



Northern Ontario School of Medicine
Student Society

Constitution & Bylaws

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Definitions

Active Member	All registered undergraduate medical student of the Northern Ontario School of Medicine.
Honorary Member	All undergraduate alumni of the Northern Ontario School of Medicine, students who are on leave of absence, and others by invitation.
NOSM	Northern Ontario School of Medicine
NOSMSS	Northern Ontario School of Medicine Student Society: includes all active and honorary members.
NOSMSS Executive Group	The official elected representative group of the NOSMSS. It is responsible for the organization and representation of the NOSMSS both internally and externally. The NOSMSS Executive Group shall be responsible for the daily business of NOSMSS.

Objectives

The objective of the Northern Ontario School of Medicine Student Society is to uphold the vision, mission and guiding principles of the Northern Ontario School of Medicine including, but not limited to the following:

1. Acting as a representative voice of the student body on issues pertaining to educational and social needs;
2. Acting as a liaison between the student body and NOSM faculty and administration;
3. Acting as a liaison between the student body and external organizations;
4. Fostering and encouraging a collegial community environment;
5. Engaging in community involvement.

Article 1 – Name

The Organization shall be known as the “Northern Ontario School of Medicine Student Society”, hereinafter referred to as the NOSMSS.

Article 2 – Membership

Membership shall be open to:

1. Active Members
2. Honorary Members

Article 3 – Members’ Rights and Duties and Voting

Members’ Rights and Duties

Members’ rights and duties are outlined in the Constitution & Bylaws of the Northern Ontario School of Medicine Student Society. Rights and duties may change from time to time and shall include the following:

1. All Active Members in good standing as defined by the NOSMSS Bylaw 3, shall be eligible to elect or be elected to any office of the NOSMSS Executive Group, committees and/or external organizations.
 - a. Active Members may be nominated to run for executive offices, and/or committees and/or external organizations by Active Members only.
 - b. In the event that an election is not possible the Executive Group with a majority vote has the right to appoint or be appointed to any office or committee.
2. All Active Members shall have the right to raise questions, discuss and/or express their opinions and in doing so contribute to the activities of NOSMSS.
3. All Active Members shall abide by the decisions made by the NOSMSS Executive Group (as defined in Article 6).

Voting

1. Only Active Members shall be entitled to vote at NOSMSS meetings and elections.
2. Active Members shall have one vote and each vote shall be considered equal.

Article 4 – Finance

The sources of finance of the NOSMSS shall be as follows:

1. Financial support from ancillary fees paid by the students to the Northern Ontario School of Medicine;
2. Income from fundraising or fund generating events; and
3. External sponsorships from corporations, groups, and/or individuals who have been approved by all Active Members of the NOSMSS.

Article 5 – Financial Regulations

1. The VP Finance shall administer the budget on behalf of the NOSMSS and the NOSMSS Executive Group. As such, the VP Finance is responsible for tabling an annual budget at the Fall General Assembly for NOSMSS approval. This budget will be tabled at the start of every new school year with sufficient notice being given for student input and/or feedback. In addition to the annual budget proposal provided at the start of the school year, the VP Finance will be responsible to provide monthly budget updates to the NOSMSS and NOSMSS Executive Group.
2. Prior to the approval of the budget by the NOSMSS at the Fall General Assembly, the following spending authorities are authorized:
 - a. Less than \$200: approval of two members of the Executive Group with signing authority, as per Article 5, Section 3;
 - b. \$201 - \$999: majority approval of the NOSMSS Executive Group; and
 - c. \$1000 or greater: majority approval of the NOSMSS.
3. The NOSMSS Executive Group shall maintain one general account named the General Fund. The VP Finance will be responsible for maintaining the account up to date. Approval

for spending authority of the NOSMSS General Fund will be divided as follows:

- a. Signing Authority #1 will be held by the President or in his/her absence, the VP Executive, for a limit not to exceed \$200; and
- b. Signing Authority #2 will be assigned to at least two members of the NOSMSS Executive Group at the beginning of the year, as selected by the NOSMSS Executive Group. Their spending authority is unlimited, provided that each expenditure has previously been approved and recorded in the minutes of a quorate NOSMSS Executive Group meeting.

Article 6 – The NOSMSS Executive Group

1. Elected by the Active Members of the NOSMSS;
2. Accountable to the NOSMSS as outlined in NOSMSS Constitution Objectives;
3. Consist of 17 executive voting positions:
 - a. President
 - b. VP Executive
 - c. VP Finance
 - d. VP Internal Communications
 - e. VP External Communications Senior
 - f. VP External Communications Junior
 - g. VP Education Senior
 - h. VP Education Junior
 - i. Global Health Liaison Senior
 - j. Year 1 Representative East
 - k. Year 1 Representative West
 - l. Year 2 Representative East
 - m. Year 2 Representative West
 - n. Year 3 Representative East
 - o. Year 3 Representative West
 - p. Year 4 Representative East
 - q. Year 4 Representative West
4. Consist of 1 executive non-voting position
 - a. Past President

Article 7 – Functions of the NOSMSS Executive Group

Common Responsibilities of the NOSMSS Executive Group

Each member of the NOSMSS Executive Group will:

1. Thoroughly familiarize oneself with the NOSMSS Constitution and Bylaws;
2. Conduct a yearly review, of the Constitution to ensure its accuracy and appropriateness with respect to the current environment. In the event that amendments need to be made, these amendments will be reviewed and approved by the NOSMSS;
3. Attend all Executive Group meetings and/or submit a report when unable to attend;
4. Submit agenda items to the President;
5. Respond to enquiries regarding responsibilities of any NOSMSS Executive Group member.

Job Descriptions and Term

Title: President

Term: Two year term, one year as President, and one year as Past-President. The President has the option to seek re-election as President after the first year of the term. Should the President succeed in re-election, the Past-President position shall remain vacant.

Reports to: The NOSMSS

Oversees the NOSMSS Executive Group.

Responsibilities defined in Bylaw 1.1

Title: VP Executive

Term: One year

Reports to: President

Assist the President and their duties.

Responsibilities defined in Bylaw 1.2

Title: VP Finance

Term: One year

Reports to: President

Manages and maintains the finances of the NOSMSS.

Responsibilities defined in Bylaw 1.3

Title: VP Internal Communications

Term: One year

Reports to: President

Facilitates communication between East and West campus students and between students and faculty and administration.

Responsibilities defined in Bylaw 1.4

Title: VP External Communications

Term: Each VP External Communications will be elected to a 2 year term that is staggered, such that only one VP External Communications Jr is elected each year. The previous VP External Communications Jr will assume the VP External Communications Sr role in the second year of their mandate.

Reports to: President

Coordinate with VP External Communications from other medical schools and represent the school on OMSA and CFMS.

Responsibilities defined in Bylaw 1.5

Title: VP Education

Term: Each VP Education will be elected to a 2 year term that is staggered, such that only one VP Education Jr is elected each year. The previous VP Education Jr will assume the VP Education Sr role in the second year of their mandate.

Reports to: President

Receive and compile student feedback on issues surrounding education and formulate reports based on feedback.

Responsibilities defined in Bylaw 1.6

Title: Year Representative

Term: One year

Reports to: President

Represents students of same year and same campus to the NOSMSS Executive Group.

Responsibilities defined in Bylaw 1.7

Title: Past-President

Term: One year immediately following term as President.

Reports to: President

Responsibilities defined in Bylaw 1.8

Article 8 – Executive Group Changes

1. Any member of the NOSMSS Executive Group who is unable to effectively function in the elected capacity shall immediately report their resignation in writing to the NOSMSS Executive Group stating their reasons and the effective date (with reasonable notice).
2. Any member of the NOSMSS Executive Group and/or the entire NOSMSS Executive Group shall be dismissed on the following grounds:
 - a. Inability to perform the duties of his/her office;
 - b. Financial mismanagement or misappropriation of the NOSMSS Fund;
 - c. General misconduct contrary to the objectives of the NOSMSS; and/or
 - d. At the discretion of the NOSMSS Executive Group when failure to attend meetings impedes on the ability of an individual to perform duties
3. Dismissal of a member of the NOSMSS Executive Group requires a unanimous vote by the remaining NOSMSS Executive Group members. Dismissal of an entire NOSMSS Executive Group requires a unanimous vote of the Active Members at a General Assembly where quorum has been established.

4. Motion for dismissal may be made by any Active Member by way of a delegation made to the NOSMSS Executive Group at a General Assembly.

Article 9 – Meetings

1. NOSMSS Executive Group Meetings shall convene at the following times:
 - a. Biweekly, or at the recommendation of the President whenever it is deemed fit after consultation with the NOSMSS Executive Group;
 - b. At the insistence, in writing, to a VP Internal Communications, of 25% of Active Members within 30 days.
2. NOSMSS General Assembly shall convene at the following times:
 - a. At least two times in each academic year. One meeting in the month of October and the second in March;
 - b. At such date and time as determined by a majority vote of the NOSMSS Executive Group; and
 - c. Within 30 days of receipt, by the VP Internal Communications, of a written request by at least 25% of Active Members.

Article 10 – Notice of Meetings

1. The notice of meetings shall be posted by VP Internal Communications one week prior to the meeting date.
 - a. In the case of an emergency meeting, forty-eight hours notice is required.

Article 11 – Quorum

Quorum is achieved by the following:

1. At NOSMSS General Assembly; with a 25% attendance of Active Members.

2. At NOSMSS Executive Group meetings; with 50% + 1 person attendance of NOSMSS Executive Group members.

Article 12 – Resolutions

1. All decisions at NOSMSS General Assembly shall be arrived at with the support of a simple majority (50% + 1) of members at any meeting with quorum.
2. All decisions at NOSMSS Executive Group meetings shall be arrived at with the support of a simple majority (50% + 1) of members at any meeting with quorum.
3. All motions shall be presented and seconded.
4. The President will call votes on a motion.
5. Voting on motions shall occur by the raising of hands and/or role call (teleconference) and each member shall have only one vote.

Article 13 – Elections

1. Election Dates and Types
 - a. Two separate elections shall take place during each academic year. The specific dates of these elections are outlined below and the timelines of these elections shall be as outlined in Article 13, Section 4.
 - b. Fall Election
 - i. The voting period for this election shall begin no later than October 10th.
 - ii. The positions open for this election, as determined by the VP Executive, shall include:
 1. All general student committee representative positions approaching end of term
 2. Two (2) NOSMSS Year One (1) Representatives
 - c. Spring Election
 - i. The voting period for this election shall begin no later than April 30th.
 - ii. The positions open for this election shall be all positions of the NOSMSS Executive Group, as outlined in Bylaw #1, with the exception of the two (2) Year One (1) Representatives and the positions held for two year terms that have not expired.

2. Elections Officer

- a. The Elections Officer (EO) shall be the VP Executive.
- b. Should the VP Executive choose to run in the election, or if a conflict of interest arises, the VP Executive shall choose another individual from the NOSMSS Executive Group to fulfill the role of EO. In the event that the VP Executive cannot choose a member of the NOSMSS Executive Group to fulfill this role, the VP Executive shall appoint an Active Member to this role.
- c. The EO shall:
 - i. Ensure election procedures are followed as outlined in Article 13;
 - ii. Establish a timeline, with specific dates, as outlined in Article 13, Section 4;
 - iii. Announce the election and call for nominations, as outlined in Article 13, Section 7;
 - iv. Provide election information, at the time outlined in Article 3, Section 4, to all Active Members including:
 1. Timeline of the election
 2. Positions available
 3. Descriptions and/or terms of reference of available positions
 4. Elections procedure and nomination form/procedure;
 - v. Receive nominations, as outlined in Article 13, Section 7;
 - vi. Confirm nominations with the nominees. Upon confirmation, make the candidacy public as outlined in Article 13, Section 8;
 - vii. Have their name and contact information clearly indicated in any communications pertaining to elections, including but not limited to emails, website, printed material;
 - viii. Communicate with all nominees and candidates and provide them with:
 1. Detailed timeline of elections
 2. Election regulations
 3. A copy of the NOSMSS Constitution and Bylaws;
 - ix. Monitor campaigning of candidates and approve campaign materials, as outlined in Article 13, Section 11;
 - x. Ensure eligibility of all nominees, as per Article 13, Section 5. Should a nominee be considered ineligible, the EO shall inform this nominee of the removal of his/her name from the nominations;
 - xi. Answer questions and concerns from Active Members pertaining to the Elections;
 - xii. Coordinate and monitor the electronic voting process as outlined in Article 13, Section 13;
 - xiii. Be allowed to cast one (1) vote, as an Active Member;
 - xiv. Make decisions regarding complaints or special or unusual circumstances pertaining to the NOSMSS Elections upon consultation with the VP Executive and the President, and shall notify all involved parties of these decisions via email, within 24 hours of notification. Should the issue take longer to resolve, the EO shall inform the involved parties of this delay and provide them with an approximate timeline for resolution;

- xv. Prepare an Election Report to be presented, within a month from the date of elections, to the NOSMSS Executive Group. In the case of the Spring Election, the report shall be presented before the Executive Group transition occurs. This report shall contain, but not be limited to, the results of the elections, as outlined in Article 13, Section 14, a summary of any problems or concerns met during the elections, and if applicable, any recommendations for future elections or suggestions of amendments to Article 13;
- xvi. Form an appeal board as outlined in Article 13, Section 15;
- xvii. The EO shall use his/her discretion to manage any situations that are not outlined in this constitution.

3. Method of Election

- a. The election shall be managed by the EO, as outlined in Article 13;
- b. Voting shall occur by confidential electronic ballot.

4. Election Timeline

The voting period shall be determined by the EO, as outlined in Article 13, Section 13, at a time that is most convenient for all four classes and after consultation with the VP Executive.

The EO shall generate a detailed timeline, including specific dates and times, in accordance with the following:

- a. The voting period shall be established as outlined in Article 13, Section 13 and occur over a period of 36 hours;
- b. The election information, as outlined in Article 13, shall be made available to all Active Members exactly three (3) weeks prior to the first day of the voting period;
- c. The call for nominations shall begin two (2) weeks prior to the first day of the voting period, at 12:00am (Eastern Time), and shall remain open for seven (7) consecutive days. The nomination period shall end at 11:59pm (Eastern Time), on day 7 of nomination period;
- d. If any positions are left without any nominations, the EO shall prolong the nomination period by three (3) days for this(these) position(s);
- e. The campaign period shall begin one (1) week prior to the first day of the voting period, at 12:00 am (Eastern Time);
- f. The results of the election, as outlined in Article 13, Section 14, shall be made available to all Active Members, by the EO, no later than twenty-four (24) hours after the voting period ends;

- g. The mandate of the new council shall begin four (4) weeks after the first day of the voting period.

5. Eligibility

- a. Candidates shall be any returning Active Member of the NOSMSS except where specified in Article 13, Section 6 and Bylaw #1.
- b. The following NOSMSS Executive Group positions are open only to Active Members who will be advancing to the years listed below for the academic year in which the position is held:
 - i. President (II, III, IV)
 - ii. Vice-President Executive (II, III, IV)
 - iii. Vice-President Finance (II, III, IV)
 - iv. Vice President Education Jr (II, III)
 - v. Vice President Internal Communications (II, III, IV)
 - vi. Vice President External Communications Jr (II, III)
 - vii. Year Four Representatives (IV)
 - viii. Year Three Representatives (III)
 - ix. Year Two Representatives (II)
 - x. Year One Representatives (I)
- c. Should the President be a 4th year student, he/she shall become an Honorary Member and hold the position of Past President during subsequent year.
- d. Active Members cannot run or hold two NOSMSS Executive Group positions.
- e. Any Active Member currently holding a position on the NOSMSS Executive Group who wishes to run for another elected position within the NOSMSS Executive Group in an election (during the course of his term) or a by-election may do so, but shall resign from the current position they hold if they are elected. Their previously held position will then be declared an “Open Position” and shall be subject to Article 13, Section 17.

6. Terms of Positions

- a. All terms of positions shall be as outlined in Bylaw #1;
- b. Terms shall begin exactly 4 weeks after the start of the voting period;
- c. Terms shall end exactly 4 weeks after the start of the voting period of the election held for that position, coinciding with the term completion (one (1) or two (2) years after), with the exception of the Year One Representatives;
- d. Terms of the Year One Representatives shall end four (4) weeks after the start of the voting period of the Spring Election following the start of their term.

7. Nominations

- a. Nominations shall take place during the nomination period, as outlined in Article 13, Section 4, and be submitted to the EO via email.
- b. Nominations shall nominate only Active Members eligible for that position, as outlined in Article 13, Section 5 and Bylaw #1.

8. Candidacy

- a. The EO shall notify all nominees, following their nomination, as soon as possible.
- b. All nominees nominated by an individual other than themselves are required to confirm candidacy. To confirm candidacy, the nominee will need to accept the nomination, by email, upon notification by the EO of their nomination.
- c. All confirmed candidacy will be published on the NOSMSS website, under elections OR on the NOSM Student Community Forum.
- d. Listing of candidates shall be updated, where possible, on a daily basis by the EO and the date and time of the last update shall appear on the list.
- e. Candidacy is limited to one position per Active Member for any NOSMSS Executive Group position. Any Active Member nominated for more than one position on the NOSMSS Executive Group shall be informed of this by the EO and shall be required to choose for which position they would like to be a candidate.

9. Contested and Uncontested Positions

- a. Contested Positions
 - i. For all contested positions, voters shall choose one of the candidates or spoil their ballot by leaving the section blank.
 - ii. The candidate with the simple majority of votes shall be elected.
 - iii. In the event of a tie between the two candidates, a coin toss by the EO and the RA shall be conducted to break the tie.
- b. Uncontested Positions
 - i. For positions with one (1) candidate, a vote of confidence will appear on the ballot, where voters shall determine if the candidate is acceptable to fill the position by choosing yes or no.
 - ii. To be elected with a vote of confidence, fifty percent (50%) PLUS one (1) vote shall be “yes”.

10. Positions without candidates

- a. Any position at the end of the nomination period without a nominee shall be advertised by the EO to the Active Members as an “Open Position”. This advertisement shall be sent by email and posted on the NOSMSS website under

election OR on the NOSM Student Community Forums immediately after the end of the nomination period.

- b. The nomination period for these positions shall be held open for an additional three (3) days following the advertisement.
- c. During this additional period of nomination, Active Members are only entitled to selfnominate, and such a nomination shall be considered acceptance of the said nomination by the EO. These new candidates must then follow the election procedure, as outlined in Article 13.
- d. The election procedure for the other positions is to proceed as previously outlined, notwithstanding this open position.
- e. Should the “Open Position” remain unfilled after the procedure outlined in Article 13, Section 10, then the position shall remain an “Open Position” and be filled as outlined in Article 13, Section 17.

11. Campaign

- a. Campaigning shall be optional
- b. Campaigning shall consist of a biography and/or electoral text, submitted to the EO, posted on the NOSMSS website, under election. If this option is not feasible, the biography and/or electoral text shall be posted on the NOSM Student Community Forum. Should the latter option be used, the EO shall outline this in the initial communications to all Active Members.
- c. The biography and/or electoral text must not exceed 500 words.
- d. Should time permit and coincide with all years, the EO shall undertake the organization of a session for candidates to give a speech.
- e. All campaigning shall be done electronically and generate no cost. No funding will be provided for campaign purposes.

12. Electorate

- a. The Electorate shall consist of all Active Members of the NOSMSS.
- b. The positions of Year Representatives shall be voted on only by the Active Members enrolled in the corresponding year and campus of representation.
- c. Each Active member shall be granted one (1) ballot.

13. Voting

- a. The voting period shall last thirty-six (36) hours, commencing at 8:00 am (Eastern Time) on day one of the voting period and ending at 8:00 pm (Eastern Time) on day two of the voting period.
- b. Voting shall be conducted electronically. Confidentiality and justice shall be preserved by all means possible by the EO and the RA, as outlined in Article 13, Section 14.
- c. Ballots shall list the names of all candidates for each position in alphabetical order.
- d. Any disruptions to the voting period, for any reason, including electronic failure, shall be resolved by the EO and the voting period shall be extended by the amount of time approximating the period lost due to the disruption. The additional voting required will be determined by the EO.
- e. Information on spoiling a ballot shall appear on the electronic ballot.

14. Election Results

- a. The results of the electronic voting process are to be reviewed by the EO and the Reviewing Assistant (RA). The RA shall be the President. Should the President be a candidate in the election, the EO shall appoint a non-candidate member of the Executive Group to this role. In the event that all Executive Group members are candidates in the election, the EO shall appoint a non-candidate Active Member to this role.
- b. The numerical data shall be kept confidential by the EO and the RA.
- c. Only the names of the elected candidate and the voter turnout (number of voters per class) shall be made public to the candidates and all Active Members.
- d. Election results shall be made available to all Active Members, via email and by posting on the NOSMSS website, no later than 24 hours after the end of the voting period.
- e. The election electronic data shall be deleted and/or destroyed seventy-two (72) hours after the announcement of the results.

15. Appeals

- a. Process:
 - i. Any unsuccessful candidate may make an appeal of the election results within forty-eight (48) hours of the release of the results by the EO.
 - ii. The appeal shall be submitted to the EO by the candidate, by email, outlining the reasons for his/her appeal.
 - iii. The EO shall inform the current President of this appeal and the President shall at once call a special meeting of the NOSMSS Executive Group to

review the appeal and invite the EO and the RA, if they are not members of the NOSMSS Executive Group.

- iv. The NOSMSS Executive Group shall decide if the appeal is valid, based on the Article 13 and Bylaw #1. If the appeal is valid, the results of the election for that position shall be declared void, and the position be declared an “Open Position”. This new “Open Position” shall be filled as outlined in Article 13, Section 17.

b. Board of Appeals

- i. The appeal board shall be formed by the EO at the beginning of the election
- ii. Shall include:
 - 1. Election Officer (EO)
 - 2. Reviewing Assistant (RA)
 - 3. Current President of the NOSMSS Executive Group (he/she shall be represented by another NOSMSS Executive Group member in the event that he/she is a candidate in the election)
 - 4. If the EO is not the VP Executive, a second NOSMSS Executive Group Member that is not a candidate in the election
 - 5. Representative from each year (total 4) who are not candidates in the current election
 - 6. Representative from Learner Affairs Unit

16. Transition

- a. Transition from the current NOSMSS Executive Group to the newly elected NOSMSS Executive Group shall occur at the time outlined in Article 13, Section 4.
- b. All NOSMSS Executive Group members not returning to their current office shall write an executive report of their activities, involvements and accomplishments throughout the length of their term to be handed to the current President, the newly elected President and the newly elected Member to their office.

17. Open Position, By-Election and Appointment

a. Open Position

- i. A position shall be declared as an “Open Position” if:
 - 1. There are no nominations recorded for the position at the end of the additional three (3) day nomination period, as outlined in Article 13, Section 10;
 - 2. The elected member decided to resign from his/her office or becomes disqualified to hold the position; and/or
 - 3. An appeal is deemed successful, as per Article 13, Section 15.
- ii. The elected NOSMSS Executive Group shall decide if this position should be filled before the next election. If the position of Past President should become vacant, it shall remain vacant until the next NOSMSS Executive Group election.

- iii. Should the NOSMSS Executive Group decide that the position must be filled, a by-election shall be conducted as outlined in Article 13, Section 17.
 - b. By-Election
 - i. The current VP Executive shall act as the EO for the by-election.
 - ii. The EO shall call for nominations, as outlined in Article 13, Section 7, for a period of 3 consecutive days.
 - iii. Only self-nominations shall be accepted in a by-election, and these will be considered firm candidacy by the EO.
 - iv. The electorate in the by-election shall consist of all Active Members of the current NOSMSS Executive Group, with the exception of the EO – the VP Executive.
 - v. The EO shall conduct a secret ballot vote with the electorate to elect a candidate to the “Open Position”.
 - vi. Should only one nomination be received for the “Open Position”, the candidate must receive the majority of the votes to be elected. Should there be a tie vote, the EO shall cast the deciding vote.
 - vii. The EO shall inform all Active Members of the election result within twenty-four (24) hours of the election.
 - c. Appointment
 - i. Should an “Open Position” remain vacant after a call for nominations, this position shall be filled by appointment.
 - ii. The current NOSMSS Executive Group shall hold a round table discussion at the following Executive Group meeting to decide who should be appointed to the vacant position. Should the appointed Active Member refuse to fill the position, the Executive Group shall appoint another Active Member.

18. Sanctions

A candidate who violates any of the preceding rules shall be disqualified and notified of this decision by the EO.

Article 14 – Amendments

1. Amendments to the Constitution may be proposed by any NOSMSS member. Amendments must be in writing and provided to the President of the NOSMSS in the precise language to be considered for incorporation into the Constitution “the Proposed Amendment(s)”. The President must then forward the Proposed Amendment(s) to all Active Members within seven (7) days of receipt of the Proposed Amendment(s).
2. Active Members will be provided with no less than seven (7) days to review and consider any Proposed Amendment(s). Proposed Amendment(s) will be debated and voted upon at the

next General Assembly as scheduled pursuant to Article 10.

3. Quorum, as outlined in Article 12, must be established at the General Assembly, for a vote to be conducted. A majority vote of Active Members, as outlined in Article 13, is required to approve any Proposed Amendments at a duly established General Assembly.
4. If the vote is affirmative, the Proposed Amendment(s) shall be incorporated into the Constitution immediately and/or at such time as determined by the majority of Active Members at the General Assembly called for the purpose of discussing the Proposed Amendment(s).

**** This constitution will be considered a transitional document for the next four years and will be under review. ****

Appendix 1

This constitution is approved by the Active Members of the NOSMSS as of _____ and it shall be effective immediately.

Signed,

By-law 1 – Responsibilities of Executive officers

1. President:
 - a. The President has the responsibility to strengthen the links to students, enhance the well-being of students, and ensure that student issues have a strong representation in planning and decision making.
 - b. Compile agenda and serve as chairperson of the NOSMSS General Meetings and Executive Group Meetings. The President has the option of delegating this duty to another NOSMSS Executive Group Member.
 - c. Serve as the official spokesperson for the NOSMSS.
 - d. Liaise with Office of Learner Affairs and faculty on a regular basis and/or when necessary to advocate student issues.
 - e. Ensure that current developments and events in student government and the School as a whole are reported on at each NOSMSS meeting.
 - f. Attend functions on behalf of the NOSMSS, or delegate a member of the Executive Group to attend.

2. VP Executive:
 - a. Assist the President.
 - b. Perform the duties agreed upon by both the President and the VP Executive.
 - c. Perform the duties of the President in his/her absence.
 - d. Coordinate the Elections process for the Executive members and committee representatives. And any representation required throughout the year.
 - e. Ensure that adequate communication occurs between student committee representatives and the appropriate member of the Executive Group, according to the duties outlined in the NOSMSS Organizational Chart.

3. VP Finance
 - a. Ensure funds are managed in a fiscally responsible manner and ensure transparency through the maintenance of up-to-date and accurate NOSMSS financial records.
 - b. Ensure proper signage of all cheques for the NOSMSS.
 - c. Oversee all deposits and withdrawals and handle all other NOSMSS banking business.
 - d. Produce and finalize the NOSMSS budget, in conjunction with the Executive Group, with the approval of the General Student Body.
 - e. Administer the budget, once approved by Executive Group and the General Student Body.
 - f. Report the budget and expenditures to the General Student Body at both General Assemblies.
 - g. Balance the NOSMSS Account and provide statements of the NOSMSS Account to the Executive Group monthly or as required.
 - h. In conjunction with the NOSMSS President and with approval of the NOSMSS Executive Group, set the Student Society fees to be charged to all NOSM undergraduate learners.

- i. Serve as Chair of the Student Travel Funding Allocation Committee.
4. VP Internal Communications
- a. Liaise between the East and the West campuses to ensure accurate communication.
 - b. Take, or ensure taking of, minutes at both General Meetings and Executive Group Meetings. The VP Internal has the option of delegating this duty to another NOSMSS Executive Group Member or NOSMSS Member.
 - c. Post these minutes to the General Student Body in a timely fashion.
 - d. Conduct all correspondence as directed by the NOSMSS.
 - e. Chair the Learner Affairs Subcommittee
 - f. Facilitate communication between NOSM student committee representatives and NOSM committees
 - g. Facilitate communication between NOSM clubs and NOSMSS Executive Group.
 - h. Lead constitutional review
 - i. Communicate with the IT group to ensure that appropriate technology is made available for both the General meetings and Executive Group Meetings.
 - j. Maintain and Organize the NOSMSS files.
5. VP External Communications
- a. Liaise between the East and the West campuses to ensure accurate communication.
 - b. Liaise with other VP External Communication representatives from other medical schools, universities and/or organizations.
 - c. Shall represent the NOSMSS on the Ontario Medical Student Association (OMSA) and the Canadian Federation of Medical Students (CFMS) and relay the concerns and activities of the NOSMSS to these committees. S/he shall have voting privileges with these committees as per their individual constitutions.
 - d. After attending meetings with the OMSA and CFMS, s/he shall prepare verbal and written reports detailing the activities of the aforementioned committees for the NOSMSS.
 - e. S/he shall be in continuous contact with other OMSA and CFMS representatives and communicate relevant information to the appropriate members of the NOSMSS in a timely manner.
 - f. Coordinate the distribution of information pertaining to opportunities and programs to the General Student Body.
 - g. Manage the NOSMSS website.
 - h. Conduct all correspondence as directed by the NOSMSS.
6. VP Education
- a. Receive and compile student feedback regarding curriculum.
 - b. Receive and compile student feedback regarding the quality and availability of academic resources.
 - c. Receive and compile student feedback regarding academic faculty.
 - d. Based on feedback trends, liaise with student representatives on the UME committee and other appropriate committees to script proposals, place them on the agenda, and lobby voting members accordingly.
 - e. Based on feedback trends, formulate reports based on student feedback for the NOSM Administration, followed with advocacy efforts.

- f. Keep members informed of academic opportunities, including seminars, electives, research positions, etc.
 - g. Arrange tutorials and other forms of academic assistance for members based on reasonable demand.
7. Year Representatives
- a. Represent students of the same year by communicating their specific issues to the executive meetings and general student body.
 - b. Ensure appropriate communication to all same year students especially during placements.
 - c. Coordinate and encourage a positive social environment for all members of the student body.
 - d. Year 1 and 2 representatives assist in organizing Buddy Events for their campus.
 - e. Represent the student body on the Phase committees as follows:
 - i. Year 3 student representatives will sit on the Phase II committee
 - ii. Year 4 student representatives will sit on the Phase III committee
 - iii. Year 1 and Year 2 student representatives will be eligible to sit on the Phase I committee; these class representatives will decide among themselves who will attend the Phase I committee meetings.
 - iv. Year 1 and Year 2 class representatives will advocate for a greater student presence on the Phase I committee by advocating for an increase in the number of student seats on the Phase I committee from 2 seats to 4 seats.
8. Past President
- a. This is a non-voting advisory executive position held by the President's second year in office, should the President choose to forego re-election. The Past President will perform the duties agreed upon by both the sitting President and the Past President.

By-law 2 – Clubs

The club constitution, mandate, events and individuals representing the club must not violate the freedoms and rights of other persons as outlined in the Canadian Charter of Rights and Freedoms. Namely:

1. Freedom of conscience and religion;
2. Freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication;
3. Freedom of peaceful assembly; and
4. Freedom of association.

Club status will be determined as outlined in the NOSMSS Club Status Application Package.

By-law 3 – Good Standing

Member in good standing:

1. Any Active Member who has no outstanding financial balances with the NOSMSS.

By-law 4 – Outstanding Financial Balances

1. Members delinquent in funds will be identified to the Student Travel Fund Allocation Committee.
2. For members delinquent in funds, after 3 notifications of delinquent account with notifications separated by a minimum of 2 weeks, names will be posted publicly.
3. Members with outstanding dues, are not eligible for running for any student represented positions administered by the NOSMSS.