

OMSA - HEALTH CARE ASSOCIATES



CHARTER AND BY-LAWS (As Amended 2005)

CHARTER #413368

**Article I
NAME**

The name of this organization shall be the OMSA – Health Care Associates (formerly the Ontario Medical Secretaries Association).

**Article II
HEAD OFFICE**

The headquarters of the OMSA - Health Care Associates shall be in the city of Toronto in the Province of Ontario, at the place where the office of the Ontario Medical Association is located.

**Article III
EMBLEM**

The emblem of the Association shall be the insignia as imprinted on the cover of this book and shall be known as the Crest of the Association.

**Article IV
MISSION STATEMENT**

OMSA-Health Care Associates is dedicated to providing education and informational services, while developing and maintaining the highest standard of professionalism for our members and our Association. We strive to encourage close liaison among our health care associates and all related health care personnel.

**Article V
OBJECTIVES**

The objectives of the Association shall be:

1. To encourage the development of a high standard of ethics.
2. To make educational and informational services available to its membership throughout the Province of Ontario and to assist in the establishment of training facilities for persons wishing to become medical secretaries.
3. To promote close liaison among Branch societies.
4. To help in the establishment and development of additional Branch societies throughout the Province of Ontario.
5. To encourage good public relations between the medical profession and the public.

**Article VI
GOVERNING BODY**

Section 1

The responsible governing body of the Association shall be the House of Representatives made up of one appointed member from each Branch having ten (10) or more members and maintaining membership in the Association. Any branch exceeding 50 members may appoint an additional House Representative. From the House is to be elected an Executive Committee and chairpersons of all standing committees.

Members of the House shall be elected at least three months prior to the Annual meeting of the Association.

Groups of less than ten (10) members maintaining membership in the Association may send representatives at their own expense to all House meetings. Such members shall not be eligible to hold office either on the Executive Committee or as committee chairpersons.

Voting privileges will be extended to House Representatives, Executive Committee, Committee Chairpersons and College Liaison.

Section 2

From the House is to be elected an Executive Committee which shall be the executive body of the Association. This Committee shall consist of the following members:

1. President
2. Past President
3. First Vice President
4. Second Vice President
5. Secretary (appointed/elected)
6. Finance Chairperson (appointed/elected)
7. Education Chairperson (appointed/elected)

It is the duty of the Executive Committee to exercise vigilance on committee chairpersons and to guide and assist wherever necessary in the completion of their assignments.

All actions and decisions made by the Executive Committee shall be subject to ratification by the House at the following meeting of the House.

BYLAWS

INTERPRETATION

“Association” means the OMSA - Health Care Associates.

“House” means House of Representatives.

“Branch” means one of the local medical secretaries associations formed throughout the Province of Ontario.

“Administrator” means the employed Administrator of the Association.

Article VII MEMBERSHIP

Section 1

Membership shall be of eight types as follows:

- a. Active
- b. Member at Large
- c. International/Out of Province
- d. Associate
- e. Retiree
- f. Student
- g. Honorary
- h. Life

ACTIVE

Any person who is a member of a Branch and a member of the Association working in the health care field shall be eligible for active membership. Any person teaching a medical secretaries' course shall also be eligible for active membership. Such members shall be entitled to full voting power.

MEMBER AT LARGE

Any person who is not a member of a Branch but is a member of the Association, working in the health care field shall be eligible for member at large membership. Any person teaching a medical secretaries course who is not a member of a Branch but is a member of the Association shall also be eligible for member at large membership. Such members at large shall be entitled to full voting powers.

INTERNATIONAL/OUT OF PROVINCE

Any person who is an international/out of province health care worker shall be eligible for international/out of province membership. An international/out of province member cannot be appointed to the House. Such members shall have no voting powers.

ASSOCIATE

Any person:

1. previously employed in the health care field for a two year period and wishes to retain an interest in the Association or
2. an active member who is temporarily unemployed but plans to return to employment in the health care field shall be eligible for associate membership
3. a graduate of a recognized Medical Secretarial Program, in the process of obtaining employment in the medical field, be eligible for associate membership

An Associate member cannot be appointed to the House. Such members shall have no voting powers and shall not be appointed to the House.

RETIREE

Any person who has been a member of the Association for a five-year period who has retired from the workforce shall be eligible for retiree membership. A retiree member cannot be appointed to the House. Such members shall have no voting power.

STUDENT

Any person enrolled in the second year of an Office Administration-Medical program at a provincial community college or any person who is registered in a medical secretaries program at a private business college may be eligible for student membership. A student member cannot be appointed to the House. Such members shall have no voting power.

HONOURARY

Honorary membership may be conferred on recommendation of the Executive Committee and by majority vote of the House prior to the annual meeting. This would apply to individuals who, through involvement with the Association, have made a memorable contribution to the organization.

The President of the Ontario Medical Association automatically becomes an honorary member of the Association for the duration of her/his term.

The employer of the current President of the Association automatically becomes an honorary member of the Association for the duration of the Association President's term of office.

Honorary members shall have no voting powers and shall be exempt from payment of annual dues.

LIFE

Life membership may be conferred on recommendation of the Executive Committee and by majority vote of the House prior to the Annual Meeting. This person must have been an active member of the Association. This membership, as it implies by the title, is for life and shall be conferred on person(s) who have been active in furthering the welfare of the Association.

Life members shall have full voting power and shall be exempt from payment of the annual dues.

Section 2

BRANCH SOCIETIES

Local medical secretaries associations shall be known as Branch societies and may be formed in any part of the province. Each Branch is liable for payment of provincial fees for its members who are also members of the Association.

Section 3

PLEDGE OF MEMBERSHIP

All members of the Association, as a condition of membership, agree to accept, uphold and be governed by the Charter and Bylaws of the Association and further agree to abide by and accept any ruling or decision of the governing body.

Article VIII DUES

Dues for all members are assessed by the House and are payable by the first day of January of each year. Branch dues shall be paid by the local treasurer who shall outline the name, address, and employer of each member on a form to be provided by the Administrator of the Head Office. The treasurer will indicate whether the memberships are new or renewed. Upon payment of dues, membership cards will be issued.

Article IX

OFFICERS

The officers of this Association comprise the Executive Committee as outlined in Article VI, Section 2 and are:

- President
- Past President
- First Vice President
- Second Vice President
- Secretary
- Finance (appointed/elected)

- Education Chair (appointed/elected)

Section 2

Officers elected from the House shall assume office following the installation of officers at the Annual Meeting.

Section 3

Officers shall require due observance of the Charter and Bylaws of the Association and be elected for a two-year term.

Article X DUTIES OF OFFICERS

Section 1

The **PRESIDENT** shall act as chairperson of all meetings of the House, whether regular, special, annual, or executive.

- S/he will require a due observance of the Charter and Bylaws of the Association.
- S/he will represent the House at all official functions.
- S/he and the Administrator, will arrange the time and place of all meetings.
- S/he will be an ex officio member of all committees, except the Nominating Committee.
- S/he will present a report (to include expenses) to the members at the Annual Meeting at which time s/he will complete her/his term of office.
- S/he will make and sign, in the name of the Association, all contracts or agreements in the ordinary course of its business, and other contracts, obligations, and instruments when authorized by the House.
- S/he will be informed by correspondence, facsimile or by telephone of all business concerning the Association.
- S/he will do her/his utmost to achieve harmony and goodwill among members, Branches, and related organizations.

- S/he will do her/his utmost to achieve and maintain a high level of professionalism.

Section 2

The **IMMEDIATE PAST PRESIDENT** will attend all meetings of the House, whether regular, special, annual or executive.

- S/he will require a due observance of the Charter and Bylaws of the Association.
- S/he will perform duties as requested by the Executive Committee.
- S/he will be a member of Advisory Committee.
- S/he will be a member of the Executive Committee.

Section 3

The **FIRST VICE PRESIDENT** will assist the President in the performance of her/his duties, and in her/his absence or at her/his request, preside at meetings or perform such other duties of the President.

- S/he will require a due observance of the Charter and Bylaws of the Association.
- S/he will be a member of the Executive Committee.
- S/he will be Chairperson of the Communications Committee.

Section 4

The **SECOND VICE PRESIDENT** will assist the First Vice President in the performance of her/his duties.

- S/he will require a due observance of the Charter and Bylaws of the Association.
- S/he will be Chairperson of the Committee on the Charter and Bylaws.
- S/he will be a member of the Executive Committee.

Section 5

The **SECRETARY*** will attend all meetings of the House, whether regular, special, annual or executive.

- S/he will require a due observance of the Charter and Bylaws of the Association.
- S/he will keep a true record of all meetings.
- S/he will be responsible to ensure that the Administrator receives a copy of all meeting minutes no later than three weeks following any and all meetings, for distribution to the Branches.

* may be appointed or elected

Article XI ADMINISTRATOR

The **ADMINISTRATOR** shall be an employee of the Association.

- S/he will require a due observance of the Charter and Bylaws of the Association.
- S/he will meet with the Finance Chairperson on a regular basis to discuss the financial matters of the Association.
- S/he will prepare a financial statement for each house meeting of the Executive Committee as well, s/he will prepare a report of all invoices paid and cheques issued and prepare a report of the Certification Program.

The auditors, as appointed by the House, will prepare an audited financial statement for the year to be presented by the Finance Chairperson at the annual meeting. The Finance Chairperson will meet with the accountants prior to the last meeting of the year to prepare the proposed budget for the upcoming year.

Article XII NOMINATIONS AND ELECTIONS

The House shall elect a Nominating Committee every two years consisting of three members of the House. This committee shall draw up a proposed slate of officers and chairpersons of standing committees from the House to be presented at the regular House meeting preceding the Annual meeting. Before making its report, the Nominating Committee will have

contacted each person whom it wishes to nominate to obtain that person's acceptance of the nomination. After the proposed slate of officers has been presented, a call for further nominations from the floor must be made by the President. Once nominations have been closed, voting for the officers takes place.

Members of the Nominating Committee are not barred from becoming nominees for the office themselves.

Article XIII ORDER OF BUSINESS

1. Call to order
2. Approval of Minutes of Previous Meeting
3. Business Arising from Minutes
4. Administrator's Report
5. Finance Report
6. Reading of Letters and Communications
7. Reports of Committees
8. Presentation of Officers
9. Unfinished Business
10. New Business
11. Adjournment

Article XIV MEETINGS

Section 1

The House shall meet a minimum of two times during the year at the call of the President.

It is the duty of each appointed representative to attend all House meetings and to report the proceedings of each House meeting to her/his Branch.

If a representative misses two House meetings in a year without just cause, s/he will be asked to resign.

Only members and invited guests are eligible to attend House meetings.

Section 2

EXECUTIVE COMMITTEE

The Executive Committee will assume office following installation at the annual meeting.

Meetings of the Executive Committee shall be held a minimum of twice a year at the call of the President. Notice of such meetings shall be in writing at least 30 days prior to the date of the meeting.

Section 3

ANNUAL MEETING

The annual meeting shall be held at a time and place designated by the House.

The following items of business shall be dealt with at the Annual Meeting:

OMSA – HCA By Laws

- a. Reports of the House.
- b. Slate of Officers presented by the Nominating Committee.
- c. Such other business as may properly be dealt with.

No member shall take part in the Annual Meeting until that member has properly registered.

Article XV QUORUM

Section 1

At the regular meeting of the House, a majority shall constitute a quorum.

Section 2

At a meeting of the Executive Committee, a majority shall constitute a quorum.

Section 3

At the Annual Meeting, 25 members constitute a quorum.

Article XVI STANDING COMMITTEES

Section 1

- Membership/Publicity Committee
- Finance Committee
- Convention Committee
- Charter and Bylaws Committee
- Education Committee
- Communications Committee

MEMBERSHIP

- will consist of a chair person* and one selected House member
- will be in contact with each Branch to assist and advise them on matters pertaining to membership/publicity
- will strive to form new branches in areas where ten or more members at large are located
- will explore all avenues for potential membership
- will work with the Administrator on the promotion of the Association and its membership benefits
- will report at every House meeting

* may be appointed or elected

FINANCE COMMITTEE

- will consist of a Chairperson* and one member selected by the House
- will meet with the Administrator for discussion of proposed budgets
- will consider all proposed expenditures
- will report at every House meeting
- will have an audited financial statement done each year
- S/he will undertake payment of all bills as directed by a vote of the House, making all payments of any kind whatsoever by cheque. Such cheques are to be signed by one of three persons authorized by the House and shall be covered by voucher.

* may be appoint or elected

CONVENTION COMMITTEE

- will consist of the representative of the host Branch and the Administrator
- will work with the hosting Branch's convention Committee to ensure the smooth organization and management of the convention
- will work with the Administrator to ensure that contracts are being confirmed, the committee is operating within the set budget, and registration is proceeding smoothly
- will hold meetings throughout the year, as required, for organizational purposes
- will be responsible for contacting companies to secure donations or sponsorship of events for the convention
- will revise convention procedures as necessary. These convention procedures are to be followed as outlined
- will review all appropriate convention expenditures before presentation to the Finance Committee
- will report at every House meeting

CHARTER AND BYLAWS COMMITTEE

- will consist of the Second Vice President and two selected House members
- will ensure that the Charter and Bylaws of the Association are being adhered to
- will undertake, along with the appointed committee member, amendments or revisions of the Charter and Bylaws of the Association every two years
- will report at every House meeting

EDUCATION COMMITTEE

- will consist of a minimum of the current President and College Liaison
- will diligently pursue, on a continuing basis, all avenues for certification of the medical secretary
- will have a knowledge of the content of courses available to aspiring medical secretaries
- will periodically evaluate and upgrade (if necessary) the content of the Certified Medical Secretaries program;
- will forward the marked examinations to the Administrator who shall notify the candidates of their results
- will report at every House meeting
- will administer the PSI Award for continuing education on an annual basis.

COMMUNICATIONS COMMITTEE

- will consist of First Vice President as chairperson
- will determine the content and frequency of distribution of the Association newsletter
- will identify potential corporate sponsors for communications material and other public relations venues such as the Annual General Meeting
- will promote market recognition of OMSA-HCA in other Associations' communications vehicles, eg., the OMA's Ontario Medical Review
- will update and develop content for the Association's website.

Article XVII APPOINTED COMMITTEES

Section 1

- Advisory Board
- Liaison Office for Colleges
- International/Out of Province Relations
- Finance Chairperson*
- Education Chairperson*

*may be appointed or elected

ADVISORY BOARD

- will consist of two members from the past Executive Committee and the House to be appointed for a two year term of office to act as advisors
- will be prepared to investigate any problems brought to its attention and report its findings to the Executive Committee and/or the House

- will be prepared to act as advisors to the Administrator as required
- will require a due observance of the Charter and Bylaws of the Association

LIAISON OFFICER FOR COLLEGES

- the position of College Liaison may be combined with Certification Chairperson
- will inform the community colleges of her/his appointment as liaison officer
- will maintain communication with the community colleges in Ontario where an Office Administration -Medical Program is offered
- will be responsible for purchasing an award to be presented to a graduating student of an Office Administration – Medical Program demonstrating the most potential
- will arrange to have an award presented by the local Branch. If no local branch exists, the award will be forwarded directly by the Administrator to the community college.
- will communicate information about the Association and its objectives to the community colleges
- will report at every House meeting

INTERNATIONAL/OUT OF PROVINCE RELATIONS

- will network with health care workers not living in Ontario

**Article XVIII
EXPENSE ALLOWANCES**

Section 1

PRESIDENT

The President shall be reimbursed for legitimate travelling and maintenance expenses while engaged in the business of the Association. One visit per Branch per year will be allowed.

Section 2

EXECUTIVE COMMITTEE

Out of province/state expenses for the purpose of attending Convention (providing funds are available) to be paid in full to cover transportation, accommodation and registration at the discretion of the House. A maximum of one visit per year will be allowed. On return, a detailed report to be submitted outlining sessions and functions attended and evaluation of same.

Section 3

HOUSE OF REPRESENTATIVES

House Representatives shall be reimbursed for legitimate travelling and maintenance expenses while engaged in the business of the Association according to the current schedule of travel allowance approved by the House.

Section 4

INTERNATIONAL RELATIONS CHAIRPERSON

The International Relations Chairperson will be allowed the same expenses for out of province/state, at the discretion of the House. On return, a detailed report is to be submitted outlining sessions, functions attended and evaluation of same.

**Article XIX
FISCAL YEAR**

The fiscal year of the Head Office, OMSA, shall be from January 1 to December 31.

Article XX
AUDITORS

The auditors shall be appointed by the House. The Auditors shall hold office until the next annual meeting after being appointed.

Article XXI
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Scott, Foresman Robert's Rules of Order Newly Revised 1990 edition shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Article XXII
AMENDMENTS

The Bylaws of the Association may be amended at any regular meeting of the House by a majority vote provided that the amendment has been submitted in writing at the previous regular meeting.