



# MSAND

Medical Students' Association of Notre Dame

## **MSAND SPECIAL INTEREST GROUPS (SpIGs) GUIDELINES**

### **WHAT IS A SpIG?**

SpIGs aim to cater for and address individual interests of MSAND members by supporting smaller events organised by individual members.

### **ESTABLISHING A NEW SpIG**

For a SpIG to be considered they MUST prepare and submit for approval a Special Interest Group Operating Guideline that outlines how the SpIG will operate and fulfil all of the following criteria:

#### **AIMS / OBJECTIVES**

- Primarily addresses medical students.
- Not conflict with any groups or activities organised by MSAND and substantially different to what is offered by MSAND, the Medical Faculty, other SpIGs, SPINRPHX and GPSN.
- Demonstrate the beneficial nature of their activities.

#### **MEMBERSHIP**

- Must be accessible for all medical students at the University of Notre Dame, Fremantle.
- SpIGs must prove they have at least thirty MSAND members by way of a document containing names, year level, student numbers and signatures - except where they can demonstrate the membership must be smaller than this to fulfil their primary purpose.

#### **GOVERNANCE / REPORTING**

- SpIGs must renew their applications annually within one (1) month of the MSAND AGM outlining sustainability of the group.
- SpIGs should be able to demonstrate an established succession plan and infrastructure to ensure longevity.
- SpIGs will convene their events in conjunction with a current portfolio of MSAND unless it is determined by the Executive that a particular SpIG event would be better suited to be run as a MSAND event independent of a MSAND portfolio.

- When possible, SplIGs should approach the MSAND portfolios that they wish to convene events with and the MSAND Executive prior to the MSAND calendar-planning meeting.
- SplIGs may convene events with more than one MSAND portfolio per year, should more than one MSAND portfolio find a SplIG's events appropriate.
- SplIGs will report directly to the Secretary of MSAND. The secretary will provide SplIGs with a copy of the minutes of MSAND meetings and will endeavour to meet with the chair/s of the SplIGs monthly to discuss outcomes of MSAND meetings that are relevant to SplIGs.
- SplIGs must provide a report to the Secretary of MSAND AND any MSAND portfolio that a SplIG is convening an event with no later than 7 days prior to each MSAND meeting. This report should include the ongoing operations and plans of the SplIG.

## **FINANCES**

- SplIGs will be transparent and answerable to MSAND by providing financial documentation to the MSAND Treasurer ([treasurer@msand.org.au](mailto:treasurer@msand.org.au)).
- SplIGs will run at a cost neutral financial outcome:
  - No member may profit monetarily from any SplIG.
  - No SplIG organisers/executive positions will be rewarded in monetary or other means.
- SplIGs will have their finances managed within MSAND accounts. ALL MONIES incoming and outgoing must pass through the MSAND accounts. Processes for this should be discussed with the MSAND Treasurer ([treasurer@msand.org.au](mailto:treasurer@msand.org.au)).
- Any surplus resulting from operation of a SplIG must be returned to the MSAND Treasurer. This will be held for the future operation of the SplIG from which it came or, in the case where a SplIG no longer exists, may be consolidated into general revenue or trust revenue as determined by the MSAND executive.

## **APPLICATION**

New SplIGs must apply via email to the MSAND Secretary ([secretary@msand.org.au](mailto:secretary@msand.org.au)) with the following:

- Completed SplIG Operating Guideline (see attachment).
- Name, student number, year, contact email, phone number and position of proposed coordinators, organisers or executive members.
- Proposed events and activities, including any detailed request for financial support for the period up to the next MSAND AGM.
- Physical signatures of 30 students with student names and current year of study (scanned).

Renewing SplIGs must reapply within ONE (1) MONTH of the MSAND AGM every year by email to the MSAND Secretary ([secretary@msand.org.au](mailto:secretary@msand.org.au)) with the following:

- Updated, current SplIG Operating Guideline (see attachment).

- Name, student number, year, contact email, phone number and position of proposed coordinators, organisers or executive members.
- A summary report of events held and achievements made over the preceding 12 months.

## **SpIGs OPERATIONAL CODE OF CONDUCT**

For continuing affiliation with MSAND, each SpIG must adhere to the following:

- Maintain appropriate level of respect for the University of Notre Dame name and logo and to NOT use either in any form without the explicit permission of Notre Dame University Fremantle Administration.
- Approach academics with proper manner and respect and ensure that they are not misinformed (i.e. that their participation is not required as part of their contract with the University of Notre Dame Faculty of Medicine).
- Do not approach sponsors directly. Sponsorship may ONLY be sought with the permission and assistance of the MSAND Vice President ([vicepresident@msand.org.au](mailto:vicepresident@msand.org.au)) and must be done in such a manner to ensure they are not intentionally or unintentionally misinformed.
- Advertise all events to all students studying Medicine at The University of Notre Dame, Fremantle. This advertising must comply with the MSAND Branding Guidelines.
- Not to discriminate between students, UNLESS it is based on stage/year of study (subject to the MSAND Committee's approval).
- Provide receipts and other documentation to the current MSAND Treasurer ([treasurer@msand.org.au](mailto:treasurer@msand.org.au)) in a timely manner.
- Verbal acknowledgement of MSAND's affiliation at every event where appropriate as well as use of MSAND's logo on par with and next to the SpIG's logo in every publication and presentation. Use of the MSAND logo must comply with the MSAND Branding Guidelines.

## **DEFINITION OF ASSISTANCE**

MSAND may provide assistance in the following forms:

- Monetary funding
  - Funding may be provided to SpIGs to fund events costs, excluding charitable donations.
- Assistance with equipment and venue booking.
- Approaching sponsors.
- Advertising to students and faculty.