

BYLAWS OF THE OHIO STATE MEDICAL ASSOCIATION MEDICAL STUDENT SECTION

Revised 2017-2018 by:
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CHAPTER 1 - NAME

The name of this organization shall be the Ohio State Medical Association - Medical Student Section (OSMA-MSS) as provided in the OSMA bylaws, Chapter I, Section 2.

CHAPTER II - OBJECTIVES

The objectives of the OSMA-MSS shall be to encourage and support the active participation of medical students in the OSMA, to provide a mechanism for asserting student opinion and ideals regarding organized medicine, and to support the purposes of the OSMA, as stated in its Constitution.

CHAPTER III - MEMBERSHIP

The OSMA-MSS shall be composed of student members of the OSMA who have met the criteria of:

1. students who are in good standing who are pursuing a diploma of Doctor of Medicine or Doctor of Osteopathy in an approved medical or osteopathic college or institution in the state of Ohio,
2. paying any dues if and as required by the OSMA.

Any medical student of an allopathic or osteopathic medical college or institution in the State of Ohio may seek membership in the OSMA-MSS, attend meetings of the OSMA-MSS (as described in Chapter V) as an observer, and speak to issues before the OSMA-MSS. Only members of the OSMA-MSS shall have the right to vote, to hold office in the OSMA-MSS, and to sit on appropriate committees of the OSMA and/or OSMA-MSS when appointed.

CHAPTER IV - LOCAL CHAPTER

The OSMA medical student members of each participating college or institution shall comprise a local chapter of the OSMA-MSS. One member of each local chapter shall be chosen by that local chapter to serve on the OSMA-MSS Governing Council.

CHAPTER V - MEETINGS

The OSMA-MSS shall hold its Annual Meeting just prior to the annual House of Delegates (HOD) meeting of the OSMA. Presence at any meeting shall be defined as physical or virtual presence that enables two-way real time communication designated for the meeting. A Quorum shall be defined as fifty (50) percent plus one unless otherwise specified in these bylaws. Any meetings involving discussion of policy shall follow the rules used by the OSMA HOD. The Governing Council shall be empowered to call additional meetings of the OSMA-MSS. The membership shall be notified at least ten (10) days prior to any OSMA-MSS meetings.

Section 1 - Business at its Meetings

The OSMA-MSS shall:

1. address resolutions to be submitted to the OSMA House of Delegates and the AMA-MSS;
2. receive reports from its officers, delegates, representatives, and others as designated; and
3. conduct any other appropriate business including but not limited to the election of officers.

CHAPTER VI - GOVERNING COUNCIL

The Governing Council of the OSMA-MSS shall consist of the officers as defined in Chapter VII. Additionally, the president of each local OSMA-MSS chapter or their designee shall serve as an ex-officio member of the council. . The immediate past chair shall serve as an ex-officio member of the council. Ex-officio members shall not hold voting rights and are not considered for establishing a quorum. A quorum is required for any action of the Governing Council. Any member of the Governing Council may be recalled per Chapter VIII.

CHAPTER VII - OFFICERS

Section 1 - Titles.

The OSMA-MSS shall have a Chair, Vice Chair, and Secretary-Treasurer. Additional positions created by the OSMA such as AMA Alternate Delegate and OSMAPAC Student Director will be considered officers of the OSMA-MSS Governing Council as permitted by OSMA bylaws and given that they are elected by the OSMA-MSS.

Section 2 - Election of Officers.

Officers of the OSMA-MSS shall be elected by majority vote for one-year terms [[by declaration to the Chair fourteen (14) days prior to the meeting and/or by nomination from the floor of the

OSMA-MSS Annual Meeting]]. If the Chair is running for a position he/she may appoint an outgoing officer to conduct the election. Nominees to the position of AMA Alternate Delegate must have attended a prior OSMA Annual Meeting or AMA meeting. The position of OSMAPAC Student Direction will be elected for a two year term. The election of officers of the OSMA-MSS shall be by ballot. Each chapter shall have a maximum number of votes equivalent to one representative for each 100 medical students enrolled at each local chapter. For each election, each chapter shall receive a vote per person present, up to the number designated above. Chapters may split their vote if they wish. The nominee receiving the majority of all votes cast shall be elected. In case no nominee receives a majority on the first ballot, the nominee receiving the lowest number of votes shall be dropped and a new ballot taken: this procedure shall continue until a majority vote is achieved for one candidate. The nominee receiving a majority of all votes cast shall be elected. Those elected shall assume office at the conclusion of the OSMA Annual Meeting unless a position must be transitioned earlier in accordance with OSMA Bylaws. Any vacancy in any office shall be filled by an interim officer selected by the OSMA-MSS Governing Council until such vacancy can be filled by election at a meeting of the OSMA-MSS.

Section 3 - Duties of the Officers.

1. Duties of the Chair

- a) The Chair shall preside over all meetings of the OSMA-MSS and the OSMA-MSS Governing Council.
- b) The Chair shall coordinate and facilitate communications with other state medical society student sections.
- c) The Chair shall serve as OSMA-MSS Councilor to the OSMA Council. In that capacity he/she shall serve as the OSMA-MSS liaison with the OSMA, visit medical schools participating in the MSS where practicable, and report on the activities of the Section to the OSMA.
- d) The Chair shall be empowered to form committees and appoint members to those committees as is appropriate to further the purpose of the MSS.
- e) The Chair shall serve as the Chair of the OSMA-MSS delegation to the AMA-MSS meetings and the OSMA Annual Meeting. As such he/she shall initiate and preside over all meetings of the delegation.
- f) The Chair shall regularly communicate with other members of the Governing Council regarding business and activities of the OSMA-MSS.
- g) The Chair shall ensure appropriate distribution of contact information of Governing Council members for each chapter's leadership and members to ensure optimal communication.
- h) The Chair shall appoint the medical student to serve on the OSMA Focused Task Force on State Legislation, who will provide the chair with regular updates.

2. Duties of the Vice Chair

- a) The Vice Chair shall assume the duties of the Chair in his/her absence.
- b) The Vice Chair shall be responsible for educational activities of the OSMA-MSS.
- c) The Vice Chair is responsible for reporting and updating the Governing Council on committee chairs and their activities.

d) The Vice Chair shall be responsible for reporting to the OSMA-MSS on the proceedings of the AMA-MSS Annual and Interim meetings.

3. Duties of the Secretary-Treasurer

- a) The Secretary-Treasurer shall maintain a record of the minutes of all OSMA-MSS meetings.
- b) The Secretary-Treasurer shall assure production of any publications or other communications regarding OSMA-MSS activities among the medical students in the State of Ohio.
- c) The Secretary-Treasurer shall facilitate and steward the creation of a OSMA-MSS media and communication strategy, with support from the OSMA-MSS Governing Council, relevant OSMA staff, and membership.
- d) The Secretary-Treasurer shall certify that a quorum is present before any official action is taken at a meeting or by Governing Council.
- e) The Secretary-Treasurer shall manage the budget and update the OSMA-MSS Governing Council of relevant finances.

3. Duties of the AMA Alternate Delegate

- a) attend all official meetings of the Ohio Delegation to the AMA as called by the Chair of the AMA Delegation or President of the OSMA;
- b) submit a written report to the OSMA-MSS and Governing Council on the proceedings of the AMA Annual and Interim meetings concerning matters of interest to students, especially student-initiated resolutions forwarded to the AMA House of Delegates;
- c) attend all OSMA-MSS Governing Council meeting;
- d) perform other duties as requested by the OSMA-MSS Chair or Governing Council, President of OSMA, or leadership of the Ohio Delegation to the AMA; and
- e) must notify the OSMA-MSS council prior to running for a position within the OSMA or AMA that could conflict with the above outlined responsibilities.

4. Duties of the OSMAPAC Student Director

- a) attend all meetings of the OSMAPAC and provide a written report to the Governing Council for all of these meetings;
- b) responsible for sharing opportunities for involvement of medical students with the Governing Council;
- c) develop strategy for involvement of legislative issues; and
- d) perform other duties requested by the OSMA-MSS Chair or Governing Council.

CHAPTER VIII - RECALL OF OFFICERS

Any officer can be recalled by unanimous vote of all members of the OSMA-MSS Governing Council. The officer subject to recall shall be notified in writing of the charges against him/her at least ten days in advance of the recall vote and be given the chance to speak before the OSMA-MSS Governing Council on his/her behalf. Vacancies shall be filled as provided in Chapter 8, Section 2.

CHAPTER IX - OSMA-MSS DELEGATES

Section 1- Selection of Delegates

From each local chapter's membership, two students shall be selected: one to serve as delegate and the other as alternate delegateto the OSMA House of Delegates as provided in the OSMA Constitution and Bylaws, Chapter 4, Section 6.

Section 2 - Responsibilities of Delegates

The Delegates shall:

1. attend all OSMA-MSS Governing Council meetings,
2. attend the OSMA District caucuses of each delegate's respective medical school area district,
3. research designated resolutions prior to their presentation at the Annual OSMA meeting, and
4. assist members of their school in working on resolutions and assuring compliance with requirements for consideration.

Section 3 - Replacing School Delegates

If, in fact, a delegate does not meet the above responsibilities listed in Section 2, and a unanimous vote of the other Governing Council members is obtained, the Governing Council shall, by written communication to the delegate, document the specific failures of the delegate in meeting his/her specified responsibilities and state that he/she is being considered for replacement by a new delegate who will represent the school. The delegate shall have the opportunity to defend his/her performance at the OSMA-MSS Governing Council meeting before a vote of Governing Council members is taken.

CHAPTER X - GOVERNING COUNCIL FUNCTIONS

1. The Governing Council shall hold meetings to conduct business and appropriately facilitate resolution writing process throughout the year. The Governing Council may schedule meetings in whatever manner it sees fit.
2. The Governing Council shall make every attempt to ensure selection of delegates from participating medical schools.
3. The Governing Council shall be responsible for the dismissal of committee members and the dissolution of committees by a majority vote of Governing Council members present. In addition, the Governing Council may dismiss OSMA-MSS Delegates (Chapter X, Section 3), AMA-MSS Delegates (Chapter XIV), and OSMA-MSS officers (Chapter IX).
4. The Governing Council shall be responsible for a general review of the Bylaws of this organization every two years which shall include recommendations for additions and exclusions aimed at aligning the Bylaws with the current objectives and structure of the organization.

CHAPTER XI - RESOLUTIONS

Any OSMA medical student member may submit resolutions. All resolutions must be submitted no later than thirty (30) days prior to the OSMA-MSS Annual Meeting. All resolutions not received by this deadline may be omitted from consideration by the Resolution Committee appointed by the Chair. The Resolution Committee is to make determination based on previously disseminated criteria for which resolutions shall be forwarded to the OSMA House of Delegates meeting. Late resolutions may be considered at the discretion of the committee. The OSMA-MSS, at its annual meeting, may overturn the recommendations of the Resolution Committee by a two-thirds vote based on voting used for elections of officers.

The OSMA-MSS will determine support for resolutions presented at the OSMA HOD by support of $\frac{2}{3}$ actively participating local chapters.

CHAPTER XII - AMA-MSS DELEGATES

Each local chapter shall select one delegate and one alternate delegate to serve at the AMA Medical Student Section. Each chapter shall forward the names and contact information of said delegates to the Secretary-Treasurer of the OSMA-MSS. The AMA-MSS delegates and alternate delegates shall be subject to recall in the same manner as the OSMA-MSS delegates as in Chapter XI, Section 3.

AMA-MSS delegates shall be selected to serve a one-year term commencing at the close of the AMA House of Delegates Annual Meeting or as per individual chapter bylaws.

The Chair of the OSMA-MSS shall serve as the Ohio Delegation chair as outlined in Chapter VII.3.1.

For determination of Ohio support for resolutions proposed to the AMA-MSS $\frac{2}{3}$ actively participating local chapters is necessary.

CHAPTER XVI - AMENDMENTS

These Bylaws may be amended by the OSMA-MSS at any of its meetings provided that the amendment is submitted at least thirty (30) days prior to the OSMA-MSS Annual Meeting. Approval of amendments require a two-thirds vote of votes designated for election of officers. Additionally any such amendments so adopted are subject to approval by the OSMA Council at its next regularly scheduled meeting.

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