

2015/2016 MSA Council Agenda #1

Monday, August 31, 2015

12:00pm-12:50pm, ECHA 1-490

A. Speaker's Business (4 min.) - President Ramazani will serve as interim speaker.

1. Call to order
2. Attendance
3. Next Meeting Date - *October 5, 2015 (KATZ 1-080)*

B. Executive Reports

1. **VP FINANCE** will provide the MSA Budget Presentation (**1 min.**)

C. Executive Business

1. **VP FINANCE/PRESIDENT** MOVE to approve the MSA Budget for the 2015/2016 year as outlined. (**5 min.**)
 - i. *2015/2016 MSA Budget - See item below*
2. **VP ADMINISTRATION/VP FINANCE** MOVE to approve Bill #1 and amend the MSA Constitution as outlined. (**8 min.**)
 - i. *Bill #1 - Constitution Amendments and Updates - See item below.*
3. **VP EXTERNAL/VP EDUCATION** MOVE to approve Bill #2 and amend the MSA constitution regarding CFMS as outlined (**8 min.**)
 - i. *Bill #2 - CFMS Constitutional Amendments - See item below.*
4. **VP FINANCE/VP ADMINISTRATION** MOVE to approve Policy #1 to implement the Joint Funding Distribution Policy. (**5 min.**)
 - i. *Policy #1 - Joint Funding Distribution Policy - See item below.*
5. **VP STUDENT AFFAIRS/PRESIDENT** MOVE to approve Policy #2 to implement a formal Club's Policy. (**8 min.**)
 - i. *Policy #2 - MSA Clubs Policy - See item below.*

D. Member Reports & Business (5 min.)

1. Council approval For Clubs with 4 leaders:
 - i. STAR ACES
 - ii. Syncope Jazz Band

E. Question Period (4 min.)

F. Adjournment (2 min.)

1. Attendance

2015/2016 MSA Budget

MSA Financial Statements - University of Alberta 2015 - 2016 Projected Budget

REVENUE

Revenue from Members

	Number		Fees		Total
MSA Fees	162	\$	400.00	\$	64,800.00

Revenue from Faculty

CFMS				\$	13,500.00
Graduation				\$	3,000.00
Orientation Week				\$	3,500.00
Alumni Association				\$	-
AMSCAR				\$	8,000.00
MSA Faculty Joint Fund				\$	12,000.00
Total Revenue From Faculty				\$	40,000.00

Other Revenue

Honorariums - AMA				\$	2,000.00
Honorariums - CPSA				\$	900.00
Edmonton Manual				\$	20,000.00
Total Other Revenue				\$	22,900.00

Projected Revenue **\$127,700.00**

EXPENSES

MSA & Faculty Co-Funded Committees	MSA Contribution	Total Expense
CFMS	\$ 5,000.00	\$ 18,500.00
Graduation	\$ 9,000.00	\$ 12,000.00
Orientation Week	\$ -	\$ 3,500.00
Alumni Association -Fall Social	\$ 1,000.00	\$ 1,000.00
AMSCAR	\$ -	\$ 8,000.00
MSA Faculty Joint Fund	\$ 5,500.00	\$ 17,500.00
Total Expenses - MSA-Faculty Co-Funded Committees	\$ 20,500.00	\$ 60,500.00

MSA Committees

Archivist	\$	100.00
Class Council	\$	2,700.00
Community Health	\$	1,000.00
Balance Night	\$	1,600.00
Teaching Awards	\$	1,600.00
Health Science Student Association	\$	250.00
MD Nite	\$	1,000.00
Political Advocacy Committee	\$	1,500.00

Global Health	\$	2,000.00
SOCOM	\$	1,500.00
Total MSA Committee Expenses	\$	13,250.00

MD Ambassadors

BBBS Junior High	\$	500.00
BBBS Elementary	\$	500.00
Interview committee	\$	100.00
Asclepius	\$	2,000.00
Rockin Docs	\$	1,500.00
Rural MD Ambassadors	\$	1,200.00
High School and Post Secondary Outreach	\$	100.00
Mental Health Awareness	\$	250.00
Minidocs	\$	250.00
Buttout	\$	100.00
Total MD Ambassadors Expenses	\$	6,500.00

Membership Fees

AMA/CMA Membership	162	\$	88.00	\$	14,256.00
CFMS Membership	162	\$	80.00	\$	12,960.00
Total Membership Fees Expenses				\$	27,216.00

MISC EXPENSES

Clubs	\$	8,150.00
FUME	\$	2,000.00
Survival Guide	\$	350.00
Total MISC Expenses	\$	10,500.00

MSA Expenses

MSA Retreat		\$	2,800.00		
MSA Administration	6 Executives	\$	50.00	\$	300.00
Office Maintenance	12 Months	\$	56.41	\$	1,500.00
Turnover		\$	650.00		
Insurance		\$	3,150.00		
MSA Involvement Awards		\$	500.00		
Bank Charges	12 Months	\$	53.00	\$	650.00
Total MSA Expenses				\$	9,550.00

Projected Expenses **\$127,516.00**

Projected Net Income **\$ 184.00**

Bill #1 – Amending the MSA Constitution

Date of Consideration: Monday, August 31, 2015

Drafted by: Brandon Christensen, Vice President (Administration) and Chair of the Constitution and Bylaw Committee

Amendment #1 – Council Attendance Policy

VP ADMINISTRATION/ MOVE TO adopt amendment #1 to Bylaw IV, Section 1(4) to add the following attendance policy:

4) Every member of the Council shall attend regularly scheduled meetings of the Council. Notwithstanding subsection 1(6) and Bylaw XI, if a council position is not represented in or excused from two (2) or more meetings of the Council in a given year, the President, the Vice President, Administration, and the Professionalism Representative(s) will meet with the member(s) holding that position and discuss the absences. Should there be any further unexcused absences, the position will be declared vacant and Chief Electoral Officer will conduct a by-election to fill the vacancy, as per Bylaw V.

- a. Excused absences may be given at the discretion of the Vice President, Administration. He or she must be notified in advance of the date of the meeting and a written update from the member(s) representing the position needs to be submitted.
- b. The absent councilor should have exhausted all attempts to find a proxy as per subsection 1(6) and Bylaw XI or detail the urgency of their absence and inability to find a proxy.
- c. In the event that the position declared vacant is a class council cross-appointed position, the position on class council will be declared vacant as per the authority of Bylaw XX, Subsection 1(4)(d) and the VP Administration of the respective class council will conduct a by-election with the assistance of the Chief Electoral Officer.
- d. Non-voting members of the Council, the Year 3/Year 4 Class Representatives, and the Year 3/Year 4 Social Committee Representatives, and Edmonton Manual representative are exempt from Section (4) and will not count to quorum.
- e. The speaker will take attendance by roll call at the start and end of the meeting.

Rationale:

- 1) Council attendance is commonly believed to be the minimum requirement of being an elected MSA councilor.
- 2) Poor attendance is considered unprofessional and unbecoming of a professional student.
- 3) Medical Students expect their representatives to meet the minimum requirements of their position as per the MSA Constitution.

- 4) Council attendance has been abysmal in recent years making achieving quorum and accomplishing MSA business difficult.
- 5) It is important that clerk's opinions are heard but understandable that they may not be able to attend and therefore positions held by clerks should not be counted toward quorum of the meeting.

Amendment #2 – Renaming Government Affairs and Advocacy Committee to Political Advocacy Committee (PAC)

VP ADMINISTRATION/ MOVE TO amend the name of the Government Affairs and Advocacy Committee to the Political Advocacy Committee (PAC) in the MSA Constitution Bylaw(s) II, IV, VII.

Amendment #3 – Creating Bylaw XX – A Bylaw to add Class Councils to the MSA Constitution

VP ADMINISTRATION/ MOVE TO create Bylaw XX as an amendment to the MSA Constitution as follows:

Bylaw XX: Class Councils

1. The MSA acknowledges and legitimizes the existence of class councils under the authority of this document.
 - 1) Positions on the Council will be filled by cross-appointment from the respective, elected class councils as per Bylaw II, Section 1.
 - 2) Each class council shall report to the Council through their elected Class Representative.
 - 3) By whatever means deemed appropriate by the Year 2 class council, they will facilitate the creation and election of the Year 1 class council each year with the assistance of the Vice President, Administration and the President as needed.
 - 4) Each elected class council shall at a minimum;
 - (a) create a constitution based on the previous year's, editing it as needed, and have it approved by their elected class council at their first meeting;
 - (b) hold one annual general meeting (AGM) per year open to all members of their class;
 - (c) ensure all funds are used in a way that attempts to benefit their entire class;
 - (d) respect and adhere to decisions made by the Council regarding class council.
 - 5) The class councils will openly report their finances to the Vice President, Finance and follow Bylaw XVIII and this document as applicable.
 - 6) The class councils have the freedom to act autonomously while adhering to the essence and spirit of this constitution and the values of the MSA.

Rationale:

- 1) The class councils receive annual funding from the MSA yet no mention of their existence is found in the MSA constitution.
- 2) The above Bylaw seeks to create a basic, legal framework for class councils within the governance of the MSA as a Students' Union approved Faculty Association.
- 3) It is important that finance reporting be clear and transparent to the MSA.
- 4) Class councils must remain somewhat autonomous while adhering to the values and rules of the MSA as the ultimate Faculty Association recognized by the Students' Union.

Amendment #4 - Creating Bylaw XXI – A Bylaw to Establish the Library of Policies and Procedures

VP ADMINISTRATION/ MOVE TO create Bylaw XXI as an amendment to the MSA constitution as follows:

Bylaw XXI: Implementation and Amendment of Policies and Procedures

1. The Policies and Procedures of the Medical Students' Association serve as the working, day-to-day regulations of the MSA and establish protocol for general MSA business. Policies and procedures shall
 - 1) be drafted and ratified by the majority the Executive Committee;
 - 2) following Executive approval, be submitted to the Council for consideration and approval;
 - 3) be made available online and as an appendix to the constitution as the *Library of Policies and Procedures* and be maintained by the Vice President, Administration;
 - 4) be forwarded to the Council at least two (2) weeks prior to the sitting of the Council at which they are to be considered;
 - 5) be ratified and deemed part of the *Library of Policies and Procedures* when approved by a simple majority of the Council members voting and;
 - 6) be adhered to by all members of the MSA in order to remain in Good Standing.
2. The Policies and Procedures should be reviewed regularly for relevance and effectiveness. Amendment and abolishment to policies and procedures shall follow the same protocol outlined in Section 1.

Rationale:

- 1) The constitution mentions policies and procedures but there is no formal section on how they are made, enforced, what their standing is, how they should be reviewed *etc.*
- 2) Policies and Procedures already exist but have never been made effectively public to MSA members. In the spirit of transparency, establishing an *accessible* document to MSA councilors and members is imperative.

- 3) Policies and Procedures should not be incorporated directly into the constitution as they are subject to frequent changes. The above regulation will allow for these changes to be made separately to constitutional changes.
- 4) The above regulation will clarify the purpose and scope of policies and procedures.

Amendment #5 – Abolishing Bylaw XIX – Bylaw XIX: Medical Student Performance Record Verification

VP ADMINISTRATION/ MOVE TO Abolish Bylaw XIX from the MSA Constitution based on the fact it is no longer relevant to the MSA.

Amendment # 6 – Amending Bylaw XVI: MSA Groups

VP ADMINISTRATION/ MOVE TO amend bylaw XVI to read as follows

Bylaw XVI: MSA Groups

Academic, Non-Academic and Student Initiatives

1. An academic, non-academic, interest group or student initiative (hereinafter referred to as a “group”) in good standing shall
 - 1) be governed under an MSA Groups Policy as per Bylaw XXI by the Vice President, Student Affairs with the assistance of the Vice President, Administration
 - a. Student Initiatives may be exempt from aspects of this bylaw and subsequent policies at the discretion of the Vice President, Student Affairs.
 - 2) have a minimum of two leaders and a maximum of three serving no more than one academic year. At no time shall a group leader be a member of the MSA Executive;
 - a. an individual may, under no circumstances, be the leader of more than three groups.
 - 3) notwithstanding subsection 1(2), in extraordinary circumstances, a group may petition the MSA for consent to appoint additional leaders beyond three; however, such permission must be approved by both the MSA Executive and the MSA Council;
 - 4) have selection of new group leaders conducted by current group leaders and reviewed under by the Vice President, Student Affairs and Vice President, Administration before being declared official;
 - a. if a group fails to comply, the MSA Executive will retain responsibility for the selection of the new group leaders;
 - 5) groups will have open membership to all MSA members;

6) at least one leader from each group must attend a mandatory training session led by the Vice President, Student Affairs or Vice President, Administration before a group may set up events;

7) groups found to be non-compliant with this bylaw or any regulations set by the Vice President, Student Affairs or Vice President, Administration, will not receive MSA representation to the faculty, will not be considered a group in Good Standing, and will not be granted a letter of recommendation sent to the UME office for the purposes of MSPR credit.

Rationale:

- 1) Clarifying the authority of the new clubs policy within the context of the constitution.
- 2) Including the Vice President, Student Affairs within Bylaw XVI as was missed by the 2014/2015 executive.

Amendment #7 – Establishing Agenda/Order Paper Guideline

VP ADMINISTRATION/ MOVE TO adopt amendment #7 to the Bylaw III, Section 1 and add subsection 6 as follows:

- 6) Have an agenda/order paper and minutes with the following orders of business
 - (a) Speaker's Business
 - i. Call to order
 - ii. Attendance
 - iii. Next meeting date
 - (b) Executive Reports to Council
 - (c) Executive Business
 - (d) General Membership Reports and Business
 - (e) Question Period
 - (f) Adjournment
 - i. Attendance

Rationale:

1. Having a more structured meeting will enhance dissemination of information, organization, and accountability.

Amendment #8 – SHINE Representative

VP ADMINISTRATION/ MOVE TO adopt amendment #8 to Bylaw II, Section 1 and amend the SHINE Jr. and Sr. positions to be elected directly to MSA council during the Year 1 class council election.

Rationale:

1. The 2018 and 2019 class councils will be removing the SHINE representative from their council and the SHINE position will be elected concurrently during the Year 1 class council election, by the same means as the MSA Communications officers.
2. Please direct any queries to Class Representative James Welke, as chair of the 2018 class council constitution committee.

Bill #2 – CFMS Delegation Voting Procedure, Amendment to the MSA Constitution

Date of Consideration: Monday August 31, 2015

Drafted by: Brendan Morgan, Vice President (External) and CFMS Representative, Junior.

Amendment #1 – CFMS Delegation Voting Procedure

VP EXTERNAL/ MOVE TO adopt amendment #1 to Bylaw IV, Section 6(1) to add the following information about the CFMS delegation:

1) serve, ex officio, as the junior representative to the Canadian Federation of Medical Students (CFMS/FEMC). In this capacity the Vice President, External must:

(a) select a delegation for the CFMS Annual General Meeting (AGM) in the fall, consisting of the following people:

- i. Junior CFMS Rep / Vice President External,
- ii. Senior CFMS Rep,
- iii. MSA President,
- iv. Vice President, Community Engagement,
- v. Political Advocacy Committee Rep, AND
- vi. Two (2) CFMS general member delegates, budget permitting,

(b) Select a delegation for the CFMS Spring General Meeting (SGM) in the spring, consisting of the following people:

- i. Junior CFMS Rep / Vice President External,
- ii. Incoming Vice President, External
- iii. Incoming and Outgoing MSA President,
- iv. Incoming and Outgoing Vice President, Community Engagement, AND
- v. Two (2) CFMS general member delegates, budget permitting

(c) coordinate travel arrangements and accommodations for the CFMS AGM and SGM delegations,

(d) facilitate University of Alberta delegation voting during executive elections and resolution sessions at CFMS AGM and SGM according to the following rules:

- i. The delegation has two (2) votes in the CFMS, one for the junior CFMS rep and one for the senior CFMS rep; however, the views of the entire delegation must be reflected,
- ii. Under normal circumstances, a vote can be yes (Y), no (N) or abstain (A).

Under these circumstances, the voting should follow the rules in the below table

Delegates Voting Y	Delegates Voting N	Delegation Vote
80-100%	0-20%	2x Y

60-80%	20-40%	1x Y, 1x A
40-60%	40-60%	1x Y, 1x N
40-20%	60-80%	1x N, 1x A
0-20%	80-100%	2x N

iii. In certain circumstances, a vote can only be yes (Y) or no (N). Under these circumstances, voting should follow the rules in the following table

Delegates Voting Y	Delegates Voting N	Delegation Vote
67-100%	0-33%	2x Y
34-66%	34-66%	1x Y, 1x N
0-33%	67-100%	2x N

iv. In the event that an independent CFMS representative (e.g. Western Rep or CFMS Exec member) is also a University of Alberta medical student *and wants to vote with the delegation*, then the number of possible votes will increase. For every x votes, there should be 2x+1 combinations of votes that are evenly distributed across the scale in the pattern outlined in the tables above,

v. In the event that the CFMS Reps have received a substantial amount of feedback from the student body that conflicts with the views held by the delegation, then it is the responsibility of the CFMS Reps to represent the student body and vote in accordance with its will.

Rationale:

- 1) Organizing the CFMS General Meetings are an important and significant duty of the Vice President External, and that is not reflected in the MSA Constitution in its current form.
- 2) Due to the nature of the position papers at CFMS, deciding how to vote voting is often a contentious and passionate debate. In the past, voting has been so close that a single vote could change the outcome and we require fair and consistent rules.

Policy #1 - Joint Funding Distribution Policy

Drafted by: Brandon C. and David M.

Purpose: To outline the fair and equitable distribution of Faculty-MSA Joint Funding to University of Alberta Medical Student Initiatives.

Policy:

1. The Vice President, Finance, in conjunction with the Executive Committee, shall determine the timeline for joint funding distribution to Student Initiatives.
2. Joint funding shall be distributed at least twice an academic year by the Vice President, Finance.
3. Any Student Initiative or Medical Student in Good Standing shall be eligible to apply for joint funding for a project that aims to benefit medical students, the greater community or both.
4. The Vice President, Finance shall draft a rubric, with the Vice President, Student Affairs, to adequately score Student Initiative applications based on the following, at a minimum:
 - a. Innovation; and
 - b. Benefit to students or community; and
 - c. Financial Need; and
 - d. Overall quality.
5. Applications shall be scored by the Executive Committee and ranked according to final score.
 - a. Executives that are part of or associated with a Student Initiative in any given cycle shall recuse themselves from scoring applications in that cycle.
 - b. Notwithstanding 5(a), if the majority of the Executive Committee is part of or associated with a Student Initiative those members shall be replaced by any member of MSA Council who has no perceived bias.
6. The Executive Committee shall propose and ratify Student Initiative funding based on:
 - a. the amount requested by the Student Initiative; and
 - b. the rank of the Student Initiative after application scoring; and
 - c. the budgeted amount of joint funding available for that cycle.
7. The Vice President, Finance shall notify the Student Initiative of their successful application and the amount of funding provided, within a reasonable amount of time.
8. The Vice President, Finance shall be empowered to ensure the effective and fair distribution of MSA-Faculty Joint funding to Student Initiatives and other MSA-sanctioned initiatives.
9. In the event that not all the funds for a given Joint Funding cycle are allocated, the remaining funds will be rolled over into the next cycle of funding.

Policy #2 MSA Clubs Policy

Drafted by: Helya A., Brandon C., Fatemeh R.

Date Proposed: August 31, 2015

Derived from: Queen's Medicine Aesculapian Society (AS)

Part 1. Purpose

1.1 The Medical Students Association (MSA) strives to maintain a welcoming and inclusive environment in which members of the University of Alberta Faculty of Medicine and Dentistry can form groups that enhance the curricular and extracurricular medical student experience. A centralized group recognition policy will facilitate access to resources and provide and provide an equitable means of funding allocation. To that end, the MSA has compiled a set for guidelines outlining eligibility criteria for groups.

Part 2. Interpretation

2.1 For the purposes of this Policy:

- a. "Group" refers to any MSA certified association of members of the University of Alberta of the University of Alberta Faculty of Medicine & Dentistry. An official Group is an entity composed of MSA members, that enjoys right and responsibilities as defined in Part 3.
- b. A "Returning Group" refers to any Group that is applying for official group status that has been an official Group for a minimum of 1 academic semester during the previous academic year.
- c. A "New Group" refers to any Group applying for official Group status that does not meet all of the requirements for a Returning Group.
- d. An "Academic Group" refers to a group that organizes events for the purpose of providing information, knowledge, and skills relevant to various medical specialties or other medically relevant topics.
 - i. This distinction is made at the discretion of the Clubs Appropriation Committee (CAC).
- e. A "Non-Academic Group" refers to a Group that organizes activities that allow medical students to express their interests or participate in extracurricular activities with others who share similar values.
 - i. This distinction is made at the discretion of the Clubs Appropriation Committee (CAC).
- f. A "Student Initiative" refers to a Group that organizes activities that benefit those outside of the University of Alberta and/or represents the University of Alberta at outside events or that offers an arranged time, place or forum where medical students can express their interests.
 - i. This distinction is made at the discretion of the Clubs Appropriation Committee (CAC).

- ii. Student Initiatives are not eligible for funding under this policy and are included for MSA regulation only.
- iii. Student Initiatives may still apply for Faculty Joint funding separate from this regulation.
- g. "Leaders" refers to the Group Leader(s) of the initiative under whatever title they so choose.
- h. "Clubs Appropriation Committee" refers to the following MSA Council members: Vice President, Administration and Vice President, Student Affairs. Additional general members may sit on the committee at the discretion of the above individuals. The President will sit as a non-voting member voting only in the event of a tie.

Part 3 Rights and Responsibilities of Groups

3.1 Rights

- a. All MSA members have the right to participate in, apply to lead, or apply to create a Group.
- b. All MSA Members have the right to submit an Independent Event Hosting Form to an existing Group via the Vice President, Student Affairs, with the aim of organizing the event on the Group's behalf.
- c. All official Groups are eligible to apply for funding from the MSA.
 - i. A grant given by the MSA will be distributed following Group application and budget submission.
- d. All official MSA Groups will have the right to hold events sanctioned by the MSA.

3.2 Responsibilities

- a. All groups must be in compliance with the policies of the MSA.
- b. All groups must be free from intention of personal or corporate financial gain
- c. All groups must abide by municipal, provincial, and federal law.
- d. Returning and New Groups are required to complete the MSA Interest Group Application at times outlined by the Vice President, Student Affairs.
- e. Groups must have a minimum of two executives and must be endorsed by ten other medical students.
- f. As part of the application, Groups must submit a formal mandate consisting of purpose, detailed group objectives and an outline of intended future events.
- g. Groups should seek to provide programming that complements rather than reproduces medical curricula.
- h. Groups must ensure that the current Group Leaders' contact information is current and up-to-date on the MSA website. Submissions shall be sent to the Vice President, Administration.
- i. Group Leaders are required to respond to general members' event requests (Part 3.1.b) in a timely manner, with a detailed written explanation should requests be rejected.

- j. Groups must maintain an up-to-date attendance list for each event. This list must be included in the end of year report.
 - k. At least one group leader from each Group must attend a mandatory training session run by the Vice President, Student Affairs or Administration.
- 3.3 Groups are required to hold a minimum of 3 events of programming per year.
- a. Groups may apply for exemption from 3.3 to the Vice President, Student Affairs with appropriate explanation.
- 3.4 It is the responsibility of the Group Leaders to submit requests to the Vice President, Administration or MSA Communication Officers to have their events included in the MSA event calendar. Requests must be submitted at least one week before the event and a maximum of two overlapping events are allowed in the MSA calendar.
- a. With regard to advertising and promotion, it is the duty of the Group Leaders to submit notifications for events to be included in class e-mails and on the MSA calendar. Groups may promote events on various social media platforms, keeping in mind that the aim is not to overwhelm dedicated social media platforms.
- 3.5 A complete list of Groups and their Leaders will be made available for reference on the MSA Website. As per Part 3.2h. leaders responsible for ensuring contact information is current and up-to-date.
- 3.6 Projected events from Groups will be compiled into a shared document to facilitate potential collaborative events amongst groups. A collaborative event is limited to a maximum of 3 participating Groups. Collaborative events are limited to 50% of events and activities for any one group.
- 3.7 Groups are prohibited from reserving teacher spaces on campus prior to the confirmation of the speaker, panel or organization for that time slot. Should an event be cancelled, the Leaders are responsible for removing their room booking in a timely fashion.
- a. Groups may be held financially liable for events that require excessive cleaning.
- 3.8 It is the duty of the Group to maintain financial responsibility by:
- a. Making judicious use of its financial resources for benefits of all MSA members;
 - b. Keep accurate records of its financial assets;
 - c. Utilizing all funding granted to them by the MSA, or notifying the Vice President, Student Affairs, if funding cannot be appropriately used such that these funds can be reallocated to other Groups.
- 3.9 A concerted effort shall be made to minimize conflicting events with other Groups. Groups are highly discouraged from booking an event in the same time slot as an external/non-Group event (e.g. Town Hall, Faculty talk, AMA talk, etc.) as listed on the MSA Events Calendar.
- a. Only two events may be scheduled at one time slot on a first-come, first served basis.

- b. No events shall conflict with MSA Council meetings.
- 3.10 Executives of Returning Groups must submit an End of Year Report by the end of April of the current academic year, including a turnover report containing the names and signatures of both the incoming and outgoing Leaders.
 - a. The outgoing Leaders must advertise leadership positions for at least two weeks prior to selecting the incoming Leaders.
 - b. Outgoing Leaders must ensure a fair and democratic process in the selection of incoming Leaders.
 - c. Outgoing Leaders must supply incoming Leaders with all Group information and documents in the transition report, the contents and format of which shall be at the discretion of the outgoing Executive.

Part 4 - Group Application Procedure

4.1 Applying for New Group status

- a. In order to apply for official New Group status, the Executives must submit a completed MSA Interest Group Application Form to the current Vice President, Student Affairs by the end of September. The application form shall include:
 - i. A stated purpose of the Group;
 - ii. A description of the Group, which will be displayed on the MSA website;
 - iii. A minimum of two Executives;
 - iv. A minimum of ten medical students, who are not the Group's Executives, who have endorsed the Group via signature;
 - v. A minimum of one faculty advisor for Academic Interest Groups (this does not apply to Non-Academic Groups);
 - vi. A proposed budget for the year (list of activities and when they will be held, and any projected costs and revenues);
 - vii. A proposed schedule of events.
- b. In order to receive official MSA recognition, Groups must be approved by the Clubs Allocation Committee. Final decisions will be made by the second week of October. If a Group is refused official Group status, a written explanation will be provided to the Executives.
 - i. The Clubs Allocation Committee reserves the right to disallow the formation of a New Group on the basis of overlap with another Group in terms of mandate, medical specialty, programming, or at the discretion of the Committee upon review of the application outlined in 4.1.a and the criteria outlined in Part 6.1.
 - ii. Groups whose formation was disallowed may submit a written appeal to MSA President within 1 week of learning of the decision. The MSA President will review the appeal, and must bring it to MSA Council to be discussed and voted

upon at the next MSA Council meeting. Officers of the MSA Council who are also members of the Clubs Allocation Committee or Executives of the Group in question may engage in this discussion, but shall abstain from the final vote.

- c. Following approval, the application will be reviewed for funding by the Clubs Allocation Committee. For details on funding allotment, see Part 5.

4.2 Applying for Returning Group status:

- a. In order to renew Group status as a Returning Group, the Executives must submit a completed MSA Interest Group Renewal Form to the current Vice President, Student Affairs by the end of April. The renewal form will include:
 - i. A minimum of two Executives;
 - ii. A minimum of ten medical students, who are neither the Group's incoming nor outgoing Executives, who have endorsed the Group via signature;
 - iii. A final budget for the current year;
 - iv. A report on activities undertaken during the year (including an attendance list);
 - v. A proposed budget for the upcoming year;
 - vi. A proposed schedule of events for the upcoming year.
- b. In order to receive official MSA recognition, Groups must be approved by the Clubs Allocation Committee. Final decisions will be made within 4-6 weeks of the application deadline. If a Group is refused official Group status, a written explanation will be provided to the Executives.
 - i. The Clubs Allocation Committee reserves the right to disallow the renewal of a Returning Group on the basis of overlap with another Group in terms of mandate, medical specialty, programming, or at the discretion of the Committee upon review of the application outlined in 4.2.a. and the criteria outlined in Part 6.1 and 6.2.
 - ii. Groups whose renewal was disallowed may submit a written appeal to MSA President within 1 week of learning of the decision. The MSA President will review the appeal, and must bring it to MSA Council to be discussed and voted upon at the next MSA Council meeting. Officers of the MSA Council who are also members of the Clubs Allocation Committee or Executives of the Group in question may engage in this discussion, but shall abstain from the final vote.
- c. Following approval, the application will be reviewed for funding by the Clubs Allocation Committee. For details of funding allotment, see Part 5.

Part 5- Funding Allocation Procedure

5.1 To be eligible for MSA Council funding, an itemized, established budget must be provided during the application periods specified in Part 4.

- a. Group budgets must include assessments of known or projected costs for all planned events, as well as any known or projected revenues to be collected during the year.

5.2 Funding will be allocated using the principles for review of budget requests, including:

- a. Extent of external funding received from existing funds (i.e. existing bank accounts) and/or third-party funding;
- b. Evaluation of the degree of medical student attendance;
- c. Availability of external funding that can be applied for;
- d. Demonstrated successful use of previous Group funding;
- e. Number of planned events;
- f. Funds estimated to be necessary for planned events (based on size of planned events, as well as expected attendance);
- g. Practicality of the budget request;
- h. Total available funds for that period.
- i. Allocation, although dependent on budget availability in each given year, will automatically be limited to a minimum of \$50 and a maximum of \$150 per Group at the discretion of the Vice President, Student Affairs.

5.3 In addition to the aforementioned principles:

- a. Food for Group events will not be funded in lieu of opportunities to fund practical learning experiences;
- b. Speaker gifts may be submitted in budget requests only for speakers not affiliated with the University of Alberta .

5.4 Groups are required to submit two reports during the year. Both reports are to be submitted to the Vice President, Student Affairs. A meeting may be requested at the discretion of the Clubs Allocation Committee on a case-by-case basis. The two reports are:

- a. A Mid-Year Report for the end of the Fall term, to be submitted by the second week of January. This report will include:
 - i. Current/final expenditures as per the budget submitted with the Group application;
 - ii. Current projected expenditures for the next term (or final submissions for expenditures);
 - iii. Amendments to projected expenditures or reallocations to be reviewed by the Clubs Allocation Committee.
- b. An End of Year Report for the end of the Spring term with all expenditures, to be submitted by the end of June. This report will include:
 - i. Final expenditures as per the budget submitted with the Group application;
 - ii. Review of expenditures according to amendments/projected spending;

- iii. Explanation or proposed changes to budget expenditures if funds were not spent appropriately or allocated incorrectly.

5.5 All funding decisions will be made by the Clubs Allocation Committee.

5.6 Group budgets must include an itemized list of expenditures as well as assessments of costs, with alternatives where appropriate. Funding will be dependant both on event quality and planning (assessed by the Committee) as well as objectively by regulation/assessment metrics (see Part 6).

Part 6 - Evaluation and Assessment

6.1 The application for Group status as outlined in Parts 4.1 and 4.2 shall be evaluated using the following criteria

- a. Total number of events planned;
- b. Subjective review of the Group's event report and budget;
- c. Subjective review of the diversity in types of events;
 - i. Every Academic Group should aim to conduct several type of sessions including:
 - 1. At least one workshop relevant to the Group's mandate. This may include technical skills, clinical skills or other hands-on or direct interpersonal session
 - 2. At least one event featuring clerkship students or residents. Having a clerkship student or resident in a supervisory role for technical or clinical skills workshop is not sufficient for this category.
 - 3. At least one "Why this speciality?" session. If the academic group is not focused on a medical speciality, a similar theme of session is encouraged.
- d. Inclusivity and visibility of the Group to the entire student body.

6.2 The application for Returning Group status as outlined in Part 4.2 shall also be evaluated using the following additional criteria:

- a. Average attendance at prior events:
 - i. Groups should strive to maintain an average attendance of at least 5% of the pre-clerkship class size over all sessions;
 - ii. Overall history of Group professionalism. Examples of unprofessional behavior include:
 - 1. Repeated scheduling events overlapping with other Groups or external events;
 - 2. Reserving teaching spaces on campus prior to confirmation of a speaker, panel or organization for the given event.

3. Repeatedly reserving teaching spaces with subsequent cancellation of the event.
4. Any other complaints or reports deemed inappropriate by the CAC.

6.3 Success or failure of one criterion is not sufficient for approval or denial of Group status. A global review of how each Group satisfies all of the criteria will be made in order to approve Groups in a holistic manner.

Part 7 - Groups and Process for De-ratification

7.1 Groups for de-ratification include but are not limited to:

- a. Breach of any of the responsibilities outlined in this policy;
- b. Committing an offense that breaks any federal, provincial, or municipal laws;
- c. Committing an offense or engaging in an activity that damages the reputation of the MSA and or Faculty of Medicine & Dentistry;
- d. Failure to take adequate precautions to limit liability while hosting or participating in high-risk events or activities.

7.2 De-ratification procedures will be as follows:

- a. If a Group is believed to have contravened one or more of the groups for de-ratification, the Leaders will be notified of such complaint in writing by the Vice President, Student Affairs.
- b. If a Group believes that they have not met the groups for de-ratification, the Leaders may submit a written response to the CAC via the Vice President, Student Affairs.
- c. The CAC will review both the Vice President, Student Affairs and the Group response. If sufficient groups for de-ratification are deemed to exist, the Group will be notified in writing by the Vice President, Administration;
- d. If the Group wishes to dispute the decision of the CAC, the Group can submit a written appeal to MSA Council via the Vice President, Administration and President.
- e. The President will present the complaint, response, and appeal to MSA council at the next convened meeting. The appellant will be granted an opportunity to speak before council. Following discussion, a final decision regarding de-ratification will be made by MSA council.

7.3 Consequences of De-ratification:

- a. Loss of Group status and all privileges conferred on the Group, including rights to hold and lead MSA sanctioned events.
- b. Repayment to the MSA of any monies provided to the Group that have not yet been spent at time of de-ratification.

Clubs Seeking Approval for 4 Leaders:

1. STAR ACES

Our vision for STAR ACES is multifocal expansion involving:

1. Improving attendance through increased advertising and accessibility
2. Augment current cases to incorporate physical exam components for complete patient assessment from history to therapy
3. Implement greater structure and organization of STAR ACES executive meetings and club functioning
4. Utilize self-assessments and surveys to assess stations, organization and the learning experience of our sessions - then improve future sessions by incorporating the feedback

Why we need 4 executive members

STAR ACES is a unique student group in that it provides an educational service to the student body beyond the classroom and has a unique structure consisting of senior executives, of which we are applying for, supporting junior executives priming them to take over the club in the subsequent year. Through the club, students have the chance to consolidate their education while developing clinical skills through collecting a history, conducting a physical exam, ordering appropriate investigations, correct interpretation of findings (visual, laboratory results, x-rays, CT images etc.) and developing management strategies. The events we organize are run solely by the executive members. As a result, a significant amount of planning is required to run the events which we plan to conduct monthly. Each monthly event involves 2-3 separate sessions. Each session involves upwards of 30 students over 1.5 hours. In total, STAR ACES could potentially run upwards of 15 events/sessions per academic year not including sessions ran by the junior executives, which we assist with, that may push the number of sessions upwards of 30 events. During which, at least one STAR ACES executive member must be present during the entire session actively interacting with participants and ensuring the session runs smoothly. Due to potential student absences and the nature of each session, additional executives are usually required to be present to fill the missing spaces as patients, thus for a session to run flawlessly at least 2 executives are usually required. As these sessions are run multiple times during a week and during times when scheduling conflicts may occur, having a larger executive team will ensure successful sessions and adequate executive attendance.

Beyond operating the sessions, we are also required to generate, edit, and have clinical cases approved for use during the sessions. Developing these cases requires additional time, and we hope to create cases based on current second year blocks that will require additional time involvement. Having a larger executive base and diverse skills will also help alleviate the workload associated with generating cases. In previous year very few additional cases have been written/added to the existing pool, thus it will take a significantly increased amount of manpower/time to write clinical cases, thus requiring an additional executive member.

Lastly, we provide support for the incoming junior executives. Having a larger executive base will allow for greater support for their concerns.

In conclusion, operating our club with four executives as opposed to three will ensure adequate executive presence at STAR ACES events, enhancing the function of the club through increased manpower to generate cases to provide students with the opportunity to consolidate their learning in life-like situations that they will be exposed to in clerkship and beyond.

Sincerely,

Brian Whiteside
Medical Candidate 2018
University of Alberta
[780-246-2404](tel:780-246-2404)

2. Syncope Jazz Band

MSA Council

To whom it may concern:

Syncope Jazz Band, like all student clubs, requires leadership to allow the club to organize, practice, and perform at various events. However, due to the volume of practices and performances, as well as the various equipment duties, we would like to request the addition of a fourth leader to the group.

The jazz band practices weekly, and performs at roughly 7 events during the year. During these practices and performances, extra hands are needed to transport, set up, and take down equipment. Music transcription and direction require consistent attention; we also intend

to hold sectional practices for individual instrument types. We believe that, for these reasons, a fourth band leader is warranted.

We appreciate your consideration, and thank you for your time.

Sincerely,

Syncope Jazz Band