

## **MSA Policy for Student Initiative Secured Yearly Funding**

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### **Part 1. Purpose**

- 1.1 The purpose of this policy is to provide an outline for University of Alberta Medical Student Initiatives, as described in the MSA Clubs Policy, to apply for Secured Yearly Funding from the Medical Students' Association.

### **Part 2. Interpretation**

2. For the purposes of this Policy:
- a. "Secured Yearly Funding" refers to incorporation of a Student Initiative's proposed budget into future annual MSA budgets, continuous from year to year.
  - b. A "Student Initiative" refers to a Group registered under the MSA 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. Groups registered as Clubs, as defined by the MSA Clubs Policy, and MD Ambassadors groups shall not be eligible to apply for Secured Yearly Funding under this policy.
  - c. "Leaders" refers to the group Leader(s) of the Student Initiative under whatever title they so choose.

### **Part 3 - Application Procedure**

#### **3.1 Applying for Yearly Funding**

- a. In order to apply for yearly funding, the Student Initiative Leaders must submit a proposal via email to the MSA VP, Student Affairs or Administration. Proposals must be received by no later than 3 weeks prior to the second MSA Council meeting of the year. The proposal shall include:
  - i. A stated purpose of the funding requested
  - ii. Any previous attempts at obtaining external funding
  - iii. Any current secured funding
  - iv. The amount requested from the MSA budget
  - v. Transition plans for the Student Initiative (such as succession procedures and turnover documents)

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- vi. Description of the Student Initiative's record of demonstrated benefit to the University of Alberta medical student community
  
- b. The VP, Student Affairs or Administration will bring the group to present their proposal to MSA Council at the first or second MSA Council meeting of the year.
  - i. Proposals presented at the first MSA Council meeting of the year, prior to MSA budget approval, may be incorporated into the same year's budget.
    - 1. Proposals must be received at minimum 3 weeks prior to the first Council meeting to be considered for presentation at this time.
  - ii. Proposals presented at the second Council meeting will be considered for the MSA budget in future years.
    - 1. A proposal may be considered for addition to the current year's MSA budget if deemed possible by MSA VP Finance and upon approval of the revised budget by MSA Council vote.
  - iii. The VP, Student Affairs or Administration reserve the right to schedule the Student Initiative proposal presentation based on the MSA Council agenda, and will make every effort to schedule the presentation at the earliest possible date.
  
- c. The MSA Council will vote on the Student Initiative's proposal for Secured Yearly Funding, and approval will be based on simple majority.
  - i. MSA Council members will be encouraged to consider the merits of the proposal and the benefits of the Student Initiative's activities to the University of Alberta medical student community.
  
- d. Should a Student Initiative be unsuccessful in their application for Secured Yearly Funding, they may not reapply until the following year.

## **Part 4- Responsibilities of Student Initiatives**

### **4.1**

- a. Student Initiatives must be in good standing, according to the MSA Clubs Policy, in order to apply for Secured Yearly Funding. The VP, Student Affairs or Administration reserve the right to deny the Student Initiative's presentation to MSA Council until the Student Initiative has completed the necessary steps to return to good standing.
- b. If Secured Yearly Funding is approved by MSA Council, the Student Initiative must follow the MSA Financial Reporting Guidelines and remain in good standing according to the MSA Clubs Policy. Failure to comply may result in removal from the MSA Budget.