



Griffith University Medicine Alumni Conference Leave Grant By-Law (2023)

Griffith University Medicine Society Incorporated

Accepted by a vote of members at an Executive Committee Meeting on 13 March, 2023.

Preamble

Medical students have the opportunity to attend conferences throughout their studies. Attending conferences can be a way of exploring areas of career interest, expanding professional networks, and gaining new skills and knowledge. However, attending conferences can often require significant financial outlay, especially as many conferences are held interstate or even overseas.

Given the significant financial costs and the benefits, it is within the remit of Griffith University Medicine Society (GUMS), as a student society, to provide an avenue to defray these costs as a benefit to members.

However, given the limitations of GUMS to be able to fund all students who would be interested in such a scheme, this document contains the specifications for how the grant scheme can be both financially viable for GUMS and create a fair and equitable process for awarding a limited number of grants. This includes the creation of an independent Grant Committee who will assess applications and provide applicant rankings to the GUMS Executive who will administer the rest of the Grant Scheme.

1. Fund Creation

- 1.1. The interest accrued from term deposits of GUMS Business Investment account will form the pool of money from which grants can be formed.
- 1.2. The GUMS Business Investment account will commence with \$50,000 of value sourced from the GUMS Business Savings account.
- 1.3. Deposits can be made into scheme by any donors.
- 1.4. Term deposit periods to be determined by the GUMS Executive in accordance with best practice to ensure that interest accrued is sufficient to pay grants every 6 months.
- 1.5. The GUMS Executive will set a percentage growth rate annually of the Grant.
 - 1.5.1. The Treasurer will recommend a percentage growth rate based on the anticipated GUMS Business Investment Account returns and inflation rate set by the Reserve Bank of Australia.
 - 1.5.2. The value of funds within the GUMS Business Investment Account must grow by the percentage growth rate.
 - 1.5.3. Grants will be a flat value of \$250 in 2023 dollars and will increase each year by the percentage growth rate.
 - 1.5.4. The number of available grants will be calculated based on the remaining funds after reinvestment of the minimum amount into the GUMS Business Investment Account required to achieve the percentage growth rate.
- 1.6. When applications do not exceed the number of grants available, leftover grant funds must be retained in the GUMS Business Investment Account.



- 1.7. The funds in The GUMS Business Investment account can only be used for the purposes of administering this grant fund.
- 1.7.1. Funds may be transacted through the GUMS Transaction account. However, any unused or leftover funds must be returned into the GUMS Business Investment account.

2. Dissolution

- 2.1. The following criteria must all be met for the GUMS Executive to dissolve this fund:
 - 2.1.1. A 2/3 majority of the GUMS Executive must vote for dissolution;
 - 2.1.2. The entire Grant Committee (detailed in Section 4) must provide a signed letter recommending dissolution of the Grant Scheme;
 - 2.1.3. Issue notice of a general meeting according to the GUMS bylaws and the matter of dissolution brought to a vote.

3. The grant committee

- 3.1. The award committee will be a five-member panel consisting of one Chair and four Directors.
- 3.2. No person can serve on the committee for more than 10 years continuously or 15 years discontinuously.
- 3.3. No Chair can serve for longer than 2 years continuously and must spend at least 1 year outside of the committee or 2 years within the committee before being able to be appointed as chair again and this service counts towards the total service limit detailed above.
- 3.4. The Chair will be voted on annually at the last meeting for the calendar year for the following calendar year.
- 3.5. Appointment to the award committee will be made by the GUMS Executive at the time of notice of the vacancy based on the following appointment criteria:
 - 3.5.1. The nominated person holds an MBBS or MD degree awarded by Griffith University OR is a current or past member of staff of the Griffith University School of Medicine and Dentistry;
 - 3.5.2. The nominated person does not or has not held any roles on the Executive of GUMS in the previous 12 months, including immediate-past-president, AND has held their Griffith University MBBS/MD degree for at least 12 months;
 - 3.5.3. The nominated person will be able to attend the biannual meeting of the Grant Committee, either in person or via video conferencing.
- 3.6. Committee members will also act as ambassadors of the Grant Fund and are encouraged to recommend the Grant Scheme for donations.

4. Grant criteria

- 4.1. The grant application will consist of a series of questions collecting information about the student and why they should receive a grant.
- 4.2. The specific questions for the grant application will be determined by the GUMS Executive and can be modified at any time until the opening of applications for the respective grant applications which open on January 31 and June 30 respectively each year.
- 4.3. All applicants must be GUMS members
- 4.4. Demographic information which must be collected:
 - 4.4.1. Year level.
- 4.5. Demographic information which must be collected but is optional for the applicant to provide:
 - 4.5.1. Age;



- 4.5.2. Gender;
- 4.5.3. Aboriginal/Torres Strait Islander;
- 4.5.4. In-state, interstate, or international background;
- 4.5.5. CALD background.
- 4.6. Demographic information will NOT be included in blinded application marked by the committee.
- 4.7. For every 50 applications or two application periods, whichever comes last, the GUMS Executive must produce a report detailing successful and unsuccessful applications by the anonymised demographic information and this must be made available to students and the Grant Committee.
- 4.8. The application questions in totality must address the following broad areas:
 - 4.8.1. Value of attending conference;
 - 4.8.2. Student interest in conference.
- 4.9. There must be a minimum of two application questions
- 4.10. A marking guide and specific criteria must be provided by the GUMS Executive to the Grant Committee to address the broad areas detailed in Section 5.8.
- 4.11. The Grant Committee can make recommendations regarding the creation of application questions.

5. Grant assessment

- 5.1. The Grant Committee will jointly assess all applications based on the provided criteria and marking guide as detailed in Section 5.10.
- 5.2. The GUMS Executive will provide a venue and video conferencing technologies, as necessary.
- 5.3. All applications will be blinded by an appointed staff member of the Griffith School of Medicine and Dentistry, who is not a current member of the Grant Committee.
- 5.4. The committee will then rank candidates from best to worst based on criteria provided by the GUMS Executive and release the ranking to the GUMS Executive who will award grants based on the number that are able to be financially supported.
- 5.5. The Committee will also be able to strike any applications they do not believe is worthy of a grant. The Committee must send a written explanation to the GUMS Executive for the striking of any applications.
- 5.6. Committee members must maintain complete confidentiality including but not limited to:
 - 5.6.1. Information about applicants and their application;
 - 5.6.2. Deliberations made by the Committee;
 - 5.6.3. Any other information that could compromise the reputation of the Grant Scheme or GUMS.