

# **The Contact Lens Advancement Society**

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 Contact Lens Advancement Society.

### **ARTICLE II: MISSION**

The mission of this organization is to provide educational information to future optometrists so that each member of The Contact Lens Advancement Society can have a better overall understanding of the aspects of contact lenses as well as to prepare them for their future career.

### **ARTICLE III: GOALS**

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

- To provide an understanding of the various types of contact lenses and their impact in optometry
- To provide guest speakers on the following topics:
  - Doctors who specialize in contact lenses
  - Contact lens companies
- To host contact lens workshops
- To stress the importance of networking opportunities
- To provide for the general 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 contact lenses and their place in optometry. Membership is open to those not currently enrolled as students with the College of Optometry who are sponsored by a current member and the approval of the club president. There are no membership dues for this organization. Attendance of at least one meeting per academic semester is required to be considered a member of this organization.

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

If a member conducts him/herself in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, he/she may be removed with a majority vote of the other voting membership or unanimous vote of the officers, under the counsel of the advisor.

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 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. Sponsored events are intended for current Ohio State Optometry students only. Approval of sponsor will be needed for any non-optometry students. Three main types of meetings may be held:

- General Meetings – This type of meeting is intended for all members. It will 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.
- Targeted Audience Meetings – Certain meetings or events may have participation limited to specific audiences depending on the nature of the event. These restrictions may include limiting participation to students of a certain rank or a certain number of students. An example of this type of meeting would be a workshop style event restricted to OPT IIIs or IVs since these students have previous experience fitting lenses and the background knowledge necessary to more ideally participate in this style event.

#### ARTICLE VII: OFFICER SELECTION AND REMOVAL

The selection of 3 officers will occur in March or April of the spring semester or any time there is an officer vacancy. In order to be eligible for a position, applicants must have attended at least one previous CLAS meeting or event. The current president will open up applications for the new executive board via email to second- and third-year Ohio State optometry students. Interested applicants will have the opportunity to provide the current president with a description of what position(s) they are interested in and explain why they are the most qualified individual for the position. The applications will then be compiled by the president for the current executive board to review and vote upon. The selection of the officers will be based on the majority vote of all current executive board members. If a current executive board member wishes to run for an executive board position again, then they will not be able to cast a vote in the election of the new executive board. In the event that there is a tie vote or all current executive board members plan on running for another position, then the winner will be decided by the current advisor. Each executive board member will serve a one-year term. Current executive board members may run for multiple terms. Executive board members must be in good standing with The Ohio State University to be elected and to maintain their office.

Each newly elected officer will assume office at the start of the summer semester. Officers are removed automatically when their term is complete, unless reelected for another term. 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 vote. The officer will be removed immediately upon a 2/3rds majority of voting executive board 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 October 15th.

## ARTICLE IX: EXECUTIVE BOARD POSITIONS AND RESPONSIBILITIES

### (A) PRESIDENT

- Will have oversight and coordination of all activities of fellow officers.
- Will conduct and call executive meetings on a timely basis.
- Will assist the Faculty Adviser in finding and contacting potential guest speakers.
- Will coordinate events with the Faculty Adviser as needed.
- Shall assist the event coordinators in researching and pursuing possible sponsorships for meetings conducted by the guest speakers.
- Is in charge of introducing all guest speakers.
- Decides when and how to spend money, but the Treasurer writes the checks.
- Must make sure an updated charter and roster is submitted every year by October 15th.
- Assist other Executive Board Members with their duties as necessary.
- Will schedule the room assignment for all meetings.
- Will keep a logical log of all duties and will educate the individual who succeeds the current president.

### (B) VICE-PRESIDENT

- Will assist the president in scheduling events.
- Will assist the president when needed.
- Will help coordinate day of event activities such as greeting speakers and setting up refreshments.
- Will keep a log of all duties.
- Will educate their successor on all relevant duties when the vice-president elect is decided.

### (D) 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 report itemizing accounts receivable and accounts payable, and present this document to the faculty adviser, and current officers.
- Will maintain a bank account reporting all deposits and payments in a timely fashion.
- Will write checks on behalf of the organization.
- Is responsible for any additional duties as assigned.
- Will keep a logical log of all duties and will educate the individual who succeeds the current Treasurer.

### (E) FACULTY ADVISOR

- Will assist the organization as needed.
- Must be an instructor or professor of the College of Optometry.

#### ARTICLE X: DISSOLUTION OF THE STUDENT ORGANIZATION

If the College of Optometry no longer has a need for The Doctor of Optometry Contact Lens 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 at 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.

Changes will be effective immediately. Revisions may be made by one of the following mechanisms:

- A unanimous vote by the Executive Board with the approval of the faculty advisor.
- A simple majority vote by the Executive Board with the approval of a simple majority of the general members.
- A 2/3rd majority vote by the general members.

Last Revised on 10/25/2023

by Mackenzie Coyne