

# EyeAID

## Student Organization Constitution

### ARTICLE I. NAME OF ORGANIZATION

EYE Advocates in Diversity

### ARTICLE II. ORGANIZATION PURPOSE

We, the members of EyeAID at The Ohio State University, do hereby establish this Constitution in order that our purpose of increasing representation in the optometry field be realized to its fullest extent. The purpose of EyeAID is to provide a space for pre-optometry students of minority backgrounds at The Ohio State University to connect and support one another, learn more about the field, and increase representation and community within the optometric field.

### ARTICLE III. UNIVERSITY REGULATIONS

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

*EyeAID 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**

*EyeAID 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**

*EyeAID 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**

EyeAID is open to all students at The Ohio State University. This organization pursues members interested in the health and optometric field. Members are devoted to the organization's mission, are excited about reaching the organization's goals, and have availability to help reach those goals. Faculty, staff, and alumni are encouraged to become members as non-voting associate or honorary members.

### **Section B. Member Selection**

Membership in EyeAID does not require an application or formal selection process and is open to all students at The Ohio State University. Any interested Ohio State student becomes a member by attending meetings, events, or activities hosted by the organization. Participation and engagement in at least one event per academic year is encouraged to remain an active member.

### **Section C. Membership Timeline**

Membership is open year-round. Students may join at any time during the academic year by attending an event or meeting. There is no deadline or renewal period; membership remains active through continued participation.

### **Section D. Member Removal**

General members and officers are required to uphold the standards of the organization. In the case that a general member must be removed, the Executive Board must meet and discuss the issue. The member may present their case to the Board, and removal requires 2/3 majority vote. Article IV, Section A protects members and officers from removal based on discrimination.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

The advisor serves as a resource and mentor to EyeAID, offering guidance on programming, leadership, and organizational development. The advisor may not vote or hold office within the organization. The advisor will:

- Provide continuity and support to student leaders
- Help interpret university policies and procedures
- Approve annual registration, goals, and any funding requests as required
- Complete advisor and anti-hazing training as required by the university

- Meet with officers periodically to support organizational planning and success

### **Section B. Advisor Term**

The advisor serves a one-year term, renewable upon mutual agreement between the advisor and the organization. Advisors may continue serving indefinitely if both the advisor and the executive board wish to continue the partnership.

### **Section C. Advisor Selection**

The advisor must be a faculty or administrative/professional staff member at The Ohio State University. The executive board will reach out to and confirm an advisor who aligns with the mission and goals of EyeAID. Selection of the advisor will occur by a vote of the executive board, requiring a two thirds majority vote. The selected individual must agree to serve and complete the advisor certification process.

### **Section D. Advisor Replacement**

If the advisor resigns or is unable to fulfill their duties, the executive board will work to identify and confirm a new advisor as soon as possible. A temporary acting advisor may be appointed if necessary until a new primary advisor is selected.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

The organization shall be led by a President, Secondary Leader, Secretary, Treasurer, Marketing Chair, and Events Chair. General duties of each position are as follows:

- **President**  
Serves as the primary student leader of the organization, oversees all operations, presides over meetings, and represents the organization in official matters.
- **Secondary Leader**  
Assists the President and fulfills their duties in their absence. Supports coordination of meetings and organizational planning.
- **Secretary**  
Maintains organizational records, takes minutes during executive meetings, manages communications, and oversees email/listserv management.
- **Treasurer**  
Manages the organization's finances, maintains financial records, and oversees budgeting,

funding requests, and spending in accordance with university policy.

- **Marketing Chair**

Oversees publicity and promotions for the organization, including social media, announcements, and outreach to increase engagement and event attendance.

- **Events Chair**

Plans, develops, and coordinates organizational programs and events that align with the mission and goals of EyeAID.

## **Section B. Officer Eligibility**

To be eligible to hold office, a member must:

1. Be a currently enrolled Ohio State student in good academic standing.
2. Demonstrate a commitment to the mission and activities of EyeAID.
3. Have attended at least one organizational meeting or event prior to applying for a leadership position.
4. Meet university eligibility requirements for student organization officers.

## **Section C. Officer Selection Process**

1. Officer applications open annually during the spring semester.
2. Interested members must submit an officer application by the posted deadline.
3. The outgoing Executive Board will review applications and conduct interviews if needed.
4. Officer selections will be determined by a majority vote of the outgoing Executive Board.
5. Newly selected officers will be notified and transition into their roles before the end of the academic year.
6. Incoming officers will receive training and onboarding from the outgoing officers.

## **Section D. Officer Removal**

An officer may be removed from their position for failure to fulfill their responsibilities, violation of university policy, misconduct, or actions that conflict with the mission or values of EyeAID.

The removal process is as follows:

1. **Establishing Cause:** A concern regarding an officer's conduct or performance must be submitted in writing to the Executive Board.
2. **Notice:** The officer in question will be informed of the concern and given the opportunity to respond and present their perspective.
3. **Discussion:** The Executive Board will meet to review the concern, hear the officer's response, and consider all relevant information. The advisor may be consulted for guidance.
4. **Vote:** A two-thirds (2/3) majority vote of the remaining Executive Board members is required to remove the officer from their position.
5. **Vacancy:** In the event that an officer position becomes vacant due to resignation, removal, ineligibility, or any other reason, the Executive Board will issue a notice of the vacancy to members and open a call for interest or nominations. Interested candidates will meet with the Executive Board for an informal interview or discussion, after which the Executive Board will vote to appoint a replacement by a two-thirds (2/3) majority. The newly selected officer will assume the role immediately and serve for the remainder of the term. If the Presidential position becomes vacant, the Secondary Leader will automatically assume the role of President, and the Executive Board will then follow the same process to appoint a new Secondary Leader.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

EyeAID may be dissolved if the organization is no longer able to operate in alignment with its mission, is unable to maintain required leadership, or by a two-thirds (2/3) majority vote of the Executive Board determining that dissolution is in the best interest of the organization. Dissolution may also occur if required university registration standards cannot be met.

### **Section B. Dissolution Procedures, including Assets and Debts**

Upon dissolution, all outstanding financial obligations must be paid in full before any remaining assets are distributed. EyeAID may not leave outstanding debts to The Ohio State University or any external party. Any remaining funds or property shall be transferred to The Ohio State University or another campus entity consistent with the mission of the organization, as approved by the advisor. All records and materials belonging to the organization will be turned over to the advisor or Student Activities for archiving.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

## **Section A. Amendment Process**

Amendments to this constitution may be proposed by any member of the organization in writing to the Executive Board. Proposed amendments will be reviewed and discussed at an Executive Board meeting to determine whether they should be brought forward for a membership vote. An amendment to this constitution shall be adopted upon a two-thirds (2/3) majority vote of the voting membership. Once adopted, the updated constitution must be submitted to the Ohio Union and Student Activities for approval within thirty (30) days, in accordance with CSA guidelines.