



# 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 Student Association September 9, 2019

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

Amended by the Ontario Medical Student Association May 10, 2020

Version: May 10, 2020

## **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.
- 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 and French. Where there is discrepancy between different versions, the English version shall prevail.

### **4. OBJECTIVES**

- a. The objectives of OMSA shall include:
  - 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 medical students.
  - iv) To act in advising the Board of Directors of the OMA when requested by the Board

### **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 Section.
- c) Each student government executive council shall name two VP Externals as representatives to attend OMSA Executive meetings, and shall retain the right to transfer nominations at any time.
- d) There shall be eight Officers:
  - i. President
  - ii. President-Elect

- iii. Vice President of Student Affairs
- iv. Vice President of Advocacy
- v. Vice President of Communication
- vi. Vice President of Education
- vii. Vice President of Operations
- Viii. Vice President of Finance

## **6. EXECUTIVE COMMITTEE**

- a. The Executive Committee of the Executive of the Ontario Medical Student Association shall consist of the Officers and two elected subsection representatives from each of the six Ontario Medical schools.
- b. Executive Committee members must be members of OMSA prior to election and throughout their term. Members must also be OMA members throughout their term.
- c. The Executive shall meet regularly and shall act on behalf of OMSA between meetings.
- d. The Executive Committee members may establish ad hoc committees at any meeting of the Section and shall indicate who shall chair these committees.
- e. The Executive Committee shall distribute an easily-understood report of its activities to the general members at least annually.
- f. Actions of Executive 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 meetings. However, a special vote may be called and administered at the President-Elect's discretion, although quorum for voting must be as described in Article 7(b).
- h. Members of the Executive Committee may be removed from office as per OMSA Bylaws.
- i. Members of the Executive Committee 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 Executive of the academic year.
- b. Meetings of the Executive shall convene as follows:
  - i. At least six half day meetings per year shall be called by the President. Meetings should be scheduled approximately every six weeks during the academic school year and held with guidance from Robert's Rules of Order.
  - ii. The date, time, and location of each meeting shall be determined by the Executive.
  - iii. Each Executive member shall have one vote at meetings except for the President Elect, who is chairing the meeting, and who will only vote in case of a tie.

- iv. Executive members attending meetings may vote by confidentially communicating to the meeting chair.
- v. Eight members of the Executive, and at least one from each of the Ontario medical schools, shall constitute a quorum.
  - a. If no OMSA Executive member from a subsection can attend a meeting, the subsection executive shall select a subsection member from to attend the meeting. That member shall have equal voting rights as an Executive member at that meeting.
- c. Meetings of Officers:
  - i. May be called at the discretion of the President, or by the request of any two Officers.

## **8. ELECTIONS**

- a. Officers shall be in office for a term of one year, after which an election shall be conducted. Incumbent Officers may run for re-election for a second term; however, Officers are ineligible to submit their candidacy for a third consecutive term in the same Officer position.
- b. The President-Elect will assume the role of President at the end of the year.
- c. The OMSA election of Officers shall take place during the spring of each academic year,
- d. The OMSA election of Officers 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 e-mail, the Constitution may be amended at any meeting of OMSA Executive or Section, by a two-thirds majority on the motion. Any amendment or amendments thereby passed shall have force and effect when approved by the Board of Directors of the Ontario Medical Association.
- 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.