



Ontario Medical Students Association (OMSA)

Bylaws

Approved: March 29th, 2020

Table of Contents

ARTICLE 1. DEFINITIONS	4
ARTICLE 2. EXECUTIVE COUNCIL	6
2.1 Executive Council Membership and Voting	6
2.2 Executive Council Duties	6
2.2.1 Executive Member Expectations	8
2.3 OMSA Council Meeting and Event Attendance	9
2.4 Executive Council Member Removal	9
ARTICLE 3. EXECUTIVE COUNCIL AND OFFICER MEETINGS	9
3.1 Executive Council Meetings	9
3.2 Executive Council Meeting procedures	11
3.2.1 Agenda Items	11
3.2.2 Main Motions	11
3.2.2.1 Right to move	11
3.2.2.2 Contents of a motion	11
3.2.2.3 Procedure for proposing a motion	12
3.2.2.4 Procedure for proposing a motion with supporting documents.	12
3.2.2.5 Discussion	12
3.2.2.6 Amendments	12
3.2.2.7 Voting	13
3.2.3 In camera	13
3.3 Officer's Meetings	13
ARTICLE 4. COMMITTEES	13
4.1. Committees	13
4.2 Creation of committees	13
4.3 Committee Chair	14
4.4 Terms of Reference	14
4.5 Membership	14
ARTICLE 5. HONORARIA	14
5.1 Reimbursement	15
5.1.1 Reimbursement from the OMA	15
5.1.2 Reimbursement from OMSA	15

5.2 OMA Member Honoraria and Expense Claim form	15
5.3 Monitoring Meeting entitlements	15
ARTICLE 6. OMSA Events	16
6.1 OMSW	16
6.2 Winter Retreat	17
6.3 Leadership and Day of Action Weekend	18
6.4 Day of Action Weekend	19
6.5 OMSA Annual General Meeting (AGM)	20
6.6 Ontario Student Medical Education Research Conference	20
ARTICLE 7. ELECTIONS	21
ARTICLE 8. POLICY PAPERS	21

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 Winter Retreat, the OMSA Leadership Summit, and advocacy training and implementation of a provincial Day of Action. 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 President observes the OMA Board of Directors and sits on several OMA committees. Members of our Executive participate 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, when invited to do so.

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 six Vice-Presidents, President, and President-Elect 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. These representatives are usually, but not exclusively, the subsection’s duly elected VP Externals.

“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

2.1 Executive Committee Composition

The composition of the Executive Committee is described in the OMSA Constitution, Sections 5 and 6.

2.2 Executive Council Duties

The Officers and their duties are as follows:

- a) President
 - 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 President Elect, is responsible for organizing the annual OMSA Annual General Meeting
 - IX. Responsible for overseeing and implementing all strategic plans and priorities
 - X. Responsible for regular communication with CFMS, PARO and other relevant student organizations
 - XI. Shall meet regularly with the President-Elect to ensure they are informed on all OMSA events, decisions, and strategic discussions

- b) President-Elect
 - I. Shall fulfill the same duties of the President and any additional duties as delegated by the President

- II. Shall act as President-Elect for one year, before transitioning into President role.
- III. Responsible for chairing each executive and council meeting, including setting the agenda
- IV. 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.
- V. Shall not hold voting power on any executive and council motion
- VI. Shall not have signing authority on any OMSA financial transactions
- VII. Shall meet regularly with the President to ensure they are informed on all events, discussions, and strategic discussions
- VIII. Shall be an ex-officio member of the Governance Committee
- IX. Oversee the Ambassador Program for the OMA General Assembly
- X. Act as Chief Electoral Officer

c) Vice President of Student Affairs

- I. Oversee the wellness portfolio, including chairing the wellness committee, and any new initiatives.
- II. Oversee the annual retreat, designed to promote learner wellness and student connection
- III. Oversee the mentorship program
- IV. Promote and oversee initiatives designed to increase equity, diversity, and inclusion in Ontario medical education
- V. Coordinate the Clerkship Kits

d) Vice President of Advocacy

- I. Direct the advocacy activities of the Association
- II. Co-ordinate year-round advocacy efforts through chairing the Ontario Political Advocacy Committee (OPAC) to ensure a strong and uniform voice on behalf of medical students in Ontario. This includes facilitating:
 - A. Letter-writing to MPPs
 - B. Publishing opinion and editorial articles,
 - C. Social media presence on issues important to medical students
 - D. Writing of position papers
- III. Manage strategic partnerships and collaborations with external organizations
- IV. Coordinate OMSA's provincial Day of Action
- 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
- VII. Liaise with the chair(s) of the Northern Ontario and Rural Medicine Committee (NORM)

e) Vice President of Communication

- I. Plan and direct a general communications strategy for the Association
- II. Maintain the Association's website and communicate any relevant updates/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 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 President-Elect and Vice President of Operations.
- 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
- XI. Chair Communications committee
- XII. Liaise with the Chair(s) of the Bilingualism committee

f) Vice President 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:
 - A. Incoming Student Handbook
 - B. OMSA Interest Group Database
 - C. Clerkship Resources
 - D. Alternative and Adjunct Careers Guide
- V. Work with all Vice Presidents on education initiatives within their portfolios including, but not limited to, the Vice President of Advocacy with position papers and modules.
- VI. Oversee the Ontario Student Medical Education Research Conference
- VII. Chair the Education Committee

g) Vice President of Operations

- I. Archive all relevant documentation of all Association activities.
- II. Maintain the Constitution, and Bylaws
- III. Update the History of OMSA Document annually

- IV. Advise the OMA head office and Section Executives of changes to Section Officers
- V. Facilitate the application process for all OMSA committees
- VI. Oversee the internal functions of council
- VII. Oversee the attendance of executive and council members at all OMSA meetings and events
- VIII. Conduct midterm and final evaluations of council members and council functioning
- IX. Oversee the transition of the Ontario Medical Students Weekend (OMSW), and maintain up to date transition documents
- X. In conjunction with the President and President-Elect, organize the annual Leadership Summit
- XI. Chair of Governance Committee

h) Vice President of Finance

- I. Have co-signing authority with the President
- II. Maintain accounting records and provide quarterly financial updates to the executive
- III. The outgoing Vice President shall submit a written year-end report and projected budget to the Executive Committee
- IV. The incoming Vice President shall revise the budget prepared by the outgoing Vice President and have it approved by the Executive Committee at the first Executive meeting of the school year
- V. Oversee all grants distributed by the section including, but not limited to, the Innovator Grants, Conference Grants, and Leadership Scholarship
- VI. Chair of the OMSA Grants And Scholarship Committee consisting of alternating OMSA Executive members.
- VII. Broadly organize OMSA services and/or contracts offered to all members including but not limited to:
 - A. Medical school equipment sales,
 - B. Develop new services and sponsors to ensure long lasting financial stability of OMSA
 - C. Support the various OMSA portfolios to secure event and initiative specific funding'
- VIII. In conjunction with President and President-Elect, liaise with sponsors to ensure productive working relationships
- IX. Oversee the event and initiative specific budgets associated with various OMSA portfolios in collaboration with the Vice President who oversees the events/ initiatives.

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 subsection representative 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

2.2.1 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 President-Elect prior to each OMSA meeting. These reports shall highlight all new or developing activities or news from each portfolio.

Each Vice President shall oversee the committee(s) that lie within their portfolio and shall be responsible for regularly liaising the activities of the committee(s) to the Executive.

The President 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.

2.3 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 President and Pre are required to attend the Winter retreat.

If an OMSA member is unable to attend an OMSA meeting, or will be late, they shall notify the President, President-Elect, and VP Operations 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 President and VP Operations, 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 President and VP Operations

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

2.4 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 President 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 OMSA council, the position shall be declared an "Unfilled Position" by the President 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 producing a new school representative to OMSA Council. However, OMSA does not possess the power to remove an individual from their host school appointed position.

ARTICLE 4. EXECUTIVE COUNCIL AND OFFICER MEETINGS

3.1 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 at any time based on the discretion of the council.

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 President may call emergency meetings of the Council, including remote meetings, at their discretion.

3.2 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 President and President-Elect.

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).

3.2.1 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 six Vice Presidents 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

3.2.2 Main Motions

3.2.2.1 Right to move

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

3.2.2.2 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.

3.2.2.3 Procedure for proposing a motion

The mover will send the motion to the President-Elect. The motion shall include background information, a resolution, time commitment, financial commitment, and the names of mover and seconder.

3.2.2.4 Procedure for proposing a motion with supporting documents.

All supporting documents shall be provided to the President-Elect prior to the meeting. The motion, the documents and contact information of the mover will be distributed by the President-Elect 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 President-Elect for redistribution to the executive.

3.2.2.5 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 3.2.2.7

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

3.2.2.6 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.

3.2.2.7 Voting

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 Day of Action Ask will be voted on as per OMSA's Day of Action Ask Protocol (Appendix C) in conjunction with the medical societies of all six Ontario medical schools. A motion can be made for a ballot vote for anonymity.

3.2.3 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.

3.3 Officer's Meetings

The President may call a meeting of the Officers at their discretion

ARTICLE 4. COMMITTEES

4.1. 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

4.2 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.

4.3 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

4.4 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 President and President-Elect.

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

- a) Chair name and council position
- b) Purpose and objectives
- d) Roles of committee members
- e) Time commitment

Terms of Reference shall be made accessible to OMSA members.

In addition to the Terms of Reference, each Committee Chair must submit their committee's yearly goals and timeline four weeks after committee selection, for approval at the subsequent OMSA Council meeting.

4.5 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 President and President-Elect.
- 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 VP Operations and President
- d. The VP Operations shall facilitate the application process for all committees

ARTICLE 5. HONORARIA

5.1 Reimbursement

5.1.1 Reimbursement from the OMA

OMSA Council members may 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, all reimbursements will be processed through article 5.1.2.

5.1.2 Reimbursement from OMSA

Depending on the total sum of an individual's meeting related expenses and number of remaining entitlements, individual Council members shall be asked by the VP Finance to claim expenses through the OMSA discretionary fund, opposed to the OMA. These individuals shall be reimbursed using the policies and limits outlined by the OMA Member Honoraria and Expense Claims Form.

These individuals shall be Council members who travel the shortest distance to attend and Council meetings and/or had the lowest costs.

5.2 OMA Member Honoraria and Expense Claim form

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

All Honoraria will automatically be redirected to the Section's discretionary fund.

5.3 Monitoring Meeting entitlements

In the minutes of each meeting, the VP Finance shall indicate which route Council members shall be reimbursed through.

The VP Finance shall monitor and record how many Council members claim expenses through the OMA throughout the school year and will inform the President if OMSA is approaching the maximum allowed entitlements.

Due diligence will be taken to ensure that the OMA entitlements are spent maximally each year, while minimizing the expense that OMSA incurs.

ARTICLE 6. OMSA Events

6.1 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 months of October or November 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 Vice President of Finance 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 finalized by 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 be transferred to OMSA, who shall redistribute the funds to the following year's OMSW Host Organizing Committee.
- 10) The OMSA Vice President of Operations shall oversee the transition of OMSW leadership teams and shall act as the delegated OMSA support for all OMSW events.

6.2 Winter Retreat

- 1) The OMSA Winter Retreat shall be carried out by the Winter Retreat Committee, under the Student Affairs Portfolio and appointed by the Vice President of Student Affairs with the oversight and support of OMSA.
- 2) The timing of the Retreat shall fall in the months of January, February or March on a weekend that maximizes convenience for all six (6) Ontario Medical Schools and does not conflict with other OMSA-run events. The Retreat shall involve a Friday evening, a full day Saturday and shall be complete by a Sunday midday. The specific dates for the Retreat will ultimately be left to the discretion of the organizing committee, also taking into account venue availability.
- 3) The organization of the weekend itself will be left to the discretion of the Retreat Committee, but it is expected that the schedule for the weekend will be created based on the mandate of maximizing participant mental and physical health and wellness. To this end, it is recommended that activities throughout the weekend generally be non-mandatory. Activities may include but are not limited to physical activity, time spent outdoors, mealtimes together, free time and possibly workshops and/or speakers.
- 4) The Finance Lead on the Retreat Committee shall present a proposed budget in collaboration with the Vice President of Student Affairs and Vice President of Finance including accurate estimates of both expenses and sponsorship revenues to the OMSA Executive Council at the first meeting in the Fall. This budget will also include discretionary items which can be omitted or added as needed leading up to the retreat in order to achieve a balanced budget.
- 5) Student registration fees shall be finalized during the Fall meeting. Fluctuations with registration fees from previous years should be kept to a minimum as much as possible, however should be adjusted accordingly in order to achieve a balanced budget.
- 6) Registration fees and information will be collected using an appropriate online platform such as Eply via OMA, in order to collect funds and data in an organized and official manner. Members of the Retreat Committee shall minimize the use of their personal accounts, such as personal email money transfers, as much as possible.
- 7) The Finance lead shall endeavour to seek and secure as much financial sponsorship as needed to achieve a balanced budget from a wide variety of

- sources (school medical societies, external sponsors, commercial sponsors, etc). Any funding sought from Canadian banks must be cleared and approved by the Vice President of Student Affairs in consultation with the OMSA Executive Council prior to approaching any representatives of said banks. Funding from non-bank sponsors should be explored and maximized prior to approaching banks for potential sponsorships.
- 8) The Retreat Committee shall minimize and attempt to avoid any in person talks, workshops or booths by sponsors during the actual Retreat, in order to maximize wellness, participant mental health and to minimize time taken away from Retreat activities.
 - 9) The Finance Lead, in collaboration with the Retreat Lead, Vice President of Student Affairs and the OMA representative to OMSA, shall be diligent regarding keeping track of all incoming revenue (e.g. collected registration fees, cheques received by the OMA from external sponsors, etc) and expenses paid both leading up the retreat as well as following the retreat. These expenses and revenues must be documented/updated in the budget accordingly.
 - 10) The Finance Lead, in collaboration with the Retreat Lead and Vice President of Student Affairs shall submit a final, updated budget after the Winter Retreat is complete, which shall reflect all final expenses and revenue related to the event.
 - 11) In the event of a surplus of funds, the excess will be carried over to the following year's Winter Retreat budget. In exceptional circumstances, a portion of the surplus funds may be redistributed to other OMSA-related portfolios or events, but this must be approved by the Vice President of Student Affairs and voted upon by the OMSA Executive Council, as per OMSA policy.
 - 12) The Retreat Committee shall seek feedback from all participants following the retreat and relay this information gathered to the incoming Vice President of Student Affairs and Retreat Committee in order to improve the event with each successive year.

6.3 Leadership Summit

- 1) The OMSA Leadership Summit shall be held once annually and, when possible, shall take place the day before the OMSA Annual General Meeting
- 2) Planning of the event shall be done by the VP Operations in partnership with the President and President-Elect and the OMSA Executive Council
- 3) The organization of this event shall be left to the discretion of the VP Operations, President, and President-Elect. However, it is expected the event will have activities designed to support student leadership skills.
- 4) Costs associated with the Leadership Summit shall be reimbursed through the Leadership Summit budget line allocated and managed by the OMA
- 5) Participation in the Leadership Summit shall be determined by an application process open to all Ontario medical students. Applications will be reviewed by the VP

Operations, President, and President-Elect, and candidates shall be selected equitably across all medical schools.

6.4 Day of Action Weekend

1) OMSA Day of Action shall be held annually to: advance OMSA's advocacy work with the Government of Ontario on a specific topic; and provide medical students an opportunity to engage in provincial-level advocacy.

2) Planning of the event shall be done at the discretion of the Ontario Political Advocacy Committee (chaired by the Vice President of Advocacy) and/or its most appropriate subcommittee (i.e. the "Day of Action Team"), with the oversight and support of the OMSA Executive.

3) The organization of the event will be left to the discretion of OPAC and/or the Day of Action Team, but it is expected that the event will have: a "Day of Action" held at Queen's Park when the Ontario Legislature is in session; and a preceding Advocacy Training Weekend where attendees receive advocacy, media, and topic-specific training.

4) The Day of Action Topic shall be decided according to the Day of Action Topic Selection Protocol.

5) Day of Action attendees or "delegates" should be selected by a process determined by the Day of Action Team. OMSA Executive members, OPAC leaders and/or members, and municipal medical student advocacy leaders may be invited; however, most delegates should be chosen through an open application process that also aims to select a diverse range of students from all Ontario medical schools.

6) The Vice President of Advocacy and Day of Action Team, in collaboration with the Information Officer/Treasurer, shall discuss and identify accurate estimates of costs and revenue sources. The Vice President of Advocacy should regularly provide planning and budget updates with the OMSA Executive starting no later than six months prior to the scheduled event.

7) OMSA should aim to reduce financial barriers for delegate attendance (i.e. by reimbursing or subsidizing travel / hotel costs and minimizing registration costs, if any) while avoiding sponsorships for Day of Action that may compromise or appear to compromise the integrity of the advocacy event (i.e. by offering naming rights).

8) Event organization and/or its objectives may be subject to last-minute changes due to shifts in the political environment and/or legislative calendar at the discretion of the OMSA President, OMSA President-Elect, Vice President of Advocacy, and/or Day of Action Team. Any proposed changes should be communicated to OMSA Council and Day of Action delegates, if selected, in a transparent and timely matter following

established protocols where available (such as the Day of Action Topic Selection Protocol- Appendix C).

6.5 OMSA Annual General Meeting (AGM)

- 1) The OMSA AGM shall take place on a weekend in May at the discretion of the OMSA Executive
- 2) When possible, the AGM should occur on the same weekend as the Leadership Summit
- 3) The AGM shall be run with the same structure as any OMSA meeting; however, the following additional agenda items must also occur:
 - a) The proceeding year's annual budget will be presented
 - b) Elections for all OMSA Vice-President positions and the President Elect
- 4) All OMSA students shall be invited to attend the AGM
- 5) The AGM shall have no budget outside of the usual meeting allocation
- 6) Quorum for the AGM shall be the same as all OMSA meetings; however, all voting members should be present barring exceptional circumstances

6.6 Ontario Student Medical Education Research Conference

- 1) The Ontario Student Medical Education Research Conference (OSMERC) will be an annual one-day event, taking place on a weekend in March.
- 2) The location of the event can be in any Ontario location.
- 3) All attendees are welcome. Presenters (oral and poster) can be undergraduate or graduate students in any program, so long as the research they are presenting is medical education-focused. Presenters must be students in an accredited program.
- 4) Typically the event includes one keynote speaker and two workshops. The organisation of the workshops, including the number offered, is up to the discretion of the organisers. The number of oral and poster presentations is also up to the organisers' discretion. Poster and oral presentation competitions are encouraged.
- 5) Title sponsorships should be avoided in order to avoid scenarios where sponsors are giving presentations to conference attendees. This is, however, up to the discretion of the organisers.

6) Level of sponsorship is dependent on amount sponsored. Sponsors have differing levels of involvement in the conference based on level, as described in the sponsorship package.

7) Travel costs are covered for speakers and judges if the budget allows. This may vary year to year.

ARTICLE 7. ELECTIONS

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

ARTICLE 8. POLICY PAPERS

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