

1-002 Katz Group Centre for Pharmacy and Health Research
Edmonton, Alberta, Canada T6G 2E1
Tel: (780) 492-7629

MSA Clubs Policy

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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.

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- 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 and a maximum of three executives and must be endorsed by ten other medical students.
 - i. An individual may lead a maximum of two groups in an academic year.
- 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.

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- 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 and also sent to the VP Student Affairs and VP Finance as soon as possible following the event as a requirement for reimbursement.
 - k. At least one group leader from each Group must attend a mandatory training session run by the Vice President, Student Affairs or Administration.
 - l. All groups planning "high risk" events as defined by the University of Alberta Students' Union Student Group Services (e.g. events involving alcohol, travel, physical activity, etc.) must have at least two leaders complete Event Organizer Training through the Student Group Services office.
 - i. All groups must submit an event approval form for each "high risk" event to the Risk Management office at the University of Alberta Students' Union Student Group Services and obtain appropriate approval and waivers for the event in question. This form can be accessed through BearsDen.
 - ii. All groups must submit an event planning form for each "high risk" event to the VP Student Affairs. This form can be accessed through the MSA website.
 - iii. All groups planning to organize events involving alcohol in any way must have at least two executives (who must be present at the event) certified with ProServe training.
- 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,

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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.

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- 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.

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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.

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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 April. . 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;

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

5.5 In addition to the above two reports, all groups must also submit post-event report forms following each event organized, including a complete attendance list for the event. These forms (including attendance list) are required for reimbursement of costs for the event by the MSA.

- a. Post-event report forms will be made available on the MSA website.
- b. Complete attendance lists must be submitted to both the MSA VP Student Affairs and VP Finance as a requirement for reimbursement of costs.

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

5.7 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.

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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.

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- 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.