SMSS FUNDING AND OVERSIGHT POLICY

Table of Contents

I: Introduction/Preamble 2

II: Purpose 2

III: Scope 2

IV: Definitions 3

V: Establishment of the Funding and Oversight Committee 3

VI: Protocols of the Funding and Oversight Committee and their Enforcement . 4

VII: Confidentiality and Transparency 5

VIII: Appeals 5

IX: Roles and Responsibilities 5

X: Maintenance of Records 5

XI: Resources and Contact Information 6

XII: Review 7

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 with 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:

2.1 To establish the Funding and Oversight Committee, outlining representation and membership.

2.2 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.

2.3 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

and 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

4.1 ***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 fulfill the SMSS and College mandates. The amount of funding provided to the SMSS, and therefore the amount available for distribution, may fluctuate yearly.

4.2 ***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.

4.3 ***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.

4.4 ***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 thirteen (13) voting members and shall be chaired by the SMSS Student Groups Coordinator (SGC), who shall vote only to break a tie.

The thirteen 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.
6. The SMSS Vice-President Internal Regina Sr.
7. The SMSS Vice-President Internal Regina Jr.
8. The SMSS Vice-President Internal Saskatoon Sr.
9. The SMSS Vice-President Internal Saskatoon Jr.
10. The SMSS Vice-President External Sr.
11. The SMSS Vice-President External Jr.
12. The SMSS Vice-President Advocacy Sr.
13. The SMSS Vice-President Advocacy Jr.

The Past-President, Past-VP Internal Regina, and Past-VP Internal Saskatoon 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.

Responsibilities of the Funding and Oversight Committee Include:

5.1 Assessing New and Returning Student Group applications (October only)

5.2 Assessing New and Returning Student Group funding requests (October only)

5.3 Ensuring recognized Student Groups operate within approved contexts (see protocols)

5.4 Assessing Student Travel Award applications (October and April)

5.5 Assessing Student Initiative Grant applications (October and April)

5.6 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:

6.1 ***SMSS Student Group Recognition Protocol***

6.2 ***SMSS Student Group Funding Protocol***

6.3 ***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 who 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 Saskatoon 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 with 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

9.1 SMSS Student Group Coordinator (SGC):

9.1.1 Shall sit on the Funding and Oversight Committee as Chair.

9.1.2 Shall communicate the decisions of the Committee to SMSS members.

9.1.3 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

11.1 Resources:

11.1.1 SMSS Constitution.

11.1.2 Robert's Rules of Order.

11.1.3 SMSS Policy Package.

11.1.4 SMSS Student Group Recognition Protocol.

11.1.5 SMSS Student Group Funding Protocol.

11.1.6 MSS Student Initiative & Travel Awards Protocol.

11.2 Contacts:

11.2.1 **SMSS Student Group Coordinator**: smss.sgcoord@gmail.com (General Information, Primary Contact, Committee Chair)

11.2.2 **SMSS Vice-President, Communications:** smss.vpcommunications@gmail.com (Transparency inquiries, minutes)

11.2.3 **SMSS Vice-President Internals.:** smss.vpinternal@gmail.com, vpregina.smss@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, generally falling in October and April. For example, all protocol changes for an October 15th meeting must be approved by September 15th and all changes for an April 15th meeting must be approved by March 15th.

~~