POLICIES OF THE

STUDENT MEDICAL SOCIETY OF SASKATCHEWAN (SMSS)

1. **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 the outgoing officer'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 alleger 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 alleger, 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. shall not release the name of the alleger 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 alleger and the Officer regarding the decision. NOTE: The VP Internal Sr. is still not required to give the name of the alleger 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 alleger 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 2019.

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

1. SMSS ELECTIONS POLICY

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I. Purpose

This policy will govern all SMSS elections and special elections. It will be enacted twice a year, at minimum and will be executed by the SMSS VP Internal (Sr.). A subcommittee of the internal division may be struck every 3 years to review and amend this policy.

II. Enactment

1. Using the guidelines in the "Elections Format", an election will be called by the SMSS VP Internal.
    1.1. SMSS members shall be notified via email by their class representatives and on select media platforms by the VP Internal.
    1.2. The notification of elections with occur at least fourteen business days before election day.
2. The first notification email to members will include:
    2.1. Descriptions of each position up for election and a link to more information on role/responsibilities on the SMSS website.
    2.2. Contact information for a current or previous officer of each position, for those interested in each position.
    2.3. Information on the resources interested candidates must submit.
    2.4. The date when self-nominations are due for submission.
        2.4.1. All submissions are to be sent to the VP Internal at smss.vpinternal@gmail.com.
        2.4.2. Self-nomination period must be at least three business days long.
3. The second notification email to members will include:
    3.1. A link to the SMSS website and/or compiled document where the personal statements submitted by applicants may be viewed.
    3.2. Dates and times when voting will open and close.
4. If required, a third notification email to members concerning speeches will include:
    4.1. Date, time, and location of the speeches
    4.2. Who will be speaking and the position for which they are nominated
    4.3. A reminder of when voting will open and close.
5. The voting survey will be released to all members directly via email link.
6. The final notification email to members, distributed through the Class Reps, will include:
    6.1. The results of the election and names of those elected and their position
7. In the event that an election is uncontested (only one person is running), their personal statement will be posted as normal. No speech will be required regardless of the position they are running for.
    7.1 For the election survey of an unopposed candidate, the ballot must reflect a confidence vote. See below for ballot structure: :
        7.1.1. "For the role of SMSS [position], I am confident Candidate A can fullfill the role of Xr…"
            7.1.1.1. "Yes"
            7.1.1.2. "No"
            7.1.1.3 "Abstain"

7.2. Unopposed candidates must attain at least 50% of votes cast as being YES. In the event that a candidate receives a combined total of NO and Abstain greater than 50%, this is deemed non-confidence, the position is considered vacant (see vacancy). .

III. Policy

1. There will be a fall election cycle (held in August/September) and a spring election cycle (held in March). The Sr. VP Internal shall call these election cycles in collaboration with the rest of the SMSS Executive Council.
    1.1. No student group elections may occur in August before the SMSS elections, nor in April before the SMSS elections are completed.
2. The Fall election will consist of two rounds:
    2.1. Round A: election of the first year Class representatives
    2.2. Round B: Election of SMSS Executive positions (Jr. VPs Academic, External, and Internal)
    2.3. Round C: Election of SMSS Council and Auxiliary Positions (Jr. Fundraising, Jr. Sports, Jr. GAAC, Jr. GHL, Jr. GHA, Jr. SCG, Jr HSSA, Research Rep).
3. The Spring election with consist of three rounds:
    3.1. Round 1: SMSS President, VP Regina
    3.2. Round 2: Regina-Saskatoon Liaison, Regina Social Rep., Saskatoon Social Rep., Wellness Rep, VP Communications, VP Finance,
    3.3. Round 3: Class representatives for years 2-4.
    3.4. Note that the USSU representative is elected in spring USSU elections and serves a one year term beginning on May 1.
4. Nomination period for each position must last a minimum of three days (72 hours).
5. Election speeches will be held for all Executive positions as well as the Jr. GAAC and Jr SGC
    5.1. Speeches will occur over lunch hours and be moderated and coordinated by the Sr. VP Internal or their designate.
        5.1.1. The Sr. VP Internal will publicize the speeches on the SMSS website and via emails to Class representatives no less than 3 days before they occur.
        5.1.2 There will be a minimum of 2 separate lunch hours scheduled and advertised for speeches in Rounds B and C. The second scheduled day may be omitted if not required.
    5.2. Candidates will be informed by email and/or through social media platforms at least 24 hours before speeches of the order they will give their speeches and no candidate will be allowed to observe another candidate's speech or subsequent question period.
    5.3. Speeches will be a maximum of 3 minutes with 3 minutes for questions from sitting executive members in the audience.
        5.3.1. Note that students may approach the executive members before speeches begin and request specific questions be asked. This stipulation is put in place to ensure all candidates are asked the same questions. Special considerations may be made at the discretion of the Sr. VP Internal.
    5.4. No more than 5 candidates will speak during a single lunch hour. Speeches may occur over more than one lunch hour and should be structured as evenly over the multiple days as possible.
    5.5. Voting will open no more than 24 hours after the last speech is made.

6. Personal statements will be required from each nominee for an SMSS position.
    6.1. A STRICT 450 word limit will be enforced. Those failing to meet the criteria will have their statement cut-off at the 450 word limit and the statement will be posted as such.
    6.2. Personal statements may be sent to the Sr. VP Internal with a note of self-nomination via email or be collected via the VP Internal through an online form
    6.3. Late submissions will not be considered.
    6.4. Statements will be posted to the SMSS Website no less than 12 hours before voting on the related positions commences.
7. Should no nominees present themselves for an elected position, the position may be filled at the discretion of the SMSS Executive Council.
8. A by-election may be called at the discretion of the SMSS Executive council in the case that any SMSS position becomes vacant.
    8.1. The process for by-elections should follow that of the other SMSS elections.
    8.2. Candidates will be required to submit a 450 word statement. No speeches will be held.
    8.3. Should no nominees present themselves, the SMSS Executive may attempt to appoint the position.

IV.   Procedures

1. All SMSS elections run by the VP Internal Sr will be entirely electronic (via an online survey system such as Survey Monkey) and shall be either a majority vote, that accounts for a tie margin, or a ranked and weighted voting system that reflects an election where the number of candidates running for a position is n+1, where n > 2.
    1.1 Ex. If there are n=1 positions and 2 people running, there will be a majority vote, if there are n = 1 positions available, and 3 people running, there must be a ranked and weighted vote. If there are n =2 positions and 3 people running, there must be a ranked and weighted vote. .
    1.2 An example of a ranked and weighted voting system (Survey Monkey) is outlined Below:

Average Ranking

i.   Ranking questions calculate the average ranking for each answer choice so you can determine which answer choice was most preferred overall. The answer choice with the largest average ranking is the most preferred choice.

ii.   The average ranking is calculated as follows, where:

w = weight of ranked position

x = response count for answer choice

$$\frac{x_1w_1 + x_2w_2 + x_3w_3 \ldots x_nw_n}{\text{Total response count}}$$

iii. Weights are applied in reverse. In other words, the respondent's most preferred choice (which they rank as #1) has the largest weight, and their least preferred choice (which they rank in the last position) has a weight of 1.

iv. For example, if a Ranking question has 5 answer choices, weights are assigned as follows:
- The #1 choice has a weight of 5
- The #2 choice has a weight of 4
- The #3 choice has a weight of 3
- The #4 choice has a weight of 2
- The #5 choice has a weight of 1

v. If an N/A option is included on the Ranking question, any N/A responses will not factor into the average ranking.

2. Ballot Structure:

2.1 Each ballot for a majority vote shall be set up as follows:

"For the role of SMSS [position], I vote for…"
1. "Candidate A"
2. "Candidate B"
3. "Abstain
4. "None of the above"
   Note: Candidates shall be listed in the chronologic order they submitted their nomination statements.

2.2. Each Ballot for a weighted and ranked vote shall be set up as follows (allowing room for variations between voting platforms):

"Please rank your preference for the role of X- to abstain please leave BLANK"
1. "Candidate A"
2. "Candidate B"
3. "Candidate C"
4. None of the Above

2.3 It is NOT necessary for voters to rank each candidate, they may choose to omit or include candidates in the ranking at their own discretion.

3. Once voting is complete:

3.1 In a majority vote, a candidate that receives the highest percentage of votes will win the position.

3.2 In a weighted and ranked vote, the candidate that receives the highest overall, weighted score will win the position. If two candidates receive the same absolute value score, the election is deemed a tie (see 3.3). 3.3. In the event of a tie, the SMSS council shall vote between the two highest ranking candidates. If this still does not yield a victor, the position is appointed by the SMSS Executive.

3.4 Should any election result in the combined percentage of NO and ABSTAIN to be greater than 50%, this is deemed a non-confidence vote and the position is considered vacant (See Section II, 7.3)

4. Notes:

4.1. For positions with more than one holder (e.g. first year class representatives), the top ranking candidates will fill the positions. For example, in a Class Rep election if there are 2 positions available for 5 candidates, the top 2 ranking candidates will fill the positions.

5. Candidates will be told the rank and weighting of the vote they attained regardless of if they win or lose the election, should they request this information Candidates are asked to direct any questions beyond this to the Sr. VP Internal with the understanding that most information will remain confidential.

VI.   Appointed SMSS Positions

1. The following positions are appointed positions. This means that they are filled as needed and at the discretion of the committee that appoints them. The following table outlines the requirements applicants must meet:

Position	Application	Submitted to	Decided by
CFMS Positions	300 Word Statement	VP External Jr.	VPs External
Wellness Committees		Wellness Representative	SMSS Wellness Committee
Student Wellness Liaison			
Regina and Saskatoon Clerkship Wellness Reps.			
Saskatoon Wellness Task Force Reps.			
Regina Wellness Task Force Rep.	300 word statement		
Student Curriculum Review Committee		VP Academic Sr.	Academic Division
Local Exchange Officer Jr.		LEO Sr.	External Division

SHA Rep		VP External Sr.	External Division

VII. Information for Applicants

1. Applicants should be referred to this policy for information
2. Applicants who self nominate for a position are to be told the following:
    2.1. An individual can only hold one elected SMSS position. If other positions are held, a person can contribute a maximum of one Council vote.
    2.2. Prior to personal statements being posted on the SMSS Website (or speeches being held, whichever is soonest) no person may publicly advertise for a candidate/themselves, or campaign on their own behalf or that of another.
    2.3. Campaign interference will result in immediate disqualification.
    2.4. No unsanctioned speeches, campaigning advertisement, emailing, social media posts, or solicitation of votes is allowed.
    2.5. Each candidate is allowed to make and post 10 posters for their campaign. These must be on 8.5x11 paper and must adhere to the rules of posting restrictions. All posters with a candidate's name on it will count towards their total. No reimbursement will be made for any campaign materials.
    2.6. All campaigning posters must be taken down by the candidate within one (1) week following the closing of voting.
    2.7. A candidate may withdraw from an election at anytime through an email to the VP Internal Sr.
    2.8. For any other questions, candidates should be directed to the VP Internal Sr. If the answer is not covered in these policies or other SMSS documentation a decision will be made by the VP Internal Sr.

VIII. Election Format

Position	Division	Elected in:
SMSS President	Executive	Spring
VP Internal Jr.	Executive/Internal	Fall
VP External Jr.	Executive/External	Fall
VP Communications	Executive	Spring
VP Academic Jr.	Executive/Academic	Fall

VP Regina	Executive/Regina	Spring
VP Finance	Executive/Finance	Spring
SMA Representative Jr.	External	Fall
Global Health Liaison Jr.	External	Fall
HSSA Representative Jr.	External	Fall
Sports Director Jr.	Internal	Fall
USSU Representative	External	<mark>Fall</mark>
Regina Social Representative	Internal/Regina	Spring
Saskatoon Social Representative	Internal	Spring
Wellness Representative	Internal	Spring
GAAC Representative Jr.	External	Fall
Student Group Coordinator Jr	Internal	Fall
Fundraising Representative Jr	Internal	Fall
Regina-Saskatoon Liaison	Internal	Spring
Research Representative	Academic	Fall
Class Representatives	Academic	Fall/Spring
Global Health Advocate Jr	External	Fall

Temporary Positions	Various	Under Executive Council discretion

IX.   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

1. SMSS FALL FORMAL PROTOCOL

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The SMSS Fall Formal will be the responsibility of the outgoing (and incoming) SMSS Social Reps.

Specific Responsibilities:
1. The specific roles and responsibilities of the incoming Social Rep shall be made clear by the outgoing Social Rep within one (1) month following the Spring Election Cycle. This is to ensure there is adequate time for the incoming Social Rep to continue the preparation and planning of the Fall Formal throughout the summer break.
2. The Fall Formal program Master of Ceremonies will the the SMSS President and the SMSS Vice President Internal Sr. If neither of these individuals is able to attend, this responsibility will fall to the Saskatoon Social Rep, Saskatoon Class Reps, or SMSS Council Member as designated by the VP Internal Sr. For more information, refer to transition documents.

The recognitions awarded at the Formal include:
1. Honorary President of the SMSS (plaque)
   1.1. A member of UGME staff who contributes to the enhancement of student experiences in the College of Medicine
2. Spirit of the Class of ____ Year 1, 2, 3, and 4 (4 Certificates)
   2.1. A member nominated from each class who is held in high regard by their classmates and represents the uniqueness and talents of their class and the charisma and nerve needed to be a future physician leader.
3. Student Group of the Year (Certificate)
   3.1. Awarded to the group the best serves the student experience in the College of Medicine by providing unique opportunities to members. The student group must be ratified and will receive a $250 prize to be spent on further group activities.
4. Global/Community Health Award (Certificate)
   4.1. Awarded to a student who has shown a vested interest in improving health care outcomes for others and/or increasing awareness of health care inequity among their classmates on either a local or global scale.
5. Student Participation Award (Certificate)
   5.1. Awarded to a student, one from each year, who participates at the executive level of one or more student groups as well as participates and contributes to team unity and experience on one or more College of Medicine recreation teams.
6. MVP Regina (Certificate)
   6.1. Awarded to a Regina student, one from each year, who strives to promote the morale and feeling of community at the Regina campus. The recipient will be selected for commitment to promotion of wellness, community, professional development, and/or advocacy for current and future Regina students.
7. MVP Saskatoon (Certificate)
   7.1. Awarded to a Saskatoon student, one from each year, who strives to promote the morale and feeling of community at the Saskatoon campus. The recipient will be selected for commitment to promotion of wellness, community, professional development, and/or advocacy for current and future Saskatoon students.

8. Pre-Clerkship Teacher of the Year (certificate or plaque)
   8.1. Pre-clinical Teacher of the Year will be a pre-clinical professor who is held in high regard and goes above and beyond expectations in their interactions with medical students. This award is voted upon by year 1 and 2 classes.
9. Clerkship Teacher of the Year (certificate or plaque)
   9.1. The Clinical Teacher of the Year will be a clinician who is held in high regard and goes above and beyond expectations in their interactions with medical students. The recipient will be selected by the fourth year class each March and acknowledged at graduation. Nominations and voting by secret ballot will be coordinated by the Dean's office.

Nomination Procedure:
1. The polling of classes and nomination process will be handled by the SMSS VP Internal Jr. with assistance from the SMSS VP Internal Sr. The process shall be as democratic and straightforward as possible.
2. The VP Internal Jr will collect nominations from years 1-3 in an anonymous online format between February and April. The VPs Internals Jr and Sr will compile a shortlist of nominees (3 names) based on the frequency of an individual nominated and the quality of their supporting statement.
3. The VP Internal Jr will send out a Survey to the years 1-3 to decide the final award winner. All decisions made during the process are considered final. The process shall conclude by the second week of May.
4. Award winners shall be notified by email that they have been selected to receive an award, no later than 2 weeks before the end of ticket sales, and that their attendance is requested at the Fall Formal.

1. **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 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 savings 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.

1.1. 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. If an individual requires clarification on what constitutes a personal expense, they may clarify in ADVANCE with the VP Finance.

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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1.1. STUDENT GROUP PROTOCOL

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I: 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.

II: Definitions

1. Ratified/Recognized SMSS Student Group (status): Refers to any body a) of 13 or more students who meet with b) a goal pertaining to medicine in mind, and c) have met the requirement of this protocol 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 Ratified/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 Ratified/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 any time during the academic year to ensure budgetary compliance.

III: 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.
    1.3. Ratification lasts one year starting from recognition until the week of the October meeting the following year

2. All ratified 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 two (2) weeks 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. Any group found to have executives that sit on more than two groups will be asked to re-submit their application after a different executive is elected/appointed.
5. Three members from the Committee, the VPs Finance, Internal Jr and External Jr, appointed by the Chair, shall review the minimum requirements for ratification as outlined on the ratification form, including the indicated specific criteria (i.e. Mission statement, goals, group uniqueness, equity, etc.,) each group submits and make a recommendation to the other committee members regarding ratification.
   5.1. New groups will be ratified by a simple majority resolution of the Committee, on the basis of meeting the minimum requirements outlined on the New Group Ratification form.
   5.2. Any Committee member who sits on the executive of a Group must abstain from voting on that Group's ratification and must excuse themselves for all discussions and votes pertaining to the Group.
6. Budget requests will be granted according to the Budgetary Request Process section of this protocol. This process equally divides the allotted funds set aside for student groups by the number of eligible (ratified) student groups, while also maintaining a reserve fund.
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. The failing ratification criteria that must be amended or resolved prior to re-submission of the application.
8. In order to attract new members to their group, two executive members from an unrecognized student group may attend the first year Student Group Fair.
    8.1. The Student Group Fair is regularly held in September.
    8.2. Interested groups should contact the Student Group Coordinator by September 1st at smss.sgcoord@gmail.com.

IV: 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. Ratification lasts from one week after the Committee's October meeting is held until the week of the same meeting the following year.
    1.2. NOTE: The Returning Student Groups Application 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.
    1.3 Returning Student Groups are required to elect their President and at least one (1) other executive member (strongly recommended to be treasurer) at the end of April, prior to turnover.
2. All ratified 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. 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.

   3.6. The group fails to provide required documentation.
   3.7. 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.
4. Executive members of student groups may not sit as an executive member of more than two student groups. Any group found to have executives that sit on more than two groups will be asked to re-submit their application after a different executive is elected/appointed.
5. Three members of the Committee, appointed by the Chair, shall review the minimum ratification requirements as outlined by the Returning Student Group form (i.e. Mission statement, goals, group uniqueness, equity, etc.) each group submits and make a recommendation to the other committee members regarding re-ratification.
   5.1. Returning groups will be ratified by a simple majority resolution of the Committee.
   5.2. Any Committee member who sits on the executive of a Group must abstain from voting on that Group's ratification and must excuse themselves for all discussions and votes pertaining to the Group.
6. Budget requests will be granted according to the Budgetary Request Process section of this protocol. This process equally divides the allotted funds set aside for student groups by the number of eligible (ratified) student groups, while also maintaining a reserve fund
   6.1. Fiscal irresponsibility, as defined by the VP Finance, found as part of this audit may impact the funding of the new budgetary request.
   6.2. Ongoing issues with a group's finances or professionalism issues may result in suspended ratification.
7. The Chair of the 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 the funding they have received.
      7.1.2. An outline of upcoming important dates.
   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.   The failing ratification criteria that must be amended or resolved prior to re-submission of the application.

V: Budgetary Request Process

1. Budgetary requests will consider the following sections of the documents for New and/or Returning Student Groups: Ratification Form and Budget Form.
2. As there are many SMSS Student Groups, groups are reminded that the Committee shall endeavor to provide them with the maximum appropriate funding given the constraint of the funding to which the SMSS has access.
   2.1. As such, no less than 15% of the overall SMSS budget shall be spent on student group funding.
   2.2. Groups are asked to be professional and respectful of the needs of other groups applying. Therefore, groups should tailor their budgets to reflect efficient use of funds and not request funding in excess of need or in excess of the SMSS guidelines.
   2.3. The Committee reserves the right to limit funding requests in excess of need and/or in excess of the SMSS guidelines. These adjustments may not be appealed.
3. The SMSS funding guidelines will be presented as part of the application form
   3.1. Funding allocation for Student Groups will be as follows:
      3.1.1.   A total budget of "x" for Student Groups will be set for the upcoming academic year as a portion of the Overall SMSS budget. For example, this total amount "x' may be $15,000.
      3.1.2.   Of this total amount "x" a portion will be set aside as a reserve. For example, this may be $5000 of a total $15000 budget.
      3.1.3.   The remaining funds "y" will be divided equally amongst the total number of successfully ratified student groups to set the allotted funds of "z". For example, $10,000 will be divided among 20 ratified groups totalling $500 for each group.
      3.1.4.   All ratified student groups are eligible for funding up to the determined amount "z" (eg. $500) in the form of retroactive reimbursement. Therefore, student groups may decide to spend up to that amount on various events, and are required to maintain their receipts for reimbursement.
      3.1.5.   For reimbursement, only the student group's Treasurer/VP Finance or equivalent will contact the SMSS VP Finance, to present receipts for reimbursement of the club's spent funds, up to the allotted amount "z".
      3.1.6 If student groups require funding beyond that allotted amount "z" (eg $500), they will be required to contact the SGC and VP Finance to provide a rationale for the extra requested funds, as well as a specific event budget and outline. These extra funds will be awarded from the set reserve amount "x" (eg. $5000).

3.2. Meal funding for group executive and/or group general meetings cannot be included in the group's budget request.
4. The committee shall vote on the budget recommendations of the appointed members after all anomalies have been discussed.
   4.1. The voting shall be by simple majority.
   4.2. Any Committee member who sits on the executive of a Group must abstain from voting on that Group's budget request and must excuse themselves for all anomaly discussions and votes pertaining to the Group.
   4.3. Budget fulfilment will be the responsibility of the VP Finance, as dictated by the Chair.

VI: Audits and Outcomes with Regards to Funding

1. As part of the audit screening process, all student groups are to submit their most recent bank statement with their application form.
   1.1. Failure to do so will lead to dismissal of the application without appeal.
2. Student groups are required to comply with any audit request from the SMSS VP Finance.
3. 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).
4. 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.

VII: 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.
   1.3. Failure of a student group to stand out as unique/novel.
      1.3.1. This shall be decided only by a 3/4th vote of committee
      1.3.2. This is subject to appeal. The appeal shall be respectful, fair, and completed in a timely fashion. The Chair shall control how the appeal process occurs and may request the final decision be decided by a vote of all SMSS Officers.
      1.3.3. NOTE: Student Groups that fail to be ratified or have ratification status revoked lose the rights entitled to recognized student groups but are not

required to cease functioning within the College of Medicine. These groups can seek ratification the following October.

2. The Committee shall treat all incidents regarding revocation of status seriously and with utmost confidentiality.

   2.1. 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.

VIII: 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.

IX: Appeals

Appeals for funding decisions, Student Group ratifications, and/or revocation will be reviewed on a case-by-case basis. Appeals should be rare and the process the Committee follows will be carried out by the Chair. Any concerns about the processes or decisions of the Committee should be addressed to the Chair (smss.sgcoord@gmail.com) NO LATER than one month (30 days) after a decision is made.

X: 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

XI: 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/funding 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.

XII: 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 à smss.sgcoord@gmail.com (General Information, Primary Contact, Committee Chair)

2. SMSS Vice-President, Communications à smss.vpcommunications@gmail.com (Transparency inquiries)
3. SMSS Vice-President, Internal (Sr) à smss.vpinternal@gmail.com (General information, SMSS and Governing)

XIII: 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, or as needed.

1.1. 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 three committee members have individually scored de-identified applications.

   1.1. There are two deadline dates for Student Travel Award applications.

      1.1.1. 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.

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

         1.1.2.1. See rubric for example

   1.2. 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.

   1.3. 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.

   1.4. 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.

1.5. With regards to compensation:

1.5.1. 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).

1.5.2. Compensation shall be made in the form of e-transfer or cheque.

1.5.3. 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**

1. 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
2. VP Academic will confirm your attendance
   1. 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 are 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 is 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 -> smss.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.

1.2. STUDENT INITIATVE AWARD PROTOCOL

I: Introduction/Preamble

The SMSS reaffirms the importance of the RCPSC CanMEDS framework in the training of scholarly and inquisitive medical professionals. The SMSS regards its membership as the scholars and practitioners of the future and believes in our members' abilities to contribute to medical knowledge. As such, the SMSS pledges to award monetary compensation to deserving members and/or recognized Student Groups that pursue academic pursuits and/or are devoted to improving clinical practices in the form of novel initiatives within the scope of medicine at the University of Saskatchewan. All SMSS

members and recognized Student Groups shall be able to apply for these awards using a standardized application form and process, outlined herein.

The SMSS pledges to consider grants for Student Initiatives twice yearly. This protocol shall outline the unbiased, confidential process by which applications for these grants are discussed, scored, and awarded. The SMSS committee responsible for awarding the Student Initiative Grants shall be the SMSS Funding and Oversight Committee and it, therefore, shall utilize this protocol. In closing, the Student Initiative Grants are to help students pursue scholarly and/or practical knowledge for their own learning and/or for the benefit of the SMSS membership at large. These initiatives can include but are not limited to holding conferences, medical innovations, and stand-alone projects.

II: Purpose

The purpose of this protocol is to outline the requirements of applicants applying for Student Initiative Grants, the scoring process of the applicants, the roles and responsibilities of those doing the scoring (i.e. members of the SMSS Funding and Oversight Committee, hereafter referred to as "the Committee"), and the transparency of process and confidentiality rights of applicants. The protocol shall also identify how appeals to the Committee's decisions may be made.

III: Scope

The scope of this protocol is almost entirely internal to the SMSS - involving our members (applicants) and Committee members (scorers). The protocol is intended for use by- and governance over the SMSS Funding and Oversight Committee as it endeavors to fairly award Student Initiative Grants.

IV: Definitions

1. *Student Initiative Grant:* Refers to the monetary compensation provided by the SMSS to a successful member-applicant with the expressed purpose being that the compensation be used only to lower the costs of participating in an academic pursuit or beneficial clinical innovation.
2. *Student Initiative:* Refers to a selected topic in medicine a student or group is interested in improving through their own innovations or a topic of knowledge a student or group wishes to share with others (e.g. holding a conference). An acceptable initiative is novel in the sense that it has not occurred within the College of Medicine before and/or has not received SMSS Student Initiative Grant funding before.
3. *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 Initiative Grant. For example, a member-applicant who belongs to a world health-based student group can list that group on a grant application for an innovation or pursuit related to world health.
4. *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.
5. *Documentation:* Refers to evidence supporting an applicant's claim. These include letters, emails, releases, etc. and are used by the Committee to validate the authenticity of all applications.
6. *CME accredited:* This refers to all conferences, events, retreats, etc... that are accredited by the Accreditation Council on Continuing Medical Education.

V: Protocol

1. *Information for Applicants*

1.1. Student Initiative Grant applications are considered twice an academic year by the Committee. The decision meetings occur after each member of the Committee has individually scored de-identified applications.

1.2. There are two deadline dates for Student Initiative Grant applications. Events/initiatives taking place between October 1 and following May 31 need to be applied for by October 15th. Events/initiatives taking place between April 1st and following November 31st need to be applied for by April 15th. Events/initiatives occurring in the months of October or November, and April or May (or ongoing) can be applied for in either of the 2 funding cycles.

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 1.1.2, the deadline for the fall term Student Initiative Grants is October 15th and the decision meeting will occur before the end of October. Applicants should expect to receive feedback from the Student Groups Coordinator (SGC, also referred to hereafter as the "Chair") by the first week of November and compensation, if successful, shortly thereafter.

1.5. As per 1.1.2, the deadline for the winter term Student Initiative Grants 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, shortly thereafter.

1.6. Applications should be made such that they accurately portray the applicant's need for compensation related to initiative costs. Applicants who are found to have requested and received funding in excess of the costs they actually incurred shall be required to return the excess funding and may be barred from applying for further funding at the discretion of the Committee.

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 (see below, Bolded denotes documentation requirement) at the time of application submission; proper documentation is a contributing part of a complete application. Incomplete applications may be subject to consequences, including an impact on scoring and/or dismissal by the Committee.

2.2. ALL applications shall require (see Standardized Application Form):

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.)

           2.2.1.8.   Title of Initiative/Project

      2.2.2.   Budgetary Information:

           2.2.2.1.   Status regarding external fundraising and whether funding has been received

           2.2.2.2.   Expected expenses

           2.2.2.3.   Funding Request (NOTE: The Committee shall not award an applicant funding beyond that which is requested)

      2.2.3.   Initiative Description

           2.2.3.1.   An explanation of how the initiative will benefit students, the College's/SMSS mandate, or improve healthcare in our community

      2.2.4.   Letters of Support

           2.2.4.1.   Name of supportive person

           2.2.4.2.   Supporter's role in academia or the community

           2.2.4.3.   Supporter's email address/contact information

2.3.   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 Initiative Grants 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 at least two (2) business days before the decision meeting, which will provide the Chair with time to summarize scores in accordance with this protocol.

3.3.   To remain unbiased and optimize the fairness of the application process, members are required to only score an application upon 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 Initiative Grants 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. Therefore, 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 each Committee member 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 of funding available during each funding cycle as well as the aggregate score decided upon by the majority of the Committee.

   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 7/8 and the funding request is for $1000. Application B has an aggregate score of 5/8 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 Initiative Grant (e.g. An extra cost incurred by an applicant when they had the opportunity to opt for a more cost efficient alternative). 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 Initiative Grant decision meeting, the Chair shall contact applicants. This shall be done no later than six (6) business days after the Committee has met. 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 coordinate with the SMSS VP Finance once the decisions regarding all Student Initiative Grant fulfilments are made. This will include a formal request document that will be submitted to the VP Finance and kept by the VP Finance for SMSS Budget purposes.

6. *Score Breakdown*

Criteria	Points
Educational Enhancement - Application demonstrates strong benefit for students that participate - Score of 2 awarded if the benefit extends to the larger student body across campus(es) and community	0 = No 1 = Yes 2 = Excellent
Justification of Project - Score of 0 if the initiative is a duplication or deemed unnecessary/ not applicable to the community - Score of 1 if the initiative is unique and/or addresses a need of the community	0 = No 1 = Yes

Sustainability of the Initiative
    -   Score of 0 if the initiative is a one-time event
    -   Score of 1 if the initiative is likely to carry on in subsequent years and have effects amplified over time
	0 = No
	1 = Yes

Faculty/Community Support
    -   0 for no supports
    -   Score +1 for each letter from faculty/community member. Max. score of 2
	0 = No
	1 = one letter
	2 = two letters

Overall Quality - Score at the discretion of committee	0 – 2
Total =	/8

Disqualification:

Students whose applications have been disqualified are not eligible to reapply for the same opportunity for that same academic year. Students are who have had applications disqualified are eligible to apply for Student Initiative Grants in the future for other 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 is 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

VI: 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 "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.
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).
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.

VII: Appeals

1. *Background:* 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. 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: Roles and Responsibilities

1. SMSS Student Groups Coordinator (SGC)

    1.1. Chair the Committee

    1.2. Receive and distribute Student Initiative Grant applications 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, regardless of application success

    1.5. Maintain records in accordance with this protocol

2. SMSS Vice-President Finance

    2.1. Participate as a member of the Committee

    2.2. Coordinate with the SGC to ensure successful applicants receive compensation in a timely manner, in accordance with their role as SMSS VP Finance

IX: 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.

X: 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)

XII: 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.

1. **SMSS FUNDING AND OVERSIGHT POLICY**
~~
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 coincidently 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 Sr.
5. The SMSS Vice-President Academic Jr.
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 à smss.sgcoord@gmail.com (General Information, Primary Contact, Committee Chair)
2. SMSS Vice-President, Communications à smss.vpcommunications@gmail.com (Transparency inquiries, minutes)
3. SMSS Vice-President, Internal Sr. à 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.

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Fundraising Committee Policy

I. Intro

The SMSS is actively motivated in contributing to charitable community efforts with the coordinated support of the College of Medicine student body. As such, the Fundraising Committee allows for a focused group of students to organize, plan and execute a variety of fundraising initiatives in partnership with other SMSS officers, external sponsors and community representatives.

The structure, composition and responsibilities of this committee are outlined below.

II. Purpose

The purpose of this policy is twofold:
1. To establish a Fundraising Committee, outlining representation and membership.
2. To outline the scope and responsibilities of the committee members, in regards to SMSS fundraising initiatives

III. Scope

To understand the breadth of the committee outlined in this policy, readers may wish to consult:

- The SMSS Constitution
- The SMSS Policies Package
- The SMSS Website
- Robert's Rules of Order.

IV. Definitions

1. Fundraising Initiative: Refers to any planned SMSS event, either in Saskatoon or Regina, with the intent of raising money for an external charitable cause.

V. Establishment of the Fundraising Committee

This is the SMSS committee that will be responsible for the planning, organization and execution of SMSS fundraising events, as well as communication with other necessary members of the SMSS. It is an SMSS standing committee as outlined in the SMSS Constitution. The Fundraising Committee, hereafter referred to as, "The Committee", will have five (5) voting members and will be chaired by the Fundraising Representative Sr. who shall only vote to break a tie. The Committee shall meet at a minimum of two (2)

times an academic year, with the specific dates and any supplementary meetings set at the discretion of the committee chair. The responsibilities of the Committee include:

1. Organizing, planning and executing SMSS fundraising initiatives - including outlining the scope of each event and selecting the recipient charities
2. Coordinating and communicating with other SMSS members regarding fundraising initiatives
3. Coordinating, recruiting and communicating with outside sponsors regarding fundraising events
4. Ensuring the enactment of a minimum of one (1) large project each semester. An example of such a project is Miles for Smiles.

VI.   Roles and Responsibilities

1. Fundraising Representative Sr.
    1.1.   Shall sit on the Fundraising Committee as chair.
    1.2.   Shall communicate the decisions and progress of the Committee to the SMSS.
    1.3.   Shall coordinate with the VP Finance, regarding any budgetary or financial matters
    1.4.   Shall, along with the Fundraising Representative Jr, select the other three (3) committee members through a fair and anonymous evaluation of applications.
    1.5.   Shall act as the main liaison between external sponsors
    1.6.   Shall maintain all tracking documents and guidelines for turnover
    1.7.   Shall oversee disputes and/or discipline regarding breaches of Committee policy/protocol.
2. Fundraising Representative Jr.
    2.1.   Shall assist the Fundraising Representative Sr. in the selection of the other committee members
    2.2.   Shall support the Fundraising Representative Sr. in contacting and coordinating with external sponsors.
    2.3.   Shall support the committee in organization, planning and execution of SMSS fundraising initiatives
3. Volunteer Coordinator
    3.1.   Shall apply for the position directly to the Fundraising Representatives Sr and Jr

      3.2.   Shall recruit and organize volunteers for each fundraising initiative, and act as the primary liaison between the Committee and volunteer recruits

      3.3.   Shall support the committee in organization, planning and execution of SMSS fundraising initiatives.

4.   Marketing and Social Media Representative

      4.1.   Shall apply for the position directly to the Fundraising Representatives Sr and Jr.

      4.2.   Shall coordinate all advertising efforts regarding fundraising initiatives, including posters, announcements, and social media posts.

      4.3.   Shall act as the primary liaison of public information regarding fundraising initiatives between the College of Medicine and the SMSS.

      4.4.   Shall support the committee in organization, planning and execution of SMSS fundraising initiatives.

5.   Regina Liaison

      5.1.   Shall apply for the position directly to the Fundraising Representatives Sr and Jr.

      5.2.   Shall act as the primary representative of the Committee in Regina, in the event that the Fundraising Representative Sr is in Saskatoon.

      5.3.   Shall coordinate with the VP Regina to organize, plan and promote fundraising initiatives in Regina.

      5.4.   Shall support the committee in organization, planning and execution of SMSS fundraising initiatives.

VII.   Maintenance of Records

The records of all fundraising activities, including tracking documents, turnover guidelines and committee applications shall be held on the fundraising google account and carried over yearly. The Fundraising Representative Sr. shall note the actions and progress of the Committee in their year-end transition document.

VIII.   Contact Info

1. Fundraising Representative Sr -> smss.fundraisingrep@gmail.com (General information, Primary Contact, Committee Chair)
2. Vice President Internal Sr -> smss.vpinternal@gmail.com I(General Information, SMSS and Governing)