

Eyes On Health

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Eyes On Health

ARTICLE II. ORGANIZATION PURPOSE

To educate its members in the field of optometry and to reach out to the surrounding community through vision screenings, vision education, and service trips.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Eyes On Health *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

Section B. Hazing

Eyes On Health *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

Section C. Bylaws

Eyes On Health *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility and Timeline

All Students of The Ohio State University are eligible to join. To be considered an active member, one must participate in at least one event and one meeting per year. Members will be removed if they do not attend meetings or events. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

Section B. Member Selection

A member must contact the president to attend the emailing list serv.

Section C. Membership Timeline

Members may apply at any point throughout the year by emailing the president.

Section D. Member Removal

A member will be removed from this organization if he or she continuously disrupts meetings, steals from the club, harasses a member or misrepresents the club through foul language or actions. Individuals who commit minor, first-time offenses will be contacted via email and will be asked to amend their behavior. If the offense(s) continue or severe offense such as stealing, harassment occurs then the issue will be discussed. The issue will be discussed between the executive board and the disruptive member will be contacted. Any member or officer may make a report, and the report must include specific details as well as any supporting evidence which will be submitted to the President, Vice President and club advisor via buckeye mail. Upon the review of the report the executive board along with club advisor will review the report together and notify the member in question to discuss the alleged misconduct. The member will be informed via email and they will be given an opportunity to respond. A private meeting will be held between the accused member, Presidents', and club advisor to allow the member to present their perspective and add any evidence in their defense. Once the meeting ends and the member leaves the meeting the club advisor along with Presidents will deliberate and President, Vice-President and advisor will vote on whether to remove the member. Since there are three parties (advisor, resident and vice president) a two-third majority vote will be required. Once a final decision is made the member in question will be notified in writing or email regarding their status. It should be noted during the time of report until the final decision is made the member will be in a temporary suspension from the club and will not be allowed to attend meetings, volunteering opportunities, events etc. until a final decision has been made. If the final decision is to remove the member, they will lose all membership rights and privileges effective immediately. If a decision is made to terminate the member, the individual will not have the opportunity to join the club in the future.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The advisor will serve as a primary advisor to the club President, and includes offering guidance on organizational decisions, club initiatives, and strategic planning. The advisor will act as a liaison between the club and university departments. They will assist with information on resources such as room reservations, event approvals, as well as resources on RAM Clinic details. The advisor will also provide mentorship to the club's executive board, offering advice any conflict resolution. They will also check-in with the President and Vice President throughout the year to ensure the club thrives.

Section B. Advisor Term

The adviser must be an optometrist or ophthalmologist who is a full-time member of the University faculty or Administrative & Professional staff.

Section C. Advisor Selection

If advisor is in good standing they may help President and Vice President decide on a new advisor for the club. They may host a nomination period during any applicant that meets the criteria in Article V. Section B. to decide on the best applicant for the club. This may include faculty members, staff, or other eligible university affiliates within The OSU College of Optometry.

Section D. Advisor Replacement

In the event that the current advisor is unable to continue their role, the advisor or the club's executive board should formally notify the membership and the Office of Student Activities. The advisor may suggest a list of potential replacements for the role and share this information with the President and Vice President. If the advisor is in good standing they may help President and Vice President in the decision process of a new advisor. Eligible candidates may include faculty members, staff, or other university affiliates within The OSU College of Optometry. The President and Vice President will review potential candidates by holding a meeting with each applicant. If current advisor is in good standing and agrees to accept to be involved in the decision they may cast a vote with president and vice-president on selecting the new advisor and a 2/3 majority vote will be used. If the current advisor is not in good standing or cannot help then the decision will be left to the President and Vice President and the vote will have to be unanimous.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

President:

- Preside over all general member meetings.
- Preside over all executive board meetings and the executive board.
- Plan at least 1 trip per academic year with either RAM (Remote Area Medical) or another outreach organization.
- Work with the advisor and community to give members the opportunity to perform local service/outreach.
- Uphold the constitution to the best of his or her power.
- E-mail members about club meetings and other upcoming club events.
- Communicate with speakers/volunteer coordinators for future opportunities.
- Organize the club's participation in an Involvement Fair.
- Attend the mandatory training session by the University.

Vice President:

- Preside over meetings in place of the president, should the president be absent.
- Assist the President in holding meetings.

- Assist the president with the planning of club meetings and special events.
- Correspond with RealEyes and plan semesterly outreach opportunities.
- Organize one RealEyes training per school year.
- Assist the President with and attend the selected Involvement Fair.
- Collaborate with the president to search for new service and outreach opportunities.
- Assist the president in coordinating meetings and events.
- Collect feedback from club members about events that they have participated in.

Treasurer:

- Attend the mandatory training session by the University.
- Maintain bank account if necessary and consult President and Vice President when planning on using club money.
- Assist with and attend the Involvement Fair.
- Attempt to obtain funding for any eligible events such as the selected Involvement Fair and RAM Trip.

Secretary:

- Assist other officers in their duties.
- Actively search for more volunteer opportunities that would enhance our club goal.
- Assist with and attend the selected Involvement Fair.

Social Media:

- Update social media platforms in regards to events, meetings, and any other important information by using a creative means.
- Post about events after they have occurred, informing others of what took place.
- Be a source of communication for current and prospective members of the club.
- Seek to connect with other organizations that the club may work with in the future.

Section B. Officer Eligibility

Those who are running for President and Vice President roles need to attend at least one RAM trip clinic or volunteering event (special olympics RealEyes, vision screenings) and at least two meetings hosted by the club. This will be verified by previous attendance records. All other positions do not require any service events in order to run.

Section C. Officer Selection Process

All officers will be elected by a voting system of [active] members every Spring Semester (around April) and will serve for one year, unless special circumstances (resignations, impeachment, etc). Elections shall take place on or before the second to last meeting of the spring semester. Notice of upcoming elections shall be announced at the first general meeting of spring semester for potential students to prepare. The order for the election shall be: President, Vice President, Secretary, Treasurer, and Social Media. The current officers shall discuss the duties prior to the election date. The President shall take nominations from the floor for each office independently. Nominees must accept or decline nomination. If a nominee is unsure of his or her plans for the coming year (such as on a wait list for Optometry School), he or she may still

accept the nomination and the office if elected. If the newly elected officer is unable to fulfill his or her position, a re-election shall occur according to these procedures. If the position of President becomes vacant, the Vice President shall become President and a re-election for Vice President shall take place. All nominees must introduce themselves and their reasons for running for that specific office. In the event that there are four or more nominees for a position, a vote will occur amongst all present members at that meeting. Election to an office shall result when a candidate receives a majority of the votes. In the case of a tie, each candidate will have the opportunity to restate their position and another vote will occur. If a tie occurs a second time the decision will be made by the outgoing president. The members of the current Executive Board shall be allowed to vote. The term of office shall begin at the end of spring semester the year elections take place (in May).

Section D. Officer Removal

A complaint from any active member of the club can be filled via email and submitted to the advisor. An officer will be removed from their position if their duties are not completed; the President and advisor will have the responsibility of informing the officer that they are no longer part of the executive board. If an officer takes part in the actions listed in Article III Section 2, the same actions will be taken to resolve the issue or remove the officer. In the case that an officer must be removed from their duties, the Executive Board must meet and discuss the issue, this also includes the advisor. The standing officer must present their case to the Executive Board if needed and the Executive Board must come to a simple majority vote. If the the President is removed then the vice president will take on the responsibility of president until end of term. If anybody below the president is removed then an election will take place amongst members to fill the role, and selection will be determined by simple majority. If for some reason the board has to remove the President from the club, a meeting will occur with the club advisor and all executive board to discuss the report(s) and all parties will have the chance to state their case. A simple majority vote be used to remove the officer and the Vice President will temporarily be take on the responsibilities and roles for the remaining term. A new election will occur for the role of Vice-president and be decided by a simple majority for those present.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

The current and active executive board along with advisor will evaluate the organizations's status if the membership fails to meet the requirements set by the office of student activities or if there aren't enough members to fulfil or execute the roles of executive board for the following term. The president and advisor will notify the Office of Student Activities that the club is considering dissolution and an open meeting to all current members will be held to inform them of potential dissolution. Members may suggest opinions or alternatives to prevent disbanding. Follow discussion the executive board and active members will cast a vote on dissolving the organization a simple majority vote is required to approve dissolution. In the event of the club's distillation, all remaining funds will be donated to The Ohio State University College of Optometry, and the President, Treasurer will work with the advisor to complete any required final paperwork from the Office of Student Activites. Additionally, if it is determined that the club does not have enough activites or goals to stand alone from other pre-optometry clubs, the matter will be brought to any member on the executive board, President and advisor to discuss the potential for the club's dissolutionment.

Section B. Dissolution Procedures, including Assets and Debts

In the event of the club obtaining a bank account and if any debts remain after club dissolutionment then those shall be the responsibilities of the organization to raise funds until the remaining balance is paid in full. This can be in the form of, but not limited to fundraisers, donations etc.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Only the president or advisor can propose ammendments to the consitution. These proposed amendments should be in writing, and changes to the constitution should be completed during the application window by the incoming president and advisor. The advisor of the club can also suggest to make any changes based on the previous term performance. The President has the power to change amendments but must have advisor approval for any changes to take place. The President should make a list of incoming ideas that they would like to incorporate in the the constitution. This new decision must be unanimous between the advisor and president for it to go through.