

# Constitution of EYE AID

## PREAMBLE

We, the members of EYE AID at The Ohio State University do hereby establish this Constitution in order that our purpose of increasing diversity in the optometry field be realized to its fullest extent. This document has the purpose of setting the guidelines and rules our organization will operate by.

## ARTICLE I. NAME AND PURPOSE

1. The name of this organization shall be EYE AID at the Ohio State University
2. The purpose of EYE AID is to provide a space for pre-optometry students of minority backgrounds at The Ohio State University to connect and support one another, learn more about the field, and increase diversity and community within the optometric field.
3. ***Non-Discrimination Clause***
  - a. This organization does not discriminate on the basis of 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 bases under the law, in its activities, programs, admission, and employment.

## ARTICLE II. MEMBERSHIP

1. ***Membership***
  - a. EYE AID is open to all students at The Ohio State University. This organization pursues members interested in the health and optometric field. Members are devoted to the organization's mission, are excited about reaching the organization's goals, and have availability to help reach those goals. Others such as faculty, staff and alumni are encouraged to become members but as non-voting associate or honorary members.

## ARTICLE III. APPLICATIONS

1. The candidates must understand deadlines and rules of organization.
2. All candidates for every office must be a current OSU campus student and has been on campus for at least a year.
3. All candidates must submit an application by the given deadline.
4. The Outgoing Executive board members must decide on the new board based on applications (and interviews as needed).
  - a. In the case of only one outgoing Executive Board or a tie between applications, bring in alumni and advisor.
5. The Executive board shall be responsible for handling all written documents to the new executive board.

6. Application results will be announced by mid-April.
7. The Executive board shall be responsible for training the new executive board of the responsibilities of each position.

#### ARTICLE IV. REMOVAL OF MEMBERS AND OFFICERS

1. General members and officers are also required to uphold the standards of the organization.
2. In the case that a general member must be removed from the club, the Executive Board must meet and discuss the issue. The member must present their case to the Executive Board if needed, and in order to remove the Executive Board must have sufficient cause and come to a 2/3 majority.
3. Article II Section 1 shall protect members and officers from removal based on discrimination against any individual(s) for reasons.

#### ARTICLE V. OFFICERS

##### **1. *President***

- a. The President shall oversee the executive board to make sure the requirements and duties of the constitution are being met. The President will help the executive board members in fulfilling their duties wherever it is necessary.
- b. The President is the official spokesperson of EYE AID in meetings, interviews, institutions, and interactions with other organizations within the OSU community and outside.
- c. The President is responsible for conducting all EYE AID executive board meetings.
- d. The President is responsible for communicating with other student organizations and maintaining a relationship with The Ohio State University Student Government as well as the EYE AID Advisor.
- e. If conflicts arise it is the President's responsibility to ease tension so that the conflicts within EYE AID or outside do not jeopardize the organization. The President shall lead EYE AID away from actions that may bring harm to the existence of the organization and help prevent conflicts and find solutions.
- f. The President shall work with those becoming members of the executive board to understand their respective roles and the EYE AID constitution.
- g. The President shall determine the course of action to take on issues that the EYE AID constitution does not go into details.
- h. If there is a tie in a vote, the President will be the tiebreaker.

##### **2. *Secondary leader***

- a. In the absence of the President, the Secondary Leader shall fulfill the responsibilities.
- b. The Secondary Leader is responsible for overseeing the Executive Board to make sure the requirements and duties of the constitution are being met.

- c. Shall plan and coordinate the weekly general body meetings and create weekly board meetings.

3. ***Secretary***

- a. The Secretary shall take official minutes of all EYEAID Executive Board meetings with accuracy and share the information with the E-Board for review at the E-Board meeting.
- b. The Secretary prepares the Executive Board meeting agenda before the meetings.
- c. The Secretary is responsible for reserving rooms that are necessary for EYEAID events as well as maintaining communication with the offices and completing paperwork that are necessary. They are responsible for maintaining good working relationships with the offices.
- d. The Secretary is responsible for maintaining and updating the EYEAID e-mail list server.
- e. The Secretary shall submit a weekly update to the Secondary Leader of all transactions, reservations and any other relevant information.

4. ***Treasurer***

- a. The treasurer is responsible for all documentation and receipts of funds from EYEAID accounts as well as maintaining a ledger of transactions.
- b. The treasurer must be a co-signer on all checks and financial transactions.
- c. The treasurer shall plan all funding for events and guarantee sufficient funds are maintained to properly finance EYEAID events.
- d. The treasurer is responsible for informing and confirming the Executive Board of EYEAID about funds, sponsorships, grants and fundraising.
- e. The Treasurer is responsible for providing the E-Board with a balanced account sheet.
- f. The Treasurer shall work with the President to resolve emergency funding issues if they arise and will provide the Executive Board with a detailed update of their resolution.
- g. The Treasurer shall maintain a working relationship with sponsors and donors by consistently informing sponsors with necessary general and financial details that pertain to EYEAID
- h. Providing sponsors and donors with an invoice stating the exact amount and nature of the sponsorship or donations
- i. Ensuring that sponsors and donors are properly recognized for their contributions.

5. ***Marketing Chair***

- a. Marketing chair is responsible for advertising all EYEAID events by:
  - i. Posting event information on the University Calendar and EYEAID social media.

- ii. Sending weekly announcements to EYEAID emailing list and GroupMe

**6. Events Chair**

- a. The Events Chairperson shall design events that increases awareness of the optometric field to various backgrounds. These events shall require the approval of the EYEAID-OSU executive board and should provide a space for pre-optometry students at The Ohio State University to connect and support one another, learn more about the field, and increase diversity and community within the optometric field.
- b. The Events Chairperson shall be responsible for organizing educational workshops, facilitating discussions that increase awareness of diversity and volunteering opportunities in marginalized communities.

**ARTICLE VI. EVENTS**

**1. Structure**

- a. Every event is designated to a certain theme that upholds EYEAID mission and values. There will be at least one volunteering event, one social event and one workshop event each month.

**ARTICLE VIII. Adviser**

- 1. Advisers of EYEAID must be full-time members of the University faculty or Administrative & Professional staff.
- 2. The Adviser shall be responsible for holding the Executive Board accountable for the goals of the organization
- 3. The Adviser shall be responsible for effectively communicating with the Executive Board about any internal and external conflict within the organization.
- 4. The Adviser shall meet with the Executive Board at least twice within the semester.

**ARTICLE VIII. FINANCES**

- 1. EYEAID is not a profit-oriented group. Any money that we do accept is to provide for our members and to fund EYEAID activities.
- 2. Acceptance of Contributions
  - a. A record shall be kept of all donations made to EYEAID.

**ARTICLE IX: REPLACING OPEN POSITIONS**

- 1. In the case of an executive board position vacancy, excluding the Advisor, there will be an informal election.
- 2. Election will consist of an email sent to the EYEAID mailing list, notifying members of the vacancy and that the executive board is currently accepting nominations for the position.
- 3. There will be an informal interview with the candidates.
- 4. The executive board will select the candidate by a two-thirds vote.

5. In the case of the vacancy of the Presidential position, the Secondary Leader not only replaces the President but also nominates the new Secondary Leader.
6. In the case of the vacancy of the Secondary Leader, the President nominates the new Secondary Leader.

#### ARTICLE X: THE EXECUTIVE BOARD AND MEETINGS

1. Conducting the Bi-weekly Executive Board Meetings shall be the President.
2. The Executive Board members shall consist of all officers and the Advisor.
3. Its function shall be to organize all programs of the club and set the agenda.
4. The Constitution should be edited at the end of each President's term (the end of a full school year).

#### ARTICLE XI: AMENDMENTS

##### **1. Proposal**

- a. General members can propose amendments.
- b. The amendment shall be presented in writing during an Executive Board meeting and should result in a  $\frac{2}{3}$  voting member majority. Amendments should not be done frequently or easily.

##### **2. Ratification**

- a.  $\frac{2}{3}$  majority of the voting members in support of the proposed amendment needed to ratify it.

#### ARTICLE XII: DISSOLUTION OF THE CLUB

1. In the event of the club's dissolution, all remaining funds will be donated to The Ohio State University.