

# **Constitution and Bylaws Guidelines for National Optometric Student Association Chapter at The Ohio State University**

## **Constitution**

### ***Article I Name, Purpose, and Non-Discrimination Policy of the Organization***

#### ***A. Section 1 Name:***

1. The name of this organization is the National Optometric Student Association Chapter at The Ohio State University, hereafter referred to as NOSA
2. NOSA is a service organization dedicated to advancing the visual health of minority populations and is the student extension of the National Optometric Association.

#### ***B. Section 2 Purpose:***

1. To stimulate and encourage professional, intellectual, and social relationships with members of optometric programs, as well as other health professional student organizations.
2. To encourage the recruitment and retention of minority students into optometric programs.
3. To aid the National Optometric Association and the National Optometric Student Association in their activities and to be active participants therein.
4. To provide professional service through involvement in the community.

#### ***C. Section 3 NonDiscrimination 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.***

The membership of the National Optometric Student Association Chapter at The Ohio State University shall consist of any persons at The Ohio State University interested in the enhancement of vision care to minority populations.

#### ***A. Membership in National Optometric Student Association Chapter at The Ohio State University,***

Any student whose dues are received by NOSA and is in good academic standing with The Ohio State University College of Optometry shall be a member of this Association and is entitled to full privileges of the Association including voting rights, participation in activities of the organization, and holding of offices within the organization

#### ***B. Membership in the National Optometric Student Association (Parent Organization)***

1. Affiliated Chapters shall be those student optometric organizations of accredited schools and colleges of optometry and may hereafter be recognized by NOSA as constituents of and affiliated with the NOSA.
2. Membership Classification/Categories:
  - o Active Members:
    - Any student in optometry school who is a member in good standing with the local student chapter and whose dues are received by the national NOSA shall be an active member of this Association. Each active member is entitled to full privileges of the association.
  - o Affiliate Members:
    - A student in optometry school who is not represented or is not an active member of a local affiliated chapter, whose dues are received by the NOSA shall be an affiliated member of this Association.
  - o Honorary Members:
    - Honorary membership may be granted to those individuals who are of assistance to the Association and its student chapters for such time as determined by the Executive Officers of the NOSA. These members may participate in the activities of the organization but may not vote on organization business, elections, or hold an office.
  - o Associate Members:

- Students enrolled in optometry technician programs and/or non-university programs are eligible individuals for associate membership. These members may participate in the activities of the organization but may not vote on organization business, elections, or hold an office.

***Article III Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.***

***A. Titles of Officers:***

The Executive Committee shall be composed of the officers of The Ohio State University Chapter of NOSA which are as follows:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Outreach Coordinators (2-3)

***B. Terms of Office:***

The officers of the NOSA Chapter at The Ohio State University shall serve one-year terms but may be re-elected for an unlimited number of terms.

***C. Removal of Officers :***

1. If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, with the consultation of the advisor.
2. The Ohio State University College of Optometry Executive Committee, consisting of the Dean and other support staff, also has the right to remove an officer from their position if they have deemed that the position is threatening their academic standing.
3. In the case that an officer is forcibly removed, a new officer will be elected using the same method as described under Article VI within 7-10 business days.

***D. Type of Selection:***

1. The officers of the NOSA Chapter at The Ohio State University will be nominated by members of the chapter based on their involvement in the organization.
2. They will be elected by a simple majority of the members of the Chapter as described in Article VI below.

***E. Duties of the Leaders:***

1. *The duties of the President shall be to:*
  - a. Preside over all meetings of the National Optometric Student Association Chapter at The Ohio State University.
  - b. Have general supervision over the organization.
  - c. Act as the official representative of the NOSA or appoint members to act as representation in all affairs.
  - d. Maintain an up-to-date copy of the Constitution and Bylaws of the NOSA and of The Ohio State University Chapter of NOSA..
  - e. Meet and coordinate with the advisors as needed.
  - f. Attend monthly NOSA National conference calls, if unable to attend must appoint a representative
2. *The duties of the Vice President shall be to:*
  - a. Assume the duties of the President in his/her absence or disability.
  - b. Serve as assistant to the President in all organizational affairs.
  - c. Work with the President and Advisors to schedule Executive board meetings as well as NOSA events throughout the year.
  - d. Organize Annual Dinner with Docs
3. *The duties of the Secretary shall be to:*
  - a. Record the minutes of each meeting..

- b. Reply to correspondence as directed by the President..
  - c. Maintain the Chapters social media pages and keep the calendar up to date.
  - d. Maintain the information board in the student mailroom at the college of optometry in conjunction with the outreach coordinators.
- 4. *The duties of the Treasurer shall be to*
  - a. Be responsible for all financial transactions of the NOSA Chapter at The Ohio State University
  - b. Collect all fundraising money, and ensure debts are paid in a timely manner.
  - c. Collect all dues and Maintain a list of members in good standing
  - d. Submit a financial report to the group and the advisors at least once each year.
  - e. Coordinate with the President and advisors to apply for funding from the Ohio State Student Union for all eligible expenses.
  - f. Maintain a digital record of all NOSA financial transactions.
- 5. *The duties of the Treasurer-Elect shall be to*
  - g. Be responsible for all financial transactions of the NOSA Chapter at The Ohio State University
  - h. Collect all fundraising money, and ensure debts are paid in a timely manner.
  - i. Collect all dues and Maintain a list of members in good standing
  - j. Submit a financial report to the group and the advisors at least once each year.
  - k. Coordinate with the President and advisors to apply for funding from the Ohio State Student Union for all eligible expenses.
  - l. Maintain a digital record of all NOSA financial transactions.
- 6. *The duties of the Outreach Coordinator(s) shall be to:*
  - a. Organize screenings.
  - b. Maintain the information board in the student mailroom in conjunction with the Secretary.
  - c. Assist the secretary and treasurer if/when needed.

***Article IV Executive Committee:***

The Ohio State University Chapter of NOSA Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and Outreach Coordinator(s).

***Article VI – Method of Selecting and/or Removing Officers and Members.***

- A. Method of Selecting and/or Removing Officers
  - 1. All candidates for elective office must be classified as an active member in good academic standing [GPA equal to or greater than 2.0] who has come to at least one screening.
  - 2. Individuals who plan to run for office are nominated by an active member (including the candidate) of the National Optometric Student Association Chapter at The Ohio State University.
  - 3. Elections will take place at an officially announced and conducted meeting of The Ohio State University Chapter of NOSA.
  - 4. Each candidate shall have the opportunity to speak for 2-5 minutes, depending on the number of candidates.
  - 5. A simple majority is needed to win the elections. The outgoing President, an Advisor, or an uninterested party will tally the votes.
  - 6. In the event of a tie, the current board will take a vote to decide and majority vote will decide the winner.
  - 7. Officers who decide to step down must contact the President and the Advisors in person or in writing. At that time they must explain their reason as to why they could not fulfill their duties. After the decision is made, the Executive Committee and the Advisor(s) may vote on an individual who could fill the position. Nomination criteria are based on (but not limited to) prompt payment of annual dues, active participation in NOSA, and being in good academic standing [GPA equal to or greater than 2.0]. Active participation is imperative as it indicates the individual is aware of the goals of the organization and is fit to be a dependable, and responsible representative of the NOSA Chapter at The Ohio State University.
  - 8. Members running for President must have served at least one year on the executive board previously.

- B. Method of Selecting and/or Removing Members

1. As stated in the Non-Discrimination Policy, no members will be denied membership based on age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, political views, or veteran status. The only criteria for selection of members are that they are in good academic standing [GPA equal to or greater than 2.0] and have paid their dues for the year.
2. In the event that a prospective member or past member does not pay their dues, they will be removed from the organization and not be allowed to participate in the organization's functions or run for office.
3. Those who are not in good academic standing [GPA equal to or greater than 2.0] may not participate in the organization functions until their academic status improves.
4. In the event that a member steals from the organization, the member will be immediately removed from the organization without a vote. If money was taken from the organization, the individual must pay the organization back within 2 weeks (from the date of the incident) If the money is not received within the time given, he or she will pay interest in addition to the specified amount. If an item was stolen from the organization, the individual will be instructed to return that item and pay a fine as decided by the Advisor(s) and the Executive Committee (if the student in question is an officer, he/she will not be part of the decision-making process). In either event, the member will not be able to return to the organization during their time at The Ohio State University.
5. If at any point a member does not act in accordance with the Constitution by tarnishing the organization name or does not abide by the organization's mission, a meeting consisting of the Advisor(s) and the Executive Committee will be held. A vote will be held to determine the repercussions of the situation at hand. A two-thirds vote by the Executive Committee and the Advisor(s) will serve as the final decision. If the student in question is an officer, he/she will not be part of the decision-making process or vote. A meeting will then be held with the member to discuss the outcome of the vote. Depending on the severity of the situation, the ultimate decision can lead to permanent removal from the organization.
6. The decision for removal in either of the scenarios listed above will not be based on sex, political affiliation, religion, age, sexual orientation, veteran's status, or popularity. All situations brought to the attention of the NOSA Executive Committee and Advisor(s) will be viewed in a fair and unbiased manner.
  - a. In the case that an officer is forcibly removed, a new officer will be elected using the same method as described under Article VI within 7-10 business days.

***Article VII – Advisor(s) or Advisory Board: Qualification Criteria.***

- A. The Dean of The Ohio State University College of Optometry appoints the Advisor(s) of the NOSA Chapter at The Ohio State University. The Advisor(s) will serve in their position until the Dean appoints a new Advisor(s). The Advisor(s) must be members of the University faculty or Administrative & Professional staff.
- B. The roles of the Advisor(s) shall be to:
  1. Advise the leadership of the organization in the management of the organization.
  2. Serve as a signatory for the Chapter's financial business.
  3. Advise the student members as needed.
  4. Review annual goals, roster and constitution in accordance with the Ohio Union and approve funding requests.
  5. Attend training sessions every 2 years as required by the Ohio Union
- C. The expectations of the Advisor(s) are to attend executive officer meetings, offer advice, take a role in formulating the organization's goals, call extra meetings of the executive officers when s/he believes it's necessary, and provide any insight when necessary to aid in the growth and well-being of the organization.
- D. Serve as Liaison for CID
- E. Advisor(s) have the right to discuss all expenditures with the treasurer, review the finances, as well as serve as second signer on checks.

***Article VIII – Meetings of the Organization: Required meetings and their frequency.***

There shall be at least one regular meeting of the NOSA Chapter at The Ohio State University during the school year. The President shall call this meeting with at least seven days advance notice by email or other electronic means. Other meetings may be called by the President or at the written request of at least three members in good standing. At least seven days advance notice shall be given to the membership of such meetings.

***Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.***

The Constitution and Bylaws may be amended at any legally called and conducted meeting of the National Optometric Student Association Chapter at The Ohio State University by two-thirds affirmative vote of the membership present and voting, provided that written notice has been previously given to all members of the association at least seven days prior to the said meeting, containing the text of the proposed amendment(s)

***Article X – Method of Dissolution of Organization***

The organization will be dissolved in the event that it has no members. All unencumbered funds shall be given to The Ohio State University College of Optometry H.E. Welton Fund.

## **Bylaws**

### ***Article I – Parliamentary Authority***

The rules contained in this constitution shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws of this organization.

### ***Article II - Membership***

#### *Membership in the NOSA Chapter at The Ohio State University:*

Any student in good standing [GPA 2.0 or higher] at The Ohio State University College of Optometry whose dues are received by NOSA shall be a member of this Association and is entitled to full privileges of the Association including voting rights, participation in activities of the organization, and holding of offices within the organization.

#### *Membership in the National Optometric Student Association (Parent Organization)*

1. Affiliated Chapters shall be those student optometric organizations of accredited schools and colleges of optometry and may hereafter be recognized by NOSA as constituents of and affiliated with the NOSA.
2. Membership Classification/Categories:
  - o Active Members:
    - Any student in optometry school who is a member in good standing with the local student chapter and whose dues are received by the national NOSA shall be an active member of this Association. Each active member is entitled to full privileges of the association.
  - o Affiliate Members:
    - A student in optometry school who is not represented or is not an active member of a local affiliated chapter, whose dues are received by the NOSA shall be an affiliated member of this Association.
  - o Honorary Members:
    - Honorary membership may be granted to those individuals who are of assistance to the Association and its student chapters for such time as determined by the Executive Officers of the NOSA. These members may participate in the activities of the organization but may not vote on organization business, elections, or hold an office.
  - o Associate Members:
    - Students enrolled in optometry technician programs and/or non-university programs are eligible individuals for associate membership. These members may participate in the activities of the organization but may not vote on organization business, elections, or hold an office.

#### *Dues:*

- o The dues for The Ohio State University Chapter of NOSA shall be \$10.00 per year. The dues for The National Optometric Student Association (Parent Organization) shall be \$30.00. Thus, the total dues for the year for each member are \$40.00. Dues are to be submitted to the Treasurer by the deadline decided.
- o Honorary members shall pay no annual dues.

### ***Article III – Election / Appointment of Government Leadership***

The election of officers shall take place during Spring Semester of each year.

All candidates for elective office must be classified as an active member in good standing.

Individuals who plan to run for office, are nominated by an active member (including the candidate) of the NOSA Chapter at The Ohio State University

Elections will take place at a legally called and conducted meeting of The Ohio State University Chapter of NOSA.

A simple majority is needed to win the election.

#### ***Article IV - Executive Committee***

The NOSA Chapter at The Ohio State University Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Outreach Coordinators (2-3), First Year Liaison

#### ***Article V- Standing Committees***

There shall be no standing committees

#### ***Article V - Advisor/Advisory Board Responsibilities***

- o The Dean of The Ohio State University College of Optometry appoints the Advisor(s) of The Ohio State University Chapter of NOSA. The Advisor(s) will serve in their position until the Dean appoints a new advisor.
- o The expectations of the Advisor(s) are to attend executive officer meetings, offer advice, take a role in formulating the organization's goals, call extra meetings of the executive officers when s/he believes it's necessary, and provide any insight when necessary to aid in the growth and well-being of the organization.
- o Serve as Liaison for CID
- o Advisor(s) have the right to discuss all expenditures with the treasurer; review the finances, as well as serve as second signer on checks.

#### ***Article VI - Meeting Requirements***

There shall be at least one general body meeting of the NOSA Chapter at The Ohio State University during the school year. The President shall call this meeting with at least seven days advance notice. Other meetings may be called by the president or at the written request of at least three members in good standing. Active members should make an effort to attend, or notify the Executive Board and/or Advisor(s) of the reason for absence.

#### ***Article VII - Method of Amending Bylaws***

These Bylaws, or any part thereof may be amended or repealed by the Association by a written proposal submitted to the membership thirty (30) days in advance of the regular or called meeting. The amendment will pass by a 2/3 Majority vote.

***Constitution Approved: 8/27/24***