

Optometry Student Council

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Optometry Student Council

ARTICLE II. ORGANIZATION PURPOSE

The Student Council shall be an official representative of the College of Optometry students in the following ways:

1. Serve as a liaison between students, faculty, staff, and administrators both within the College of Optometry and The Ohio State University.
2. Promote harmony among students, faculty, and staff.
3. Serve as student representation as requested by the college and university.
4. Participate in welcoming new students to the College of Optometry.
5. Promote initiatives the Council deems necessary and within its province.

Non-Discrimination Policy: This organization and its members do not discriminate against any individual(s) for reason 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, and admission.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Optometry Student Council *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

Optometry Student Council *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

Optometry Student Council 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

Student Council membership includes students enrolled in The Ohio State University College of Optometry who opt into membership by signing up via sign up sheet at the club fair. Voting rights are reserved for the following members who are currently enrolled students in the College of Optometry:

Voting members (28):

1. Student Council Executive Officers: President(s), Vice President, Secretary, and Treasurer
2. Class officers: President and Vice President
3. College of Optometry student organization representatives:
 1. American Optometric Student Association, President
 2. Beta Sigma Kappa, President
 3. Optometric Visions Development & Rehabilitation Association, President
 4. Contact Lens Advancement Society, President
 5. Epsilon Psi Epsilon, President
 6. Fellowship of Christian Optometrists, President
 7. International Golden Key Honor Society, President
 8. Low Vision Club, President
 9. National Optometric Student Association, President
 10. Ocular Disease and Neuro-Optometry Club, President

11. Optometry Ambassadors, President
12. Private Practice Club, President
13. Student Chapter of the American Academy of Optometry, President
14. Sports Vision, President
15. Student Volunteers in Optometric Service to Humanity, President
16. Cultural Lenses, President
17. Women in White Coats, President
18. The Prismatic Effect, President

As dictated by The Ohio State University, voting membership in this student organization shall be limited to the voting members listed above. In the case where one person is the president of multiple clubs, they must choose to represent one club and appoint another club officer to cast a vote and represent the other club. The appointed individual cannot already be a voting member. If the voting member is a class representative and a student organization leader, they must appoint a club representative, who is not already a voting member, to attend and vote, or they must forfeit one of their votes. If a class representative cannot attend the meeting, they must forfeit their vote. Advisors, alumni, associates, and honorary members may participate in discussion and planning of organization activities; however, they may not vote.

To participate in a vote, student organization representatives (Article IV) must have been present at every meeting held to date in the current academic year. Excused absences include clinic, illness, family emergencies, and other events pre-approved by the student council secretary. In the event that a student organization representative cannot attend a meeting, excused absences included, they must send an organization representative in their place. If an organization representative has missed a meeting and failed to send a replacement representative, the student organization will lose voting privileges for the remainder of the academic year.

If a given organization has co-presidents, one of the two co-presidents will have voting rights. They will be determined by the organization at the start of the academic year and must inform the student council executive board prior to the first student council meeting.

In the event of the formation of a new club, the organization must be a university-recognized organization for at least a one-year period before the president has voting rights.

A negligent student council executive officer or class officer may be removed from their position by a two thirds (2/3) majority council vote. It is the duty of the council to request an immediate election for the replacement of the expelled member. A member who does not attend two (2) consecutive meetings, except fourth-year students on extern, may be reviewed by the council and expelled if it is deemed necessary by a 2/3 majority vote.

Section B. Member Selection

Members of The Optometry Student Council will include all students of The Ohio State University College of Optometry who have opted into membership. A student can gain membership or request removal at any time.

Section C. Membership Timeline

Membership will begin once the student has opted into the Student Council. Membership shall continue until graduation from The Ohio State University College of Optometry.

Section D. Member Removal

A member will be removed if they are no longer enrolled at The Ohio State University College of Optometry or if the member requests removal. Additionally, a member may be removed if they fail to meet the College's code of conduct, display inappropriate behavior at school meetings or events, or if they show behavior of disrespect towards peers, faculty, and/or staff. In the case that a member is forcibly removed, the Executive President(s) will consult the Student Council advisor(s). A meeting will then take place with the executive board officers, and a two-thirds vote will be required to remove the member.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

Advise the Student Council with feedback from the Student Council membership

Section B. Advisor Term

The advisor has no designated term limit.

Section C. Advisor Selection

It is preferable for the advisor to be a member of the college faculty or staff in an administrative role, but not a requirement. If it is necessary to find a new advisor, general members of The Optometry Student Council will vote on potential advisors, selected by the Dean. The potential advisor with the most votes will be the new advisor.

Section D. Advisor Replacement

When the Student Council seeks a new advisor or there is a vacancy in the advisor role, the Student Council Executive Board will consult the Dean for guidance. The Dean will then select potential candidates which will be voted upon by the general members. If it is necessary to terminate an advisor from their position, executive board members will vote on the termination of the advisor. The advisor will be terminated if voted off with a $\frac{2}{3}$ majority.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

Executive Officers of the Council include President(s), Vice-President, Secretary, and Treasurer. In any given year, the council may vote to combine the last two positions into one of Secretary-Treasurer with the approval of 2/3 majority vote.

1. Executive President(s) shall preside over all meetings, appoint standing and ad hoc committees, and serve as student representative(s) on the student advisory committee to the Dean of the College of Optometry, Clinic Committee, and Curriculum Committee. In order to maintain transparency, the Executive President(s) is/are required to send out the constitution to the student body at the beginning of every academic year. Additionally, it is the Executive President's responsibility to collect and review the minutes taken at each Student Council meeting before forwarding them to the college.
2. Executive Vice-President shall assist the Executive President(s), and assume presidential duties in their absence, or at the Executive President's request.
3. The Executive Secretary shall record the minutes of all Council meetings. They keep a roster of all council members, including voting members' absences in accordance with the attendance guidelines and take attendance at all meetings. The Executive Secretary is responsible for notifying the Executive President(s) if a voting member is not in accordance with the attendance policy. The Executive Secretary also updates and maintains the College of Optometry calendar utilized by students with club meeting times and student events. They must forward the meeting minutes to the Executive President(s) for review and release to the college after every Student Council meeting. The Executive Secretary aids in fundraising activities and is responsible for co-planning Diplopia Week during the spring semester, along with the Executive Treasurer.
4. Executive Treasurer shall manage all financial matters of the Council. The Executive Treasurer will have access to the council funds and is responsible for making available account balances. The Director of Student Services will distribute funding to student organizations annually, and the Executive Treasurer is responsible for cutting and distributing checks to the student organizations. If organizations fail to pick up distributions and/or deposit checks by January 1st during the academic year, the organization must forfeit the funds, which the Executive Treasurer will return to the Director of Student Services. The Executive Treasurer aids in fundraising activities and is responsible for co-planning Diplopia Week in the spring semester, along with the Executive Secretary.

Class Officers of the Council include President and Vice President.

1. Class President serves as a liaison between classmates and the faculty, staff, and administration. The Class President serves as a point of contact for professors needing to make lecture schedule changes or schedule review sessions. The Class President attends Student Council meetings and can address concerns or ideas that arise within the class. The Class President plays an integral role in welcoming the incoming first-year class in the next academic year to the College of Optometry. The Class President is responsible for coordinating with student services to plan a picnic for the incoming first-year class and their assigned big sibs with the Class Vice President. The Class President will also assist the Class Vice President in the matching process of the little sibs from the incoming first-year

class and their upperclassman big sib. Student Services will coordinate with class officers on this and approve the matching of big and little sibs. The Class President may choose to organize academic review activities or other events to help first-year students acclimate to the college. The Class President will serve as a flag bearer during graduation. The Class President also serves on the Honor Council of the College of Optometry in the event that the Class Vice President is unable to do so.

2. Class Vice President assists the Class President, and assumes presidential duties in their absence or request. The Class Vice President shall serve on the Honor Council of the College of Optometry. The Class Vice President records minutes of all class officer meetings and maintains and distributes a class calendar if one is not already being distributed. It is also the Class Vice President's responsibility to organize matters related to boards and extern/residency, including but not limited to: scheduling review sessions with professors and scheduling information sessions related to externships, residencies, and future employment opportunities with faculty as well as outside entities. The Class Vice President will communicate with the AOSA Trustee regarding NBEO exams and will schedule boards review sessions. The Class Vice President will also assist the Class President in welcoming the first-year class in the next academic year, planning the welcome picnic, and assigning incoming first-years with their upperclassman big sib. Student Services will coordinate with the Class President and Class Vice President on this and approve the matching of big and little sibs and assist in planning the big sib/little sib gathering.
3. The term of office for class officers is four (4) years. Students of all classes are encouraged to contact the Student Council executive officers with concerns regarding their class officers' performance. The Student Council will make all efforts to resolve any issues before an impeachment process is commenced.

Section B. Officer Eligibility

1. The Executive President(s) of Student Council shall be elected from a member of the current second year optometry class. To reduce the burden of any one individual, the Executive President(s) of the Student Council should not simultaneously be the president of another organization during the successive year. In the case of two candidates that want to run together as Executive co-presidents, the two students can share the role of Executive President.
2. The Executive Vice-President, Executive Secretary, and Executive Treasurer of Student Council shall be elected from the first or second year optometry class.
3. Class officers have a required minimum cumulative grade point average (G.P.A.) of 2.50 at the time of elections and for the duration of the four (4) year term. If not met, the class officer will be asked to step down from their position. If a candidate is not in a good academic position to run for office, the Director of Student Services will notify the candidate directly that they are unable to run and the candidate will recall their nomination.
4. It is discouraged that a class officer simultaneously hold another first-year elected position including

but not limited to: equipment representative, IPC Senator, AOSA representative, and SAOA representative; however, it is permitted.

Section C. Officer Selection Process

1. Executive Council elections take place by online ballot at the last meeting of the Spring Semester. Candidates will present speeches that will be included in the online ballot. The entire student body is eligible to vote, and it is not a requirement to be present at the last meeting to vote.
2. The Executive President(s) shall make it their responsibility that the elections are run in an organized and fair manner, as set forth in the constitution. If the Executive President(s) is/are unable to run the election process for any reason, it shall be the responsibility of the Executive Vice President to assume these responsibilities.
3. Terms of office for Executive Council positions shall be for one (1) year; unless a student chooses to step down from their position or is removed from office. Executive officers have a required minimum cumulative grade point average (G.P.A.) of 2.50 at the time of elections and for the duration of the term. If not met, the class officer will be asked to step down from their position.
4. New Executive Council Officers shall assume office at the end of spring semester. Following spring executive council elections, newly-elected executive officers shall meet with outgoing executive members to organize and share ideas for the upcoming year.
5. First-year class officers will be elected at the beginning of Spring semester. Student Council will also run elections for Equipment representatives at this time unless already elected for the year.
6. The class officer election will be conducted by the Student Council Executive Vice President. If the Executive Vice President is unable to run the election process for any reason, it shall be the responsibility of the Executive Secretary to assume these responsibilities. The Student Council Executive Vice President notifies the first-year class with details of the election two weeks prior to the election. This should include the class officer positions and descriptions as well as any other organization representatives that will be elected.
7. A simple majority of the class members must be present for voting to take place. If a simple majority is not present, elections must be postponed until a time when a simple majority is present.
8. Persons running for class officer election may give a short speech to make their case. All other persons running for the same position must be absent from the voting room during this time. Persons who do not win the majority vote for one position may run again for another. If there is a tie, it will be the duty of the Student Council Executive Vice President to cast their vote to determine the new officer.
9. Following elections, newly elected class officers shall meet with their respective class officer in the second-year class to further discuss the position. In March of first and fourth year, the white coat speaker and graduation speaker respectively will be voted upon by the given class. At a class meeting, either in-person or online, the opportunity to speak at the white coat ceremony or graduation

ceremony will be presented by the Executive Vice President. Students of the respective class will have a chance to verbally nominate classmates for the role. An individual must be nominated by a fellow classmate and cannot nominate themselves. Each individual can only nominate one classmate if they choose to nominate. At that time, nominees can accept or deny the nomination. If accepted, the nominees will have the opportunity to briefly speak on how they represent the class. A simple majority of the class must be present for nominations to take place. The number of nominations are not limited, and any member of the class can be nominated regardless of leadership positions held. The Executive Vice President will then release an online ballot to the class to vote. The nominee with the majority of votes will serve as the white coat or graduation speaker, and a simple majority of the class must vote for the position to be secured. In the case that one person is nominated for the position, this individual assumes the role unless a simple majority of the class objects. In the event of a tie, the Executive Vice President will cast a tie-breaking vote. If no nominations are made, the Class President assumes the role of white coat or graduation speaker.

10. In the Spring semester of fourth year, an alumnae representative will be elected at a meeting that is either in-person or online. This election will take place concurrently with the election for the graduation speaker. After graduating from the college, the alumnae representative of the class helps organize class reunion activities and serves as the liaison between the college and the class. Anyone in the class can run for this position. The Student Council Executive Vice President(s) shall hold this election via an online ballot and must notify the class at least two weeks before the election. A short speech may be given at the election meeting, and voting will take place after speeches are given. Copies of speeches will be included in the online ballot. The candidate with the majority of votes will serve as the alumnae representative. A simple majority of the class must be present, either in-person or online, for the position to be secured. In the case that one person runs for the position, this individual assumes the role unless a simple majority of the class objects. In the case where no class members choose to run for the alumnae representative position, the Class President shall assume the role.

Section D. Officer Removal

1. In the event that an executive officer steps down or is impeached from their position, an election shall be held immediately to replace that officer. The election process shall be the responsibility of the Executive Vice President. If the vacancy is for the position of Executive President, the Executive Vice President will assume the roles and responsibilities of the Executive President. An election shall then be held to elect a new executive Vice President. In the event that the Executive Vice President cannot or does not wish to fulfill the position of Executive President, an election to determine a new Executive President shall be held.
2. In the event of an executive officer being considered for impeachment, all voting members, and only voting members of the Student Council, must vote on whether or not to impeach the officer. Impeachment will only occur if there is a 2/3 vote favoring impeachment.

3. In the event that a class officer steps down or is impeached from their position, an election shall be held immediately to replace that officer. The election process shall be the responsibility of the Executive Vice President. If the vacancy is for the position of Class President, the Class Vice President will assume the roles and responsibilities of the Class President. An election shall then be held to elect a new Class Vice President. In the event that the Class Vice President cannot or does not wish to fulfill the position of Class President, an election to determine a new Class President shall be held.
4. In the event of a class officer being considered for impeachment, all voting members, and only voting members of the Student Council, must vote on whether or not to impeach the officer. Impeachment will only occur if there is a 2/3 vote favoring impeachment.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

In the event that the Student Council is deemed no longer necessary, dissolution may occur through a two-thirds (2/3) majority vote of the active council members, with approval from the faculty advisor(s).

Section B. Dissolution Procedures, including Assets and Debts

If a two-thirds (2/3) majority vote of the active council members and approval from the faculty advisor indicate dissolution of the organization is appropriate, then the president and treasurer will provide a written notice of dissolution that includes a final report detailing the reasons for dissolution and the disposition of council property and finances to the Dean of the College of Optometry.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

The Constitution shall be reviewed on a yearly basis at minimum by the Executive Council, and a proposal is made to amend or maintain the current constitution. Amendments to the constitutions may be proposed by any active member of the organization. Proposed changes must be submitted in writing to the Executive Council for initial review. Once reviewed, the proposed amendment will be presented to the general membership. To be adopted, the amendment must receive a two-thirds majority vote from the members present at a scheduled meeting where quorum is met.