

Student Volunteer Optometric Services to Humanity Constitution

I. Name

The name of this organization shall be the Student Volunteer Optometric Services to Humanity (SVOSH), the Ohio State University College of Optometry (OSUCO) Chapter.

II. Purpose

SVOSH is a charitable organization dedicated exclusively to providing vision care to those who would otherwise be unable to receive it due to financial or geographical limitation. This organization seeks to provide such care through partnering with existing clinics or organizations in the hopes that the care may be sustainable into the future. This organization provides a unique educational opportunity for those members who participate from various professional associations.

III. Membership

Any interested student at The Ohio State University may become a member. To remain in good standing, members need to participate in the organization's activities.

IV. Officers

The officers and the faculty advisor together form the Executive Board. When the Executive Board is required to vote, the voting members shall be: President(s), President-Elect(s), Secretary, Treasurer, Box Managers, Fundraising Chairs, and the Lions Club Liaison. At least seven members of the Board must be present to reach a quorum. All motions shall be passed with a two-thirds or greater majority vote (i.e., five of seven, six of eight, or six of nine members).

A. President(s)

Third year optometry student(s) responsible for overseeing the general operation of SVOSH activities including domestic and foreign vision-care service trips and shall assure the administration of all official policy. The President(s) shall also serve as voting representative to the OSUCO Student Council. The President(s) shall be responsible for calling all meetings, including at least one each semester with all officers and the SVOSH advisor. The President(s) will assume all responsibilities related to maintaining active club status with OSU Student Activities, with registration during the fall registration period.

B. President-Elect(s)

Second year optometry student(s) and serve as a general assistant to the President(s). The President-Elect(s) shall plan any tourism aspect of the service trip and assume the role of President(s) for the following year upon completion of the trip. President-Elect(s) is responsible for acquiring pharmaceuticals for the trip. This position shall also be responsible for maintenance of equipment as well as upkeep of the SVOSH office, and shipping and receiving of any SVOSH parcels. President-Elect(s) shall also assume the responsibilities of a historian by recording data and photos on the OSU College of Optometry Server upon return from the service trip.

C. Secretary

Shall be responsible for all official correspondence, including thank you letters for donations, and tabulating students' volunteer hours. The Secretary shall also be responsible for updating the SVOSH webpage, including contact information and recent trip photos.

D. Treasurer

Shall be responsible for all financial affairs of the organization including filing annual taxes, incoming monetary donations, expenditures, bank accounts, etc. The Treasurer shall maintain a record of all monetary donations and club expenses, providing this to the other officers when requested. At the end of their term, the Treasurer shall submit a final report of the club's financial status to the officers and save it to the SVOSH folder on the College drive.

E. Box Managers (2 students)

Shall be responsible for coordinating and receiving glasses donations. The Box Managers shall assume responsibility of maintaining the organization of the SVOSH box storage rooms, observing all fire codes in storage areas, and coordinating scrap pick-ups.

F. Fundraising Chairs (2 students)

Shall be responsible for overseeing any current fundraising efforts and creating new fundraising opportunities. At least 1 fundraiser will be required per year.

G. Lions Club Liaison

Shall be responsible for arranging presentations with local Lions Clubs and assigning members to speak at them. Lions Club Liaison shall also coordinate other speaking engagements for interested parties. The Liaison shall keep a detailed record of past presentations and the students who participated in them.

H. Faculty Advisor

The Faculty Advisor shall be a full-time employee at The Ohio State University College of Optometry. The Advisor shall be required to maintain a valid license to practice optometry. The advisor is not required to attend all SVOSH trips.

V. Non-discrimination policy

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, or veteran status.

VI. Election and Removal of Officers

An annual election of officers shall be held during spring semester. Candidates for SVOSH officers shall be members who have attended at least one club activity in the previous semester and have completed 10 hours of service at time of elections during the spring semester. If all officer positions for the forthcoming year are not filled, a member without these requirements may be considered for the role of all but President(s) and President-Elect(s). The installation of the new officers will take place upon return to the United States from the annual service trip. In cases where scheduling does not allow for transition following the service trip, transitions can be made at other times in consultation with the President(s). If a student member or officer believes an officer is not performing the duties of the position or acts in a way to negatively impact the organization, the officer in question must meet with the President(s) and Faculty

Advisor to discuss the performance of his or her duties. If the officer in question still does not perform the duties of his or her position, he or she may be removed by a two-thirds vote of the officers and an election shall be held to fill the open position.

VII. Meetings

Officers shall be responsible for establishing meeting dates and locations as deemed necessary. Regular meetings of the officers are encouraged, with at least one meeting per semester being required.

VIII. Bylaws

A. Donations

- a. All donations of eyeglasses and other materials shall become the property of SVOSH. All monies accrued from the sale of these donations shall be deposited in the SVOSH financial account. Donated items shall be distributed as follows:
 - i. All intact and useable eyeglasses that meet SVOSH criteria shall be used for the service trips. All eyeglasses in excess of what can be used on service trips may be recycled or sold with proceeds used to benefit the service trips.
 - ii. Any reusable glasses not suited for SVOSH projects shall be donated to the OSU College of Optometry or any other organization that can use them.
 - iii. Any damaged, broken or unsuitable frames or lenses shall be recycled.
 - iv. A letter of acknowledgement and thanks shall follow all donations received by SVOSH with a return address.

B. Requirements for participating in SVOSH service trips.

- a. Members who have completed at least two years of academic optometric education shall perform visual examinations.
- b. All eligible members who wish to participate will be allowed to do so if the funds and positions are available and they have met the following requirements:
 - i. First trip: 35 logged hours, participation in at least one Lions Club (or other equivalent) presentation and participation in a domestic RAM trip.
 - Hours can be earned through attending meetings, participating in outreach opportunities including NOSA screenings, RAM trips, Hispanic Day and time spent completing Lions Club presentation
 - ii. Second or third trip: 25 logged hours and participation in at least one Lions Club (or other equivalent) presentation and participation in a domestic RAM trip.
 - iii. Hours requirements can be altered as deemed fit by a two-thirds vote of the Executive Board
 - iv. June 1st of the year of the service trip shall be the deadline for logging hours to be counted towards the service trip. The President(s) may change the deadline as deemed necessary, with at least one month's notice.
 - v. Attendance at a minimum of 50% of SVOSH general meetings or sorting parties for the school year leading up to the trip.

c. In the event that funds and/or positions are not sufficient to send all eligible members, a review board consisting of the President(s) and President-Elect(s) in consultation with the Faculty Advisor, shall choose the most qualified candidate(s), with preference given in the following order:

- i. Active President(s), President(s)-Elect, and the rising President(s)-Elect
- ii. 4th year students who were “shut out” for the previous trip
- iii. Active 4th year officers (Treasurer, Secretary, Fundraising Chair, Lion’s Club Liaison, Box Managers)
- iv. 3rd year students who were “shut out” for the previous trip
- v. Active third year officers (does not include “elect” positions outside of President)
- vi. “In-house” 4th years with no previous trip
- vii. Active 2nd year officers (does not include “elect” positions outside of President)
- viii. 3rd years with no previous trip
- ix. “Out-of-house” 4th years with no previous trip
- x. Any remaining 4th years, preference given to those “in-house”
- xi. Any remaining 3rd years
- xii. Any remaining 2nd years

Class Year and Executive Board positions are for the year of the academic school year that planned the trip. Characteristics to be considered in the event that there are not enough spots include demonstration of dedication to the organization and its mission, attitude, helpful skills, service trip experience, and any others deemed appropriate by the President(s). Any candidate may be disqualified if they are deemed to not be of good professional and ethical character.

d. Following participation in a trip, students will lose the amount of volunteer hours accrued during the previous year and will be required to obtain the minimum volunteer hours necessary for the following year’s trip (see above). If a member does not participate in the annual service trip, his or her hours accrued during the previous academic year shall roll over into the following academic year to be used as credit towards a future service trip.

e. Participants may be required to pay part of the cost of the trip as deemed necessary by the financial status of the organization. Member contributions to the trip shall not exceed \$200 per member, unless a two-thirds majority of the affected members, as determined by an anonymous vote, agree to a higher contribution. An “affected member” is any member who has completed the requirements for the trip and would be granted the opportunity to participate should a higher monetary contribution be approved.

f. SVOSH graduates of the OSUCO shall retain the rights and benefits of SVOSH until the start of the next academic year at which time they will officially take on SVOS alumni status. SVOSH alumni are strongly encouraged to continue to support the aims of the SVOSH organization.

g. Students participating in the SVOSH service trip during the academic year shall properly obtain permission to be granted leave according to OSUCO guidelines.

- h. Students participating in the SVOSH service trip must sign the SVOSH disclaimer form, absolving the OSUCO and OSU chapter of SVOSH from any liability.
- i. SVOSH/OSU may pay part or all of the expenses of the optometrists for any trip that is organized by the organization. This does not include trips organized by any other VOSH or SVOSH chapter or any other service trips for which there are already one or more optometrists present.
- j. OSU SVOSH may sponsor member participation in Remote Area Medical (RAM) or other local service trips as deemed appropriate by the President(s).

C. Officers of SVOSH need to meet a minimum GPA of 2.25. If the President(s) falls below this GPA, then the PresidentElect(s) must assume the responsibilities of the President(s). If any other officer falls below the minimum GPA, then there must be a re-election for the position.

D. The logging of service hours shall be done via the google poll emailed out at the beginning of the semester by the Secretary. Hours shall be logged on an honor system. Rounding of hours is allowed to the closest 0.25 hour (15 minutes). The Secretary's log of hours shall be the official count. Should a concern about a member's honesty regarding the logging of hours come into question, the individual shall be brought in front of the President(s), President-Elect(s), and Advisor for review. To aid in the assurance of honesty regarding hour logging, members shall initial work whenever possible, including scrap boxes.

E. If a student member of the organization is found to have acted in a way that negatively impacts the goals, mission, or value of the organization be it on campus or on the service trip, the member in question must meet with the President(s) and Faculty Advisor to discuss these actions. If the action is severe enough, the student member may be prohibited from participating in any following SVOSH functions including the service trip determined by a two-thirds vote of the officers.

IX. Amendments

Amendments to this constitution shall be approved by a two-thirds majority of officers.

The ratified constitution shall become effective upon approval.

Revised

September 2023

September 2022

January 2018

September 2015

October 2012

November 2011

January 2003

March 2000

September 1990

February 1989

October 1988