



OMSA

Ontario Medical Students Association

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
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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
Amended by the Ontario Medical Students Association April 1, 2023
Amended by the Ontario Medical Students Association September 2, 2023

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. 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 with 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 are not 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.

4. MEMBERSHIP

- a. Membership in the general assembly of OMSA is automatically granted to undergraduate medical students attending an Ontario medical school.
 - b. The Council of the Ontario Medical Students Association (herein, OMSA Council) shall
- Version: September 2, 2023

consist of the Executive Board members, two subsection representatives from each Ontario Medical school, and two Ontario Regional Directors from the Canadian Federation of Medical Students (CFMS).

- c. 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 Ontario medical school shall name two representatives to attend OMSA Council meetings (usually, but not necessarily, the school's duly elected Vice President of External Affairs), and shall retain the right to transfer nominations at any time.

- d. There shall be nine Executive Board members:

- i. President
- ii. President-Elect
- iii. Vice President of Advocacy
- iv. Vice President of Public Relations
- v. Vice President of Education
- vi. Vice President of Equity, Diversity, Inclusion, and Decolonization (EDID)
- vii. Vice President of Finance
- viii. Vice President of Operations
- ix. Vice President of Student Affairs

- e. Any one individual can hold only one position on the Executive Board at any given time.

f. If a VP External is elected to a position on the Executive Board, they will vote on behalf of the Executive Board position only. Their respective Medical Society, in conjunction with OMSA leadership, will determine whether a single alternative individual will attend Council meetings for the remainder of the term and vote on behalf of the VP External, or whether the school will forgo the vote associated with that VP External for the remainder of their term.

5. OMSA COUNCIL

- a. OMSA Council members must be members of OMSA and the OMA prior to their election and throughout their term.
- b. OMSA Council members shall meet regularly in accordance with the Bylaws.
- c. OMSA Council members may establish ad hoc committees at any Council meeting, in accordance with the organization's Bylaws .
- d. OMSA Council shall distribute an easily-understood report of its activities to the general members at least once annually.
- e. 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.
- f. Members of OMSA Council may be removed from office as per OMSA Bylaws.
- g. Members of OMSA Council who resign or are removed from office will have their empty position filled as per OMSA Bylaws.

6. MEETINGS

- a. An Annual General Meeting (AGM) shall be conducted annually in accordance with the OMA Bylaws, and shall be held, if possible, in conjunction with the election of Executive Board members.
- 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.
 - ii. At least six 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 and the Ontario Regional Directors of the CFMS, each OMSA Council member shall have one vote.
 - v. Voting OMSA Council members may at any time propose a motion to 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 meeting, two-thirds of voting members of the OMSA Executive Board shall constitute a quorum.
- d. Emergency OMSA Council Meetings
 - i. In the case of urgent business that must be acted upon before the next full Council meeting, an Emergency Council Meeting may be called and administered at the discretion of the OMSA Council Chair with minimum 24 hours notice.
 - ii. One-half of voting members of the OMSA Council shall constitute a quorum for an Emergency Council Meeting.

7. 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, ideally at the AGM.
- d. The OMSA election of Executive Board members shall be administered by the Elections Officer as outlined in the OMSA Bylaws: Appendix B.

8. 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 the outgoing OMSA Council approval. 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. Expenses within the budget are to be reviewed and approved by at least one (1) signing authority, preferably the Vice President Finance.
 - ii. In cases where expenses exceed the approved budget, the President and Vice President Finance together are authorized to approve up to \$1000 in additional expenses, with the obligation to promptly inform the Council during the next scheduled meeting.
 - iii. Any expenses exceeding the approved budget by more than \$1000 must be presented to the Council for consideration and a formal motion before they can be approved.
- d. 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

9. 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.