



Approved by the Section of Students. October 20, 1973

Approved as amended by the Committee on Bylaws December 5, 1973

Approved by the O.M.A. Board of Directors January 17, 1974

Amended by the Section of Medical Students November 2, 1989

Approved as amended by the O.M.A. Board of Directors April 11 and 12, 1990

Amended by OMSA March 27 2011

Amended by OMSA Executive: April 2, 2017

Amended by the Ontario Medical Students Association September 9, 2019

Amended by the Ontario Medical Students Association March 1st, 2020

Amended by the Ontario Medical Students Association May 10, 2020

Amended by the Ontario Medical Students Association May 16, 2021

Amended by the Ontario Medical Students Association September 11, 2021

## **OMSA Constitution**

### **1. NAME AND SEAL**

- a. The name of the Section of Medical Students of the Ontario Medical Association (OMA) shall be "Ontario Medical Students Association" (OMSA).
- b. The seal, stamped on the front page of this document, is the official seal of OMSA.

### **2. CONSTITUTION AND BYLAWS**

- a. OMSA shall be constituted in accordance with this document (the Constitution) and the Bylaws of the OMA and OMSA.
- b. OMSA members shall conduct business and abide by OMSA Constitution and its Bylaws. If there is a discrepancy between the OMSA Constitution and an OMSA Bylaw, the former shall prevail. Bylaws should be reviewed annually, but must be reviewed every four years at a minimum.

### **3. ACCESSIBILITY**

- a. Official OMSA documents, including the Constitution and OMSA Bylaws, shall be made easily accessible to any OMSA member in English.. Where there is discrepancy between different versions, the English version shall prevail.

### **4. PURPOSE & OBJECTIVES**

- a. The vision of OMSA is a compassionate and empowered Ontario medical student body.
- b. The mission of OMSA is to represent and advocate for Ontario medical students, their education and wellness, the systems in which they work, and the communities that they serve.
- c. OMSA is committed to working in accordance to its core values:
  - i) Inclusion: Provide students with an inclusive representative body that prioritizes equity and diversity.
  - ii) Transparency: Continuously strive to ensure transparency in representation and governance.
  - iii) Connection: Promote opportunities for medical students across Ontario to connect and collaborate on projects and initiatives.
  - iv) Growth: Work to create educational and extra-curricular environments that promote personal growth and advance skills for medical students.
- d. OMSA's objectives shall include, but may not be limited to the following:
  - i) To promote communication and understanding among medical students and between them and the medical and allied health professions, government and public.
  - ii) To promote and provide services for all Ontario medical students.
  - iii) To act and speak as a recognized authority on behalf of and for the benefit of Ontario medical students.

- iv) To participate in governance opportunities within the OMA (including the Priority & Leadership Group, panels, and working groups), acting in the interests of Ontario medical students.

## **5. MEMBERSHIP**

- a. Membership in the general assembly of OMSA is automatically granted to undergraduate medical students attending an Ontario medical school.
- b. The student body of OMSA members at each medical school in Ontario shall be known as a constituent subsection of this OMA Section.

The respective student governing body of each of the six Ontario medical schools shall name two VP Externals as representatives to attend OMSA Council meetings, and shall retain the right to transfer nominations at any time.

- c. There shall be nine Executive Board members:
  - i. President
  - ii. President-Elect
  - iii. Vice President of Advocacy
  - iv. Vice President of Communication
  - v. Vice President of Education
  - vi. Vice President of Equity, Diversity and Inclusion (EDI)
  - vii. Vice President of Finance
  - viii. Vice President of Operations
  - ix. Vice President of Student Affairs

## **6. OMSA COUNCIL**

- a. The Council of the Ontario Medical Students Association (herein, OMSA Council) shall consist of the Executive Board members and two elected subsection representatives (the elected Vice President External Senior & Junior) from each of the six Ontario Medical schools.
- b. OMSA Council members must be members of OMSA prior to election and throughout their term. Council members must also be OMA members throughout their term.
- c. OMSA Council members shall meet regularly and shall act on behalf of OMSA between meetings.
- d. OMSA Council members may establish ad hoc committees at any meeting of the Section and shall indicate who shall chair these committees.
- e. OMSA Council shall distribute an easily-understood report of its activities to the general members at least once annually.
- f. Actions of OMSA Council members taken on behalf of OMSA that are not described in the OMSA Constitution or a Bylaw must be approved as a main motion during an OMSA meeting.

- g. It is preferred that business related to motions be restricted to official OMSA Council meetings. However, in the case of urgent business that must be acted upon before the next full Council meeting, an informal vote may be called and administered at the discretion of the OMSA Council Chair, although quorum for voting must be as described in Article 7(b). In the event that a Council meeting cannot be called to conduct a vote, the informal vote may take place through a virtual platform, such as a Google Form, given that measures are taken to preserve the integrity of the democratic process.
- h. Members of OMSA Council may be removed from office as per OMSA Bylaws.
- i. Members of OMSA Council who resign or are removed from office will have their empty position filled as per OMSA Bylaws.

## **7. MEETINGS**

- a. Meetings of the Section shall be conducted annually in accordance with the OMA Bylaws, and shall be held, if possible, in conjunction with the final meeting of the OMSA Council of the academic year.
- b. OMSA Council meetings shall convene as follows:
  - i. The position of the Chair of the OMSA Council shall be filled by the OMSA President-Elect, for a one year term. The President-Elect is a non-voting member of Council but may cast a vote as Chair, only in the case of a tie.
  - ii. At least six half day meetings per year shall be called by the Chair of the Council. Meetings should be scheduled approximately every six weeks during the academic school year and held with guidance from Robert's Rules of Order.
  - iii. The date, time, and location of each meeting shall be proposed by the Chair of the Council and approved by OMSA Council at the first full Council meeting.
  - iv. Except for the Council Chair, each OMSA Council member shall have one vote.
  - v. Voting OMSA Council members may at any time vote by secret ballot.
  - vi. Two-thirds of voting OMSA Council members, including at least one individual from each of the Ontario medical schools, shall constitute a quorum.
    - a. If an OMSA Subsection Representative (ie., VP External) is unable to attend an OMSA meeting, the subsection representative may select a subsection member (i.e. a medical student from their respective Ontario medical school) to attend the meeting. That member shall act as a proxy and have voting rights for the duration of that meeting.
    - b. If an OMSA Executive member is unable to attend a meeting, they may delegate a proxy to vote on their behalf. The Chair of the Council cannot act as a proxy for any Council member.
- c. Executive Board Meetings:
  - i. May be called at the discretion of the President, or by the request of any two Executive Board members.

- ii. In the case of an Executive Board-only meeting, two-thirds of voting members of the OMSA Executive Board shall constitute a quorum.
- d. Emergency OMSA Council Meetings
- i. May be called at the discretion of the President, if there is urgent business in between any two pre-scheduled OMSA Council Meetings
  - ii. In the case of an Emergency Council Meeting, one-half of voting members of the OMSA Council shall constitute a quorum.

## **8. ELECTIONS**

- a. Executive Board members shall be in office for a term of one year, after which an election shall be conducted. Incumbent Executive Board members may run for re-election for a second term; however, they are ineligible to submit their candidacy for a third consecutive term in the same Executive Board position.
- b. The President-Elect will assume the role of President at the end of their one-year term as President-Elect.
- c. The OMSA election of Executive Board members shall take place during the spring of each academic year.
- d. The OMSA election of Executive Board members shall be administered by the Elections Officer as outlined in the OMSA Bylaws: Appendix B.

## **9. FINANCIAL REGULATIONS**

- a. The Vice President of Finance shall administer the budget on behalf of OMSA. As such, they are responsible for tabling an annual budget at the last Spring meeting for OMSA approval. This budget will be tabled with sufficient notice being given for student input and/or feedback. Quarterly financial updates will also be prepared for OMSA council review.
- b. The Vice President of Finance shall always maintain an updated general financial account accurate to within six weeks and must be prepared to produce it upon request.
- c. The following spending authorities are authorized for OMSA council business
  - i. Less than or equal to \$250: does not require signing authority.
  - ii. Greater than \$250: requires approval of two members of OMSA with signing authority, as per Section 9(e);
- d. For all OMSA expenses not covered by the OMA, a Request for Reimbursement form must be completed and returned to the Vice President of Finance with valid original receipts within one month of the transaction.
- e. Approval for spending authority of the OMSA account will be divided as follows:
  - i. Signing Authority #1 will be held by the President.
  - ii. Signing Authority #2 will be held by the Vice President of Finance

**10. AMENDMENTS**

- a. On 30 days' notice by email, the Constitution may be amended at any OMSA Council meeting, by a two-thirds majority on the motion.
- b. Adoption, amendment, and revocation of Bylaws must pass as a main motion at an OMSA meeting via two-thirds majority. Motions pertaining to bylaws must be distributed to meeting attendees with seven days' notice.