 - 4.1. The same will be expected of all persons involved in the revocation process. Committee members and SMSS members in violation (e.g rumour spreading, etc.) shall be held accountable (See SMSS Accountability Policy) and may be referred to the UGME office for a breach of professionalism.

XII: Confidentiality and Transparency

The SMSS reaffirms its commitment to individual confidentiality as part of an unbiased process as well as our organization's responsibilities of fair conduct and the transparency we owe our membership.

Confidentiality shall be addressed in the following ways:

1. The members of the Committee agree to keep information discussed as part of the scoring process confidential.
2. The Committee meeting minutes and discussions shall be considered closed with communications to general members being the responsibility of the Chair and, in a limited manner, the VP Finance (as part of the SMSS budget declarations).
3. Appeals shall be handled in a confidential manner. Confidentiality will be expected from both Committee membership and the appealing applicant during the appeal process.

Transparency shall be addressed in the following ways:

1. Following the Committee's decisions, a list of total funding amounts shall be made accessible to general members. This will occur no later than one (1) month after the decisions are finalized.
2. This protocol, as well as all relevant information regarding applications, shall be made permanently available to general members on the SMSS website.

XIII: Appeals

Appeals are made by applicants directly to the Chair of the Committee (the SGC). Appeals are considered formal documents and, as such, the process is clearly outlined below.

1. Requirements:
 - 1.1. Appeals shall be handled in a confidential and unbiased way. Applying for an appeal, regardless of the final decision, should not deter an applicant from applying for funding in the future for a separate reason.

- 1.2. Appealing applicants should be aware that an appeal can result in the awarding of funds, the revocation of funds, or no change to group funding.
- 1.3. Applicants wishing to appeal are required to email the Chair with the following:
 - 1.3.1. The applicant's name and contact information.
 - 1.3.2. Identification of which application is to be appealed.
 - 1.3.3. The amount of funding requested of the Committee.
 - 1.3.4. The amount of funding provided by the Committee's decision.
 - 1.3.5. Relevant and/or supporting information.
 - 1.3.6. Applicant's desired outcome.
 - 1.3.7. Any communique from the Chair.
2. Process:
 - 2.1.1. The Applicant shall provide the Chair with the above requirements via email. The appeal must be applied for within 30 days of the email being sent out.
 - 2.1.2. The Chair shall convene the Committee no later than two (2) weeks after the appeal letter is received. All appeals will be discussed by the Committee.
 - 2.1.3. If the Committee requires a hearing to further discuss the appeal or documentation, the Chair may invite the applicant/group representative to speak to the Committee.
 - 2.1.4. The Committee's discussions and final decision regarding the appeal shall be conveyed by the Chair in a formal letter to the applicant no more than one (1) week after the appeal decision is rendered.

XIV: Roles and Responsibilities

1. SMSS Student Groups Coordinator (SGC)
 - 1.1. Chair the Committee
 - 1.2. Receive and distribute student group applications to Committee members in accordance with this protocol
 - 1.3. Counsel potential applicants regarding their applications and interpretation of this protocol as requested
 - 1.4. Communicate decisions of the Committee to applicants/groups, regardless of application success
 - 1.5. Maintain records in accordance with this protocol
 - 1.6. Mediate disputes between student groups and other student groups, the Committee, or the SMSS. This responsibility may at times overlap with that of the SMSS VP Internal, in which case the positions are to coordinate to find an outcome mutually agreeable to all parties

XV: Maintenance of Records

The Chair of the Committee shall hold all received applications and communiques (original and de-identified applications, email exchanges, etc.) on the SMSS SGC account from the time they are received, throughout the student group funding process, and for a period of two (2) years after a decision regarding student group status is made. Once the Committee has decided upon applications, only the SGC (Chair), VP Finance, and individuals outlined on the group's application (or their positions' successors) are able to request access to the records.

This may be subject to change in the case of a decision appeal or unidentified extenuating circumstances. The applications and all documents on file for an approved student group will be curated by the SGC throughout the year for use the following year when the group applies for status as a returning group.

XVI: Resources and Contact Information

Resources:

1. SMSS Policy: The SMSS Funding and Oversight Committee
2. SMSS Constitution
3. Robert's Rules of Order

Contacts:

1. SMSS Student Group Coordinator → sgcoord@gmail.com (General Information, Primary Contact, Committee Chair)
2. SMSS Vice-President, Communications → smss.vpcommunications@gmail.com (Transparency inquiries)
3. SMSS Vice-President, Internal (Sr) → smss.vpinternal@gmail.com (General information, SMSS and Governing)

XVII: Review

This protocol is subject to review and approval by the SMSS Council. Restructuring the protocol shall fall to the SMSS Funding and Oversight Committee, unless otherwise outlined by the SMSS Council. This protocol is to be reviewed one year after its inception (i.e. in 2020), and every three years thereafter (i.e. 2023, 2026, 2029, etc.). Restructuring shall follow the same schedule, as needed.

6.2. STUDENT TRAVEL AWARD PROTOCOL

I: Introduction/Preamble

The SMSS will consider awards for professional travel compensation and student initiative awards twice yearly. This protocol shall outline the unbiased, confidential process by which applications for these awards are discussed, scored, and endowed. The SMSS committee responsible for awarding the Student Travel Awards shall be the SMSS Funding and Oversight Committee and it, therefore, shall utilize this protocol. The Student Travel Awards are to help students attend conferences and other learning opportunities to enhance the clinical, research, and professional skills that will benefit them in their future medical practices.

II: Purpose

1. The purpose of this protocol is to outline:
 - 1.1. The requirements of applicants applying for Student Travel Awards, and;
 - 1.2. The scoring process of the applicants, and;
 - 1.3. The roles and responsibilities of those doing the scoring and;
 - 1.4. The transparency of process and confidentiality rights of applicants.

1.5. How appeals to the Committee's decisions may be made.

III: Scope

The scope of this protocol is entirely internal to the SMSS - involving our members (applicants) and Committee members. The protocol is intended for use by- and governance over the SMSS Funding and Oversight Committee.

IV: Definitions

1. *Student Travel Award*: Refers to the monetary compensation with the expressed purpose being that the compensation is to be used only to lower the costs incurred related to travelling to conferences, etc.
2. *Conference*: Refers to a formal meeting of academics interested in discussing a specific area of medical knowledge. Such meetings can be public, private, sponsored, etc.
3. *CME Accredited/Accreditation*: Refers to an event that is recognized by the Accreditation Council of Continuing Medical Education.
4. *Presenter/Presented/Presentation*: Refers to the imparting of learned information to one or more people. A member-applicant is considered a presenter if they are sharing information as an individual or part of a group. Forms of accepted presentations include but are not limited to: manned poster presentations, academic lecture/talks (Oral presentations), paper presentations, etc.
5. *Student Group Support/Affiliation*: Refers to any SMSS recognized Student Group the member-applicant belongs to that supports the member-applicant's reason for applying for a Student Travel Award. For example, a member-applicant who belongs to a pediatrics-based student group can list that group on their application to attend a pediatrics learning event.
6. *External Funds/Fundraising*: Refers to funds requested and/or provided by groups not associated with the SMSS. All fundraising requests, regardless of whether funding was received, should be included.
7. *Documentation*: Refers to evidence supporting an applicant's claims. These include letters, emails, releases, etc. and are used by the Committee to validate the authenticity of all applications.

V: Protocol

1. Student Travel Award applications are considered twice an academic year by the Committee. The decision meetings occur after the Chair, VP Finance, and VP Internal Sr. have individually scored de-identified applications.
 - 1.1. The scores will be reviewed by the SMSS President, VP External Sr, and VP Internal Jr., respectively, before the meeting.
 - 1.2. There are two deadline dates for Student Travel Award applications.
 - 1.2.1. Events taking place between October 1 and following May 31 can be applied for by October 15th. Events taking place between April 1st and

following November 31st can to be applied for by April 15th. Event occurring in the months of October, November, April or May can be applied for in either of the two (2) funding cycles.

- 1.2.2. Students are eligible to be awarded funding from the SMSS only once every two (2) cycles - i.e. non-consecutively.

- 1.2.2.1. See rubric for example

- 1.3. Applications must be sent to the Chair of the Committee (the SMSS Student Groups Coordinator) who shall serve as the applicant's primary contact person. This is done via the SMSS website.
- 1.4. As per 1.2, the deadline for the fall term Student Travel Awards is October 15th and the decision meeting will occur before the end of October. Applicants should expect to receive feedback from the Chair by the first week of November. Compensation, if successful, will be awarded following the submission of receipts following travel.
- 1.5. As per 1.2, the deadline for the winter term Student Travel Awards is April 15th and the decision meeting will occur before the end of April. Applicants should expect to receive feedback from the Student Groups Coordinator (SGC) by the first week of May and compensation, if successful, will be awarded following the submission of receipts following travel.
- 1.6. With regards to compensation:
 - 1.6.1. Expenses must be fully documented with receipts provided, and appropriate Travel Funding Forms submitted as per the SMSS Travel Policy (available at www.saskmedstudents.com).
 - 1.6.2. Compensation shall be made in the form of e-transfer or cheque.
 - 1.6.3. If amounts used to calculate the budget are deemed to be too high, the SMSS has the authority to modify existing amounts to per diems set by the University of Saskatchewan

2. *Application Requirements for Applying Members*

- 2.1. In order to award limited funding fairly, such that the most promising experiences are supported, the following pieces of information will be required from every applicant. Applicants are also asked to include all relevant and requested documentation at the time of application submission. Incomplete applications may be subject to consequences, including an impact on scoring and/or dismissal by the Committee.
- 2.2. An unaltered, SMSS application form should be utilized. ALL applications shall require:
 - 2.2.1. General Information:
 - 2.2.1.1. The Applicant's name
 - 2.2.1.2. The Applicant's student number
 - 2.2.1.3. The Applicant's NSID

- 2.2.1.4. The Applicant's year (I, II, III, or IV)
 - 2.2.1.5. A contact email address
 - 2.2.1.6. A contact phone number
 - 2.2.1.7. A home address and associated information (e.g. P.O. box, etc.)
 - 2.2.2. Event/Activity Information:
 - 2.2.2.1. Event's Title
 - 2.2.2.2. Event's Medical Discipline
 - 2.2.2.3. Event's Location
 - 2.2.2.4. Event's Duration
 - 2.2.2.5. Event's CME Accreditation status
 - 2.2.2.6. Applicant's role at the event
 - 2.2.2.7. Statement regarding the applicant's attendance at the following Research Symposium
 - 2.2.2.7.1. NOTE: The applicant should contact the VP Academic to arrange this. The VP Academic will confirm that it has been discussed during the application's review.
 - 2.2.3. Budgetary Information:
 - 2.2.3.1. Status regarding external fundraising and whether funding has been received
 - 2.2.3.2. Expected expenses
 - 2.2.3.3. Funding Request (NOTE: The Committee shall not award an applicant funding beyond that which is requested)
 - 2.3. Required documentation includes:
 - 2.3.1. Student Group Association (I.E. Signature of Support from Student Group Executive)
 - 2.3.2. Event's CME Accreditation status (e.g. conference advertisement, correspondence, etc.)
 - 2.3.3. External funding documentation
 - 2.3.4. Relevance concerning ongoing projects
 - 2.3.5. Statement regarding previous SMSS funding requests
 - 2.4. To enhance their application and further outline the travel's benefits for the Committee's membership, applicants are also required to answer a number of short questions regarding the travel for which they are requesting funding.
 - 2.5. The application, as a formal funding request document, requires a dated signature. Failing to provide a handwritten signature will cause an application to immediately be discarded without the option for appeal.
3. *Responsibilities of the Committee and Helpful Resources*
- 3.1. SMSS Funding and Oversight Committee members are required to have a working understanding of how Student Travel Awards are scored and awarded. In

other words, they are expected to familiarize themselves with this protocol. The Committee Chair can also be used as a resource.

- 3.2. It is expected that the members assign their scores for each application and send them to the Chair at least one (1) day before the decision meeting, which will provide the Chair with time to summarize the scores.
- 3.3. To remain unbiased and optimize the fairness of the application process, members are required to only score an application on the information provided in the application and its supporting documents. A member who fails to do this has violated the confidentiality and transparency section of this protocol and may be subject to disciplinary action in accordance with *Robert's Rules of Order*, at the discretion of the Chair.
- 3.4. Committee members who are themselves applicants for Student Travel Awards are barred from scoring their own applications. They are required to identify when the committee considers their application and remove themselves from the meeting while their application is discussed. The rest of the Committee membership must, to the best of their ability, treat the application the same as all other applications (i.e. bias in favour of or in opposition to the Committee member's application is not to be tolerated).

4. *Scoring of Applications*

- 4.1. The same members shall all individually score each application following the template indicated in this protocol. These scores shall be compiled into a single document by the Chair and discussed at the Committee decision meeting.
- 4.2. The scores of each application supplied by Committee members shall be used to determine a mutually agreed upon score. This will be known as the "application's aggregate score" and it shall be decided through a majority decision of the Committee. (Note: This may be minuted as an informal vote or a formal motion)
- 4.3. Scoring shall be used to help the Committee rank applications. Funding should be awarded following discussion within the Committee. The committee shall award funding with attention paid to the limitations during each funding cycle.
- 4.4. An applicant shall never receive a larger **percentage** of their requested funding than an applicant whose aggregate score is higher than theirs. This shall ensure that an applicant's need for funding is balanced within the limits of the SMSS total funding (i.e. need of applicants vs the limitations of total available funds). Consider the following example:
 - 4.4.1. Application A has an aggregate score of 10/13 and the funding request is for \$1000. Application B has an aggregate score of 8/13 and the funding request is for \$1500. The Committee is decided to fund 80% of Application A's request (i.e. \$800). Since Application B's aggregate score is lower than Application A's, the Committee decides to fund 60% of Application B's request (\$900). In other words, Applicant A will only

have to cover 20% (\$200) of their travel costs while Applicant B will have to cover 40% (\$600) of their travel costs.

- 4.5. The Committee as a whole may decide that an expense cited on an application does not fit the criteria or spirit of Student Travel Awards. In these cases, the committee may vote to adjust the funding request of an application and then individually rescore (and create an aggregate score using those scores for) the application. Successful applicants who have had their applications modified in this way shall be notified by the chair as to the changes and given the chance to appeal the Committee’s decision by providing documented reasons for why their original application should be reconsidered.

5. *Feedback and Award Endowment*

- 5.1. Following the cycle’s Student Travel Award decision meeting, the Chair shall contact applicants. The Chair shall:
 - 5.1.1. Outline if the application was successful.
 - 5.1.2. Outline the percentage of the funding request that shall be fulfilled (in dollar amounts).
 - 5.1.3. If the application was not successful, at least one reason why the Committee decided not to fund the application (e.g. it was an incomplete application, the application was not signed, etc.).
 - 5.1.4. If the application was not successful or if the application was modified, outline how the applicant can appeal the Committee’s decision.
 - 5.1.5. Outline when the applicant should expect to receive funding
- 5.2. The SGC shall collect all relevant supporting documents (including receipts and travel expense claim forms) from award recipients, and submit these to the VP Finance to facilitate transfer of funds.
- 5.3. An applicant who has to withdraw from the research symposium must contact the Chair as soon as possible. The Chair will inform the applicant of the consequences, which may include but are not limited to lowering the amount of money awarded, requiring part of funding to be returned, or refusal to accept future applications from the applicant.

6. *Score Breakdown*

Criteria	Points	
CME Accredited	Y = 1	N = 0
Attending = 0 Poster = 1 Oral presentation and invited to present poster = 2 Invited to present lecture = 3		

Other funding sought (external)	Y = 1	N = 0
Student group support	Y = 1	N = 0
Ongoing project	Y = 1	N = 0
Previous funding awarded for travel (by the SMSS)	Y = 0 ^a	N = 1
Have arranged to present their experience at the conference symposium ^b	Y = 1	N = 0
Write-up:	0-4	
Activity clearly outlined		
Educational value explained		
Value for student body explained		
Benefit to College of Medicine explained		
Total		/13

- a. Example: if you apply and win an award in the Spring 2018 cycle, you cannot apply for the Fall 2018 cycle but can be applied for in the Spring 2019 cycle
- b. VP Academic will confirm your attendance
 - i. Please note that attendance implies that you'll be presenting. Failure to present will result in penalties outlined in 5.3 of section V.

Disqualification:

Students whose applications have been disqualified are not eligible to reapply for the same travel opportunity for that same academic year. Students who have had applications disqualified are eligible to apply for Student Travel Awards in the future for other travel opportunities. The Committee can disqualify an application for the following reasons:

- Applicant is disrespectful or unprofessional on the application answers (this includes inappropriate language)
- If applicant altered the form in any way (deleted questions), used the wrong form (ie. outdated), or handed in an incomplete form
- If applicant does not disclose other funding received for event/conference or activity
- An applicant grossly overestimates their expenses claim or neglects to mention external funding
- Consecutive award and application

VI: Confidentiality and Transparency

1. *Overview:* The SMSS reaffirms its commitment to individual confidentiality as part of an unbiased process as well as our organization's responsibilities of fair conduct and the transparency we owe our membership.

1.1. Confidentiality shall be addressed in the following ways:

- 1.1.1. The "General Information" section of each application shall be de-identified to limit personal or professional bias. Thus, each application will be judged on merit alone.

- 1.1.2. The members of the Committee agree to keep information discussed as part of the scoring process confidential. The Committee meeting minutes and discussions shall be considered closed with communications to general members being the responsibility of the Chair and, in a limited manner, the VP Finance (as part of the SMSS budget declarations).
- 1.1.3. Appeals shall be handled in a confidential manner. Confidentiality will be expected from both Committee membership and the appealing applicant during the appeal process.
- 1.2. Transparency shall be addressed in the following ways:
 - 1.2.1. Funding award amounts and recipients will be published on the SMSS webpage by the SGC. This will occur no later than one (1) month after the decisions are finalized.
 - 1.2.2. This protocol, as well as all relevant information regarding applications, shall be made available to general members for reference.

VII: Appeals

1. *Background:* Appeals are made by applicants directly to the Chair of the Committee (the SGC). Appeals are considered formal requests and, as such, the process is clearly outlined below. The types of appeals that shall be considered, as well as the requirements that must be fulfilled by the applicant before an appeal is considered, are outlined below.
2. *Types of Appeals:* Regardless of the type of appeal, the process shall be the same.
 - 2.1. General Appeal: Most appeals will be general appeals. These include but are not limited to appeals for incomplete applications or unfunded applications.
 - 2.2. Modified Application Appeal: An appeal to the Committee's decision to modify the application funding request. These appeals are more rare.
3. *Process and Requirements:*
 - 3.1. Appeals shall be handled in a confidential and unbiased way. Applying for an appeal, regardless of the final decision, should not deter an applicant from applying for funding in the future for a separate event.
 - 3.2. Appealing applicants should be aware that an appeal can result in an increase in funding, decrease in funding, or no change.
 - 3.3. Applicants wishing to appeal are required to complete the following:
 - 3.3.1. The applicant's name and contact information
 - 3.3.2. Identification of which application is to be appealed
 - 3.3.3. The amount of funding requested of the Committee
 - 3.3.4. The amount of funding provided by the Committee's decision
 - 3.3.5. Relevant and/or supporting information
 - 3.3.6. Applicant's desired outcome
 - 3.3.7. The communique from the Chair should be included
 - 3.4. The Process of an appeal shall follow the outline below:

- 3.4.1. The Applicant shall provide the Chair with the above requirements.
- 3.4.2. The Chair shall convene the Committee no later than two (2) weeks after the appeal letter is received. All appeals will be discussed by the Committee.
- 3.4.3. If the Committee requires a hearing to further discuss the appeal or documentation, the Chair may invite the applicant to speak to the Committee. These discussions shall be considered extremely confidential and shall never be minuted.
- 3.4.4. The Committee’s discussions and final decision regarding the appeal shall be conveyed by the Chair in a formal letter to the applicant no more than one (1) week after the appeal decision is rendered.

VIII: Maintenance of Records

The Chair of the Committee shall hold all received applications and communiques (original and de-identified applications, email exchanges, etc.) on the SMSS SGC account from the time they are received, throughout the awarding process, and for a maximum of one (1) year after a decision regarding compensation is made. Once the Committee has made a decision regarding applications only the SGC (Chair), VP Finance, and individual applicants are able to request access to the records. This may be subject to change in the case of a decision appeal or unidentified extenuating circumstances.

IX: Resources and Contact Information

Resources:

- 1. *SMSS Policy: The SMSS Funding and Oversight Committee*
- 2. *SMSS Constitution*
- 3. *Robert’s Rules of Order*

Contacts:

- 1. SMSS Student Group Coordinator -> sgcoord@gmail.com (General Information, Primary Contact, Committee Chair)
- 2. SMSS Vice-President, Communications -> smss.vpcommunications@gmail.com (Transparency inquiries)
- 3. SMSS Vice-President, Internal (Sr) -> smss.vpinternal@gmail.com (General information, SMSS and Governing)

X: Review

This protocol is subject to review and approval by the SMSS Council. Restructuring the protocol shall fall to the SMSS Funding and Oversight Committee, unless otherwise outlined by the SMSS Council. This protocol is to be reviewed one year after its inception (i.e. in 2019), and every three years thereafter (i.e. 2022, 2025, 2028, etc.). Restructuring shall follow the same schedule, as needed.

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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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