Title: Aesculapian Society Student Interest Groups
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Part 1 - Purpose

1.1 The Aesculapian Society (AS) strives to maintain a welcoming and inclusive environment in which members of the Queen's University School of Medicine community may form Groups that enhance the curricular and extracurricular medical student experience. A centralized Groups recognition policy will facilitate access to resources and provide an equitable means of allocating funding. To that end, the AS has compiled a set of guidelines outlining eligibility criteria for Groups.

Part 2 - Interpretation

2.1 For the purposes of this By-Law:
   (a) "Group" refers to any AS certified association of members of Queen's medical school. An official Group is an entity composed of AS members that enjoys rights and responsibilities (Part 3) as subsequently defined.
   (b) A "Returning Group" refers to any Group that is applying for official Group status that had 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.
   (e) A "Non-Academic Group" refers to a group that organizes activities that benefit those outside of Queen's, and/or represents Queen's at outside events, or that offers an arranged time, place, or forum where medical students can express their interests or participate in extracurricular activities with others who share similar values/interests.
   (f) "Executive" refers to Group leader(s) - be they referred to as President, Chair, Coordinator, or any other leadership title.
   (g) "Programming" refers to events held for the general AS community and not group meetings.

Part 3 - Rights and Responsibilities of Groups

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

3.2 Responsibilities
   (a) All Groups must be free from intention of personal or corporate financial gain.
   (b) All Groups must abide by municipal, provincial, and federal law.
   (c) Returning and New Groups are required to complete the AS Interest Group

Application Form in June and September, respectively, and submit it to the SIRO.

(d) Groups must have a minimum of two executives, and must be endorsed via signature by ten other medical students.

(e) As part of the application, Groups must submit a formal mandate consisting of a purpose, detailed group objectives, and an outline of intended future events.

(f) Groups should seek to provide programming that complements rather than reproduces medical curricula.

(g) Groups must ensure that the Executives' contact information is current and up-to-date on MEdTech, in order to receive appropriate feedback.

(h) Executives are required to respond to general members' events requests (Part 3.1.b) in a timely manner, with a detailed written explanation should requests be rejected.

(i) At least one Executive from each Group must attend a mandatory training session run by the SIRO in October.

(j) Returning groups must complete the AS Interest Group Renewal Form in June and submit it to the SIRO. Deratification will be based on the content of the AS Interest Group Renewal Form.

3.3 Groups are required to hold a minimum of 6 hours and maximum of 12 hours of programming per year. If necessary, Groups can submit a written request to the SIRO for exemption from either requirement.

3.4   It is the responsibility of the Executives to submit requests to the SIGC (or SIRO, if the SIGC cannot be contacted) to have their event included in the AS event calendar. Requests must be made at least one week before the event, and a maximum of two overlapping events are allowed on the AS calendar. Requests should consist of the name of the Group, the date, time and location of the event.

(a) With regards to advertising and promotion, it is the duty of Executives to submit notifications for events to be included in class emails and on the AS event calendar. Groups may promote events on various social media platforms, keeping in mind that the aim is not to overwhelm dedicated class social media platforms. Groups must adhere to previous established rules regarding the use of class social media. Promotion and advertising should only occur after events have been approved by the SIRO/SIGC and put on the AS calendar.

3.5 A complete list of Groups and their Executives will be made widely available for reference on the QMed Website. As per Part 3.2.h., Executives are responsible for ensuring contact information is current and up-to-date.

3.6 Projected events from Groups will be compiled onto a shared document to facilitate potential collaborative events amongst Groups. A collaborative event is limited to a maximum of 3 participating Groups. Each group must host at least one non-collaborative event per year.

3.7 Groups are prohibited from reserving teaching spaces on campus prior to the confirmation of a speaker, panel, or organization for that time slot. Should an event be cancelled, the Executives are responsible for removing their room booking in a timely fashion.

(a) Groups who are booking spaces in the School of Medicine Building must adhere to the process outlined by the Room Booking Policy on the School of Medicine website.

(b) Groups may be held financially liable for events that require excessive cleaning on the part of Queen's Physical Plant Services.

3.8 It is the duty of the Group to maintain financial responsibility by:

(a) Making judicious use of its financial resources for the benefit of all AS members;

(b) Keeping accurate records of its financial assets;

(c) Utilizing all funding granted to them by the AS, or notifying the SIRO if funding cannot be appropriately used such that these funds can be reallocated to other Groups.

3.9 A concerted effort should 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. OMA talk, Town Hall, exam viewing, etc.) as listed on the AS Events Calendar, Public Visual Calendar, and/or Room Booking Calendar.

(a) There is a maximum of two Group events at one timeslot. Repeated scheduling of events resulting in event overlap is considered unprofessional and will be taken into account during the review of Group status by the AS.

3.10 Executives of Returning Groups must submit an End of Year Report by the end of June of the current academic year, including a transition report containing the names and signatures of both incoming and outgoing Executives.

(a) The outgoing Executives must advertise leadership positions for at least two weeks prior to selecting the incoming Executives.

(b) Outgoing Executives must ensure a fair and democratic process in the selection of the incoming Executives.

(c) Outgoing executives must supply incoming executives with all Group information and documents in a transition report, the contents and format of which shall be at the discretion of the outgoing Executives.

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 AS Interest Group Application Form to the current SIRO 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 AS website and MEdTech Community;

iii. A minimum of two Executives;

iv. A minimum of ten medical students, who are not members of the Group's Executive, who have endorsed the Group via signature;

v. For Academic Interest Groups, a minimum of one faculty advisor (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 AS recognition, Groups must be approved by the Student Interest Group 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 from the Committee.

i. The Student Interest Group 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 the

AS President within 1 week of receipt of the decision. The AS President will review the appeal, and must bring it to AS Council to be discussed and voted upon at the next AS Council meeting. Officers of the AS Council who are also members of the Student Interest Group 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 Student Interest Group 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 AS Interest Group Renewal Form to the current SIRO by the end of June. The renewal form will include:

> i. A minimum of two Executives;
> ii. A final budget for the current year;
> iii. A report on activities undertaken during the year;
> iv. A proposed budget for the upcoming year;
> v. A proposed schedule of events for the upcoming year.

(b) In order to receive official AS recognition, Groups must be approved by the Student Interest Group 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 Student Interest Group 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 the AS President within 1 week of receipt of the decision. The AS President will review the appeal, and must bring it to AS Council to be discussed and voted upon at the next AS Council meeting. Officers of the AS Council who are also members of the Student Interest Group 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 Student Interest Group Committee. For details of funding allotment, see Part 5.

Part 5 - Funding Allocation Procedure

5.1 To be eligible for AS 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 sought;
(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.

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 Queen's University.

5.4 Groups are required to submit two reports during the year. Both reports are to be submitted to the SIRO. A meeting may be requested at the discretion of the Student Interest Group 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. Description of past and future events run by the interest group.

 ii. Current/final expenditures as per the budget submitted with the Group application;

 iii. Projected expenditures for the upcoming term (or final submissions for expenditures);

 iv. Amendments to projected expenditures or reallocations to be reviewed by the Student Interest Group 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. Description of all events run by the interest group.

 ii. Final expenditures as per the budget submitted with the Group application;

 iii. Review of expenditures according to amendments/projected spending;

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

5.5 All funding decisions will be made the Student Interest Group 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 types of sessions, including:

  • At least one workshop relevant to the Group's mandate. This may include technical skills, clinical skills, or other hands-on or direct interpersonal sessions.

  • At least one event featuring clerkship students or residents. Having a clerkship student or resident in a supervisory role for a technical skills or clinical skills workshop is not sufficient for this category.

  • At least one "Why this specialty?" session. If the Academic Group is

not focused on a medical specialty, a similar theme of session is encouraged.

ii. In some circumstances, alternative activities (e.g. research, community outreach) can be accepted in lieu of traditional events as part of the requirement for 6-12 hours of programming annually.

- The activities cannot be conducted by executive members only, and have to be open to participation to the whole QMed community.
- The activities have to benefit members outside of the executive members of the IG.
- In order for the activity to be approved, a proposal should be submitted to SIRO outlining the details of the activity, its purpose, and expected benefit to the QMed community.

(d) Inclusivity and visibility of the Group to the entire student body.
(e) Subjective review by SIRO of value of programming to 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;
(b) Overall history of Group professionalism. Examples of unprofessional behaviour include:
    i. Repeated scheduling of events overlapping with other Groups or external events;
    ii. Reserving teaching spaces on campus prior to the confirmation of a speaker, panel, or organization for the given event;
    iii. Repeatedly reserving teaching spaces with subsequent cancelling of the event.
(c) Subjective review of the value of programming to student body
(d) Subjective review of group conduct throughout the year including not meeting the responsibilities outlined in part 6.3

6.3 Success or failure of one criterion is not sufficient for the 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 – Grounds and Process for De-ratification

7.1 Grounds for de-ratification include, but are not limited to:
(a) Breach of any of the responsibilities outlined in this policy;
(b) Committing an offence that breaks any federal, provincial or municipal laws;
(c) Committing an offence or engaging in an activity that damages the reputation of the Aesculapian Society and/or Queen's School of Medicine;
(d) Failure to take adequate precautions to limit liability while hosting or participating in high-risk events or activities.

7.2 De-ratification procedure will be as follows:
(a) If a Group is believed to have contravened on one or more of the grounds for de-ratification the Executives will be notified of such complaint in writing by the SIRO;
(b) If a Group believes that they have not met the grounds for de-ratification the Executives may submit a written response to the Student Interest Group Committee via

the SIRO within 7 days of initial receipt of de-ratification notice;

(c) The Student Interest Group Committee will review both the SIRO complaint and the Group response. If sufficient grounds for de-ratification are deemed to exist the Group will be notified in writing by the VP Internal.

(d) If the Group wishes to dispute the decision of the Student Interest Group Committee the Group may submit a written appeal to the AS Council via the AS President;

(e) The AS President will present the complaint, response, and appeal to AS Council at the next convened meeting. Following a discussion, a final decision regarding de-ratification will be made by AS Council vote. Officers of the AS Council who are also members of the Student Interest Group Committee or Executives of the Group in question may engage in this discussion, but shall abstain from the final vote.

7.3 Consequences of de-ratification:

(a) Loss of Group status and all privileges conferred on the Group, including rights to hold and lead AS-sanctioned events.

(b) Repayment to the AS of any monies provided to the Group that have not yet been spent at time of de-ratification.