**Low Vision Rehabilitation Club**

College of Optometry, 338 West 10th Avenue, Columbus, Ohio 43210

**CONSTITUTION AND BY-LAWS**

ARTICLE I: NAME

The name of this organization shall be the Low Vision Rehabilitation Club.

ARTICLE II: Purpose

The purpose of this organization is to provide information to future optometrists so that each member of the Low Vision Rehabilitation Club can further facilitate a deep and personally useful understanding of the nature and implications of disabling visual impairments and of current and emerging management options.

ARTICLE III: GOALS

The goals of this organization are to provide its members with the following:

* a further understanding of low vision rehabilitation, beyond that provided through the standard optometric curriculum
* networking opportunities related to low vision rehabilitation
* personal interactions with blind and visually impaired individuals
* opportunities to help organizations that serve those who are blind or visually impaired, both within the College and in the community
* opportunities to advocate for broad clinical exposure to low vision rehabilitation as optometric interns and externs
* information on post-graduate residencies and education in low vision rehabilitation
* information on low vision practice management strategies
* information on specialized forms of low vision rehabilitation, such as those focused on children or persons who are deaf or hearing impaired
* opportunities to interact with other professional disciplines involved with low vision rehabilitation
* opportunities to explore other low vision rehabilitation interests of members

ARTICLE IV: MEMBERSHIP

Membership is open to all enrolled students of the College of Optometry interested in learning more about aspects of low vision rehabilitation and its place in optometry. Membership is also open to those not currently enrolled as students with the College of Optometry who are approved by the club president. There are no membership dues for this organization. Attendance of at least two meetings per academic year is required to be considered a member of this organization.

Attendance for all meetings will be audited for all members annually. Members who do not maintain the minimum attendance requirement, as stated above, will be removed from the organization roster.

If a member behaves in a manner deemed detrimental to advancing the mission of this organization or in violation of the OSU Student Code of Conduct, that member may be removed with a majority vote of the other voting membership or unanimous vote of the officers, under the counsel of the faculty advisor.

ARTICLE V: NON-DISCRIMINATION POLICY

Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

ARTICLE VI: MEETINGS

Meetings will be held when there are scheduled speakers or at any other time there is a need for a meeting. Two main types of meetings may be held:

* General Meetings – This type of meeting is intended for all members. It will often feature guest speakers and serve as a forum to conduct general organizational business.
* Executive Meetings – This type of meeting is only intended for Executive Board Members and, if needed, the Faculty advisor. This type of meeting will be held to discuss the outstanding needs or goals of the organization.

ARTICLE VII: OFFICER SELECTION AND REMOVAL

The selection of seven officers will occur at the last meeting of spring semester or any time there is an officer vacancy. Each newly elected officer will assume office at the start of the summer semester. If more than one individual wishes to run for a single office, the aspirants will be asked to give a speech explaining why they are the most qualified individual for the position. The selection of each officer will be based on the majority vote of all current members who cast a ballot. In the event that there is a tie vote for an office position, the vote for that specific position would be held a second time during that same meeting or soon thereafter. Voting would continue until one candidate obtains the majority of votes. Candidates may choose to withdraw from the race at any time. Each executive board member will serve a one-year term in a given office position, excluding the position of the faculty advisor for which successive terms are permitted. Current executive board members may run for multiple positions, but may only serve one term in each. terms. Executive board members must be in good standing with The Ohio State University to be elected and to maintain their office.

Officers are removed automatically when their term is complete, excluding the position of the faculty advisor for which successive terms are permitted. Any member may submit a petition to remove any officer at any time. Petitions for officer removal are to be submitted to the faculty advisor who is responsible for conducting a membership vote. The officer will be removed immediately upon a 2/3rds majority of voting members. An election to fill any vacancy will be held immediately after any officer removal, as stated above.

## ARTICLE VIII: CHARTERING RENEWAL

An updated charter and membership roster must be submitted every year by completion of the spring semester.

ARTICLE IX: EXECTUIVE BOARD POSITIONS AND RESPONSIBILITIES

(A) PRESIDENT

* Will coordinate and oversee all club activities of fellow officers.
* Will call and conduct executive meetings on a timely basis.
* Will assist the faculty advisor in finding and contacting potential guest speakers.
* Will coordinate events with the faculty advisor, as needed.
* Will assist event coordinators in researching and pursuing possible sponsorships for meetings conducted by guest speakers.
* Will introduce all guest speakers.
* Will decide, in collaboration with executive board members, when and how to spend club funds.
* Must ensure that an updated charter and roster is submitted each year by the end of spring semester**.**
* Will assist other executive board members with their duties, as necessary.
* Will schedule room assignment for all meetings
* Will keep a log of all duties and will orient and advise the individual who succeeds the current president.

(B) PRESIDENT-ELECT

* Will help the president when called upon.
* Will lead member recruitment.
* Will keep a log of all duties and will orient and advise the individual who succeeds the current president-elect.

(C) VICE-PRESIDENT

* Will work equally with all positions to ensure that club activities are running smoothly.
* In the event that the president is not available to conduct a meeting they will do so instead.
* Will maintain a log of contacts of individuals who have contributed to the club and who may need to be contacted in the future.
* Will keep a log of all duties and will orient and advise the individual who succeeds the current vice-president.

(D) SECRETARY

* Will record minutes and attendance for every executive meeting and attendance at all general meetings.
* Will run and update the organization’s website.
* Will make electronic copies of the minutes for the officers and faculty advisor.
* Will keep an archive of all available presentations and handouts presented to the group.
* Will maintain the club’s events calendar and post events to the College of Optometry’s calendar.
* Will write a summary of each presentation given by guest speakers and have it posted for access by the membership.
* Will perform additional duties related to club activities as assigned by executive board members.
* Will coordinate organization and distribution of informational materials for each meeting.
* Will keep a log of all duties and will orient and advise the individual who succeeds the current secretary.

(E) TREASURER

* Will collect dues from current members, if dues are required.
* Will apply for OSU operational funds each year.
* Will maintain income, donation and expense figures for the organization and report all relevant items to the IRS via filing an income tax return as needed.
* Will issue a year-end (end of the spring semester) report itemizing accounts receivable and accounts payable, and present this document to executive board members.
* Will maintain a bank account and recordall deposits and payments in a timely fashion.
* Will write checks on behalf of the organization.
* Will perform additional duties related to club activities as assigned by executive board members.
* Will keep a log of all duties and will orient and advise the individual who succeeds the current treasurer.

(F) TREASURER-ELECT

* Will help the treasurer when called upon.
* Will keep a log of all duties and will orient and advise the individual who succeeds the current treasurer.

(G) FACULTY ADVISOR

* Will assist the organization, as needed.
* Must be a faculty member of the College of Optometry.

ARTICLE X: DISSOLUTION OF THE STUDENT ORGANIZATION

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

ARTICLE XI: REVISIONS TO THE CONSTITUTION AND BY-LAWS

Any member of the club may make a recommendation to revise the constitution and/or by-laws. Revisions may be made by any one of the following mechanisms:

* A unanimous vote of the executive board.
* A simple majority vote of the executive board plus the approval of a simple majority of the general members.
* A 2/3rd majority vote by the general members.

Revisions approved by one of these mechanisms would then become effective immediately.

Last Revised on 02.28.19

by Lindsay Page