**THE OHIO STATE UNIVERSITY COLLEGE OF OPTOMETRY**

# AMERICAN OPTOMETRIC STUDENT ASSOCIATION

338 W 10th Ave, Columbus, OH 43210

**CONSTITUTION**

**(Approved 4/14/2022)**

## ARTICLE I: NAME

The name of this organization shall be The Ohio State University Chapter of the American Optometric Student Association (AOSA).

## ARTICLE II: PURPOSE

The purpose of this organization is to improve the visual welfare and health of the public, to promote the profession of optometry, and to enhance the education and welfare of optometry students.

## ARTICLE III: MEMBERSHIP

Any student enrolled in the OSU College of Optometry shall be eligible for membership. Dues shall be established as determined by the national executive office and local chapter, with a portion of this money going to the local OSU chapter. Membership dues are an innate part of tuition and will be automatically paid by every student in the OSU College of Optometry. Membership paperwork is the responsibility of the elected trustee. All activities sponsored by the AOSA, with the exception of membership drive activities, are limited to AOSA members, sustaining members, and honorary guests. This organization shall not deny membership or discriminate based on age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with guidelines set by The Ohio State University.

## ARTICLE IV: OFFICERS

The officers of this organization shall include president, president-elect, secretary, treasurer, treasurer-elect, trustee, trustee-elect, fundraising chair, community chair, community chair-elect, AOA-PAC chair, AOA-PAC chair-elect, DOP liaison, and two class representatives from each class. Each officer will be elected to serve a one-year term with automatic ascension from an officer-elect position to the officer position, starting his or her first year of optometry school. The local executive council includes president, president-elect, trustee, and trustee-elect.

All officers must have a most current semester GPA of 2.0 to maintain their position. If an officer’s GPA falls below this requirement, they have one semester to return their GPA to the 2.0 minimum. If after this probationary period the officer’s GPA remains below 2.0, the officer will be asked to step down from the position. In the event an officer must step down, see Article VII Section 8 for further action. Note: This is a most current semester 2.0 GPA, not cumulative.

## ARTICLE V: FACULTY

A faculty advisor shall be appointed by the administration of the OSU College of Optometry and approved by the executive council and National AOSA.

## ARTICLE VI: ROLE OF OFFICERS

SECTION 1: The duties of the president are as follows:

1. Will oversee all local activities and funds
2. Will preside over meetings of the local executive council and general sessions
3. Will plan at least two AOSA officer meeting per semester
4. Will register AOSA as an organization at the Center for Student Leadership and Service at UNION by the given due date each year
5. Will complete president’s training at the Center for Student Leadership and Service at UNION by the given due date of each year
6. Will maintain an accurate copy of the chapter’s constitution and annual report and will submit an updated copy of this document to the Center for Student Leadership and Service at UNION and the College of Optometry’s Student Affairs Office by the given due date
7. Will serve as the organization’s liaison to student council
8. Will serve as the AOSA representative on the Dean’s Student Advisory Committee
9. Will work with the local AOA-PAC student liaison in planning the local chapter’s representation at the AOA-PAC meeting
10. Will serve as the OSU House of Delegates delegate at Optometry’s Meeting following the completion of their third year of the optometry program
11. Will represent the AOSA at the Welcome Week Open House and The College of Optometry’s Open House or will delegate this duty to another member on the AOSA board
12. Will represent the local chapter at East/West conference
13. Will conduct an election if an officer can no longer fulfill their duties
14. Will keep an active log of all duties and maintain active correspondence with the trustee and president-elect

SECTION 2: The duties of the president-elect are as follows:

1. Will assist the president with all duties
2. Will preside over meetings of the executive council and general sessions in the president’s absence
3. Will organize the Welcome Back Party for all students during the first week of fall semester
4. Will organize the annual Optitrends equipment fair held during fall semester
5. Will assist the trustee-elect with AOSA Awareness Week during the spring semester
6. Will coordinate with the school secretary to put important dates on the school master calendar
7. Will update the lunch room bulletin board in August and January
8. Will represent the local chapter at the East/West conference
9. Will organize a group dinner at Optometry’s National Meeting
10. Will serve as the alternate OSU delegate in the House of Delegates at Optometry’s Meeting after completing the second year of the optometry program
11. Will assume the office of president the following year
12. Will maintain an updated log of all duties

SECTION 3: The duties of the secretary are as follows:

1. Will record minutes at each executive council and general session meeting and will relay this information to all members and the faculty advisor
2. Will organize the Student Leader of the Year, Distinguished Student of the Year, Staff Member of the Year, Faculty Member of the Year, and Clinical Attending of the Year awards, which will be presented by the secretary at the Eyeball
	1. The secretary will collect nominations for these awards via email
	2. Voting will be conducted by an in class ballet distributed, collected and tallied by the class representatives of each class in January
3. Will organize a fundraiser event held spring semester and may form a committee at large to aid in planning the event
4. Will maintain an updated log of all duties

SECTION 4: The duties of the treasurer are as follows:

1. Will maintain the OSU chapter checking account including membership dues, fundraising money, payment of chapter debts, and will oversee all other financial concerns of the chapter
2. Will complete treasurer’s training at Center for Student Leadership and Service at UNION by the given due date of each year
3. Will apply for the programming funds allocated by Center for Student Leadership and Service at UNION
4. Will prepare quarterly report to be presented to the executive council
5. Will complete annual local taxes
6. Will plan the Eyeball semi-formal dance held each February and may form a committee at large to aid in planning the event
7. Will maintain an updated log of all duties

SECTION 5: The duties of the treasurer-elect are as follows:

1. Will assist the treasurer in all duties
2. Will help to organize and run the annual semi-formal dance called EYE Ball hosted by AOSA in February
3. Will transition possession of bank accounts from treasurer during the officer transition period
4. Will maintain an updated log of all duties

SECTION 6: The duties of the trustee are as follows:

1. Will serve as liaison between the local and national associations
2. Will organize the student member directory for the year and will relay the document to the president at which time the president will post this on the Center for Student Leadership and Service at UNION website and will submit a copy to the College of Optometry’s Student Affairs office
3. Will attend the Board of Trustees’ meeting at Optometry’s Meeting following the completion of their second year of the optometry program
4. Will attend the AOSA Mid-Year Planning Meeting (January’s Meeting)
5. Will promote Optometry’s Meeting to the OSU chapter
6. Will promote national liaison positions for the various national optometric organizations to the local chapter
7. Will maintain an updated log of all duties and will actively update the trustee-elect and local president of all duties performed
8. Will maintain updated log of all duties

SECTION 7: The duties of the trustee-elect are as follows:

1. Will assist the trustee in all duties
2. Will attends the Board of Trustees’ meeting at Optometry’s Meeting following the completion of their first year of the optometry program
3. Will attend the AOSA Mid-Year Planning Meeting (January’s Meeting)
4. Will assume the office of trustee the following school year
5. Will write Foresite articles as needed
6. Will plan and organize the local Student Bowl
7. Will preside over officer elections to be held at the Student Bowl
8. Will help promote Optometry’s Meeting
9. Will maintain an updated log of all duties

SECTION 8: The duties of the fundraising chair are as follows:

1. Will oversee all fundraising for the local chapter
2. Will hold at least three fundraisers throughout the year
3. Will hold the White Coat Embroidery Sale during spring semester
4. Will assist Secretary with planning and execution of spring semester fundraiser event
5. Will maintain an updated log of all duties

SECTION 9: The duties of the community chair are as follows:

1. Will plan and execute International Hispanic Clinic Day in the fall semester
2. Will be the community liaison to the Columbus Hispanic community
3. Will plan an educational workshop for optometry students on how to work with an interpreter
4. Will plan screenings and educational workshops throughout the community
5. Will plan one community event for the spring semester for all AOSA members to participate in
6. Will maintain an updated log of all duties

SECTION 10: The duties of the community chair-elect are as follows:

A. Will help community chair plan and execute International Hispanic Clinic Day in the fall semester

B. Will help community chair plan and execute community events and educational workshops throughout community

C. Will maintain an updated log of all duties

SECTION 11: The duties of the AOA-PAC chair are as follows:

1. Will organize an annual fundraiser with the purpose of raising money for the Political Action Committee of the AOA
2. Will maintain an updated log of all duties

SECTION 12: The duties of the AOA-PAC-elect chair are as follows:

1. Will assist the AOA-PAC chair in creating an annual fundraiser with the purpose of raising money for the Political Action Committee of the AOA
2. Will take the role of AOA-PAC chair after one year
3. Will maintain an updated log of all duties

SECTION 13: The duties of the DOP liaison are as follows:

1. Will coordinate with national AOSA to reach out to undergraduate programs across the country with the purpose of recruiting a more diverse and inclusive class of aspiring optometrists
2. Will coordinate with the OSU NOSA DOP liaison
3. Will maintain an updated log of all duties

SECTION 14: The duties of the class representatives are as follows:

1. Will make class announcements regarding AOSA functions
2. Will collect money from their class for AOSA functions
3. Will assist other officers in planning at least one AOSA event
4. First year representatives will be responsible for student, faculty, and staff appreciation social event in spring semester
5. Second year representatives will be responsible for fundraising for the Eyeball
6. Third year representatives will be responsible for student, faculty, and staff appreciation social event in fall semester
7. One representative will be appointed to take minutes at meetings in the absence of the secretary

## ARTICLE VII: ELECTION OF OFFICERS

SECTION 1: The president-elect shall be elected from the first-year class. The president-elect will become the president the following year.

SECTION 2: The treasurer-elect shall be elected from the first-year class. The treasurer-elect will become the treasurer the following year.

SECTION 3: The trustee-elect shall be elected from the first-year class. The trustee-elect will become the trustee the following year.

SECTION 4: The community chair-elect shall be elected from the first-year class. The community-chair elect will become the community chair the following year.

SECTION 5: The AOA-PAC chair-elect shall be elected from the first-year class. The AOA-PAC chair-elect will become the AOA-PAC chair the following year.

SECTION 6: The secretary, fundraising chair, and DOP liaison will be elected from the first-year class.

SECTION 7: Class representatives shall be elected by members of their respective class on election day and will serve until graduation or until they take on a new position in which case that respective class will vote on a new representative.

SECTION 8: In the event that any officer is unable or unwilling to perform the duties of his/her office, the executive council shall declare the office vacant and proceed to elect a successor for the remainder of the term.

**SECTION 9:** **The election of new officers shall occur before the completion of the seventh week of classes during the spring semester.** The newly elected officers shall begin their duties following elections in spring semester. **Past officers are expected to serve as mentors until the completion of the academic year in which they held office.** The first-year class representatives shall be elected fall semester.

SECTION 10: Nominations shall be taken during January and from the floor on election day for all positions available.

## ARTICLE VIII: EXPENSES/ FUNDING

SECTION 1: Out-going President: The local AOSA chapter will fund the outgoing president’s plane ticket and ¼ of a hotel room for Optometry’s Meeting (AOSA’s National Conference).

SECTION 2: Current President: The local AOSA chapter will fund the current president’s plane ticket and ¼ of a hotel room for Optometry’s Meeting for the year they are the alternate delegate in the AOA House of Delegates.

SECTION 3: Trustee: The national AOSA office will reimburse the Trustee for up to $500 in travel expenses to Optometry’s Meeting and to the Mid –Year Planning meeting in St Louis. The local AOSA chapter will assist in the additional funds needed to cover the trip (flight & hotel only).

SECTION 4: Trustee-elect: The national AOSA will reimburse the Trustee-elect for up to $500 in travel expenses to Optometry’s Meeting and to the Mid –Year Planning meeting in St Louis. The local AOSA chapter will assist in the additional funds needed to cover the trip (flight & hotel only).

SECTION 5: Treasurer, Secretary, Fundraising Chair, President-elect, Community Chair, AOA-PAC Chair, and DOP liaison: If sufficient funds exist, the local AOSA chapter will fund up to $100 worth of travel expenses to Optometry’s Meeting.

SECTION 6: All other necessary expenses of the officers accrued during performing their official duties shall be paid for by the local chapter under the supervision of the executive council.

SECTION 7: All funding for any activity or item has to be approved by AOSA executive council by a majority vote.

**ARTICLE IX: EVENT REPORTS**

All events sponsored by the local chapter where AOSA contributes or raises over $400 will require a written report detailing how the event was planned. The report will also contain a cost breakdown of the event as well as enough detail so that someone else could organize the event the following year. This report will be placed in their officer’s logbook and will be submitted to the chapter’s president. The reports are to be turned in by the end of the quarter in which the event took place.

**ARTICLE X: REMOVAL OF MEMBERS**

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of AOSA or is in violation of the OSU Student Code of Conduct or OSU College of Optometry Honor Code, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

**ARTICLE XI: DISSOLUTION OF THE STUDENT ORGANIZATION**

If the College of Optometry no longer has a need for the OSU AOSA chapter, this student organization may be dissolved by a unanimous vote of its board members. In this event all funds being held by this student organization must be transferred to an optometric charitable organization with a tax-exempt status.

**ARTICLE XII: AMENDMENTS TO THE CONSTITUTION**

Revisions may be made to this constitution at any time the board members see fit. There must be majority rules in favor of the change by the board members only, general members have no final say; however, they can make recommendations at any time. The president and trustee will be responsible for adding any amendments written in the constitution.