



**NOSMU**  
Student Council

**Constitution and By-Laws**

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# I. DEFINITIONS

<b>Active Member</b>	References all registered students of the Northern Ontario School of Medicine (NOSM) University.
<b>Honorary Member</b>	References all alumni of any program of NOSM University. This category also represents the students who are on a leave of absence, or others by invitation.
<b>MD</b>	Medical Doctorate: undergraduate medical program.
<b>NOSMU</b>	Northern Ontario School of Medicine University.
<b>NOSMUSC</b>	Northern Ontario School of Medicine University Student Council.
<b>NOSMUSC Executive Group</b>	The official elected representative group of the NOSMUSC. It is responsible for the organization and representation of the NOSMUSC both internally within the school and externally to affiliated organizations (i.e. OMSA, OMA, CFMS, CMA). The NOSMUSC Executive Group is responsible for the daily business of the NOSMUSC.

## II. GOVERNING ARTICLES

### **Article 1 - General Provisions**

- 1.1 The name of this organization shall be known as the Northern Ontario School of Medicine University Student Council, hereafter referred to as the NOSMUSC.
- 1.2 The membership of this organization shall consist of any active and honorary members of the undergraduate MD program at NOSMU.
- 1.3 For the purposes of this Constitution, an active member is defined as all registered Undergraduate Medical Education students of NOSMU.
- 1.4 For the purposes of this Constitution, an honorary member is defined as all alumni of any program at NOSMU, students who are on a sanctioned leave of absence, as well as any other by special invitation.
- 1.5 The NOSMUSC does not discriminate on the basis of race, color, national origin, religion, sex, handicap, or age in any of its policies, procedures, or practices.

### **Article 2 - Purpose**

- 2.1 The purpose and objective of the NOSMUSC is to uphold the vision, mission, and guiding principles of the Northern Ontario School of Medicine including, but not limited to the following:
  - 2.1.1 Acting as a representative voice of the student body of NOSMU on issues directly pertaining to student's educational and social needs. Thus, acting as a medium for the members social, cultural, and educational objectives;
  - 2.1.2 Acting as a liaison between the student body and NOSMU faculty or administration;
  - 2.1.3 Acting as a liaison between the student body and external organizations;
  - 2.1.4 Fostering and encouraging a collegial community environment;
  - 2.1.5 To encourage student involvement and to promote service activities within the community.

### **Article 3 - Organization Structure**

#### **3.1 Executive Group**

- 3.1.1 The Executive Group of the NOSMUSC shall consist of the following voting offices. Each voting office shall have one vote and each vote shall be considered equal. The voting offices are presented in order of succession:

- 3.1.1.1** President;
- 3.1.1.2** VP Executive;
- 3.1.1.3** VP Finance Senior;
- 3.1.1.4** VP Finance Junior;
- 3.1.1.5** VP Internal;
- 3.1.1.6** VP External Senior;
- 3.1.1.7** VP External Junior;
- 3.1.1.8** VP Education Senior;
- 3.1.1.9** VP Education Junior;
- 3.1.1.10** VP Global Health Senior;
- 3.1.1.11** VP Global Health Junior;
- 3.1.1.12** VP Equity, Diversity and Inclusion Senior;
- 3.1.1.13** VP Equity, Diversity and Inclusion Junior;
- 3.1.1.14** VP Communications Senior;
- 3.1.1.15** VP Communications Junior;
- 3.1.1.16** Year 4 Representative West;
- 3.1.1.17** Year 4 Representative East;
- 3.1.1.18** Year 3 Representative West;
- 3.1.1.19** Year 3 Representative East;
- 3.1.1.20** Year 2 Representative West;
- 3.1.1.21** Year 2 Representative East;
- 3.1.1.22** Year 1 Representative West;
- 3.1.1.23** Year 1 Representative East.

**3.1.2** The Executive Group of the NOSMUSC shall consist of the following non-voting offices:

- 3.1.2.1** NOSMUSC Recording Secretary;
- 3.1.2.2** Past President.

**3.1.3** The Executive Group shall be elected by the active members of the NOSMUSC.

**3.1.4** The Executive Group of the NOSMUSC shall be accountable to its active and honorary members.

### **3.2 Committee Members**

**3.2.1** Elected Active Members that are responsible for representing the intentions of the NOSMUSC on various committees at NOSM. See By-Law 5 for responsibilities and election timeline.

### **3.3 General Membership**

**3.3.1** Honorary Member: see definition in Article 1.

**3.3.2** Active Members: see definition in Article 1. The Active members will be designated as the voters responsible for the election of the Executive Council. Each active member will have one vote and each vote will be considered equal.

### **3.4 NOSMUSC Sub-Committees**

**3.4.1** Entity composed of members from committee's with similar vision and purpose. Each sub-committee is overseen by a VP of the NOSMUSC Council:

**3.4.1.1** Global Health Committee:

**3.4.1.1.1** Chair: VP Global Health Sr/Jr;

**3.4.1.1.2** Members: Local Officer of Reproductive and Sexual Health (LORSH) East and West, Local Officer of Indigenous Health (LOIH) Jr. and Sr., Local Exchange Officer (LEO) Jr. and Sr., Local Officer of Environmental Health and Sustainability (LOEHS), Local Officer of Global Health Advocacy (LOGHA), and Local Officer of Global Health Education (LOGHE).

**3.4.1.2** Student Travel Fund Allocation Committee:

**3.4.1.2.1** Chair: VP Finance Sr/Jr;

**3.4.1.2.2** Members: 1 student representative from the East, 1 student representative from the West, 1 representative from Learner Affairs, 1 representative from Finance, 1 representative from the Faculty.

**3.4.1.3** Advocacy Subcommittee:

**3.4.1.3.1** Chair: VP Equity, Diversity and Inclusion Sr and VP Global Health Sr;

**3.4.1.3.2** Members: President, VP Equity, Diversity and Inclusion Jr, VP Global Health Jr, VP External Sr, Francophone Admissions Subcommittee East and West Representative, Local Officer of Indigenous Health Sr and Jr, Government Affairs and Advocacy Committee Sr and Jr, Local Officer of Global Health Advocacy, and others at the discretion of the Chairs.

### **3.5 NOSMU Committee Positions**

**3.5.1** Education:

- 3.5.1.1** Executive Portfolio: VP Education Sr/Jr;
- 3.5.1.2** Committee Positions: Medical Education Committee, Northern and Rural Preparation and Implementation Committee Phase Committees, Student Assessment and Promotion, Program Evaluation, Research Committee, Postgraduate Committee, and UMEC representatives for all fours (4) years.
- 3.5.2** Executive:
  - 3.5.2.1** Executive Portfolio: VP Executive
  - 3.5.2.2** Committee Positions: Admissions Committee, Health Sciences Library Advisory Group.
- 3.5.3** External:
  - 3.5.3.1** Executive Portfolio: VP External Sr/Jr;
  - 3.5.3.2** Committee Positions: Government Affairs & Advisory Committee, Interprofessional Student Representative
- 3.5.4** Finance:
  - 3.5.4.1** Executive Portfolio: VP Finance Sr/Jr;
  - 3.5.4.2** Committee Positions: Awards Committee, Student Travel Fund Allocation Committee, Student Graduation Committee.
- 3.5.5** Global Health:
  - 3.5.5.1** Executive Portfolio: VP Global Health Sr/Jr;
  - 3.5.5.2** Committee Positions: Local Officer of Reproductive and Sexual Health (LORSH) East and West, Local Officer of Indigenous Health (LOIH) Jr. and Sr., Local Exchange Officer (LEO) Jr. and Sr., Local Officer of Environmental Health and Sustainability (LOEHS), Local Officer of Global Health Advocacy (LOGHA), and Local Officer of Global Health Education (LOGHE).
- 3.5.6** Internal:
  - 3.5.6.1** Executive Portfolio: VP Internal
  - 3.5.6.2** Committee Positions: Wellness Committee, Student Professionalism Committee.

**Article 4 - *Organization Roles and Duties***

**4.1 Active members**

- 4.1.1** Active members will have the following rights and duties:



- 4.1.1.1** All Active Members in good standing as defined by By-Law 3, shall be eligible to elect or be elected to any office of the NOSMUSC Executive Group, committees and/or external organizations (i.e. CFMS and OMSA);
- 4.1.1.2** Active Members in good standing may be nominated to run for executive offices, committees and/or external organizations by Active Members only;
- 4.1.1.3** 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 the NOSMUSC;
- 4.1.1.4** All Active members shall abide by the decisions made by the NOSMUSC Executive Group;
- 4.1.1.5** All Active members shall have the right to view the minutes for all NOSMUSC Executive group meetings.

## **4.2 Executive Group**

**4.2.1** Each member of the NOSMUSC Executive Group will:

- 4.2.1.1** Thoroughly familiarize themselves with the NOSMUSC Constitution and By-Laws;
- 4.2.1.2** Conduct a yearly review of the Constitution to ensure its accuracy and appropriateness with respect to the current environment. If amendments need to be made, these will be drafted and presented as a motion for adoption at one of the council meetings. The Constitution will subsequently be approved at the Fall General Assembly;
- 4.2.1.3** Attend all Executive Group scheduled monthly meetings, as well as any additional official meetings and/or submit a report to the President when unable to attend;
- 4.2.1.4** Submit agenda items to the President at minimum twenty-four (24) hours prior to a meeting;
- 4.2.1.5** Submit monthly written reports twenty-four (24) hours prior to each NOSMUSC meeting via the provided document;
- 4.2.1.6** Respond to written or verbal enquiries pertaining to their NOSMUSC Executive Group responsibilities within a delay of 3-5 days.
  - 4.2.1.6.1** An exception for the above rule is granted when an Executive Council Member is away on vacation or for professional obligations. However, their email should reflect this absence and automatically return an email to the sender highlighting

that they will only receive an answer once the Executive Council Member has returned.

**4.2.1.7** Conduct themselves in a way that is in accordance with the NOSMUSC principles of equity, diversity and inclusion and does not discriminate on the basis of race, color, national origin, religion, sex, handicap, or age in any of its policies, procedures, or practices.

**4.2.2** President

**4.2.2.1** Term: 2-year – one year as President and one year as Past-President;

**4.2.2.1.1** 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.

**4.2.2.2** Reports to the NOSMUSC and General Membership;

**4.2.2.3** Responsibilities and duties defined in Bylaw 1.1.

**4.2.3** VP Executive

**4.2.3.1** Term: 1-year;

**4.2.3.2** Reports to the President and General Membership;

**4.2.3.3** Responsibilities and duties defined in Bylaw 1.2.

**4.2.4** VP Finance

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

**4.2.4.2** Reports to the President and General Membership;

**4.2.4.3** Responsibilities and duties defined in Bylaw 1.3.

**4.2.5** VP Internal

**4.2.5.1** Term: 1-year;

**4.2.5.2** Reports to the President and General Membership;

**4.2.5.3** Responsibilities and duties defined in Bylaw 1.4.

**4.2.6** VP External

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

**4.2.6.2** Reports to the President and General Membership;

- 4.2.6.3** Responsibilities and duties defined in Bylaw 1.5.
  - 4.2.7** VP Education
    - 4.2.7.1** Term: 2-year – 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;
    - 4.2.7.2** Reports to the President and General Membership;
    - 4.2.7.3** Responsibilities and duties defined in Bylaw 1.6.
  - 4.2.8** VP Global Health
    - 4.2.8.1** Term: 2-year – Each VP Global Health will be elected to a 2-year term that is staggered, such that only one VP Global Health Jr is elected each year. The previous VP Global Health Jr will assume the VP Global Health Sr role in the second year of their mandate;
    - 4.2.8.2** Reports to the President and General Membership;
    - 4.2.8.3** Responsibilities and duties defined in Bylaw 1.7.
  - 4.2.9** VP Communications
    - 4.2.9.1** Term: 2-year; Each VP Communications will be elected to a 2-year term that is staggered, such that only one VP Communications Jr is elected each year. The previous VP Communications Jr will assume the VP Communications Sr role in the second year of their mandate;
    - 4.2.9.2** Reports to the President and General Membership;
    - 4.2.9.3** Responsibilities and duties defined in Bylaw 1.8.
  - 4.2.10** VP Equity, Diversity and Inclusion
    - 4.2.10.1** Term: 2-year; Each VP Equity, Diversity and Inclusion will be elected to a 2-year term that is staggered, such that only one VP Equity, Diversity and Inclusion Jr is elected each year. The previous VP Equity, Diversity and Inclusion Jr will assume the VP Equity, Diversity and Inclusion Sr role in the second year of their mandate;
    - 4.2.10.2** Reports to the President and General Membership;
    - 4.2.10.3** Responsibilities and duties defined in bylaw 1.9.
  - 4.2.11** Class Representative
    - 4.2.11.1** Term: 1-year;
    - 4.2.11.2** Reports to the President and General Membership;
    - 4.2.11.3** Responsibilities and duties defined in Bylaw 1.10.
  - 4.2.12** Recording Secretary

- 4.2.12.1 Term: 1-year;
- 4.2.12.2 Reports to the President and General Membership;
- 4.2.12.3 Responsibilities and duties defined in Bylaw 1.11.

## **Article 5 - Finance**

### **5.1 Financial Sources**

- 5.1.1 The sources of finance of the NOSMUSC shall be as follows:
  - 5.1.1.1 NOSMUSC Student Fees paid by students directly to the NOSMUSC;
  - 5.1.1.2 Income from fundraising or fund generating events;
  - 5.1.1.3 External sponsorships from corporations, groups, and/or individuals in accordance with NOSMU's Conflict of Interest Policy;
  - 5.1.1.4 Income generated from the NOSMUSC Investment Portfolio;
  - 5.1.1.5 NOSMUSC Learner Affairs funding.

### **5.2 Financial Regulations**

- 5.2.1 The NOSMUSC Comprehensive Financial Policy (see By-Law 6) outlines all of the financial policies and procedures governing the administration of the finances of the NOSMUSC and replaces all previous NOSMUSC financial policies, except the NOSMUSC Constitution;
- 5.2.2 The NOSMUSC is to maintain its federal incorporated entity of the *Northern Ontario School of Medicine University Student Council*. The NOSMUSC must also maintain corporate insurance to protect the NOSMUSC and its directors from operational liability, crime, as well as errors and omissions.
- 5.2.3 The VP Finance Sr and Jr shall administer the budget on behalf of the NOSMUSC and the NOSMUSC Executive Group. They will be responsible for administering the annual budget and provide regular updates to the General Membership;
- 5.2.4 The NOSMUSC shall maintain a series of financial accounts which will be maintained by the VP Finance Sr and Jr:
  - 5.2.4.1 Operational Account; this account will house operational funds related to the NOSMUSC including but not limited to graduation funds, interest group funds, as well as internal and external project funds;
  - 5.2.4.2 Savings Account; this account will house excess cash to be used during the same fiscal year with the goal of generating a nominal return with ease of access to funds;

- 5.2.4.3 Investment Account; this account will house the NOSMUSC Endowment Fund and deferred student fees and will be managed in accordance with the policies outlined in the NOSMUSC Investment Policy (see By-Law 7);
- 5.2.5 Approval for spending authority of the NOSMUSC financial accounts will be divided as follows:
  - 5.2.5.1 The signing authorities for deposits and withdrawals from all of the NOSMUSC financial accounts will be held by the NOSMUSC President and the VP Finance Sr. These signing authorities will be updated at the last meeting of the exiting Executive Group where a motion to change the signing authorities will be approved and subsequently presented to the institution(s) housing the NOSMUSC accounts;
  - 5.2.5.2 Each budget line will be assigned an MRP (most responsible person) to act as Spending Authority for all expenses occurring within this sub-account;
  - 5.2.5.3 To approve a withdrawal from the Operational Account, the appropriate NOSMUSC Expense Reimbursement Form must be completed, approved by the corresponding Spending Authority and submitted to the NOSMUSC VP Finance with related itemized receipts;
- 5.2.6 The annual budget must be presented at the Fall General Assembly for approval by the general membership:
  - 5.2.6.1 This budget will be tabled at the start of every new school year with two weeks notice being given to the general membership for input and/or feedback;
  - 5.2.6.2 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 NOSMUSC Executive Group;
  - 5.2.6.3 Prior to the approval of the Annual Budget by the NOSMUSC General Membership, the NOSMUSC Annual Budget MRPs are required to submit a request for use of funds to the VP Finance for approval if requesting the use of more than 50% of any line item in the NOSMUSC Annual Budget pre-approved by the Executive Group at the beginning of the fiscal year through October 31, or until superseded by the Approved Annual Budget.
- 5.2.7 Expenses may not exceed the approved NOSMUSC Annual Budget:
  - 5.2.7.1 Making adjustments to the NOSMUSC Annual Budget must be done in accordance with Section 7.2 of the NOSMUSC Comprehensive Financial Policy (see By-Law 6).

**5.2.8** All members of the NOSMUSC have an obligation to act honestly and responsibly when making decisions or giving advice in their capacities. At no time can a member of the NOSMUSC be involved in proceedings with a conflict of interest. All advisors involved in investments, insurance, and other financial matters, where there is potential personal gain, must be in no conflict of interest with any responsible NOSMUSC member.

**5.2.8.1** A conflict of interest occurs when a council member is in a position where they have a private interest or may appear to have a private interest on matters related to NOSMUSC. Should a conflict of interest arise, the NOSMUSC member is required to disclose in writing with a full explanation of the possible direct or indirect pecuniary interest that such member may have. If a conflict of interest is identified, a member is required to recuse him / or herself from the decision making process;

**5.2.8.2** Should a council member be involved in a conflict of interest situation, without adherence to the process outlined above, that individual may be terminated as determined by other NOSMUSC members.

#### **Article 6 - *Removal of an Executive Member from Office***

**6.1** If an executive member is unable to attend a meeting, they shall notify their regrets to the President in writing twenty-four (24) hours prior to the meeting with appropriate justification (see Article 6.4).

**6.2** In the event a member is absent from a meeting due to unforeseen reasons, a follow up written communication to the President regarding the absence shall be initiated by the member. The member shall endeavor to fulfill his duties despite this absence.

**6.3** If an executive member is absent from three (3) meetings without sending appropriate communication (see Article 6.1 and 6.2), they will be subject to the review process:

**6.3.1** The review process requires the President to communicate with the executive member in question concerning their absence to identify the possibility of extenuating circumstances.

**6.4** If the reasoning provided by the executive member is unsatisfactory, the President and VP Executive can agree to put forward a motion to remove the said member. The process for removal is outlined in Article 6.6.

**6.5** The following reasons are considered justifiable for an absence:

**6.5.1** Attendance at curricular events including out of town electives;

**6.5.2** Third- and Fourth-year students with clerkship responsibilities;

**6.5.3** Attendance out of town at a conference or for Student Council business;

**6.5.4** Illness of a council member;

**6.5.5** Extenuating circumstances, as discussed with the President.

**6.6** If a member is not fulfilling their duties as stated by the constitution, three (3) Executive Group members may approach the President in writing with a motion to remove the said member. This motion must be submitted at minimum one (1) week before the next meeting.

**6.7** Once a motion for removal of an Executive Group Member has been presented to the President the following steps will take place:

**6.7.1** The Executive Group Member subject to removal will be notified by the President at least five days before the next meeting to give the opportunity to decide if they would like to resign from their current position or to plead their case to the rest of council;

**6.7.2** If a member decides to plead their case, the said motion will be entertained as new council business. Secret ballot voting shall ensue. The results will be circulated to the council and to the member for review within twenty-four (24) hours. A two thirds (2/3) affirmative majority vote is required to remove said member.

**6.8** Any Executive member may resign by delivering their written resignation to the President. Such resignations shall be effective upon receipt, unless it is specified to be effective at some other time or upon the happening of some other event.

**6.9** If a member either resigns or is removed from council, the position shall be declared "Open Position" by the President and/or the VP Executive and shall be subject to the process in Article 9.17.

## **Article 7 - Meetings**

### **7.1 Meeting Frequency**

**7.1.1** NOSMUSC Executive Group Meetings shall convene at the following times:

**7.1.1.1** Monthly, or at the recommendation of the President whenever it is deemed fit after consultation with the NOSMUSC Executive Group;

**7.1.1.2** At the insistence, in writing, to the VP Internal, of 25% of the Active General Membership. The meeting is to take place within 30 days of receipt of the written communication.

**7.1.2** NOSMUSC General Assembly shall convene at the following times:

**7.1.2.1** Once yearly in the Fall, as a Fall General Assembly, at such date and time as determined by a majority vote of the NOSMUSC Executive Group;

**7.1.2.2** At the discretion of the Executive group, and additional General Assembly can be held at such date and time as determined by a majority vote of the NOSMUSC Executive Group;

**7.1.2.3** At the insistence, in writing, to the VP Internal, of 25% of the Active General Membership. The meeting is to take place within 30 days of receipt of the written communication.

**7.1.3** NOSMUSC Subcommittees shall convene at the following times:

**7.1.3.1** At least once per semester, or at such a date as determined necessary by the Chair of each respective committee.

## **7.2 Notice of Meetings**

**7.2.1** The notice of meetings shall be announced by the Chair one week prior to the meeting date.

**7.2.2** In the case of an emergency meeting, forty-eight (48) hours notice is preferred.

## **7.3 Quorum**

**7.3.1** Quorum is achieved by the following:

**7.3.1.1** At NOSMUSC General Assembly; with 25% attendance of Active Members;

**7.3.1.2** At NOSMUSC Executive Group meetings; with 50% PLUS 1-person attendance of NOSMUSC Executive Group members, excluding non-voting members.

## **7.4 Attendance**

**7.4.1** The following individuals are entitled to attend NOSMUSC Executive Group meetings and/or General Assembly:

**7.4.1.1** NOSMUSC Executive Members;

**7.4.1.2** Any and all NOSMUSC Active Members;

**7.4.1.3** Any and all NOSMUSC Honorary Members;

**7.4.1.4** Individuals having received a sanctioned special invitation by the President.

## **Article 8 - Resolutions**

**8.1** All decisions made at NOSMUSC General Assembly shall be arrived at with the support of a simple majority (50% PLUS 1) of members at any meeting with quorum.

**8.2** All decisions at NOSMUSC Executive Group meetings shall be arrived at with the support of a simple majority (50% PLUS 1) of voting positions (see Article 3.1.) at any meeting with quorum.

**8.3** Resolutions in the form of motions shall be submitted to the VP Executive for all General Assembly motions. For Executive meetings these shall be presented to the President. The individual proposing the motion is referred to as the mover.



- 8.4** Resolutions shall be submitted and distributed to the meeting attendees at minimum twenty-four (24) hours prior to an Executive Council Meeting and forty-eight (48) hours prior to a General Assembly to allow remaining members an adequate amount of time to review the resolutions. If any supporting document is required.
- 8.5** Every member of the NOSMUSC has the right to propose motions or amendments.
- 8.6** In any setting, the motion period shall go as follows:
- 8.6.1** All motions shall be presented and seconded;
  - 8.6.2** All motions will include information on the Level of Effort required both within a human resource viewpoint and a financial framework;
  - 8.6.3** All motions will be presented using the formatted document provided;
  - 8.6.4** The President or the designated meeting chair will read out the motion;
  - 8.6.5** The mover will have a maximum of 5 minutes to speak to the motion;
  - 8.6.6** The President or the designated meeting chair will ask for feedback from the floor to speak for or against this motion. Individuals will state if they are speaking in “favour” or “against” the motion before stating their comment. Comments should be kept to a maximum of two minutes;
  - 8.6.7** Motions may be amended when amendments are confirmed through resolution. Amendments may add, delete or substitute words or figures. It may be friendly (i.e. the mover agrees with the proposed changes), not requiring voting, or unfriendly, requiring voting;
- 8.7** The President will call votes on a motion and proceed as follows:
- 8.7.1** Voting shall proceed by a show of hands or verbal answer abstaining, in favour and against, unless a poll is demanded;
    - 8.7.1.1** Nemine Contradicente Voting Rules may be used at the discretion of the President.
  - 8.7.2** Voting on motions shall occur by the raising of hands and/or role call (teleconference) and each member shall have only one vote, each vote will be considered equal.
- 8.8** A motion is required for the following circumstances:
- 8.8.1** For approval of any budgets;
  - 8.8.2** For modification of any official NOSMUSC policies;
  - 8.8.3** For modification of any official NOSMUSC Articles in the Constitution;
  - 8.8.4** For any projects/modifications to other items that require the Executive Council to vote on.

**Article 9 - Elections**

## **9.1 Equity, Inclusion, and Accessibility of Elections**

- 9.1.1 NOSMUSC elections are open to all Active Members. NOSMUSC elections must be kept free from bias against race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status.
- 9.1.2 Certain positions on the NOSMUSC Executive Team and NOSMUSC subcommittees may be created to intentionally be filled by active members from groups traditionally excluded from medicine.

## **9.2 Election Types**

- 9.2.1 Three separate elections shall take place during each academic year, as described below. The timelines of these elections shall be as outlined in Article 9.4.
- 9.2.2 Fall General Election
  - 9.2.2.1 The voting period for this election shall begin no later than the 2<sup>nd</sup> Monday in October.
  - 9.2.2.2 The voting period for this election shall close at least 1 week before the Fall Annual General Meeting (AGM), to ensure an appropriate transition period for electees.
  - 9.2.2.3 The positions open for this election, as determined by the VP Executive, shall include:
    - 9.2.2.3.1 All general student committee representative positions approaching end of term (By-Law 5);
    - 9.2.2.3.2 Two (2) NOSMUSC Year Representatives; Year 1 West and East Representatives;
    - 9.2.2.3.3 One NOSMUSC VP External Jr;
    - 9.2.2.3.4 One NOSMUSC VP Equity, Diversity and Inclusion Jr;
    - 9.2.2.3.5 One NOSMUSC Recording Secretary.
- 9.2.3 Winter Special Election
  - 9.2.3.1 The purpose of this election is to allow appropriate role transitions.
  - 9.2.3.2 The voting period for this election shall begin no later than March 31<sup>st</sup>.
  - 9.2.3.3 The position open for election during this period is:
    - 9.2.3.3.1 President.
- 9.2.4 Spring General Election
  - 9.2.4.1 The voting period for this election shall begin no later than April 30<sup>th</sup>.

**9.2.4.2** The positions open for this election shall be all remaining positions of the NOSMUSC Executive Group, as outlined in Article 3.1, at the exception of those listed in Article 9.1.2 and Article 9.1.3, as well as all remaining Committee Representatives (see By-Law 5).

**9.2.4.2.1** One NOSMUSC VP Executive;

**9.2.4.2.2** One NOSMUSC VP Internal;

**9.2.4.2.3** One NOSMUSC VP Education Jr.;

**9.2.4.2.4** One NOSMUSC VP Global Health Jr.;

**9.2.4.2.5** One NOSMUSC VP Communications Jr.;

**9.2.4.2.6** One NOSMUSC VP Finance Jr.;

**9.2.4.2.7** Two (2) NOSMUSC Year 2 Representatives; West and East Representatives;

**9.2.4.2.8** Two (2) NOSMUSC Year 3 Representatives; West and East Representatives;

**9.2.4.2.9** Two (2) NOSMUSC Year 4 Representatives; West and East Representatives;

### **9.3 Election Officer**

**9.3.1** The Elections Officer (EO) shall be the VP Executive.

**9.3.2** 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 NOSMUSC Executive Group to fulfill the role of EO:

**9.3.2.1** In the event that the VP Executive cannot choose a member of the NOSMUSC Executive Group to fulfill this role, the VP Executive shall appoint an Active Member to this role;

**9.3.2.2** In the event the VP Executive position is vacant, the aforementioned responsibilities fall to the President.

**9.3.3** The EO shall:

**9.3.3.1** Ensure election procedures are followed as outlined in Article 9;

**9.3.3.2** Establish a timeline, with specific dates, as outlined in Article 9.4;

**9.3.3.3** Announce the election and call for nominations, as outlined in Article 9.7;

**9.3.3.4** Provide election information, at the time outlined in Article 9.4, to all Active Members including:

**9.3.3.4.1** Timeline of the election;

**9.3.3.4.2** Positions available;

- 9.3.3.4.3** Descriptions and/or terms of reference of available positions;
- 9.3.3.4.4** Elections procedure and nomination form/procedure.
- 9.3.3.5** Receive nominations, as outlined in Article 9.7;
- 9.3.3.6** Confirm nominations with the nominees. Upon confirmation, make the candidacy public as outlined in Article 9.8;
- 9.3.3.7** Have their name and contact information clearly indicated in any communications pertaining to elections, including but not limited to emails, website, printed material;
- 9.3.3.8** Communicate with all nominees and candidates and provide them with:
  - 9.3.3.8.1** Detailed timeline of elections;
  - 9.3.3.8.2** Election regulations;
  - 9.3.3.8.3** A copy of the NOSMUSC Constitution and Bylaws.
- 9.3.3.9** Monitor campaigning of candidates and approve campaign materials, as outlined in Article 9.11;
- 9.3.3.10** Ensure eligibility of all nominees, as per Article 9.5. Should a nominee be considered ineligible, the EO shall inform this nominee of the removal of their name from the nominations;
- 9.3.3.11** Answer questions and concerns from Active Members pertaining to the Elections;
- 9.3.3.12** Coordinate and monitor the electronic voting process as outlined in Article 9.13;
- 9.3.3.13** Be allowed to cast one (1) vote, as an Active Member;
- 9.3.3.14** Make decisions regarding complaints, special and/or unusual circumstances pertaining to the NOSMUSC Elections upon consultation with the VP Executive and the President. The EO shall notify all involved parties of these decisions via email, within twenty-four (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;
- 9.3.3.15** Tabulate votes and announce the election results to the General Membership as described in Article 9.14;
- 9.3.3.16** Prepare an Election Report to be presented, within a month from the date of elections, to the NOSMUSC 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 9.14, 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 9;

**9.3.3.17** Form an appeal board as outlined in Article 9.15;

**9.3.3.18** The EO shall use their discretion to manage any situations that are not outlined in this constitution

#### **9.4 Method of Election**

**9.4.1** The election shall be managed by the EO, as outlined in Article 9.

**9.4.2** Voting shall occur by confidential electronic ballot.

**9.4.3** The method of election should be chosen to ensure accessibility of the elections process for all active members.

#### **9.5 Election Timeline**

**9.5.1** The voting period shall be determined by the EO, at a time that is most convenient for all four classes and after consultation with the VP Executive.

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

**9.5.2.1** The election information, as outlined in Article 9, shall be made available to all Active Members exactly three (3) days prior to the first day of the nomination period;

**9.5.2.2** The call for nominations shall begin four (4) days after the release of election information and shall remain open for three (3) consecutive days. The nomination period shall end at 11:59pm (Eastern Time), on day four (4) of the election period;

**9.5.2.3** If any positions are left without any nominations, the EO shall prolong the nomination period by two (2) days for this(these) position(s) only. The entire election period shall be delayed two (2) days to accommodate the prolonged nomination period for the open position(s);

**9.5.2.4** The campaign period shall begin immediately following the close of the nomination period four (4) days prior to the first day of the voting period, at 12:00 am (Eastern Time). The campaign period will run for four (4) days and close at 11:59pm (Eastern Time), on day eight (8) of the election period:

**9.5.2.4.1** Electoral Text submission shall be completed thirty-six (36) hours from the start of the campaign period;

**9.5.2.4.2** The thirty-six (36) hour deadline will be a hard deadline and this will be communicated to candidates throughout the elections process, therefore, no electoral texts will be accepted after the deadline.

**9.5.2.4.3** Electoral texts submitted by candidates prior to the start of the campaign period may be accepted.

**9.5.2.5** The voting period shall begin following the close of the campaign period at 8:00am (Eastern Time) and shall occur over a period of thirty-six (36) hours as outline in Article 9.14;

**9.5.2.6** The results of the election, as outlined in Article 9.14, shall be made available to all Active Members, by the EO, no later than twenty-four (24) hours after the voting period ends;

**9.5.2.7** The mandate of the new council shall begin two (2) weeks after the last day of the voting period to allow adequate transition;

**9.5.2.8** A sample illustration of the elections timeline is included below.

S	M	T	W	TH	F	S
					Elections information released	
	Nomination period begins (8:00 am)			Nomination period ends (11:59 pm)	Campaign period begins & electoral text submission opens (12:00 am)	Electoral texts submissions close & are posted. Forum opens (12:00 pm)
	Campaign period ends	Voting period begins (8:00 am)	Voting period ends (8:00 pm)	Release of results (within 24 hours of voting period end)		

## 9.6 Eligibility

**9.6.1** Candidates shall be any returning Active Member of the NOSMUSC except where specified in Article 9.8 and By-Law 1.

**9.6.2** The following NOSMUSC Executive Group positions are open only to Active Members who will be enrolled in the years listed below for the academic year in which the position is held:

**9.6.2.1** President - 2, 3, and 4;

**9.6.2.2** Vice-President Executive - 2, 3, and 4;

**9.6.2.3** Vice-President Finance Jr - 2, and 3;

**9.6.2.4** Vice-President Education Jr - 2, and 3;

- 9.6.2.5** Vice-President Internal - 2, 3, and 4;
  - 9.6.2.6** Vice-President External Jr - 1, 2, and 3;
  - 9.6.2.7** Vice-President Global Health Jr - 2, and 3;
  - 9.6.2.8** VP Communications Jr - 2, and 3;
  - 9.6.2.9** VP Equity, Diversity and Inclusion Jr - 1, 2, and 3;
  - 9.6.2.10** Year 4 Class Representatives - 4;
  - 9.6.2.11** Year 3 Class Representatives - 3;
  - 9.6.2.12** Year 2 Class Representatives - 2;
  - 9.6.2.13** Year 1 Class Representatives - 1;
  - 9.6.2.14** Recording Secretary - 1, 2, 3 and 4.
- 9.6.3** Should the President be a 4<sup>th</sup> year student, they shall become an Honorary Member and hold the position of Past President during the subsequent year.
  - 9.6.4** Active Members cannot run for or hold more than one NOSMUSC Executive Group position.
  - 9.6.5** Any Active Member currently holding a position on the NOSMUSC Executive Group who wishes to run for another elected position within the NOSMUSC Executive Group in an election during the course of their 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 9.17.
  - 9.6.6** Any Active Member currently holding a position on the NOSMUSC Executive Group who wishes to run for an elected committee position during the course of their term may do so while maintaining their executive position.

## **9.7 Terms of Positions**

- 9.7.1** All terms of positions shall be as outlined in By-Law 1.
- 9.7.2** Terms shall begin exactly one (1) week after the end of the voting period.
- 9.7.3** Terms shall end exactly one (1) week after the end 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.
  - 9.7.3.1** Current representatives must ensure an appropriate transition occurs with incoming electees.
  - 9.7.3.2** The President may adjust the term start day for the President-elect to ensure an appropriate transition occurs.
- 9.7.4** Terms of the Year One Representatives shall end one (1) week after the start of the voting period of the Spring Election following the start of their term.

## **9.8 Nominations**

- 9.8.1** Nominations shall take place during the nomination period, as outlined in Article 9.4, and be submitted to the EO via email and/or confidential electronic survey.
- 9.8.2** Nominations must be accepted by the nominee prior to the nomination deadline. Responses submitted after the nomination deadline will not be accepted.
- 9.8.3** Nominations shall nominate only Active Members eligible for that position, as outlined in Article 9.5 and By-Law 1.

## **9.9 Candidacy**

- 9.9.1** The EO shall notify all nominees, following their nomination, as soon as possible and no later than twenty-four (24) hours.
- 9.9.2** All nominees nominated by an individual other than themselves are required to confirm acceptance of the candidacy nomination. To confirm candidacy, the nominee will need to accept the nomination, by email, upon notification by the EO of their nomination.
- 9.9.3** All confirmed candidacy will be published on the NOSMUSC website, under the elections tab and/or sent via email.
- 9.9.4** 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.
- 9.9.5** Candidacy is limited to one position per Active Member for any NOSMUSC Executive Group position. Any Active Member nominated for more than one position on the NOSMUSC 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.

## **9.10 Contested and Uncontested Positions**

### **9.10.1 Contested Positions:**

- 9.10.1.1** For all contested positions, voters shall choose one of the candidates or spoil their ballot by leaving the section blank;
- 9.10.1.2** The candidate with the simple majority of votes shall be elected;
- 9.10.1.3** A tie will be settled by the President. They will not vote unless in the setting of a tiebreaker with preference given to cross-campus representations when involving a position with Sr. and Jr.

### **9.10.2 Uncontested Positions:**

- 9.10.2.1** 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;



**9.10.2.2** To be elected with a vote of confidence, fifty percent (50%) PLUS one (1) vote is required to be voted in.

#### **9.11 Positions Without Candidates**

**9.11.1** 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/or posted on the NOSMUSC website under election or on the NOSMU Student Community Forums immediately after the end of the nomination period.

**9.11.2** The nomination period for these positions shall be held open for an additional two (2) days following the advertisement.

**9.11.3** During this additional period of nomination, Active Members are only entitled to self-nominate, 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 9.

**9.11.4** Should the “Open Position” remain unfilled after the procedure outlined in Article 9.10.1, then the position shall remain an “Open Position” and be filled as outlined in Article 9.17.

#### **9.12 Campaign**

**9.12.1** Campaigning shall be optional.

**9.12.2** Campaigning shall consist of:

**9.12.2.1** A biography and/or electoral text, submitted to the EO, posted on the NOSMUSC website, under election. If this option is not feasible, the EO shall email the biography and/or electoral text to the Active Members:

**9.12.2.1.1** The biography and/or electoral text must not exceed 500 words;

**9.12.2.1.2** The electoral text must be submitted by the deadline set by the EO. No late submissions will be accepted under any circumstances.

**9.12.2.2** An online discussion forum made available to all members following the release of the electoral texts and shall be moderated by the EO;

**9.12.2.3** The EO shall outline how to access electoral information if there are any changes in the initial communications to all Active Members;

**9.12.2.4** Online Discussion forum:

**9.12.2.4.1** Immediately following posting the electoral texts the online discussion forum will be opened;

**9.12.2.4.2** Within this forum any Active Member may ask any candidate a question, follow-up question, or discuss election matters;

**9.12.2.4.3** Candidates may reply to any posted question or statement but are not permitted to initiate questions or discussion themselves;

**9.12.2.4.4** The forum will remain active until the end of the campaign period.

**9.12.2.5** All campaigning shall be done electronically on the NOSMUSC website or via the online discussion forum and shall generate no cost. No funding will be provided for campaign purposes. Although one-on-one individual conversation with candidates is permitted, both candidates and Active Members are encouraged to have their discussion in the public forum so that all Active Members may benefit from the conversation.

### **9.13 Electorate**

**9.13.1** The Electorate shall consist of all Active Members of the NOSMUSC.

**9.13.2** The positions of Year Representatives shall be voted on only by the Active Members enrolled in the corresponding year and campus of representation.

**9.13.3** Each Active member shall be granted one (1) ballot, and each ballot shall be considered equal.

**9.13.4** The President of the NOSMUSC is to abstain from voting unless a tie ensues (see Article 9.14).

### **9.14 Voting**

**9.14.1** 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.

**9.14.2** Voting shall be conducted electronically. Confidentiality and justice shall be preserved by all means possible by the EO and the Reviewing Assistant (RA), as outlined in Article 9.14.

**9.14.3** Ballots shall list the names of all candidates for each position in randomized order.

**9.14.4** 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.

**9.14.5** Information on spoiling a ballot shall appear on the electronic ballot.

### **9.15 Election Results**

- 9.15.1** 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.
- 9.15.2** The President will not vote unless in the setting of a tiebreaker with preference given to cross-campus representation when involving a position with Sr. and Jr.
- 9.15.3** The numerical data shall be kept confidential by the EO and the RA.
- 9.15.4** 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.
- 9.15.5** Election results shall be made available to all Active Members and ume@nosm.ca, via email and/or by posting on the NOSMUSC website, no later than twenty-four (24) hours after the end of the voting period.
- 9.15.6** The relevant sub-committees must be informed no later than seven (7) days after the end of the voting period
- 9.15.7** The election electronic data shall be deleted and/or destroyed seventy-two (72) hours after the announcement of the results.

## **9.16 Appeals**

### **9.16.1 Process:**

- 9.16.1.1** 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;
- 9.16.1.2** The appeal shall be submitted to the EO by the candidate, by email, outlining the reasons for their appeal;
- 9.16.1.3** The EO shall inform the current President of this appeal and the President shall at once call a special meeting of the NOSMUSC Executive Group to review the appeal and invite the EO and the RA, if they are not members of the NOSMUSC Executive Group;
- 9.16.1.4** The NOSMUSC Executive Group shall decide if the appeal is valid, based on the Article 9 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 9.17.

## **9.17 Transition**

- 9.17.1** Transition from the current NOSMUSC Executive Group to the newly elected NOSMUSC Executive Group shall occur as outlined in Article 9.4.

**9.17.2** All NOSMUSC 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. This is to be completed within two (2) weeks of the newly elected member to their office.

## **9.18 Open Position, By-Election, and Appointment**

### **9.18.1 Open Position:**

**9.18.1.1** A position shall be declared as an “Open Position” if:

**9.18.1.1.1** There are no nominations recorded for the position at the end of the additional two (2) day nomination period, as outlined in Article 9.10;

**9.18.1.1.2** The elected member decided to resign from their office or becomes disqualified to hold the position (see Article 6);

**9.18.1.1.3** An appeal is deemed successful, as per Article 9.15.

**9.18.1.2** The elected NOSMUSC 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 NOSMUSC Executive Group election;

**9.18.1.3** Should the NOSMUSC Executive Group decide that the position must be filled, a by-election shall be conducted as outlined in Article 9.17.2.

### **9.18.2 By-Election:**

**9.18.2.1** The current VP Executive shall act as the EO for the by-election. Should the VP Executive not be able to fulfill these duties, this falls to the President who may choose to act as the EO or may assign this position to any Active Member;

**9.18.2.2** The EO shall call for nominations, as outlined in Article 9.7. The EO may reduce the length of the campaign and nomination periods at their discretion if three (3) or fewer positions are being elected. The lengths of the electoral text submission period and the voting period may not be altered;

**9.18.2.3** Only self-nominations shall be accepted in a by-election, and these will be considered firm candidacy by the EO;

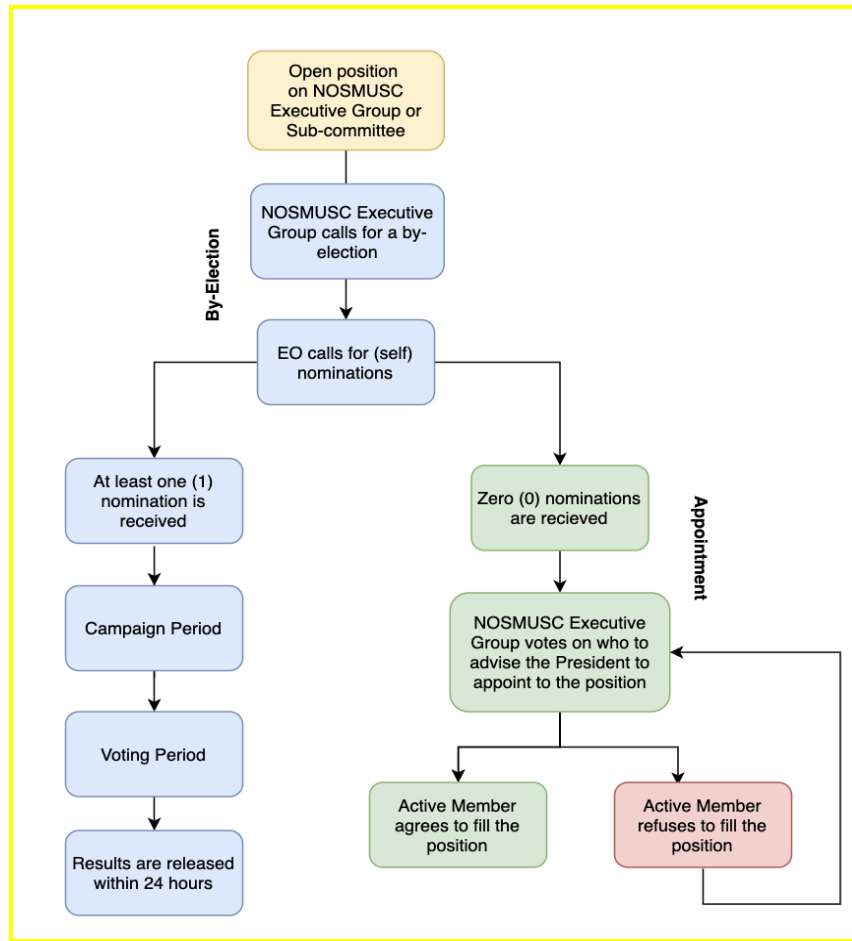
**9.18.2.4** The electorate in the by-election shall consist of all Active Members of the NOSMUSC, with the exception of the EO when voting for an executive position;

- 9.18.2.5** The electorate in the by-election shall consist of all Active Members of the current NOSMUSC Executive Group, when voting on a non-executive position;
- 9.18.2.6** The EO shall conduct a secret ballot vote with the electorate to elect a candidate to the “Open Position”;
- 9.18.2.7** 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 President shall cast the deciding vote;
- 9.18.2.8** The EO shall inform all Active Members of the election result within twenty-four (24) hours of the election.

**9.18.3** Appointment:

- 9.18.3.1** Should an “Open Position” remain vacant after the above by-election process has been exhausted, the Executive Group with a majority vote has the right to appoint a candidate to any office or committee;
- 9.18.3.2** The current NOSMUSC Executive Group shall hold a round table discussion at the following Executive Group meeting to advise the president who should be appointed to the vacant position. A vote shall ensue. Should the appointed Active Member refuse to fill the position, the Executive Group shall appoint another Active Member.

**9.19** By-election/Appointment Flowchart



## 9.20 Disqualification

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

## Article 10 - Amendments

**10.1** Amendments to the Constitution may be proposed by any NOSMUSC member. Amendments must be in writing and provided to the President of the NOSMUSC in the precise language to be considered for incorporation into the Constitution. The President must then forward the Proposed Amendment(s) to all Executive Members within seven (7) days of receipt of the Proposed Amendment(s).

**10.2** Executive 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 Council meeting as scheduled pursuant to Article 7. If the vote is affirmative, the Proposed Amendment(s) shall be incorporated into the Constitution immediately for presentation at the Fall General Assembly.

**10.3** An updated Constitution shall be presented yearly to the Fall General Assembly for a vote. Quorum, as outlined in Article 7.3, must be established at the General Assembly, for a vote to be conducted. A majority vote of Active Members, as outlined in Article 7, is required to approve the updated Constitution.

### III. CONSTITUTION APPROVAL

This constitution is approved by the Executive Members of the NOSMUSC as of October 3rd, 2022 and it shall be effective immediately, as approved by the General Membership at the Fall General Assembly of 2022.

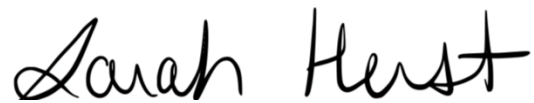
Signed on the behalf of the NOSMUSC Executive Council of 2022-2023,

Rachel Peet



President  
NOSMUSC 2022-2023

Sarah Herst



VP Executive  
NOSMUSC 2022-2023



## IV. BY-LAWS

### ***By-Law 1 - Responsibilities of Executive Officers***

#### **1.1 President**

- 1.1.1** 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.
- 1.1.2** Compile agenda and serve as chairperson of the NOSMUSC General Meetings and Executive Group Meetings. The President has the option of delegating this duty to another NOSMUSC Executive Group Member when required.
- 1.1.3** Serve as the official spokesperson for the NOSMUSC.
- 1.1.4** Liaise with the Administration, the Office of Learner Affairs, and faculty on a regular basis and/or when necessary to advocate student issues.
- 1.1.5** Ensure that current developments and events in student government and the School as a whole are reported on at each NOSMUSC meeting.
- 1.1.6** Attend functions on behalf of the NOSMUSC or delegate a member of the Executive Group to attend.
- 1.1.7** Lead the NOSMUSC Constitutional Review.
- 1.1.8** In collaboration with VP Finance, finalize the yearly budget.
- 1.1.9** Responsible for organizing student representation at CFMS meetings.
- 1.1.10** The President will have access to the NOSMUSC email account. The President will send emails to the entire student body, using the "BCC" function, on behalf of students and the NOSMUSC. The President will use their discretion before sending the emails as to whether or not it is appropriate. The President will have the responsibility for managing the NOSMUSC email as follows:
  - 1.1.10.1** Check the email on a regular basis;
  - 1.1.10.2** Email Learner Affairs in August for updated Student Email Lists for each class cohort;
  - 1.1.10.3** Request the assistance of the VP Communications to update the ListServ for the upcoming school year.
- 1.1.11** Facilitate the NOSMUSC Health Benefits Plan in collaboration with the NOSMU Registrar and selected Insurance Provider as outlined in By-Law 8.

#### **1.2 VP Executive**

- 1.2.1** Assist the President.
- 1.2.2** Perform the duties agreed upon by both the President and the VP Executive.

- 1.2.3** Perform the duties of the President in their absence.
- 1.2.4** Coordinate the Elections process for the Executive members and committee representatives, and any representation required throughout the year.
- 1.2.5** Work collaboratively with the VP Equity, Diversity, and Inclusion to ensure NOSMU elections remain accessible and equitable to all active members.
- 1.2.6** Ensure that adequate communication occurs between student committee representatives and the appropriate member of the Executive Group, according to the duties outlined in the NOSMUSC Organizational Chart (By-Law 5).
- 1.2.7** Facilitate communication between NOSMU student committee representatives and NOSMU Committee Chairs.
- 1.2.8** Coordinate the Fall Annual General Meeting (AGM) and subsequent voting for motions to pass the constitution, budget, and interest group roster for the academic year in collaboration with the President, and other relevant Executive Team members.
- 1.2.9** Coordinate the annual Face-to-Face for NOSMUSC executive members in collaboration with the President.
- 1.2.10** Ensure the following student committee representatives are attending their committee meetings and receive Committee Reports from them after every meeting. These updates must then be reported to the NOSMUSC at the next NOSMUSC meeting:
  - 1.2.10.1** Admissions Committee;
  - 1.2.10.2** Health Sciences Advisory Library Group Representative.

### **1.3 VP Finance**

- 1.3.1** The VP Finance is a two-year position, and as such the VP Finance Sr shall mentor and train the VP Finance Jr throughout their term to assist with the transition to the leadership position of VP Finance Sr.
- 1.3.2** Ensure funds are managed in a fiscally responsible manner and ensure transparency through the maintenance of up-to-date and accurate NOSMUSC financial records.
- 1.3.3** Ensure proper signage of all cheques and proper processing of all e-mail transfers for the NOSMUSC within one (1) month of receiving reimbursement forms. When this one (1) month deadline is not possible due to extenuating circumstances (ie. funds are not available) the individual must be notified.
- 1.3.4** Oversee all deposits and withdrawals and handle all other NOSMUSC banking business, including but not limited to, facilitating all financial aspects of:
  - 1.3.4.1** Graduation Committees on the East and West Campuses;

- 1.3.4.2** Approved NOSMUSC Interest Groups, in conjunction with the NOSMUSC VP Internal and approved Interest Group Presidents;
- 1.3.4.3** Toronto Notes Orders;
- 1.3.4.4** Edmonton Manual Orders;
- 1.3.4.5** NOSMUSC Charity Endeavours.
- 1.3.5** Produce and finalize the Annual NOSMUSC budget, in conjunction with the Executive Group, for operation costs from July 1 through June 30.
- 1.3.6** Administer the full budget, once approved by the Executive Group and the Active Membership.
- 1.3.7** Report the budget and expenditures to the Active Membership at both General Assemblies.
- 1.3.8** Balance the NOSMUSC Accounts and provide statements of the NOSMUSC Accounts to the Executive Group monthly or as required.
- 1.3.9** In conjunction with the NOSMUSC President and with approval of the NOSMUSC Executive Group, set the NOSMUSC Student Fees.
- 1.3.10** Maintain communication through VP Finance email address.
- 1.3.11** Maintain and administer all NOSMUSC Financial Policies.
- 1.3.12** Produce a written report for each NOSMUSC Meeting detailing significant updates from portfolio project and committee reports.
- 1.3.13** Manage, report, and evaluate all of the NOSMUSC financial accounts.
- 1.3.14** Serve as Chair of the Student Travel Funding Allocation Committee; this includes such duties as:
  - 1.3.14.1** Organizing and managing all applications for Student Travel Funding;
  - 1.3.14.2** Set meeting dates for the Student Travel Funding Allocation Committee;
  - 1.3.14.3** Notify applicants of application status;
  - 1.3.14.4** Ensure prompt payment of funding for approved applications and receipt of funds from NOSM.

#### **1.4 VP Internal**

- 1.4.1** Conduct all internal correspondence as directed by the NOSMUSC.
- 1.4.2** Chair the Learner Affairs Subcommittee.
- 1.4.3** Chair the Accommodations Student Committee and represent positions brought forth at the NOSMU Accommodations Committee.

- 1.4.4** Receive, compile, and approve applications for Interest Group (IG) representation and funding, two (2) weeks before the Fall General Assembly, as outlined in By-Law 2.
  - 1.4.4.1** Applications will be sent via an online form;
  - 1.4.4.2** Applications must be approved by the VP Internal, and IG budgets by the NOSMUSC at the Fall General Assembly.
  - 1.4.4.3** General membership sign-up will be sent via an online form;
  - 1.4.4.4** IG names and leadership will be posted on the NOSMUSC Website.
- 1.4.5** Work collaboratively with the VP Equity, Diversity and Inclusion to ensure that IG oversight is congruent with the NOSMUSC's equity, diversity and inclusion goals.
- 1.4.6** Liaise with Learner Affairs, Student Body and Lab Coordinators to facilitate Room Bookings and teleconference line bookings:
  - 1.4.6.1** Provide IGs with the appropriate forms and contact information for bookings and be cc'd in booking-related communications between interest groups and Learner Affairs;
  - 1.4.6.2** Ensure an up to date blank booking form is available on the NOSMUSC website.
- 1.4.7** Lead and organize the student accreditation committee as required.
- 1.4.8** Ensure the following student committee representatives are attending their committee meetings and receive Committee Reports from them after every meeting. These updates must then be reported to the NOSMUSC at the next NOSMUSC meeting:
  - 1.4.8.1** Learner Affairs Reference Group;
  - 1.4.8.2** Learner Affairs Subcommittee;
  - 1.4.8.3** Student Professionalism Committee;
  - 1.4.8.4** Wellness Committee and Interest Groups.
- 1.4.9** Organize bulk orders of the Edmonton Manual in the Fall Semester and Toronto Notes in the Winter Semester.
- 1.4.10** Maintain the 108, 110 and CCC Placement reviews:
  - 1.4.10.1** Send the online form where students can evaluate their completed placement;
  - 1.4.10.2** Send the online form with results to students prior to their placement selection.
- 1.4.11** Produce a written report for each NOSMUSC Meeting detailing significant updates from portfolio project and committee reports.

## 1.5 VP External

- 1.5.1** The VP External is a two-year position, and as such the VP External Sr shall mentor and train the VP External Jr throughout their term to assist with the transition to the leadership position of VP External Sr.
- 1.5.2** Liaise between the East and the West campuses to ensure clear communication and equitable access to information and opportunities from external sources.
- 1.5.3** Liaise with other VP External representatives from other medical schools, universities and/or organizations in Canada and abroad.
- 1.5.4** Represent the NOSMUSC as the official NOSM Representatives for the Ontario Medical Student Association (OMSA) and the Canadian Federation of Medical Students (CFMS) organizations and relay the concerns and activities of the NOSMUSC to these committees:
  - 1.5.4.1** Shall have voting privileges on these committees as per their individual constitutions;
  - 1.5.4.2** Shall attend monthly in-person/teleconference meetings with OMSA and CFMS;
  - 1.5.4.3** After attending meetings with the OMSA and CFMS, they shall prepare a verbal and/or written reports detailing pertinent information for the NOSMUSC;
  - 1.5.4.4** Shall ensure that one VP External is present at all in-person General Meetings for OMSA and the CFMS;
    - 1.5.4.4.1** Shall be responsible for coordinating the NOSMU delegation in collaboration with the President;
    - 1.5.4.4.2** If interest in attending a meeting exceeds the allocated budget then the VP Externals will be responsible for coordinating the following application process;
      - 1.5.4.4.2.1** Shall execute an application process that prioritizes adequate student body representation, long term institutional memory, and equity;
        - 1.5.4.4.2.1.1** The student council president has priority.
        - 1.5.4.4.2.1.2** VPs or members of CFMS Round Tables should be prioritized.
        - 1.5.4.4.2.1.3** Priority to the VP Sr or Jr will be dependent on their length of time on council.
  - 1.5.4.5** Shall be in continuous contact with other OMSA and CFMS representatives and will contribute to efforts of small working groups and subcommittees within the OMSA and CFMS per the respective

organizations bylaws. They will communicate relevant information to the appropriate members of the NOSMUSC in a timely manner;

- 1.5.4.6** Shall forward OMA and CFMS Bi-weekly/Monthly communiqués to the Student Body.
- 1.5.5** Coordinate the distribution of information pertaining to opportunities and programs to the Student Body via a multitude of channels, including but not limited to, email and Facebook.
- 1.5.6** Ensure the following student committee representatives are attending their committee meetings and receive Committee Reports from them after every meeting. These updates must then be reported to the NOSMUSC at the next NOSMUSC meeting:
  - 1.5.6.1** OMSA Political Advocacy Committee (OPAC) Representative;
  - 1.5.6.2** CFMS Government Affairs and Advocacy (GAAC) Representative;
  - 1.5.6.3** Interprofessional Committee;
  - 1.5.6.4** Med Games Sports Representative.
- 1.5.7** Produce a written report for each NOSMUSC Meeting detailing significant updates from portfolio project and committee reports.

## **1.6 VP Education**

- 1.6.1** The VP Education is a two-year position, and as such the VP Education Sr shall mentor and train the VP Education Jr throughout their term to assist with the transition to the leadership position of VP Education Sr.
- 1.6.2** Receive and compile student feedback regarding curriculum.
- 1.6.3** Receive and compile student feedback regarding the quality and availability of academic resources.
- 1.6.4** Receive and compile student feedback regarding academic faculty.
- 1.6.5** 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.
- 1.6.6** Based on feedback trends, formulate reports based on student feedback for the NOSM Administration, followed with advocacy efforts.
- 1.6.7** Commit to the centralization of equity, diversity, inclusion, and decolonization (EDID) in curricula via changes and upkeep of academic materials and resources.
- 1.6.8** Keep members informed of academic opportunities, including seminars, electives, research positions, etc.

- 1.6.9** Arrange peer-mentorship sessions, and other forms of academic assistance for members based on reasonable demand.
- 1.6.10** Ensure the following student committee representatives are attending their committee meetings and receive Committee Reports from them after every meeting, with meetings scheduled at the discretion of the VP Education Sr/Jr. These updates must then be reported to the NOSMUSC at the next NOSMUSC meeting:
  - 1.6.10.1** Northern and Rural Preparation and Implementation Committee (NoRPIC)
  - 1.6.10.2** Medical Education for HSN committee;
  - 1.6.10.3** Medical Education for TBRHSC Committee;
  - 1.6.10.4** Student Assessment and Promotion Committee;
  - 1.6.10.5** Research Committee;
  - 1.6.10.6** Program Evaluation Committee;
  - 1.6.10.7** Postgraduate Education Committee and CLS Committee;
  - 1.6.10.8** Undergraduate Medical Education Committee (UMEC).
- 1.6.11** Produce a written report for each NOSMUSC Meeting detailing significant updates from portfolio project and committee reports.
- 1.6.12** As possible, shall represent the NOSMUSC at the OMSA and CFMS Annual General Meetings and relay the concerns of the NOSMUSC to these committees.

## **1.7 VP Global Health**

- 1.7.1** The VP Global Health is a two-year position, and as such the VP Global Health Sr shall mentor and train the VP Global Health Jr throughout their term to assist with the transition to the leadership position of VP Global Health Sr.
- 1.7.2** Will liaise with the Canadian Federation of Medical Students (CFMS) global health representatives to ensure a diverse knowledge of topics pertaining to the global health portfolio.
- 1.7.3** Will continue to develop their knowledge base and skill set by remaining up to date on current global health issues and attending conferences, educational talks and sessions at varying levels (local, provincial, national, and international).
- 1.7.4** As possible, shall represent the NOSMUSC at the CFMS Annual General meetings and relay the concerns of the NOSMUSC and its student body to the Global Health committees of those respective organizations.
- 1.7.5** Shall chair the Global Health Committee (GHC), consisting of the following positions:

- 1.7.5.1** Local Officers of Reproductive and Sexual Health (LORSH) (2);
- 1.7.5.2** Local Officer of Global Health Education (LOGHE);
- 1.7.5.3** Local Officer of Global Health Advocacy (LOGHA);
- 1.7.5.4** Local Officer of Environmental Health and Sustainability (LOEHS);
- 1.7.5.5** Local Officers of Indigenous Health (LOIH) (2);
- 1.7.5.6** Local Exchange Officers (LEO) (2).
- 1.7.6** The GHC will meet approximately every four to eight (4-8) weeks.
- 1.7.7** VP Global Health Sr. shall co-chair the NOSMUSC Advocacy Subcommittee in partnership with the VP Equity, Diversity and Inclusion Sr.
  - 1.7.7.1** The NOSMUSC Advocacy Subcommittee shall include;
    - 1.7.7.1.1** The VP Equity, Diversity and Inclusion Sr and VP Global Health (Co-Chairs);
    - 1.7.7.1.2** The President;
    - 1.7.7.1.3** The VP Equity, Diversity and Inclusion Jr;
    - 1.7.7.1.4** The VP Global Health Jr;
    - 1.7.7.1.5** VP External (Sr or Jr);
    - 1.7.7.1.6** The Francophone Admission Subcommittee, East and West Representative;
    - 1.7.7.1.7** The Local Officer of Indigenous Health Sr and Jr;
    - 1.7.7.1.8** The Government Affairs and Advocacy Committee Sr and Jr.
    - 1.7.7.1.9** Any other members at the invitation of the Chair.
  - 1.7.7.2** The NOSMUSC Advocacy Subcommittee will meet as needed throughout the year.
- 1.7.8** Shall provide leadership and assistance to GHC members to ensure they are linked to relevant CFMS National Officers and attend their respective CFMS meetings, as well as to ensure participation and accountability for their role in the GHC.
- 1.7.9** As an executive member of the NOSMUSC, will attend scheduled meetings and provide updates on behalf of the Global Health Committee and the Global Health Portfolio.
- 1.7.10** Shall promote and coordinate global health events and educational opportunities for students. These may relate to priority topic areas as determined by the CFMS Global Health program or to those determined by the VP Global Health to be an area of educational interest or need.



- 1.7.11** Will work with the NOSM Global Health Coordinator (Dr. Anawati or designate) and the Local Exchange Officers to coordinate medical student international exchanges through the CFMS-IMSA agreement as well as through other third-party organizations.
- 1.7.12** Will continue to work with the NOSM Global Health Coordinate (Dr. Anawati or other), as applicable, to develop the NOSM Global Health Certificate program.
- 1.7.13** As available, will partner with other interest groups (e.g. Friends of MSF) and outside organizations to collaborate on global health events and initiatives.
- 1.7.14** Shall distribute information regarding global health advocacy.
- 1.7.15** Shall maintain and update content for the Global Health section of the NOSMUSC website.
- 1.7.16** Produce a written report for each NOSMUSC Meeting detailing significant updates from portfolio project and committee reports.

## **1.8 VP Communications**

- 1.8.1** The VP Communications is a two-year position, and as such the VP Communications Sr shall mentor and train the VP Communications Jr throughout their term to assist with the transition to the leadership position of VP Communications Sr.
- 1.8.2** Managing the NOSMUSC website to ensure content is up-to-date, as well as overall functionality and accessibility to all students.
- 1.8.3** Shall conduct bi-annual reviews of documents and links located on the NOSMUSC website.
- 1.8.4** Liaise with NOSMUSC members in order to gain an understanding of Information Technology needs and provide them to the best of their ability.
- 1.8.5** Liaise with members of the general student body to gain an understanding of student IT needs.
- 1.8.6** Upload monthly NOSMUSC meeting minutes to the website for student body viewing.
- 1.8.7** VP Communications shall NOT fulfill roles or tasks described by the NOSM Information Technologies department unless so voted on by the NOSMUSC Executive Council.
- 1.8.8** Maintain active communication throughout NOSMUSC social media accounts.
- 1.8.9** Any other activity related to communication within the NOSMUSC as needed by the student membership.

## **1.9 VP Equity, Diversity and Inclusion**

- 1.9.1** The VP Equity, Diversity and Inclusion is a two-year position, and as such the VP Equity, Diversity and Inclusion Sr shall mentor and train the VP Equity, Diversity

and Inclusion Jr throughout their term to assist with the transition to the leadership position of VP Equity, Diversity and Inclusion Sr.

**1.9.2** The VP Equity, Diversity and Inclusion portfolio also co-chairs the Advocacy Committee along with the VP Global Health, a subcommittee of the NOSMUSC comprising:

**1.9.2.1** The NOSMUSC Advocacy Subcommittee shall include;

**1.9.2.1.1** The VP Equity, Diversity and Inclusion Sr and VP Global Health (Co-Chairs);

**1.9.2.1.2** The President;

**1.9.2.1.3** The VP Equity, Diversity and Inclusion Jr;

**1.9.2.1.4** The VP Global Health Jr;

**1.9.2.1.5** VP External (Sr or Jr);

**1.9.2.1.6** The Francophone Admission Subcommittee, East and West Representative;

**1.9.2.1.7** The Local Officer of Indigenous Health Sr and Jr;

**1.9.2.1.8** The Government Affairs and Advocacy Committee Sr and Jr.

**1.9.2.1.9** Any other members at the invitation of the Chair.

**1.9.2.2** The NOSMUSC Advocacy Subcommittee will meet as needed throughout the year.

**1.9.3** Acting as the primary liaison between, and holding regular communication with, the NOSMUSC and the Dean of Equity, Diversity and Inclusion.

**1.9.4** Meet with positions under the supervision of Equity, Diversity and Inclusion portfolio, including;

**1.9.4.1** The Francophone Admission Subcommittee, East and West Representative;

**1.9.4.2** The Indigenous Reference Group Representatives;

**1.9.5** Shall consult with external medical student groups as relevant to the activities of the Equity, Diversity and Inclusion portfolio including representatives from the BMSAC, IMSAC, and CQMSA.

**1.9.6** Liaise with representatives from each executive portfolio to ensure integration of Equity, Diversity and Inclusion tenets across all NOSMU Student Council activities. Meetings shall occur quarterly with a representative from each of the following:

**1.9.6.1** VP Executive;

**1.9.6.2** VP Finance;

- 1.9.6.3** VP Internal;
- 1.9.6.4** VP External;
- 1.9.6.5** VP Education;
- 1.9.6.6** VP Global Health;
- 1.9.6.7** VP Communications

**1.9.7** Compiling an annual report on the NOSMUSC detailing the strengths, limitations, and specific areas to improve as it pertains to equity, diversity and inclusion within our council.

## **1.10 Class Representatives**

**1.10.1** Represent students of the same year by communicating their specific issues to the Executive Council and to the General Student Body.

**1.10.2** Ensure appropriate communication to all same year students especially during placements. This will require but not limit the representative to send out monthly emails to their classmates (preferably after NOSMUSC Meetings) that outline issues specifically affecting their class along with a link to where the meeting minutes are posted on the NOSMUSC website:

**1.10.2.1** Phase 1 Class Representatives are encouraged to update their classes in person following WGS Sessions as well.

**1.10.3** Coordinate and encourage a positive social, equitable and inclusive environment for all members of the student body.

**1.10.4** Assist in the planning and Execution of the Interview Weekends for both the East and West campus, as requested by NOSM School administration.

**1.10.5** Year 1 and 2 representatives assist in organizing Buddy Events for their campus. The Year 1 and Year 2 Representatives will also be responsible to oversee the planning of a Holiday Formal for all years to attend, as directed by student interest.

**1.10.6** Represent the student body on the Phase committees as listed below. Information from these meetings will be reported by the Year Reps at the NOSMUSC meetings. Year Reps will also keep the VP Education involved in pertinent issues that become apparent at these meetings:

**1.10.6.1** Year 1 and Year 2 student representatives will sit on the Phase I committee; these class representatives will ensure at least one representative attends each meeting:

**1.10.6.2** Year 3 student representatives will sit on the Phase II committee;

**1.10.6.3** Year 4 student representatives will sit on the Phase III committee;

- 1.10.6.4** Year 1, 2, 3 and 4 Class Representatives will sit on the Learner Affairs Subcommittee (LASC) and will attend the LASC meetings as they occur every 6-8 weeks;
- 1.10.6.5** Year 4 Representatives will be responsible for overseeing and assisting in the Graduation Committees on both the East and West Campus as needed;
- 1.10.6.6** Year 2 Representatives are responsible for the organization of the Orientation Week for the incoming first-year class.
- 1.10.7** Screen items flowing through LASC, relevant phase committees, and other committees for equity, diversity, and inclusivity-related gaps (ex. ensuring cultural safety, respectfulness, and inclusive content).
  - 1.10.7.1** Advocate for equity, diversity and inclusion centered changes at NOSMU.
  - 1.10.7.2** Liaise with the VP Equity, Diversity and Inclusion Jr and/or Sr as required.
- 1.10.8** Produce a written report for each NOSMUSC Meeting detailing significant updates from portfolio project and committee reports.

#### **1.11 Recording Secretary**

- 1.11.1** This is a non-voting advisory executive position
- 1.11.2** Take, or ensure taking of, minutes at both General Meetings and Executive Group Meetings.
- 1.11.3** Send Meeting Minutes to the NOSMUSC Executive Council for review within 7 days of the meeting.
- 1.11.4** Ensure a final copy of the meeting minutes is provided to VP Communications for upload to the website.

#### **1.12 Past President**

- 1.12.1** This is a non-voting advisory executive position held by the President's second year in office, should the President choose to forgo re-election.
- 1.12.2** The Past President will perform the duties agreed upon by both the sitting President and the Past President.

### **By-Law 2 - By-Law 2 – Interest Groups**

- 2.1** The Interest Group 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:
  - 2.1.1** Freedom of conscience and religion;

- 2.1.2 Freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication;
- 2.1.3 Freedom of peaceful assembly;
- 2.1.4 Freedom of association.

**2.2** Interest Group status will be determined as follows:

- 2.2.1 Applications will be sent and completed via an online form including:
  - 2.2.1.1 The interest group name;
  - 2.2.1.2 A description of the interest group;
  - 2.2.1.3 The interest group executive list including the names, titles, year of study, campus and contact information of executive members;
  - 2.2.1.4 The interest group constitution;
  - 2.2.1.5 A proposed budget for the year that includes a list of activities, approximate dates of events, and projected costs, all of which must adhere to By-Law 6.10.
- 2.2.2 Applications must be approved by the VP Internal, then by the NOSMUSC Executive by an executive vote.
  - 2.2.2.1 The VP Internal will compile Interest Group applications and present them to the NOSMUSC Executive prior to the fall general assembly.
  - 2.2.2.2 If an Interest Group is refused status, a full explanation of the refusal will be provided to the organizing committee. They will have the opportunity to submit the Interest Group documents once more for reconsideration during that Academic Year.
- 2.2.3 Following this approval, the application will be reviewed for funding by the NOSMUSC Executive Group. Funding will be allotted based on:
  - 2.2.3.1 The proposed budget for the year as submitted by the Interest Group, including the list of activities and the detailed funding required for each activity;
  - 2.2.3.2 The total number of Interest Groups approved;
  - 2.2.3.3 The amount of total available funding for Interest Groups.
- 2.2.4 Finalized and NOSMUSC-approved Interest Groups and budgets are to be presented at the Fall General Assembly for student body approval;
  - 2.2.4.1 Approved Interest Groups will be posted on the NOSMUSC Website following the Fall General Assembly by the VP Internal in collaboration with the VP Communications.

**3.1** Member in good standing:

**3.1.1** Any Active Member who has no outstanding financial balances with the NOSMUSC.

**By-Law 4 - Outstanding Financial Balances**

**4.1** Members with outstanding fees are not eligible for running for any student represented positions administered by the NOSMUSC.

**4.2** Members delinquent in funds will be identified to the Student Travel Fund Allocation Committee and will not be eligible for reimbursement.

**4.3** Members delinquent in funds will not be eligible to be involved with any Interest Groups and will not be eligible for reimbursement of Interest Group expenses.

**By-Law 5 - Committee Election Timeline and Responsibilities**

**5.1 Committee Election Timeline**

**5.1.1** The following committee positions require election, as per the schedule hereafter presented:

<b>Committee</b>	<b>Position(s)</b>	<b>Term (years)</b>	<b>Election Type</b>	<b>Overseeing Position</b>
Admissions Committee Representative	- 2 - West, East	2	Fall	VP Executive
Awards Committee Representative	- 4 - Year 1, 2, 3, and 4	4	Fall	VP Finance
Francophone Admission Subcommittee	- 2 - West, East	2	Fall	VP Equity, Diversity and Inclusion
Government Affairs & Advisory Committee (GAAC)	- 2 - Junior, Senior	2	Fall	VP External
Health Sciences Library Advisory Group	-1-	1	Fall	VP Executive

Northern and Rural Preparation and Implementation Committee (NoRPIC)	- 1 -	1	Fall	VP Education
Indigenous Reference Group	- 2 - West, East	2	Fall	VP Equity, Diversity and Inclusion
Interprofessional Student Representative	- 1 -	2	Fall	VP External
Local Officer of Environmental Health and Sustainability (LOEHS)	- 1 -	1	Fall	VP Global Health
Local Exchange Officer (LEO)	- 2 - Junior, Senior	2	Fall	VP Global Health
Local Officer of Global Health Advocacy (LOGHA)	- 1 -	1	Fall	VP Global Health
Local Officer of Global Health Education (LOGHE)	- 1 -	1	Fall	VP Global Health
Local Officer of Indigenous Health (LOIH)	- 2 - Junior, Senior	2	Fall	VP Global Health
Local Officer of Reproductive and Sexual Health (LORSH)	- 2 - West, East	1	Fall	VP Global Health
Medical Education Committee (HSN and TBRHSC)	- 2 - West, East	1	Spring	VP Education
Postgraduate Education Committee	- 1 -	2	Fall	VP Education
Program Evaluation Committee	- 3 - Phase 1, 2, and 3	1	Fall	VP Education

Research Committee	- 1 -	1	Fall	VP Education
Student Assessment and Promotion	- 2 - West, East	2	Fall	VP Education
Student Graduation Committee	- 2 - West, East	1	Spring	Year 4 Reps
Committee to Support Student Professionalism	- 2 - Phase 1, and Phase 2/3	1	Spring	VP Internal
Student Travel Fund Allocation	- 2 - West, East	1	Fall	VP Finance
Undergraduate Medical Education (UMEC)	- 4 - Year 1, 2, 3, and 4	1	Fall (1 <sup>st</sup> years) Spring (2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> years)	Year Representative s and VP Education
Wellness Committee	- 9 - Year 1, 2, 3, and 4 East and West Reps, and a Chair (any year)	1	Fall (1 <sup>st</sup> years) Spring (2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> years, and chair)	VP Internal

## 5.2 Roles and Responsibilities

**5.2.1** Attend each meeting for their respective committee or find a replacement to go in their place:

**5.2.1.1** They may miss up to 2 (two meetings);

**5.2.1.2** They may request the assistance of the NOSMUSC Executive Council to provide an alternate committee member when they are unable to attend a meeting;

**5.2.1.3** If attendance is an issue due to conflicts with academic schedule, the committee member is to make their designated NOSMUSC Executive Council Member aware (see Table above).



## **By-Law 6 - Comprehensive Financial Policy**

### **6.1 Purpose and Administration**

- 6.1.1** The NOSMUSC Comprehensive Financial Policy document outlines all of the financial policies and procedures governing the administration of the finances of the NOSMUSC. This document was adopted by the NOSMUSC Executive Group in May 2019 and replaces all previous NOSMUSC financial policies, except the NOSMUSC Constitution.
- 6.1.2** The VP Finance will be responsible for familiarizing themselves with this document to ensure the NOSMUSC follows all the financial policies prescribed herein.
- 6.1.3** The VP Finance will also ensure this document's continued relevance and upkeep by proposing changes to the NOSMUSC Executive Group as required.
- 6.1.4** A copy of this document, as well as the NOSMUSC Budget, the NOSMUSC Expense Reimbursement Form, the Student Travel Fund Allocation Committee Terms of Reference & Protocol, the Student Travel Fund Application Form, and the NOSMUSC Investment Policy will be published on the NOSMUSC website.

### **6.2 Fiscal Year**

- 6.2.1** The Fiscal Year (FY) of the NOSMUSC will be offset from the NOSMU FY and shall begin July 1 and end June 30 of each year.
- 6.2.2** The establishment of the FY in this way allows for accounting of graduation expenses which are accrued in June.
- 6.2.3** The NOSMUSC Budget approved at a Fall General Assembly is valid until the end of the FY.
- 6.2.4** NOSMUSC will draft the NOSMUSC Annual Budget to cover the foreseen expenses of the NOSMUSC for the FY, this will be approved by the Executive Team at the beginning of the FY and subsequently presented for approval at the Fall General Assembly.
  - 6.2.4.1** The NOSMUSC Annual Budget will be developed by July 1 at the beginning of the FY.

### **6.3 Operational Account**

- 6.3.1** The operational funds of the NOSMUSC will be held in the Operational Account to be housed at a single institution:
  - 6.3.1.1** The account established is the Not-for-Profit Operating Account with CIBC at 1933 Regent St., Sudbury, ON.

**6.3.2** Signing authorities for the Operational Account, including the signing of cheques, is governed by Article 5 – Financial Regulations of the NOSMUSC Constitution.

**6.3.3** A debit card is associated with the bank account and will be held by the VP Finance.

**6.3.4** A chequebook is associated with the bank account and will be held by the VP Finance.

#### **6.4 Savings Account**

**6.4.1** The non-operational funds of the NOSMUSC will be held in the Savings Account to be housed at a single institution:

**6.4.1.1** The account established is the Not-for-Profit Operating Account with CIBC at 1933 Regent St., Sudbury, ON.

**6.4.2** Signing authorities for the Savings Account, including the signing of cheques, is governed by Article 5 – Financial Regulations of the NOSMUSC Constitution.

**6.4.3** A debit card is associated with the bank account and will be held by the VP Finance.

**6.4.4** A chequebook is associated with the bank account and will be held by the VP Finance

#### **6.5 Investment Account**

**6.5.1** The long-term investment of funds for the NOSMUSC will be held in the Investment Account to be housed with a licensed advisor.

**6.5.2** The governance of this account is dictated by the NOSMUSC Investment Policy (see by-law 7).

#### **6.6 Communications**

**6.6.1** The VP Finance will utilize the sc.vpfinance@nosm.ca email address for all correspondence related to financial matters, including for external partners.

**6.6.2** Any external mail related to finances shall be addressed to the Northern Ontario School of Medicine Student Council C/O [Name of Current VP Finance], 935 Ramsey Lake Rd., Sudbury, ON, P3E 2C6.

**6.6.2.1** This address is the current location of the NOSMUSC mailbox.

#### **6.7 Corporate Insurance**

**6.7.1** VP Finance Jr. and Sr. must maintain and review corporate insurance policies to verify a minimum coverage of \$2,000,000 for directors and officers (errors and omissions), and \$2,000,000 general liability.

**6.7.2** Insurance policies must be reviewed every 2 years by the VP Finance.

**6.7.2.1** Insurance Policy Review should review the needs for coverage, the required amount of coverage, and if a tender for new quotes should be considered.

**6.7.2.2** The VP Finance will present the Insurance Policy Review with the Executive Group;

**6.7.2.2.1** At the discretion of the Executive Group a review of the corporate insurance can be undertaken, which may include, but is not limited to, tender new quotes, changes to coverage, and selection of insurance firms.

**6.7.3** The signing authorities on any accounts related to corporate insurance are to be the President and VP Finance Sr., both signatories are required.

## **6.8 Adoption of the Budget**

**6.8.1** The adoption of the NOSMUSC Annual Budget is governed by Article 5 – Financial Regulations of the NOSMUSC Constitution.

**6.8.2** The VP Finance will be responsible for reviewing the NOSMUSC finances and issuing a call to members of the NOSMUSC Executive Group for the drafting of the NOSMUSC Annual Budget.

**6.8.3** Funds will be allocated on the basis of the NOSMUSC Annual Budget, as applicable, with an assigned Most Responsible Person (MRP) assigned to each high-level budget item.

## **6.9 Budget Adjustments**

**6.9.1** Making adjustments to the NOSMUSC Annual Budget which do not affect the total high-level amount in a budget line-item will be approved at the discretion of the VP Finance after a written request (in print or email) is submitted to the VP Finance by the budget line-item's MRP:

**6.9.1.1** This includes requests for changes in the allocation of Interest Group budgets to different events which do not exceed the total high-level amount in the budget line-item for that Interest Group already approved.

**6.9.2** Making adjustments to the NOSMUSC Annual Budget which create a new budget line-item or do affect the total high-level amount in a prior budget line-item (i.e., increase the pre-approved allocation for that budget line-item) will involve the following:

**6.9.2.1** Budget adjustments cannot increase the overall total spending of the NOSMUSC as initially approved. Instead, budget adjustments must be accounted for by making adjustments to other budget line-items in reciprocal amounts;

- 6.9.2.2** The VP Finance will determine, in consultation with the applicable budget line-item MRPs, the budget line-items to be reciprocally adjusted;
- 6.9.2.3** Should no budget line-item MRPs be satisfied with the VP Finance's recommendations on reciprocal adjustments to their budget line-item(s), the NOSMUSC Executive Group will decide through majority vote whether:
  - 6.9.2.3.1** A specific budget line-item(s) will be reciprocally adjusted nonetheless; or,
  - 6.9.2.3.2** No specific budget line item(s) will be reciprocally adjusted, and instead the Contingency Reserve will be utilized.
    - 6.9.2.3.2.1** Should the NOSMUSC Executive Group choose to utilize the Contingency Reserve in order to account for the increase in spending due to a new budget line-item or existing budget line-item change, the NOSMC Executive Group must act in accordance with Section 6.10 of the NOSMUSC Comprehensive Financial Policy.
- 6.9.2.4** Budget adjustment that change the high level amount of a line item, regardless of the reciprocal adjustments, will be issued by the:
  - 6.9.2.4.1** President at their discretion, if the amount is less than \$200.00;
  - 6.9.2.4.2** NOSMUSC Executive Group at their discretion, if the amount is between \$200.01 and \$999.99; or,
  - 6.9.2.4.3** Entire NOSMUSC general membership, if the amount is greater than \$1000.00

## **6.10 Interest Group Budgeting**

- 6.10.1** Approved Interest Groups (IGs) are eligible to receive funding of an amount set each fiscal year by the NOSMUSC Executive Group with the assistance of the VP Internal and VP Finance, for reimbursements for expenses related to IG events.
- 6.10.2** In order to receive reimbursements, the IGs must submit their reimbursement forms in accordance with the reimbursement process outlined in Section 6.12 of the NOSMUSC Comprehensive Financial Policy.
- 6.10.3** IGs with external sources of funding (e.g., from fundraising or national organizations) are to deposit these funds within the NOSMUSC bank account:
  - 6.10.3.1** The external funding must be utilized in its entirety before the IG becomes eligible to utilize the funding from the NOSMUSC;

- 6.10.3.2** Unused amounts of external funding will be calculated at the end of the FY by the VP Finance and communicated to the IG executive. The unused amount will be carried over into the next FY.
- 6.10.4** Each IG is to submit to the VP Internal a proposed budget of expenses for events to be hosted by the IG at the time of IG status application. Each IG will also transmit the names of the members of the IG executive who will have signing authority for the IG. These signing authorities will become MRPs for the budget line-item corresponding to their IG:
  - 6.10.4.1** Events held prior to the adoption of the NOSMUSC Budget at the fall General Assembly must be included in an IG's budget and will be reimbursed following the adoption of the NOSMUSC Budget.
- 6.10.5** The VP Finance will tabulate all submitted budgets into the proposed NOSMUSC Budget for consideration and approval at the Fall General Assembly, and only include the budgets of the IGs approved at the Fall General Assembly.
- 6.10.6** Expenses for alcohol are not reimbursable by the NOSMUSC.
- 6.10.7** A gift to an individual speaker or volunteer for an IG event cannot exceed \$25.00:
  - 6.10.7.1** IGs may submit in writing (in print or email) to the VP Internal or VP Finance a special request to compensate an event speaker in excess of \$25.00. Such requests may be approved by the VP Internal and VP finance so long as they do not exceed \$150 and their approved IG budget. Otherwise, the NOSMUSC Executive Group will consider the request and decide by majority vote.
- 6.10.8** IGs may request additional funding beyond the initial amount provided by submitting a request in writing (in print or email) to the VP Internal and VP Finance, who will consider the request and decide utilizing the process outlined in Section 6.9 of the NOSMUSC Comprehensive Financial Policy.
- 6.10.9** The MRP of an IG may request a budget-to-actual report from the VP Finance at any time requesting the breakdown of the amount of reimbursements already issued and the remaining IG budget for the FY, as well as any remaining external sources of funding available.

## **6.11 Contingency Fund**

- 6.11.1** The Contingency Reserve represents the accumulated surplus of the NOSMUSC and acts as both a cash flow buffer within the NOSMUSC bank account and as an emergency backup of funds for use if necessary, within a given FY.
- 6.11.2** The NOSMUSC Executive Group may decide by majority vote to utilize the Contingency Reserve through the withdrawal of principles from the Investment Account when a new budget line-item or budget line-item change is adopted:
  - 6.11.2.1** The Contingency Reserve should not be used:

**6.11.2.1.1** To fund a charitable donation (however can be used to assist in the expenses related to hosting a charitable event);

**6.11.2.1.2** For individual or personal use; or,

**6.11.2.1.3** Due to careless and irresponsible error on the part of the requestor.

**6.11.2.2** The Contingency Reserve should be used:

**6.11.2.2.1** When the benefits to students are clear, uncontroversial, and reasonably proportional to the amount of funding requested; and/or,

**6.11.2.2.2** For initiatives that benefit both campuses; and,

**6.11.2.2.3** When funding the event in question would not comprise the financial position of the NOSMUSC.

**6.11.3** The policy for accessing the Contingency Reserve is outlined in section 7.3.7 of the NOSMUSC Investment Policy (see By-Law 7).

## **6.12 Expense Reimbursements**

**6.12.1** The designation of MRPs for budget line-items and the high-level process for issuing expense reimbursements from the NOSMUSC bank account is governed by Article 5 – Financial Regulations of the NOSMUSC Constitution.

**6.12.2** An individual submitting a claim for expense reimbursement related to an expense budgeted for by the NOSMUSC must submit the applicable NOSMUSC Expense Reimbursement Form via email or print to the VP Finance. The expense form must be signed by the MRP for the corresponding budget line-item prior to processing by the VP Finance:

**6.12.2.1** The VP Finance cannot serve as an MRP for any budget line except for:

**6.12.2.1.1** Interest Groups for which the VP Finance is also the member of the IG's Executive authorized to sign on its behalf;

**6.12.2.1.2** Administrative costs; and,

**6.12.2.1.3** Any internal and Learner Affairs specific matters

**6.12.3** Expenses for alcohol are not reimbursable by the NOSMUSC.

**6.12.4** The Expenses Reimbursement Form must be accompanied by an itemized receipt to be considered for reimbursement.

**6.12.5** Expense reimbursements should be issued via e-transfer whenever feasible. If an e-transfer request expires due to the fact that the student failed to accept the transfer, the VP Finance must contact the individual requestor and decide whether to re-issue the e-transfer or issue a cheque.

## **6.13 Interest Groups**

**6.13.1** Each expense reimbursement form must be signed by the IG's MRP:

**6.13.1.1** If an IG's MRP also happens to be the NOSMUSC VP Finance, the NOSMUSC VP Internal must sign the expense reimbursement form.

## **6.14 Travel Reimbursement**

**6.14.1** Section 6.13 does not apply to travel expenses related to the Student Travel Fund.

**6.14.2** Any travel expenses must be explicitly planned in the NOSMUSC Annual Budget, such that a distinct budget line-item is tied to an initiative where travel expenses are expected to be reimbursed (e.g., face-to-face meetings, CFMS AGMs, Lobby Days)

**6.14.3** Expenses reimbursable by the NOSMUSC for travel include:

**6.14.3.1** Registration fees;

**6.14.3.2** Airfare;

**6.14.3.3** Accommodations (e.g., hotels, Airbnb);

**6.14.3.4** Mileage use with a personal vehicle, reimbursed on the same round-trip KM rate established for the Student Travel Fund;

**6.14.3.5** Parking at applicable venues or airport;

**6.14.3.6** Meals (excluding alcohol), reimbursed at a rate established for the Student Travel Fund.

**6.14.3.6.1** Expenses for meals must not exceed \$42.00, individually.

**6.14.4** The VP Finance will be authorized to determine whether a submitted travel expenses was reasonable and seek clarification and justification from the individual submitting the expense reimbursement claim:

**6.14.4.1** The VP Finance may decide to issue a reimbursement for only an amount determined at their discretion to be a reasonable amount for a travel expense but cannot exceed the amount submitted;

**6.14.4.2** The VP Finance may defer their discretion on the matter and allow the NOSMUSC Executive Group to make the decision on the reasonable amount to be reimbursed.

## **6.15 Tipping Rules**

**6.15.1** Some expenses reimbursed by the NOSMUSC will be for services that often involve a "tip" or "gratuity". A "tip" or "gratuity" is a reimbursable expense calculated as part of the total expense to be reimbursed by the VP Finance for an individual expense claim.

**6.15.2** A “tip” or “gratuity” of 20 percent or less will be eligible for reimbursement by the NOSMUSC. Any “tip” or “gratuity” amount in excess of the 20 percent reimbursement will be the responsibility of the expense requestor to recover, either through direct request to the NOSMUSC Executive Group, splitting of the remaining cost with those who benefited from the expense being reimbursed (e.g., attendees of an event), or absorbing the cost themselves:

**6.15.2.1** If a “tip” or “gratuity” is included automatically as part of any expense, then the NOSMUSC will reimburse the “tip” or “gratuity” in its entirety, regardless of whether it is greater than 20 percent as per Section 6.14.2;

**6.15.2.2** Should an individual requesting reimbursement seek to recover the remaining amount of the “tip” or “gratuity” not covered by making a request to the NOSMUSC Executive Group, they must submit the request in writing (in print or email) to a member of the NOSMUSC Executive Group, who will then present the request for approval by majority vote of the NOSMUSC Executive Group.

## **6.16 Student Travel Fund**

**6.16.1** The Student Travel Fund is a fund provided by NOSM Learner Affairs to reimburse students for expenses related to conference travel. It does not apply to travel related to NOSMUSC executive initiatives:

**6.16.1.1** The Student Travel Fund Allocation Committee is governed by the Student Travel Fund Allocation Committee Protocol & Terms of Reference. This document is approved jointly by the NOSMUSC Executive Group and the NOSM Learner Affairs Subcommittee;

**6.16.1.2** The VP Finance chairs the Student Travel Fund Allocation Committee and is responsible for adhering to the above-mentioned document and consult with NOSMU’s own financial policies related to travel and reimbursements;

**6.16.1.3** The VP Finance issues reimbursements to students sourced from the NOSMUSC bank account based on the procedures of the Student Travel Fund Allocation Committee:

**6.16.1.3.1** However, the NOSMUSC bank account is reimbursed dollar-for-dollar by NOSM Learner Affairs after documentation of the reimbursements from the preceding fiscal year are provided at the end of the applicable fiscal year;

**6.16.1.3.2** The amount reimbursed by NOSM Learner Affairs does not exceed \$40000.00, therefore the Student Travel Fund Allocation Committee must remain aware of the amounts reimbursed when assessing reimbursement applications;



**6.16.1.3.3** The VP Finance, when issuing reimbursements to students for the Student Travel Fund, must ensure there is sufficient cashflow in the NOSMUSC bank account for other NOSMUSC expenses and take such into consideration when timing reimbursements.

**6.16.2** A description of the process for submitting claims for the Student Travel Fund should be drafted and updated by the VP Finance and posted on the NOSMUSC website.

## ***By-Law 7 - Comprehensive Investment Policy***

### **7.1 Definitions**

**7.1.1** In this document, unless the context otherwise requires:

**7.1.1.1** “Executive Group” means the whole NOSMUSC Executive Group as defined by the NOSMUSC Constitution;

**7.1.1.2** “Principal” refers to the original sum of all investments made;

**7.1.1.3** “Portfolio” refers to the entirety of investments made by the NOSMUSC, including equity, fixed income, and cash and cash equivalents;

**7.1.1.4** “Capital preservation” refers to the protection of the initial investment from loss of principal and shall be accomplished by investing in conservative or guaranteed vehicles (guaranteed investment certificates, government bonds, treasury bills, investment-grade corporate bonds). Investment strategies of aggressive growth or income are counter to this principle;

**7.1.1.5** “Cash and cash equivalents” are defined as cash, demand deposits, and short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value;

**7.1.1.6** “Equity instruments” are defined as stocks, or mutual funds and index funds composed of stocks;

**7.1.1.7** “Fixed income instruments” are defined as bonds, debentures, or other interest-bearing instruments issued by Governments or Corporate Institutions maintaining a security rating no lower than B. This also includes mutual funds and index funds composed of fixed income instruments;

**7.1.1.8** “Policy” refers to the entirety of this policy document;

**7.1.1.9** “Liquidity” pertains to an asset’s ability to be converted into cash quickly without any price discount;

**7.1.1.10** “Fiscal Year” refers to the operating period as defined by the NOSMUSC Constitution.

## **7.2 Purpose and Administration**

- 7.2.1** The NOSMUSC Investment Policy provides a framework for evaluating, managing, and monitoring the NOSMUSC Investment Portfolio and provides a process for making decisions, reporting, and reviewing objectives in a timely and regular manner.
- 7.2.2** The Policy applies to all considerations impacting any and all investments within the Portfolio.
- 7.2.3** The VP Finance Sr. and Jr. will be responsible for familiarizing themselves with this Policy to ensure the NOSMUSC follows all the investment policies prescribed herein.
- 7.2.4** The VP Finance Sr. and Jr. will also ensure this document’s continued relevance and upkeep by proposing changes to the Executive Group as required.
- 7.2.5** A copy of this document, as well as the NOSMUSC Comprehensive Financial Policy, NOSMUSC Budget, the NOSMUSC Expense Reimbursement Form, the Student Travel Fund Allocation Committee Terms of Reference & Protocol, and the Student Travel Fund Application Form will be published on the NOSMUSC website.

## **7.3 General Information**

- 7.3.1** The NOSMUSC is a not-for-profit organization that derives its operating budget mostly from membership fees. NOSMU undergraduate medical students and graduate students from NOSMU affiliate programs will contribute membership fees covering each year during the course of their education.
- 7.3.2** This fee-based revenue model, along with existing net assets, necessitate both short-term and long-term investment of funds.
- 7.3.3** The Portfolio is to be managed in such a way as to provide maximum long-term consistency and stability of return. Key objectives of the fund are capital preservation, portfolio liquidity, and responsible investing:
  - 7.3.3.1** NOSMUSC fully supports and abides by the principles of responsible investing and looks to support companies that seek to develop their businesses successfully, sustainably, and equitably;
  - 7.3.3.2** The use of positive ethical criteria in assessing companies is firmly incorporated within the investment policy. Such criteria may include:
    - 7.3.3.2.1** Responsible employment practices;
    - 7.3.3.2.2** Conscientiousness with regard to human rights;
    - 7.3.3.2.3** Sustainable environmental practices.

- 7.3.4** The signing authorities on any accounts related to the Portfolio are to be the President and VP Finance Sr., with both signatories required.
- 7.3.5** For the management, purchase, and sale of investments, the use of a licensed advisor/broker is required and selection of an advisor(s) is at the discretion of the Executive Group.
- 7.3.6** Unless expressly authorized by the Executive Group, the Portfolio and its investment managers are prohibited from:
  - 7.3.6.1** Purchasing securities on margin;
  - 7.3.6.2** Engaging in any investment activity that would be considered speculative according to generally accepted principles of conservative investment management.
  - 7.3.6.3** Purchasing or selling derivative securities for speculation or leverage.
- 7.3.7** Investment income is considered part of the NOSMUSC operating budget and any returns are to be reinvested into the Portfolio until such funds are required by NOSMUSC operations:
  - 7.3.7.1** At the NOSMUSC fiscal year end, the VP Finance Sr. and Jr. with the assistance of the investment advisor, will produce a summary of the Portfolio;
  - 7.3.7.2** At the discretion of the Executive Group, returns generated in excess of the total principal amount at fiscal year-end of the preceding fiscal year can be used to fund any aspect of the NOSMUSC operating budget (i.e. returns generated during fiscal year 2019-20 can be used in fiscal year 2020-21).
- 7.3.8** Withdrawal of principal shall have the following spending authorities;
  - 7.3.8.1** Less than \$200.00: approval of the President;
  - 7.3.8.2** \$200.01-\$999.99: majority approval by the Executive Group;
  - 7.3.8.3** \$1000.00 or greater: majority approval by the NOSMUSC General Membership.

#### **7.4 Eligible Investments**

- 7.4.1** The Portfolio shall be comprised of three different asset classes: cash and cash equivalents, fixed income instruments, and equity instruments.
- 7.4.2** A minimum cash reserve composed of both cash and cash equivalents equal to 20 percent of the NOSMUSC operating budget shall be maintained at all times.
- 7.4.3** The remaining balance of the Portfolio shall aim towards a 75/25 ratio of fixed income instruments to equity instruments:

- 7.4.3.1** Acceptable ranges for the entire Portfolio over the short term are from a ratio of 60/40 to 95/5 fixed income instruments to equity instruments;
- 7.4.3.2** The portfolio will be rebalanced to its normal target asset allocation under the following procedures:
  - 7.4.3.2.1** The investment advisor will use incoming contributions or outgoing disbursements of the Portfolio to realign current weightings;
  - 7.4.3.2.2** The investment advisor will provide rebalancing recommendations at any time to be evaluated by the VP Finance Sr. and Jr. for the purpose of realigning current weightings.
- 7.4.4** Overall management fees (e.g., mutual fund fees, advisor fees, and bank fees) must not be greater than 2.5 percent of the Portfolio value.
- 7.4.5** The investment strategy must be of a long-term buy-and-hold nature, with changes in positions mandated by sound analysis of economic and industry fundamentals.
- 7.4.6** No investment decisions will be made without first regarding the impact upon long-term stability and growth by the portfolio within the context of the above stated objectives under Section 7.3.
- 7.4.7** It is suggested that preference be given to mutual funds or exchange traded funds (ETF) that combine a long-term horizon with reduced management fees with the intention of minimizing time commitments from the VP Finance Sr. and Jr. related to the Portfolio.
- 7.4.8** Any and all investments should be viewed through a sustainable and ethical lens in accordance with NOSMUSC principles.

## **7.5 Investment Review**

- 7.5.1** Twice annually, the VP Finance Sr. and Jr. will be responsible for presenting a summary of the Portfolio to the Executive Group:
  - 7.5.1.1** At a minimum, this presentation should include changes in the value of the principal investment as well as any accumulated returns or losses.
- 7.5.2** At the Fall General Assembly of the NOSMUSC, the VP Finance Sr. and/or Jr. will be responsible for presenting a summary of the Portfolio to the NOSMUSC General Membership.
- 7.5.3** Annually, the Executive Group should evaluate the Investment Portfolio through the use of the criteria mentioned in Section 7.3 and 7.4.

- 7.5.4** At the discretion of the Executive Group an extensive review of the Portfolio can be undertaken, which may include, but is not limited to, Portfolio allocation, choice of investment(s), and use of underlying principal amounts:
- 7.5.4.1** It is suggested that an extensive review of the Portfolio be conducted at least every two years;
  - 7.5.4.2** Comparison of the Portfolio’s performance (net of fees) against a composite benchmark composed of the Bloomberg Barclays Aggregate Bond Index and the S&P/TSX Composite Index at the expected asset allocation mentioned in Section 7.4.
- 7.5.5** Annually, the signing authorities on the accounts associated with the Portfolio are to be updated.

***By-Law 8 - Administration of the NOSMUSC Health Benefits Plan***

**8.1 Definitions**

- 8.1.1** In this document, unless the context otherwise requires:
- 8.1.1.1** “Executive Group” means the whole NOSMUSC Executive Group as defined by the NOSMUSC Constitution;
  - 8.1.1.2** “Learner” refers to any Undergraduate Medical Education (UME) Student, Northern Ontario Dietetic Internship Program Student (NODIP) and Full-Time NOSMU Graduate Students at NOSMU;
  - 8.1.1.3** “NOSMUSC Health Benefits Plan” refers to the Health Plan administered by the NOSMUSC.

**8.2 Insurance Provider**

- 8.2.1** NOSMUSC is responsible for selecting an insurance company to provide the NOSMUSC Health Benefits Plan.
- 8.2.1.1** The Insurance Provider should be reviewed on a 2-year basis;
  - 8.2.1.2** A review of the selected Insurance Coverage must take place on a 2-year basis;
    - 8.2.1.2.1** This should review the need for coverage, the required amount of coverage, and if a tender for new quotes should be considered;
    - 8.2.1.2.2** Student satisfaction in current coverage should be reviewed and considered in this process.
  - 8.2.1.3** The President, in collaboration with the VP Finance will present the review with the Executive Group;
    - 8.2.1.3.1** At the discretion of the Executive Group a review of the Health Benefits Plan can be undertaken, which may include,

but is not limited to, tender new quotes, changes to coverage, and selection of insurance firms.

### **8.3 Coverage and Enrollment**

**8.3.1** The NOSMUSC is required to provide all learners with a Health Benefits Plan.

**8.3.2** The selected plan must ensure appropriate coverage in Pharmacy, Dental, Vision and Allied Health Care.

**8.3.3** Learners paying tuition directly to NOSMU will be automatically enrolled in the Health Benefits Plan.

**8.3.3.1** The President will work with the NOSMU Registrar's Office in August to facilitate appropriate enrollment of students in the Health Benefits Plan.

**8.3.3.2** An opt-out period will be covered to students who have alternate coverage;

**8.3.3.2.1** The opt-out period will be September 1-30;

**8.3.3.2.2** The specific dates for the opt-out plan can be adjusted at the discretion of the President on a yearly basis.

**8.3.3.3** Learners will have the capability of adding dependents to their Health Benefits Plan.

**8.3.3.3.1** The opt-in period for dependents will be September 1-30.

**8.3.3.3.2** The specific dates for the opt-out plan can be adjusted at the discretion of the President on a yearly basis.