**Constitution and Bylaws Guidelines for National Optometric Student Association Chapter at The Ohio State University**

**Constitution**

***Article l: Name, Purpose, and Non-Discrimination Policy of the Organization***

1. *Section 1: Name*
2. The name of this organization is the National Optometric Student Association Chapter at The Ohio State University, hereafter referred to as NOSA
3. NOSA is a service organization dedicated to advancing the visual health of minority populations and is the student extension of the National Optometric Association.
4. *Section 2: Purpose*
5. To stimulate and encourage professional, intellectual, and social relationships with members of optometric programs, as well as other health professional student organizations.
6. To encourage and support the recruitment and retention of underrepresented students into optometric programs.
7. To aid the National Optometric Association and the National Optometric Student Association in their activities and to be active participants therein.
8. To provide professional service through involvement in the community to increase health equity among underserved populations.
9. *Section 3:* *Non-Discrimination Policy*
10. This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, political views, or veteran status.

***Article II Membership: Qualifications and Categories of Membership.***

The membership of the National Optometric Student Association Chapter at The Ohio State University shall consist of any persons at The Ohio State University interested in the enhancement of vision care to minority populations.

1. *Section 1: Membership in National Optometric Student Association Chapter at The Ohio State University*
2. Any student whose dues are received by NOSA and is in good academic standing with The Ohio State University College of Optometry shall be a member of this Association and is entitled to full privileges of the Association including voting rights, participation in activities of the organization, and holding of offices within the organization
3. *Section 2: Membership in the National Optometric Student Association (Parent Organization)*
4. Affiliated Chapters shall be those student optometric organizations of accredited schools and colleges of optometry and may hereafter be recognized by NOSA as constituents of and affiliated with the NOSA.
5. Membership Classification/Categories:
   1. Active Members:
      1. Any student in optometry school who is a member in good standing with the local student chapter and whose dues are received by the national NOSA shall be an active member of this Association. Each active member is entitled to full privileges of the association.
   2. Affiliate Members:
      1. A student in optometry school who is not represented or is not an active member of a local affiliated chapter, whose dues are received by the NOSA shall be an affiliated member of this Association.
   3. Honorary Members:
      1. Honorary membership may be granted to those individuals who are of assistance to the Association and its student chapters for such time as determined by the Executive Officers of the NOSA. These members may participate in the activities of the organization but may not vote on organization business, elections, or hold an office.
   4. Associate Members:
      1. Students enrolled in optometry technician programs and/or non‐university programs are eligible individuals for associate membership. These members may participate in the activities of the organization but may not vote on organization business, elections, or hold an office.

***Article III Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders***.

1. *Section 1: Titles of Officers of the Executive Committee*
   1. President
   2. President-Elect
   3. Secretary
   4. Treasurer
   5. Treasurer-Elect
   6. Event Coordinators (2)
   7. First Year Liaison
2. *Section 2: Terms of Office*
3. The officers of the NOSA Chapter at The Ohio State University shall serve one-year terms but may be re-elected for an unlimited number of terms
4. *Section 3: Removal of Officers*
5. If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, with the consultation of the advisor.
6. The Ohio State University College of Optometry Executive Committee, consisting of the Dean and other support staff, also has the right to remove an officer from their position if they have deemed that the position is threatening their academic standing.
7. In the case that an officer is forcibly removed, a new officer will be elected using the same method as described under Article IV within 7-10 business days.
8. *Section 4: Type of Selection*
9. The officers of the NOSA Chapter at The Ohio State University will be nominated by members of the chapter based on their involvement in the organization.
10. They will be elected by a simple majority of the members of the Chapter as described in Article IV below.
11. *Section 5: Duties of the leaders*
12. The duties of the President shall be to:
    1. Preside over all meetings of the National Optometric Student Association Chapter at The Ohio State University
    2. Have general supervision over the organization
    3. Act as the official representative of NOSA or appoint members to act as representation in all affairs
    4. Maintain an up-to-date copy of the Constitution and Bylaws of the NOSA and of The Ohio State University Chapter of NOSA
    5. Meet and coordinate with the advisor(s) as needed
    6. Attend monthly NOSA National conference calls, if President and President-Elect are both unable to attend, must appoint a representative
13. The duties of the President-Elect shall be to:
    1. Assume the duties of the President in their absence or inability to serve
    2. Serve as assistant to the President in all organizational affairs
    3. Assume the role of President of the organization for the following academic year
    4. Work with the President and advisor(s) to schedule Executive Board meetings as well as NOSA events throughout the year
    5. Serve as the Diversifying Optometry Program (DOP) Liaison for the joint AOSA-NOSA initiative
    6. Organize annual Dinner with the Docs with the Treasurer-Elect
14. The duties of the Secretary shall be to:
    1. Record the minutes of each meeting
    2. Reply to correspondence and relay information about events to members and Executive Board as directed by the President
    3. Maintain the Chapter’s social media pages
    4. Communicate with the Student Council Secretary to ensure all events are added to the College of Optometry Master Calendar
    5. Manage and organize the Chapter’s google drive
    6. Routinely check the organization mailbox and relay messages to the rest of the Executive Board
    7. Work with the Treasurer to maintain a list of members in good standing and update the email list
    8. Assist the Event Coordinators as needed
15. The duties of the Treasurer shall be to:
    1. Be responsible for all financial transactions of the NOSA Chapter at The Ohio State University
    2. Collect all fundraising money, and ensure debts are paid in a timely manner
    3. Collect all dues and work with the Secretary to maintain a list of members in good standing
    4. Submit a financial report to the group and Advisor(s)s at least once a year
    5. Coordinate with the President and Advisor(s) to apply for funding from the Ohio State Student Union for all eligible expenses
    6. Maintain a digital record of all NOSA financial transactions
    7. Plan annual fundraisers and communicate design options with Marketing team at The Ohio State University College of Optometry, along with the Treasurer-Elect
16. The duties of the Treasurer-Elect shall be to:
    1. Assume the duties of the Treasurer in his/her absence or inability to serve
    2. Serve as assistant to the Treasurer in all financial affairs
    3. Assume the role of Treasurer in the following academic year
    4. Plan annual fundraisers and communicate design options with Marketing team at The Ohio State University College of Optometry, along with the Treasurer
    5. Organize annual Dinner with the Docs along with the President-Elect
17. The duties of the Event Coordinators shall be to:
    1. Organize the annual Autumn Screening Training
    2. Maintain communication with contacts from various screening sites
    3. Keep the NOSA Partners document up to date with contacts
    4. Reach out to industry representatives for event sponsorships and raffle donations
    5. Organize vision screenings, with assistance from the rest of the Executive Board
18. The duties of the First Year Liaison shall be to:
    1. Announce upcoming screenings and other events to the first-year class
    2. Help engage the first-year class in NOSA activities by passing their classmates’ comments/concerns along to the rest of the board and answering questions their classmates may have about NOSA
    3. Assist the Event Coordinators in planning screenings

***Article IV: Method of Selecting and/or Removing Officers and Members***

1. *Section 1: Method of Selecting and/or Removing Officers*
2. All candidates for elective office must be classified as an active member in good academic standing [GPA equal to or greater than 2.0].
3. Ιndividuals who plan to run for office are nominated by an active member (including the candidate) of the National Optometric Student Association Chapter at The Ohio State University.
4. Elections will take place at a legally announced and conducted meeting of The Ohio State University Chapter of NOSA.
5. Each candidate shall have the opportunity to speak for a maximum of 10 minutes.
6. A simple majority is needed to win the elections.  The outgoing President, an Advisor, or an uninterested party with tally the votes.
7. In the event of a tie, each candidate will have an additional 3 minutes to re-state their case.  A second deciding vote will then be taken.  Again, a simple majority is needed to win the elections.  This process will repeat until there is a majority vote.
8. Officers who decide to step down must contact the President and the Advisor(s) in person or in writing.  At that time they must explain their reason as to why they could not fulfill their duties. After the decision is made, the Executive Committee and the Advisor(s) may vote on an individual who could fill the position. Nomination criteria are based on (but not limited to) prompt payment of annual dues, active participation in NOSA, and being in good academic standing [GPA equal to or greater than 2.0]. Active participation is imperative as it indicates the individual is aware of the goals of the organization and is fit to be a dependable, and responsible representative of the NOSA Chapter at The Ohio State University.
9. *Section 2: Method of Selecting and/or Removing Members*
10. As stated in the Non‐Discrimination Policy, no members will be denied membership based on age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation political views, or veteran status. The only criteria for selection of members are that they are in good academic standing [GPA equal to or greater than 2.0] and have paid their dues for the year.
11. In the event that a prospective member or past member does not pay their dues, they will be removed from the organization and not be allowed to participate the organization’s functions or run for office.
12. Those who are not in good academic standing [GPA equal to or greater than 2.0] may not participate in the organization functions until their academic status improves.
13. In the event that a member steals from the organization, the member will be immediately removed from the organization without a vote. If money was taken from the organization, the individual must pay the organization back within 2 weeks (from the date of the incident). If the money is not received within the time given he or she will pay interest on addition to the specified amount. If an item was stolen from the organization, the individual will be instructed to return that item and pay a fine as decided by the Advisor(s) and the Executive Committee (if the student in question is an officer, he/she will not be part of the decision-making process). In either event, the member will not be able to return to the organization during their time at The Ohio State University.
14. If at any point a member does not act in accordance with the Constitution by tarnishing the organization name or does not abide by the organization’s mission, a meeting consisting of the Advisor(s) and the Executive Committee will be held. A vote will be held to determine the repercussions of the situation at hand. A two‐thirds vote by the Executive Committee and the Advisor(s) will serve as the final decision.  If the student in question is an officer, he/she will not be part of the decision-making process or vote.  A meeting will then be held with the member to discuss the outcome of the vote. Depending on the severity of the situation, the ultimate decision can lead to permanent removal from the organization.
15. The decision for removal in either of the scenarios listed above will not be based on sex, political affiliation, religion, age, sexual orientation, veteran’s status, or popularity. All situations brought to the attention of the NOSA Executive Committee and Advisor(s) will be viewed in a fair and unbiased manner.
    1. In the case that an officer is forcibly removed, a new officer will be elected using the same method as described under Article VI within 7-10 business days.

***Article V – Advisor(s) or Advisory Board: Qualification Criteria.***

1. *Section 1: Appointment of the Advisor(s)*
2. The Dean of the Ohio State University College of Optometry shall appoint the Advisor(s) of the NOSA Chapter at The Ohio State University
3. The Advisor(s) will serve in their position until the Dean appoints a new Advisor(s)
4. The Advisor(s) must be members of the University faculty or Administrative & Professional staff
5. *Section 2: Roles and Expectations of the Advisor(s)*
6. Advise the leadership of the organization in the management of the organization
7. May serve as a signatory for the Chapter’s financial business
8. Advise the student members as needed
9. Review annual goals, roster, and constitution in accordance with the Ohio Union and approve funding requests
10. Attend training sessions every 2 years as required by the Ohio Union
11. Transport equipment to and from screenings, or arrange for transportation if they are unable
12. Attend executive officer meetings, offer advice, take a role in formulating the organization’s goals, call extra meetings of the executive officers when deemed necessary, and provide any insight when necessary to aid in the growth and well-being of the organization
13. Serve as Liaison for CID
14. Advisor(s) have the right to discuss all expenditures with the treasurer, review the finances, as well as serve as second signer on checks

***Article VI – Meetings of the Organization: Required meetings and their frequency***

There shall be at least one regular meeting of the NOSA Chapter at The Ohio State University during the school year. The President shall call this meeting with at least seven days advance notice by email or other electronic means. Other meetings may be called by the President or at the written request of at least three members in good standing. At least seven days advance notice shall be given to the membership of such meetings.

***Article VII – Method of Amending Constitution: Proposals, notice, and voting requirements.***

The Constitution and Bylaws may be amended at any legally called and conducted meeting of the National Optometric Student Association Chapter at The Ohio State University by two‐thirds affirmative vote of the membership present and voting, provided that written notice has been previously given to all members of the association at least seven days prior to the said meeting, containing the text of the proposed amendment(s)

***Article VIII – Method of Dissolution of Organization***

The organization will be dissolved in the event that it has no members. All unencumbered funds shall be given to The Ohio State University College of Optometry H.E. Welton Fund.

**Bylaws**

***Article I – Parliamentary Authority***

The rules contained in this constitution shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws of this organization.

***Article II – Membership***

* + - 1. *Section 1: Membership in National Optometric Student Association Chapter at The Ohio State University*

1. Any student whose dues are received by NOSA and is in good academic standing with The Ohio State University College of Optometry shall be a member of this Association and is entitled to full privileges of the Association including voting rights, participation in activities of the organization, and holding of offices within the organization
   * + 1. *Section 2: Membership in the National Optometric Student Association (Parent Organization)*
2. Affiliated Chapters shall be those student optometric organizations of accredited schools and colleges of optometry and may hereafter be recognized by NOSA as constituents of and affiliated with the NOSA.
3. Membership Classification/Categories:
   1. Active Members:
      1. Any student in optometry school who is a member in good standing with the local student chapter and whose dues are received by the national NOSA shall be an active member of this Association. Each active member is entitled to full privileges of the association.
   2. Affiliate Members:
      1. A student in optometry school who is not represented or is not an active member of a local affiliated chapter, whose dues are received by the NOSA shall be an affiliated member of this Association.
   3. Honorary Members:
      1. Honorary membership may be granted to those individuals who are of assistance to the Association and its student chapters for such time as determined by the Executive Officers of the NOSA. These members may participate in the activities of the organization but may not vote on organization business, elections, or hold an office.
   4. Associate Members:
      1. Students enrolled in optometry technician programs and/or non‐university programs are eligible individuals for associate membership. These members may participate in the activities of the organization but may not vote on organization business, elections, or hold an office.
         1. *Section 3: Dues*
4. The dues for The Ohio State University Chapter of NOSA shall be $10.00 per year. The dues for The National Optometric Student Association (Parent Organization) shall be $25.00 a year for early bird registration, or $35.00 per year for regular registration.
5. The total dues for the year for each member are $35.00-45.00
6. Dues are to be submitted to the Treasurer by October 1st for early bird registration, or the end of the 2nd week of October for regular registration
7. Honorary members shall pay no annual dues

***Article III – Election / Appointment of Government Leadership***

1. *Section 1: Timing and Requirements for Elections*
2. The election of officers shall take place during spring semester of each year
3. The elections will take place at a legally called and conducted meeting of The Ohio State University Chapter of NOSA
4. A simple majority is needed to win the election
5. *Section 2: Qualifications for Candidates*
6. All candidates for elective office must be classified as an active member in good standing
7. Individuals who plan to run for office of the NOSA chapter at The Ohio State University are nominated by an active member or can nominate themselves
8. Candidates can be from any class in The Ohio State University College of Optometry, with the following exceptions
   1. At the time of elections, President-elect must be a first year student
   2. At the time of elections, Treasurer-elect must be a first year student
   3. President and Treasurer roles do not run, rather are moved up into these roles from the President-elect and Treasurer-elect positions, respectively
9. Section 3: Final Executive Committee
10. The final elected executive committee consists of the following roles: President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Outreach Coordinators (2), DOP Liaison, First Year Liaison
11. There shall be no standing committees

***Article V – Advisor(s) or Advisory Board: Qualification Criteria.***

1. *Section 1: Appointment of the Advisor(s)*
2. The Dean of the Ohio State University college of Optometry shall appoint the advisor(s) of the NOSA Chapter at The Ohio State University
3. The advisor(s) will serve in their position until the dean appoints a new advisor(s)
4. The advisor(s) must be members of the University faculty or Administrative & Professional staff
5. *Section 2: Roles and Expectations of the Advisor(s)*
6. Advise the leadership of the organization in the management of the organization
7. Serve as a signatory for the Chapter’s financial business
8. Advise the student members as needed
9. Review annual goals, roster, and constitution in accordance with the Ohio Union and approve funding requests
10. Attend training sessions every 2 years as required by the Ohio Union
11. Transport equipment to and from screenings, or arrange for transportation if they are unable
12. Attend executive officer meetings, offer advice, take a role in formulating the organization’s goals, call extra meetings of the executive officers when deemed necessary, and provide any insight when necessary to aid in the growth and well-being of the organization
13. Serve as Liaison for CID
14. Advisor(s) have the right to discuss all expenditures with the treasurer, review the finances, as wel as serve as second signer on checks

***Article VI - Meeting Requirements***

There shall be at least one general body meeting of the NOSA Chapter at The Ohio State University during the school year. The President shall call this meeting with at least seven days advance notice. Other meetings may be called by the president or at the written request of at least three members in good standing. Active members should make an effort to attend, or notify the Executive Board and/or Advisor(s) of the reason for absence.

***Article VIII - Method of Amending Bylaws***

These Bylaws, or any part thereof may be amended or repealed by the Association by a written proposal

submitted to the membership thirty (30) days in advance of the regular or called meeting. The amendment will pass by a 2/3 Majority vote.

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