APPENDIX 3: HIPPOCRATIC COUNCIL CLUBS POLICY

# **1.0 Ratification of a ClubA club can be started at any time, by any medical student, provided the following criteria are met**

* + - Its membership is open to all UWO medical students
		- Minimum 5 members (including the executives)
		- Minimum of 1 stated executive who will be responsible for contact with the Community Relations Directors.
		- All clubs must present a club mandate to the Community Relations Directors as part of the club’s proposal process. This mandate is incorporated in the club proposal form. If the club mandate changes during the course of the club existence they club executives will need to contact the Community Relations Directors.
		- The mandate of the club must be in the spirit of the University Code of Student Conduct (<https://uwo.ca/univsec/pdf/board/code.pdf>) and provide a demonstrable positive benefit to its members.
		- The mandate of the club must be unique and have no overlap with a pre-existing club. Activities organized by the club must be consistent with the club’s mandate. If a club does overlap with a pre-existing club, before they send a new club proposal they should reach out to the pre-existing club executives and see if they are open to adding the newly proposed component into their pre-existing club.
		- All new club approvals are at the discretion of the Community Relations Directors and the Hippocratic Council.

# **2.0 Club Funding**

* 1. **Eligibility**

To be eligible for funding, each club must be ratified and fulfill the following criteria:

**2.1.1 Submit a Budget**

* 1. Budget must be submitted by the Friday of the second week of the new school year.
	2. For each event, the budget must describe:
		+ The event itself (at least a two sentence description)
		+ The expected date of the event (Minimum requirement: the month that the event will be held)
		+ Location of the event
		+ A precise breakdown of the costs of the materials/services, etc needed for the event.
		+ Statement of how the event will promote the learning of Equity, Diversity, Inclusivity, and Decolonization (EDID) principles; and/or how these principles will be upheld during the event.
	3. The following are general guideline describing the types of activities that are likely to receive funding. This funding depends on the type of club, the purpose of proposed events, and the number of members at the budget deadline. This is a guide only, if in doubt, the club executive should consult the Community Relations Directors. The Community Relations Directors will make the final decision regarding the type(s) of club(s) and the funding they will receive in the best interests of medical students and the Hippocratic Council.
		+ Funding for clubs will be sorted by specialty (ex. emergency medicine, Internal medicine). Club denominations of a specialty can stand as independent clubs but will only have access to the portion of funding allotted to the overarching specialty. Information regarding the main club categories as well as the groups of clubs will be available upon request.

**PLEASE SEE THE CLUB FUNDING GUIDELINES ON UWOmeds.com**

* 1. The budget cannot incorporate leftover funds from the previous year.
	2. The clubs are encouraged to follow the format used in the “Sample Clubs Budget”, published by the Community Relations Directors.
		1. **Submit a description of the club**

The description of the club is to by compiled into a clubs directory by the Community Relations Directors and distributed at the first clubs information meeting

The club description should be approximately 75-250 words long, and include an overview of the club’s general activities. This may include a description of activities the club organized the previous year, and MUST include a description of any fees that will be collected from club members.

The description must be submitted to the Community Relations Directors no later than the Friday of the first week of the new school year.

At least one club executive must act as a contact person to be “club manager” and must provide their uwomeds.com login to the Community Relations Directors in order to manage their club online and to view their membership list.

 **2.1.3 Exceptions**

Clubs that are ratified and/or submit their budget after deadline for submission of a budget may still obtain funding for their events. However, this will be done on an event-by-event basis.

* 1. **Allocation of Funds**
1. At least two Hippocratic Council executives and two Community Relations Directors will review the budgets of each club that are submitted by the budget deadline
2. Allocation Hippo funds will be completed and presented at the first Hippocratic Council meeting of the new school year. The Community Relations Directors will inform each club of its allotted budget within one week of the ratification of the clubs budget by the council.
3. Additional applications for funding will be reviewed on an individual basis by the individuals listed in 2.2i.

**2.3 Budget Review in January**

 **2.3.1 Mandate of the January Review**

1. The general purpose of the January Review is to optimize the use of Hippocratic Council funds by the clubs.
2. Prior to the creation of this document, there was no formalized mid-year assessment of how Hippocratic Council clubs were using Hippocratic Council funds. This meant that funds allocated to clubs for events that were never held would remain unused, and become part of the Hippocratic Council budget for the following year. However, more ‘active’ clubs would often lack funds for the events that they held.
3. The goal of the January Review is to assess the use of funds by clubs in the first four months of the school year (September-December), and then re-distribute unused funds from ‘less-active’ clubs (i.e. clubs that were allocated funds for proposed events, but who haven’t held the event) to more active clubs who would benefit from more funding.
4. The January Review also recognizes that clubs may think of new events during the course of the first few months of the year, and it enables them to seek funding so that the event can be held in the current school year.

**2.3.2 Guidelines for the January Review**

1. By the Friday of the first school week in January, all clubs must submit a Budget Update, including:
	1. A copy of the budget submitted in September, but modified with a clear indication of which events have been held, and the funds used for those events.
	2. A list of any events that the club had intended on holding, but which have not yet occurred. For each of these events, the club must indicate whether they still intend to hold the event, and if so, the month that they intend to do so.
	3. Proposed new events that require additional funding not previously considered during the initial budget. These must follow the format of the original budget, described in section 2.1.1 iii).
2. The Community Relations Directors will review all club budgets and club budget updates and re-assess the use of the Hippocratic Council funds that were allotted to each individual club in September.
3. For each club, the Directors will review the clubs activities in the September-December period, assess the adherence of the club to its submitted budget and proposed activities in that time period.
4. The Directors may revoke the funds allotted to clubs for events that the club had proposed to hold, but did not hold in the September-December period. The Director will consult with the club executive before revoking funds.
5. The Directors may redistribute repatriated funds to other clubs who have demonstrated responsible use of funds and who require additional funding for their events.

# **3.0 Club Rights**

**3.1 A club is entitled to access certain Hippo services, and the right to:**

1. Be listed as an official UWO Medicine club.
2. A time slot to advertise their club during the Clubs Lunch in September.
3. Reserve available rooms and space in the Medical Sciences building or Dental Sciences building at no cost.
4. Request assistance from the Community Relations Directors in preparing a budget. Request assistance from the Community Relations Directors to help set up club events or to assist with any general problems during the year.
5. Have access to a storage locker in the basement of MedSci for the purposes of storing larger items. Locks must be provided by the clubs themselves. The club executive will be notified that the lockers are in an insecure area, and that the club bears responsibility for any loss/damage/theft from use of the lockers.
6. Use the uwomeds.com events calendar to advertise club events.

# **4.0 Club Responsibilities**

**4.1 Every Club has important responsibilities to the Hippocratic Council and to its membership. These responsibilities shall include:**

1. Appropriate use of Hippocratic Council monies. Monies must be allocated toward the activities that the funds have been ratified for.
2. Submit a Budget Update to the Community Relations Directors by the Friday of the first school week in January. The Budget Update is described in section 2.3.
3. Submit a year-end review by May 15 of the school year to the Community Relations Directors. This should include a brief review of the club’s mandate followed by a description of the club’s events during the past school year.
4. Clubs must use their membership list for correspondence and must not communicate via mass e-mails. If any club is in violation of the “E-mail Acceptable Use” policy, they will have their status reviewed by the Community Relations Directors and appropriate action will be taken.
5. Club events are not to represent any hateful, offensive or discriminatory messages.
6. Clubs with membership fees: The club must initiate a refund policy for club members which is to include the following format and minimum standard:
	* 1. A member may apply to his or her club for a refund within one month of becoming a member of the club, or within one week of the club’s first official event, IF there has been a misinterpretation of the club’s mandate and proposed activities as specified to the member when signing onto the club.
		2. A member may only apply to his or her club for a refund after one month of signing up for membership, or after one week of the club’s first official event IF serious organizational issues with the club executive exist which have led to a complete lack of communication to its members, or lack of programming as promoted.
		3. Where a club and its member cannot resolve the refund issue, a club or the member may request assistance from the Community Relations Directors who will act as mediators between the Club and the member to reach a resolution.

# **5.0 De-Ratification of Clubs**

1. The VICE PRESIDENT Finance or Community Relations Directors may bring to the Hippocratic Council any club to be considered for de-ratification which is in breach of the terms or spirit of this policy.
2. Conditions for de-ratification include, but are not limited to:
	1. Breach of any of the responsibilities outlined in this policy.
	2. Failure to take adequate precautions to limit liability while hosting or participating in high risk events or activities.
	3. Committing an offence which breaks any federal, provincial or municipal laws.
	4. Committing an offence or engaging in an activity that damages the reputation of the Hippocratic Council and/or UWO Medicine.
3. Notice: When scheduled for de-ratification, the club executive(s) will be notified.
4. Procedure: Upon notice of de-ratification, the club has the opportunity to appeal the de-ratification to the Hippocratic Council. The Council has the discretion to grant or deny leave to the appeal.
5. De-ratification of a club entails:
	1. Loss of club status and any and all privileges conferred on the club.
	2. Recovery of any of the club’s monies by the Hippocratic Council.