

# *EPSILON PSI EPSILON BY-LAWS*

## **ARTICLE I**

This, the Beta Chapter of Epsilon Psi Epsilon, shall be governed by the rules and regulations laid down in these by-laws.

## **ARTICLE II      Meetings**

### **Section 1**

The meetings of this fraternity shall be held at the discretion of the president, having at least one meeting per semester during the academic year on a day most convenient to members of the fraternity.

### **Section 2**

Special meetings may be called and the date of regular meetings may be changed by the president, provided due notice is given to the members.

### **Section 3**

A two-thirds majority of the active members, with the president, shall constitute a quorum.

### **Section 4**

At all meetings of the active chapter only active members shall exercise the right to vote and only active members shall be considered in determining a quorum. Alumni and honorary members shall have the right to address the chapter.

### **Section 5**

Any active member who wishes to be absent from a meeting of this fraternity shall notify the president or recording secretary in writing before the meeting.

## **ARTICLE III      Officer Board**

### **Section 1 - Officer Board**

The officers of this chapter shall be president, vice-president, recording secretary, corresponding secretary, treasurer, treasurer elect, sergeant-at-arms, pledge class president and pledge class vice-president. These positions shall make up the Officer Board.

### **Section 2 - Nomination for Offices**

The nomination of officers shall be open during the spring semester, and the election and installation of officers shall be held at the conclusion of the spring semester. The newly elected officers shall preside at the first meeting of the following Autumn Semester.

### **Section 3**

Officers shall be voted on separately by secret ballot and a majority vote from the active members shall be necessary for election. If no person receives a majority vote by active members, the two people receiving the most votes shall be voted on again among active members and the person receiving the majority vote will be elected to the office. Any nominee defeated for an office may then be nominated for another office. The order of elections shall be as follows: president, vice president, treasurer, recording secretary, corresponding secretary, sergeant-at-arms, and two members-at-large for the Honor Council.

### **Section 4**

Nominations for house manager shall be taken only at the last regular meeting of the Spring Semester. The nominees shall be reviewed by the Officer Board. The Board will then recommend one person to the active chapter for approval the night of regular elections.

If approval is not obtained, the Board shall select another candidate from the remaining nominees and present their selection at the next regular meeting for approval by the active chapter.

### **Section 5**

The pledge class president and pledge class vice-president shall be members of the pledge class. Nominations will be taken during pledging and voted on prior to activation.

### **Section 6**

The president shall preside at all meetings. It shall be in their duty to see that all meetings and business of the fraternity are conducted in an orderly manner. The president can hold no other job in the fraternity other than that of chief executive.

The vice-president shall take place of the president in their absence and shall serve as chairman of the Honor Council

1. The recording secretary shall take minutes of all meetings of the fraternity.
2. The corresponding secretary shall be responsible for all official correspondence of the fraternity.
3. The treasurer shall take charge of, and properly account for, all money received and disbursed by the treasury.
4. The treasurer elect shall assist the treasurer in the duties of the latter's office. During their (assistant treasurer) term of office, they shall be responsible for gaining a thorough understanding of the duties and functions of the office of treasurer. The treasurer elect shall automatically succeed the treasurer at the next election of officers of the fraternity.

5. The pledge class president and pledge class vice-president shall coordinate the Vision Care Fund raffle and the OOA raffle. They will present the winners of the OOA raffle at the EΨE meeting during the annual OOA Conference.

#### **Section 7**

Any office or Board position vacated, except for the presidency, shall be filled by a special election following the set procedure for general elections.

#### **Section 8**

If the position of president is vacated, the vice-president shall fill the position of president and the vice president position shall be filled as set forth by Article III, Section 7.

#### **Section 9**

An elected officer may be relieved of their position by vote of the active chapter after a review by the Honor Council. In the voting, three-fourths of the active membership must be present and a two-thirds majority must be obtained to relieve them of their duties.

### **ARTICLE IV      Honor Council**

#### **Section 1**

A Honor Council of seven members shall be formed. The Board shall consist of the vice-president, treasurer, house manager, and two members-at-large; the latter to be elected at the time of the election of the Officer Board.

#### **Section 2**

Any problem or motion brought before the chapter that entails lengthy discussion or debate shall be deferred by the president to the Honor Council.

#### **Section 3**

At the next meeting of the chapter, the Board shall present an unbiased report pertaining to all sides of the question. The Honor Council shall have no power for final decision on any question. The final decision is left up to the President.

#### **Section 4**

A full report of all matters discussed (pertaining to the Fraternity) in the Board meetings shall be given to the active chapter during chapter meetings.

#### **Section 5**

Attendance at Board meetings is required for all Board members. Excused absences shall be the same as for regular meetings of the general assembly. Attendance must be taken and added to the Board minutes. Four unexcused absences during their term of office shall be reason for dismissal from the Board and a new member shall be elected as by Article III, Section 8.

#### **Section 6**

All members of the Board must be given due notice of all Board meetings.

### **ARTICLE V      Committees**

#### **Section 1**

The following are the standing committees of the fraternity:

- (A) Professional Development Committee (PDC)
- (B) Refracting Room
- (C) Rushing/Pledging
- (D) O-EΨE-O
- (E) Fun Run
- (F) Spring Banquet

The chairman of these committees shall be appointed by the president and vice-president.

#### **Section 2**

The president and vice-president shall form other committees which are deemed necessary to carry on the functions of the fraternity. They shall also appoint the chairman to these committees.

Any such appointments made by the chair shall be rescinded by a two-thirds vote of the members present.

#### **Section 3**

Committee chairman shall present a progress report to the active chapter at meetings as necessary. Also, they must submit to their successor and the president, a folder of committee activities including a financial statement for their term as chairman.

### **ARTICLE VI      Professional Development Committee**

#### **Section 1**

The professional development committee shall consist of the chairperson of the following committees:

- a. Refracting Room
- b. O-EΨE-O

### **Section 2**

The responsibilities of this committee are

- a) To coordinate activities in the above mentioned committees.
- b) To promote Professionalism.
- c) To improve community relations and enhance the image of optometry.

### **Section 3**

The committee shall oversee the disbursement of proceeds after the expenses from the Pledge Class Vision Care Fund Raffle. The proceeds from this fund will be used to enable those persons to receive optometric care at the clinic who otherwise would not be able to seek care due to financial hardship. The Professional Development Committee chairman along with the clinic coordinator of the Ohio State University College of Optometry shall screen prospective candidates for visual care. All money received by the pledge class raffles and all proceeds collected each year shall fall under the control of said committee.

## **ARTICLE VII Dues and Assessments**

### **Section 1**

The Spring Semester dues shall be payable within 2 weeks of initiation.

### **Section 2**

Semesterly dues and assessments shall be charged to active members. A vote to change the dues requires the approval of two-thirds of the active chapter.

### **Section 3**

Any member whose fees are more than one semester overdue may become inactivated, but may be reinstated upon payment of bill to date. If dues and assessments for this organization cannot be paid, financial arrangements and signed letter of intent must be made through the treasurer. A member, active or inactive, who has an outstanding debt to this fraternity shall be required to sign a demand note two weeks prior to graduation date, payable not later than one year after the date of graduation.

Any active member with outstanding debt is ineligible for senior EΨE gifts. This does not include temporary deactivation.

### **Section 4**

Any additional assessments shall be levied only by two-thirds vote of a quorum.

### **Section 5**

Active members shall be fined thirty dollars (\$30.00) for failure to attend formal sessions of initiation, unless previously excused by the president.

### **Section 6**

All members shall sign a pledge card for the Oculus Club upon initiation, thereby agreeing to fulfill the pledge agreement during the specified term.

## **ARTICLE VIII Deactivation**

Any active member who expresses a desire for deactivation may choose either of the two following alternatives:

- a) Temporary deactivation, in which the member wishes to rejoin the fraternity in the future. A \$75 assessment must be paid in full to reactivate, along with dues for the reactivation semester
- b) Permanent deactivation, in which the member must notify the president and turn in their pin and charter, thus signifying complete dissociation from this fraternity.

Any Active member who expresses a desire for deactivation must notify the treasurer by the conclusion of the second week of the semester. Any requests for deactivation after this date are at the treasurer's discretion.

## **ARTICLE IX Amendments**

Any amendment or alteration to these by-laws must first be submitted to the active chapter in writing and referred to the following meeting of the Honor Council and Chief Executive for impartial discussion and then brought before the chapter for discussion and voting at the following meeting. A three-fourths affirmative vote is necessary for acceptance and a minimum of two-thirds of the active members must be in attendance at the time of the vote.

## **ARTICLE X Awards**

### **Section 1**

An award shall be given annually at the Spring Formal to the Outstanding Pledge, and a vote by the members of the pledge class shall determine the recipient chosen from the nominees.

### **Section 2**

The Third Year Award shall be presented annually by Epsilon Psi Epsilon. Selection shall be from the entire Third Year Class by a vote of all from all of the instructors of the Second and Third years in Optometry, eminent faculty members, and the entire

Third Year Class. Criteria for the award shall be general fitness to carry on the practice of optometry, extra-curricular activity to benefit the profession, good moral repute and scholarship.

### **Section 3**

A most valuable member award shall be established honoring the Outstanding Fourth year for work done over the years they have been a member. This will be awarded at the Spring Formal and any Fourth year member of the fraternity will be eligible. The nominations will be made by the Fourth year members, submitting their names to the remainder of the chapter, who will vote on a recipient. The president shall count the votes and keep the name of this recipient a secret until the Spring Formal.

### **Section 4**

The Herbert G. Mote award shall be presented annually to the faculty member who has contributed most to the furtherance of professional, ethical optometry through their teaching at the College of Optometry.

### **Section 5**

The Clinical Instructor of the Year award shall be presented annually to a respected faculty member who has excelled in the instruction of clinical procedures at the College of Optometry. Members of the Third and Fourth year Classes shall nominate and vote on a recipient.

### **ARTICLE XI Expenditures**

Unbudgeted expenses shall be cleared with the treasurer. If the expenditure is not approved by the treasurer, the matter may be taken to the active chapter for a vote. A simple majority vote shall determine the outcome.

### **ARTICLE XII Pledging**

#### **Section 1. Recruitment**

A formal recruitment period shall be conducted during the Autumn semester for the purpose of selecting prospective members.

#### **Section 2. Mentorship**

Each pledge shall be assigned a Big Sibling, who shall serve as a mentor and guide throughout the pledgship process.

#### **Section 3. Duration of Pledgship**

The period of pledgship shall extend for a minimum of two weeks. A pledge may be excused from their obligations only with the approval of the Pledge Master(s).

#### **Section 4. Pledge Class Officers**

The offices of Pledge Class President, Pledge Class Vice President, and Treasurer-Elect shall be filled by members of the pledge class. Nominations shall be taken during the pledgship period and elections shall occur prior to activation.

#### **Section 5. Initiation**

Formal initiation into active membership shall take place upon the successful completion of pledgship.

#### **Section 6. Pledge Project**

The pledge class shall be responsible for organizing and completing a pledge project, subject to the approval of the President.

#### **Section 7. Pledge Card**

All pledges shall sign a pledge card at the time of initiation.

#### **Section 8. Restrictions on Office Holding**

No newly activated member shall be eligible to hold the office of President, Vice President, or Treasurer in the election immediately following their activation.

**RESOLUTION A**

Be it resolved that: The Beta Chapter of Epsilon Psi Epsilon will abide by all articles of its constitution and by-laws. The fraternity shall serve as a body of optometry students for the pursuit and the cultivation of the practice of ethical optometry and the studies on which the same is based, together with the defense of the rights and elevation of the dignity of the optometric profession. The brotherhood of this fraternity will continue to operate as a non-profit organization in its social, professional, and beneficiary projects as it has in the past.