

**STUDENT CHAPTER OF
THE AMERICAN ACADEMY OF OPTOMETRY
AT THE OHIO STATE UNIVERSITY
338 W 10th Ave, Columbus, OH 43210
CONSTITUTION
(Revised 05/24/2025)**

ARTICLE I: Name, Purpose, and Non-Discrimination Policy

SECTION 1 – Name: The name of this organization shall be Student Chapter of The American Academy of Optometry at The Ohio State University (SAAO at OSU).

SECTION 2 – Purpose: The purpose of this organization is to serve as an extension of The American Academy of Optometry by being the Ohio State Student Chapter of the American Academy of Optometry. We will strive to uphold the mission and values of The American Academy of Optometry by promoting the art and science of vision care through lifelong learning.

SECTION 3 – 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

SECTION 1 – Qualifications and Becoming a Member: All enrolled students in The Ohio State College of Optometry are able to become a member by completing an online sign up survey, registering at the club fair, or reaching out to a member of the executive board of SAAO at OSU. All members must maintain a minimum GPA of 2.00.

SECTION 2 – Sexual Misconduct Policy: As a student organization at The Ohio State University, the Student Chapter of The American Academy of Optometry expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

ARTICLE III: Member and Executive Officer Removal Process

SECTION 1 – General Members: Any member of SAAO at OSU that lacks good standing with the University or commits any violation of the Student Honor Code, university policy, or federal, state, or local laws, may be called for removal. After allowing an opportunity to hear the

individual's case, a majority vote from the officers and approval from the organization's advisor would result in a successful removal. Graduation, personal decision, or removal from the Optometry program will cause their student AAO membership to be deactivated internally.

SECTION 2 – Executive Officers: Any officer that does not uphold the constitution, fails to perform duties, acquires a cumulative GPA less than 2.50, or acts in any behavior against advancing the purpose of this organization, including violations of the Student Honor Code, university policy, or federal, state, or local laws, may be called for removal. The other officers on the Executive Board may vote to remove the individual after allowing an opportunity to hear their case, and would do so successfully with at least a two-thirds result in favor of removal with approval of the organization's advisor.

ARTICLE IV: Officers and Their Roles

The officers of this organization shall include president, secretary, treasurer, and fundraising chair. All officers must maintain a minimum GPA of 2.50 during the time in which their position is active.

SECTION 1: The duties of the president are as follows:

- A. Will oversee all local activities and fund allocation
- B. Will preside over meetings of the local executive council and general sessions
- C. Will plan at least two SAAO officer meetings per academic year
- D. Will complete president's training by the Office of Student Life (normally April 15th)
- E. Will ensure that all requirements are met to maintain SAAO as an actively registered organization with the Office of Student Life within the time limits set each year by the Ohio Union (often by April 15th)
- F. Will serve as the organization's liaison to student council
- G. Will serve as the organization's student liaison to AAO
- H. Will represent the SAAO at college events, the Academy meeting, and other conferences, or will delegate this duty to another member on the SAAO board if necessary
- I. Will assist fundraising chair in sending donation letters
- J. Will maintain an accurate copy of the chapter's constitution with changes only made with approval by the board
- K. Annually review constitutional roles and duties of the executive officers and maintain active correspondence with other members of the executive council as necessary

SECTION 2: The duties of the secretary are as follows:

- A. Will record minutes at each executive council and general session meeting and will relay pertinent information to all members and the faculty advisor
- B. Will organize SAAO student newsletter and Academy "wrap-up" publication
- C. Will serve as vice president and assume responsibilities of president when they are unavailable
- D. Will keep president informed of all duties

SECTION 3: The duties of the treasurer are as follows:

- A. Will maintain the OSU chapter checking account including fundraising money, payment of chapter debts, and will oversee all other financial concerns of the chapter
- B. Will assist fundraising chair collect incoming donations
- C. Will complete treasurer's training by the Office of Student Life (normally April 15th)
- D. Will apply for the programming funds allocated by the Ohio Union, as needed
- E. Will coordinate with the American Academy of Optometry grants and award manager regarding the Student Giving Match Travel Grant
- F. Will prepare a financial report to be presented to the executive council
- G. Will complete annual local taxes
- H. Will keep president informed of all duties

SECTION 4: The duties of the fundraising chair are as follows:

- A. Will maintain a current list of possible donors
- B. Will send donation letter or email to all donors annually
- C. Will collect all incoming donations
- D. Will send thank you notes to all donors
- E. Will organize fundraisers to support chapter activities
- F. Will keep president informed of all duties

ARTICLE V: Faculty

A faculty advisor shall be appointed by the executive council with coordination among the administration within The College of Optometry every 5 years. The faculty advisor is expected to be a Fellow of the American Academy of Optometry (FAAO).

ARTICLE VI: Election of Officers

SECTION 1: The officers shall be elected from the first or second year class by March 1st each academic year. However, the president must come from the 2nd year class. Elected positions include president, treasurer, secretary, and fundraising chair. The newly elected officers' term will commence following the completion of their university training session and will continue until their successors are trained.

SECTION 2: Nominations shall be taken prior to the scheduled elections during spring semester.

SECTION 3: The election process entails a blind ranking process of self nominated candidates. Candidates will submit an application that includes a personal statement and preferential ranking of executive officer positions. The highest ranking candidate will receive their top preference and this process will continue until all 4 elected positions have been filled. In the case of a tie a runoff vote will be conducted between the tying candidates.

SECTION 4: In the event that any officer is unable or unwilling to perform the duties of his/her office, the Executive Board will proceed with the removal process and elect a successor to the vacant position.

SECTION 5: Officers who are 2nd years during the time of their term and wish to serve on the board the following term may select their successive position at the discretion of the board.

SECTION 6: Past officers are expected to serve as mentors until the completion of the academic year in which they held office.

ARTICLE VII: Selection of Travel Grant Awardees

SECTION 1: Past officers will be given priority consideration for travel grants.

SECTION 2: The selection process entails a blind ranking process of self nominated candidates. Candidates will submit an application that includes a personal statement and abstract acceptance status. The highest ranking candidates will receive travel grants in amounts decided by the current executive board. In the case of a tie a runoff vote will be conducted between the tying candidates.

ARTICLE VIII: Event Reports

All events sponsored by the local chapter where SAAO contributes or raises over one-eighth the yearly resources will require a written report detailing how the event was planned. The report will also contain a cost breakdown of the event as well as enough detail so that someone else could organize the event the following year. This report will be placed in their officer's logbook and will be submitted to the chapter's president. The reports are to be turned in by the end of the semester in which the event took place.

ARTICLE IX: Amendments to the Constitution

Revisions may be made to this constitution at any time with approval of the executive board. There must be majority rules in favor of the change by the executive board members only. While they are encouraged to make constitution recommendations at any time, general members have no final say in constitution changes. The president will be responsible for adding any amendments written in the constitution.