



## **Ontario Medical Students Association (OMSA)**

### **Bylaws**

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# Bylaws of the Ontario Medical Students Association Executive Council

## Preamble

Ontario Medical Students Association (OMSA) was established in 1974 by students who saw a need for official representation of medical students at a provincial level within the Ontario Medical Association (OMA). Since its inception, OMSA has been the representative body of medical students to the OMA and is currently the third largest section with over 3,300 official members. OMSA represents students from the six medical schools of Ontario; the University of Ottawa, Queen's University, the University of Toronto, Michael G. DeGroot School of Medicine (McMaster University), Schulich School of Medicine (Western University), and the Northern Ontario School of Medicine. OMSA is a student-led organization dedicated to developing and implementing projects to benefit the needs and interests of Ontario's medical students, as well as advocating at the provincial level on behalf of students.

OMSA runs several events throughout the school year to support Ontario's medical students. We oversee the organization of the Ontario Medical Student Weekend (OMSW), the OMA General Council (GC) Student Ambassador Program, the OMSA Wellness Retreat, the OMSA Leadership Summit, and advocacy training and implementation of a provincial lobby day. Additionally, OMSA works to provide other beneficial services to our members such as the annual equipment sale, conference grants, innovator grants, and clerkship kits.

OMSA advocates for medical students on several platforms. Our Chair and Co-Chair observe the OMA Board of Directors and sit on several OMA committees. Our Executive participates in OMA General Council meetings and meetings of the Council of Ontario Faculties of Medicine, the College of Physicians and Surgeons of Ontario, and the Professional Association of Residents of Ontario.

OMSA is a student led organization dedicated to advocating and servicing the needs of Ontario's medical students. It is headed by the Executive Council who works to organize and execute OMSA initiatives with the help of general OMSA members.

## **ARTICLE 1. DEFINITIONS**

“OMSA” or “the Association” refers to the Ontario Medical Students Association

“OMA” refers to the Ontario Medical Association.

“Officers” refer to the five Directors and Chair and Co-Chair of the Association

“subsection” refers to any of the six subsections of OMSA, defined as the OMA members who are students at each of the six Ontario medical schools.

“subsection representative” refers to the one of two designated representatives from each subsection of OMSA.

“Executive” or “Council” refers to the OMSA Executive Council consisting of the Officers and subsection representatives.

“Main motion” is a proposal that the assembly take certain action, or that it express itself as holding certain views

“OMA Member Honoraria and Expense Claim form” is the annual form provided by the OMA which outlines the process by which members may claim honoraria and expenses.

“Meeting entitlements” are the maximum entitlements for meetings in any calendar year as distributed by the OMA to each section, as outlined by the OMA financial policy.

## **ARTICLE 2. EXECUTIVE COUNCIL**

### **3.1 Executive Committee Composition**

The composition of the Executive Committee is described in the OMSA Constitution, Section 6.

### **3.2 Executive Council Duties**

The Officers and their duties are as follows:

- a) Chair
  - i. call all meetings of the Section, Executive Committee and Officers
  - ii. be a member ex-officio of all committees
  - iii. represent and speak for the medical students of Ontario represented by OMSA
  - iv. have the power to delegate responsibilities to other OMSA Executive
  - v. maintain regular communication with the OMA Board via email, teleconferencing and attending board meetings whenever possible
  - vi. oversee all OMSA projects and events
  - vii. have co-signing authority on all financial transactions with the Treasurer
  - viii. along with the Co-Chair, is responsible for organizing the annual OMSA Annual General Meeting
- b) Co-Chair
  - i. shall fulfill the same duties of the Chair and any additional duties as delegated by the Chair
- c) Director of Services
  - i. broadly organize OMSA services and/or contracts offered to all members including but not limited to:
    - i. Medical school equipment sales,
    - ii. Ontario Medical Student Weekend
  - ii. oversee the wellness portfolio, including the wellness committee, wellness liaison officer and ongoing activities
  - iii. coordinate ASIST training annually for medical students
  - iv. develop new services through the OMA for the benefit of all members, report and keep informed the OMSA executive including Chairs of all ongoing activities and projects
- d) Director of Representation
  - i. direct the advocacy activities of the Association

- ii. co-ordinate year-round advocacy efforts with the Ontario Political Advocacy Committee (OPAC) and Ontario medical students to ensure a strong and uniform voice on behalf of medical students in Ontario. This includes facilitating:
    - i. letter-writing to MPPs
    - ii. publishing opinion and editorial articles,
    - iii. social media presence on issues important to medical students
    - iv. writing of position papers
  - iii. manage strategic partnerships and collaborations with external organizations
  - iv. coordinate OMSA's provincial Lobby Day
  - v. develop support and resources for medical students in Ontario to advocate
  - vi. liaise with the Public Relations and Government Relations staff at the OMA to support the advocacy efforts of the Association
- e) Director of Communication
- i. plan and direct a general communications strategy for the Association
  - ii. maintain the Association's website and communicate any relevant update's/changes/difficulties to technical support
  - iii. maintain the Executive email accounts of the association, ensuring privacy and confidentiality of internal communications are maintained
  - iv. maintain the Association's social media accounts including but not limited to Facebook and Twitter
  - v. prepare and update the Introduction to OMSA presentation for first-year orientation and the OMSA Update presentation to clerks
  - vi. prepare the OMSA portion of the OMSA/CFMS communique and ensure its timely release
  - vii. create and be responsible for an OMSA banner, OMSA paraphernalia, and OMSA brochures
  - viii. record the minutes of all Section meetings, Executive Committee meetings, and Officer meetings and provide them to the Directors of Finance and Internal Affairs
  - ix. ensure materials meet OMSA's bilingualism standards
  - x. work in cooperation with the Public Relations department at the OMA in the publication of the Association's quarterly magazine, Scrub-in
- f) Director of Education
- i. direct the educational activities of the organization and advocate for students in all aspects of medical education.
  - ii. represent the Section on external committees and at forums primarily concerned with education
  - iii. Oversee the Medical Student Education Research Grants Program
  - iv. Develop and maintain education modules and documents in collaboration with external partners on topics of interest to students, especially those which are not directly covered in undergraduate medical education, including:
    - i. Incoming Student Handbook
    - ii. Insights Into Physician Workforce Trends in Ontario

- iii. OMSA Interest Group Database
  - iv. Student Run Clinics Toolkit
  - v. work with all Directors on education initiatives within their portfolios including, but not limited to, the Director of Representation with position papers and modules.
  - vi. organize the OMA GC Student Ambassador Program and Leadership Summit with the OMSA Chair and Co-Chair and the OMA staff.
  - vii. explore opportunities for student mentorship with the OMA and the Altitude Mentoring program.
  - viii. coordinate communication between academic liaisons at each of the 6 medical schools
- g) Director of Finance and Internal Affairs
- i. act with the Co-Chairs to organize all meetings of this section
  - ii. conduct internal Association correspondence of the Executive Committee when applicable
  - iii. archive all relevant documentation of all Association activities.
  - iv. have co-signing authority with the Chair and Co-Chair
  - v. maintain accounting records and provide quarterly financial updates to the executive
  - vi. the outgoing Director shall submit a written year-end report and projected budget to the Executive Committee
  - vii. the incoming Director shall revise the budget prepared by the outgoing Director and have it approved by the Executive Committee at the first Executive meeting of the school year
  - viii. oversee all grants distributed by the section including, but not limited to, the Innovator Grants, Conference Grants, and OMSW Scholarship
  - ix. act as Chair of the OMSA Grants And Scholarship Committee consisting of selected VP-Externals
  - x. advise the OMA head office and Section Executives of changes to Section Officers
  - xi. communicate and distribute minutes of all meetings of the Section and its committees to the head office of the OMA for insertion into the minute books provided for this purpose and for appropriate distribution as well as to all members of the OMSA Executive.

The subsection representatives shall:

- a) send an updated school report to the Executive prior to each Council meeting as outlined in Section 3.2.1
- b) work with VP Externals from other schools to share ideas and problem solve common issues
- c) represent their school's interests at all Council meetings
- d) work with the remaining OMSA Executive to execute OMSA services and events
- e) sit on at least one OMSA committee each academic year

### **3.2.1 Executive Member Expectations**

OMSA Executive members shall fulfill all their duties as outlined in section 3.2.

OMSA Executive members shall attend all OMSA meetings and OMSA run events as a representative of the Council as outlined in section 3.3, unless there is a legitimate conflict.

Each OMSA Executive member shall attend OMSA meetings having read the agenda and all attached material, and be prepared to engage in discussion.

Each subsection and each Officer shall submit a written report to the Director of Finance and Internal Affairs prior to each OMSA meeting. These reports shall highlight all new or developing activities or news from each portfolio.

Each Director shall oversee one committee which lies within their portfolio.

The Chair and Co-Chair shall direct the activities of the council and enforce the regulations within the Bylaws.

Materials provided by the Association Executive, to the Association Executive, is confidential or privileged unless stated otherwise. Unauthorized disclosure of confidential or privileged information is a serious violation and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal as per Bylaw 3.5.

### **3.3 OMSA Council Meeting and Event Attendance**

OMSA Executive members are expected to attend all OMSA meetings and events. One individual from each school plus the OMSA Chair and Co-Chair are required to attend the wellness retreat.

If an OMSA member is unable to attend an OMSA meeting, or will be late, they shall notify the Chair, Co-Chair, Director of Finance and Internal Affairs in writing 48 hours prior to the meeting, with justification. If an OMSA member is unable to attend an OMSA event, or will be late, they must also notify the individual running the event in writing 48 hours prior to the event, with justification.

In the event a member is absent from a meeting due to unforeseen reasons, a follow up regarding the absence shall be initiated by the member with the Chair and Co-Chair, in writing. The member shall endeavour to fulfill his/her duties despite this absence.

The following reasons are considered justifiable for an absence:

- a) Attendance at curricular events including out of town electives
- b) Medical students with clerkship responsibilities
- c) Attendance out of town at a conference or for Medical Society business
- d) Illness of a council member

- e) Extenuating circumstances, as discussed with the Chair and Co-Chair

If a member is not fulfilling their duties as stated, they shall be subject to review for removal as per article 3.5.

### **3.4 OMA General Council (GC) Attendance**

#### **3.4.1 Selection of delegates**

The Student Section of the OMA sends 7 delegates to the OMA GC in both the fall and spring of the academic year. Those delegates shall consist of the following council members:

- a) OMSA Chair or Co-Chair (1)
- b) One OMSA Executive members from each of the 6 Ontario medical schools (6)

If the Chair or Co-Chair cannot attend, or if a school cannot send a representative, the position shall be opened to the entire council.

OMSA shall favour sending delegates who have never been to a council meeting before.

#### **3.4.2 Attendance Expectations**

Attendance expectations are in keeping with article 3.3.

### **3.5 Executive Council Member Removal**

The Council may vote by a 2/3 majority to expel a member if that said member is acting in one or all of the following:

- a) Not fulfilling their duties as stated by OMSA's Bylaws and constitution
- b) Not fulfilling their duties as stated by their school's Bylaws and constitution
- c) Is acting against the values of the Association as deemed by at least 2 members of the Executive council

The member subject to removal will be notified by the Chair at least ten days before a council meeting to plead their case to the rest of council at the meeting or to resign from their current position. A motion must be put forward by two council members. This can be a scheduled council meeting or a meeting called for this specific purpose.

If a member decides to plead their case, the said motion will be entertained in camera as New Business. Secret ballot voting shall ensue. The results will be circulated to council and to the member for review during the said meeting.

If a member either resigns or is removed from council, the position shall be declared an "Unfilled Position" by the Chair and shall be subject to the Elections policy if the position is an Officer. If the position is a subsection representative, the respective host

school will be responsible for replacing this individual as per their constitution and policies.

## **ARTICLE 4. EXECUTIVE COUNCIL AND OFFICER MEETINGS**

### **4.1 Executive Council Meetings**

Seven half day meetings shall be held between September and May of each school year as determined by council members. Meetings should be scheduled approximately every six weeks during the academic school year. Six meetings are sponsored by the OMA and may be held at any time. The remaining one meeting shall be held during the Leadership and Lobby day weekend.

The location of meetings may be rotated among the various schools. Most meetings will be held in Toronto at the OMA offices with one meeting being hosted in the winter/spring prior to OMSW by the school hosting the next OMSW.

Meeting dates shall be decided upon at the first Council meeting in September. Every effort should be made to set the meeting dates 60 days in advance of the meeting.

The Chair and Co-Chair may call emergency meetings of the Council, including remote meetings, at their discretion.

### **4.2 Executive Council Meeting procedures**

The conduct of OMSA Executive Council meetings shall be based on Robert's Rules of Order Newly Revised, though changes may be made at the discretion of the Chair or Co-Chair.

The rules shall help promote fairness, equality and common sense, and balance the need for efficiency (order and timeliness) with the need for democratic decision-making (a reasonable opportunity for all sides to debate the issue before a vote is taken).

#### **4.2.1 Agenda Items**

The core agenda items shall include the following:

- a) Reports: opportunities for council members to provide updates on the work they are doing within their portfolio. These shall be written reports from each of the six schools and the five Directors as outlined in article 3.2.1
- b) Discussion points: opportunities for council members to engage the rest of council for discussion and feedback
- c) New Business: opportunities for council members to bring up motions

#### **4.2.2 Main Motions**

##### **4.2.2.1 Right to move**

Every member of OMSA has the right to propose motions or amendments that are in order.

#### **4.2.2.2 Contents of a motion**

A member "moves" (proposes) that a resolution be adopted, or amended, or referred to a committee, or that a vote of thanks be extended, etc. When a main motion is of such importance or length as to be in writing it is usually written in the form of a resolution, that is, beginning with the words, "Resolved, That," If it is desired to give the reasons for the resolution, they are usually stated in a preamble, each clause of which constitutes a paragraph beginning with "Whereas.". Written motions shall state the financial cost and level of effort necessary.

#### **4.2.2.3 Procedure for proposing a motion**

The mover will send the motion to the Director of Finance and Internal Affairs. The motion shall include background information, a resolution, time commitment, financial commitment, and the names of mover and seconder.

#### **4.2.2.4 Procedure for proposing a motion with supporting documents.**

All supporting documents shall be provided to the Director of Finance and Internal Affairs prior to the meeting. The motion, the documents and contact information of the mover will be distributed by the Director of Finance and Internal Affairs to voters at his or her earliest convenience.

Supporting documents may be amended prior to the meeting. If amendments have been made, the mover must resend the document with amendments highlighted to the Director of Finance and Internal Affairs for redistribution to the executive.

#### **4.2.2.5 Discussion**

The motion is first read aloud by the meeting chair. The mover and seconder may speak to the motion for a maximum of two minutes. The meeting chair shall ask for feedback from the floor to speak for or against the motion.

If several speakers speak the same opinion then the meeting chair will ask for any opposing perspective.

If there are multiple individuals wanting to speak at once, the meeting chair shall start a speakers list. Speakers will start by indicating if they are speaking in "favour" or "against." Comments should be kept to a maximum of two minutes.

If there are no additional speakers or time does not permit further discussion, voting shall proceed as per 4.2.2.7

Speakers may include any executive or general members of OMSA including the mover and seconder.

#### **4.2.2.6 Amendments**

Motions may be amended when amendments are confirmed through resolution. Amendments may add, delete, or substitute words or figures. It may be friendly, not requiring voting, or unfriendly, requiring voting.

#### **4.2.2.7 Voting**

OMSA members shall vote in accordance with article 3.1.

Voting shall proceed by a show of hands abstaining, in favour and against, unless a poll is demanded. For non-unanimous motions, a 50% plus 1 majority is required. For changes to the constitution, bylaws, creation or change to an Association position paper or policy paper, or to remove a council member, a 2/3 majority is required. The Lobby Day Ask will be voted on as per OMSA's Lobby Day Ask Protocol in conjunction with the medical societies of all six Ontario medical schools. A motion can be made for a ballot vote for anonymity.

#### **4.2.3 In camera**

For discussions which only the OMSA Executive Members may participate in, a member of Council may motion for the meeting to go in camera.

The following reasons are justifiable to motion to be in camera:

- a) Discussion regarding OMSA's discretionary fund or budget
- b) Matters which are sensitive and should not be disseminated to the OMSA membership at large

Any discussion which occurs in camera shall not to be recorded in the official minutes but a separate minutes document may be written and distributed only to Executive Council members.

Any discussion which occurs in camera shall not be discussed outside the room where the discussion is held. In camera sessions are confidential.

#### **4.3 Officer's Meetings**

The Chair and Co-Chair may call a meeting of the Officers at their discretion

### **ARTICLE 5. COMMITTEES**

## **5.1. Committees**

OMSA shall have different committees to undertake activities as determined by the Executive Committee and these committees will work to engage Executive members and members of the medical student body at large.

Committees may be established or dissolved at any time during the academic year

## **5.2 Creation of committees**

If any member of the Council wishes to create a new committee, they shall put forward a proposal, which includes a Terms of Reference, to the OMSA Executive Council for approval.

## **5.3 Committee Chair**

Each committee shall be chaired by an OMSA Officer, except under certain circumstances as agreed upon by the OMSA Council. These circumstances include:

- a) Committees that do not fall into the scope of one Officer's portfolio
- b) Committees that require an exceptional time commitment
- c) Committees that are initiated by a non-Officer member of the OMSA Council

## **5.4 Terms of Reference**

Each committee shall have a Terms of Reference associated with it. This Terms of Reference shall be updated at the start of each academic year by the Executive Committee and approved by the Council's Chair and Co-Chair.

The Terms of Reference shall include but not be limited to the committee's:

- a) Chair name and council position
- b) Purpose
- c) Yearly goals and timeline
- d) Roles of committee members
- e) Time commitment

Terms of Reference shall be made accessible to OMSA Executive members.

## **5.5 Membership**

Each committee shall be made up of OMSA Council members and/or members of the medical student body at large.

Committee positions for the OMSA student body at large shall be filled through a standardized application process:

- a. The Committee Chair will put forth a call for applications to all Ontario medical students

- b. Applications are to be anonymized and evaluated based on a rubric developed by the Committee Chair and approved by the Council Chair and Co-Chairs
- c. Applications are to be due no sooner than 14 days after the initial call for applications, unless there are extenuating circumstances as approved by the Chair and Co-Chair

## **ARTICLE 6. HONORARIA**

### **6.1 Reimbursement**

#### **6.1.1 Reimbursement from the OMA**

All OMSA Council members shall be reimbursed for expenses associated with attending Council meetings through the OMA Member Honoraria and Expense Claim form as per article 6.2, unless OMSA has used its maximum number of entitlements. In this case, article 6.1.2 shall come into effect.

#### **6.1.2 Reimbursement from OMSA**

If the council is approaching use of their maximum number of entitlements, on the advisement of the Treasurer as per article 6.3, individual Council members shall be asked by the Treasurer to claim expenses through the OMSA discretionary fund, opposed to the OMA.

These individuals shall be Council members who travel the shortest distance to attend Council meetings.

### **6.2 OMA Member Honoraria and Expense Claim form (pending review Sept 2017)**

In filling out the OMA Member Honoraria and Expense Claim form for OMSA Executive Council meetings, OMSA council members shall:

- a) fill in the Expense portion of the form
- b) fill out the Honoraria portion of the form in keeping with OMA policy.
- c) redirect their Honoria to the Section's discretionary fund

### **6.3 Monitoring Meeting entitlements**

In the minutes of each meeting, the Director of Finance and Internal Affairs shall indicate which Council members shall be reimbursed through the OMA.

The Director of Finance and Internal Affairs shall monitor and record how many Council members claim expenses through the OMA throughout the school year and will inform the Chair and Co-Chair if OMSA is approaching the maximum allowed entitlements.

If OMSA is approaching the maximum number of entitlements, policy 6.1.2 shall take effect.

#### **6.4 Claiming Honoraria (pending review September 2017)**

OMSA Council members are encouraged to claim a single honorarium for each school year they sit on the OMSA Council.

This honorarium shall be from an OMSA meeting where they travel from their home school to the OMA Offices in Toronto

#### **ARTICLE 7. OMSA Events**

##### **7.1 OMSW**

- 1) The Ontario Medical Student Weekend (OMSW) shall be hosted in a cyclic progression by each of the six (6) Ontario Medical schools so that each school hosts the event once in a span of six (6) years.
- 2) Planning of the event shall be done at the discretion of the Host School's Organizing Committee, with the oversight and support of OMSA, as outlined in this document.
- 3) The organization of the Host Organizing Committee will be at their discretion but it is expected that the subsection representatives from the host school will assume leadership roles in order to liaise with the OMSA Executive.
- 4) The organization of the weekend itself will be left to the discretion of the Host Organizing Committee, but it is expected that the event will have an academic component consisting of workshops, and/or speakers, and/or displays as well as a social component for medical student networking and collegiality.
- 5) The timing of the conference shall fall in the month of October on a weekend that is convenient for members of all six (6) Ontario Medical Schools. The conference shall involve a Friday evening, a full day Saturday and shall be complete by a Sunday morning.
- 6) A representative from the Host School shall present a preliminary budget including accurate estimates of costs at an OMSA Spring Meeting (typically in May) prior to the conference.
- 7) A representative from the Host School shall present an updated budget in collaboration with the Information Officer/Treasurer including accurate estimates of both costs and sponsorship revenues to the OMSA Executive at the first meeting in the Fall. This budget will also include discretionary items which can be omitted or added to the event, during the week prior to the conference in order to achieve a balanced budget.
- 8) Student registration fees shall be set at the time of the Fall meeting. Fluctuations with registration fees from previous years should be kept to a minimum in consideration of a balanced budget. If student cost is satisfactory to the Host School's Organizing Committee and OMSA Executive, no further fundraising shall be done. Additional

fundraising will only be allowed with commensurate decreases in student registration costs.

- 9) In the event of a surplus of funds, the excess will go towards one or more of the following options as deemed appropriate by the OMSA Executive:
- 10) A restricted fund, only to be used for future OMSW conferences as needed (ex. transportation, equipment purchase, etc).
- 11) A contingency fund which will be established and maintained to account for years in which the conference runs a deficit. The contingency fund shall equal; the costs that might be committed at any point in time that would not be refundable if the event were cancelled; and/or the cost to complete the event assuming a partial revenue collapse after the commitment to the event is made; or
  - a) The Ontario Medical Student Bursary Fund (OMSBF).

## **7.2 Wellness Retreat**

## **7.3 Leadership Summit**

## **7.4 Lobby Day Weekend**

## **7.5 OMSA Annual General Meeting (AGM)**

## **ARTICLE 8. ELECTIONS**

The Elections policy of OMSA is described in a separate document (Appendix A).

## **ARTICLE 9. POLICY PAPERS**

Position papers endorsed by OMSA Executive Council shall be subject to the Policy Paper Endorsement Protocol (Appendix B) for approval.