

Constitution and By-Laws

Article I: Name, Purpose, and Non-Discrimination Policy of the Organization **Ophthalmic Engineering Journal Club**

Purpose

The Ophthalmic Engineering Journal Club is a student-led organization for the academic enrichment of students whose research and academic interests fall in the intersection of ocular research and engineering.

Non-Discrimination Policy

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: Qualifications and categories of membership

Student members of the OEJC will be undergraduate or graduate students who are affiliated with biomedical engineering and/or ocular research. This can include students who are pursuing either bachelor's or graduate degrees in biomedical engineering, or who are conducting ophthalmology or ocular research with a faculty member in biomedical engineering/at Ohio State University in general. Student members may participate as voting members in elections for the executive board and may serve as members of the executive board. Student members will also be eligible to apply for and receive potential scholarships/awards from the group. Membership can be extended to others affiliated with the university, including post-doctoral researchers and clinicians.

Non-student members will include Ohio State University faculty whose research interests fall in the intersection of ophthalmology, ocular research, and engineering. Non-student members may participate in meetings and provide input for scholarships/awards selections, but will be non-voting members in elections.

Article III: Methods for Removing members and Executive Officers

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor(s).

Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor(s).

Article IV: Organization Leadership

President

The President shall complete the prescribed training and fulfill all requirements mandated by the OSU Student Union. The President will serve as the primary contact for the organization. The President shall call, set the agenda for, and lead meetings of the organization and executive committee.

Vice President

The Vice President will assist the President with their responsibilities and will serve in the President's stead in their absence. The Vice President shall stand in for the President in the event that they are not able to perform their duties.

Advisor

Core faculty and/or staff members from the Biomedical Engineering Department may be chosen as advisor and co-advisor(s) for the OEJC student group. The faculty/staff advisor chosen must complete the advisor training prescribed by the OSU Student Union. (S)he will serve as a reference of the departmental rules and regulations, provide objective opinion in organizational ruling and maintain final decision making power.

The advisor will commit to a two year term with the organization and reserves the right to part with the organization at the completion of their term. Incoming executive committee members hold the right to invite the preceding advisor for another term of service or to choose a new advisor.

Treasurer

The Treasurer shall complete the prescribed annual training and fulfill all requirements mandated by the OSU Student Union. The Treasurer shall oversee all monetary transactions, keep an accurate and up to date account of organizational finances, head all funding request initiatives, complete the end of the year Operating Funds audit by May 1 of every academic year and, when necessary, interface with departmental administrative staff in fiscal-related matters.

Secretary

This individual will be tasked with assisting with officer tasks and managing meetings. They will help with vice president, treasurer, and other various management tasks.

Article V: Election/Selection of Organization Leadership

Elections

Executive Committee members will be elected annually during the end of Spring semester. Only student members may be eligible for nomination and may self-nominate. At least 75% of members must be present to vote for the elections to take place. A simple majority of votes is

required to win. In the case of a tie for the most votes, runoff elections will be conducted for only those involved in the tie. Terms will begin on June 1st and end on May 31st.

Stepping Down

In the case a member of the Executive Committee chooses to step down, they must submit their intention in writing, and must they be replaced expeditiously. If the President steps down, the Vice President will become the President and the Vice President role must be filled. In all other cases, the position that has been vacated is the position that will be filled. A call for nominations will be made for the position within one day of the member submitting their intention to step down and an interim from the EC will be named. Nominations will close 3 days later, and the group will vote upon which nominee will fill the role. The advisor(s) will oversee the process and can vote in case of a tie.

Article VI: Meetings and Events of the Organization: Required Meetings and their Frequency
General body meetings will be held weekly, and executive committee meetings will be held, at minimum, once a month.

Article VII: Method of Amending the Constitution: Proposals, Notice, and Voting Requirements
An amendment to the constitution of the Association must be presented in writing and can be proposed by any member of the Association.

All members will be given at least a full weeks' notice of the proposed amendment beginning when the amendment is posted online and emails are sent informing all members of the proposed amendment.

Adoption of the proposed amendment will be decided at a meeting in which the executive committee will be present as well as any members who decide to partake in the decision regarding the proposed amendment. Notice of the date, time and location of this meeting will be given at least a week in advance.

The proposed amendment shall be adopted by affirmative votes from two-thirds of all the attending student members at the decision meeting.

Notice of the amendment adoption or rejection shall be recorded in the minutes of the meeting in which the vote takes place.