

# Constitution of Pediatric Optometry Club at Indiana University

## ***Preamble***

Pediatric Optometry Club at Indiana University is open to all OD, optician/optometric technicians, and vision science students with any interest in a future of working with children in the optometric field. Our mission is to provide vital information to students interested in pursuing a career in pediatric optometry. Various speakers who work in different pediatric specialties will share knowledge on the profession and the different paths that can be pursued. Additionally, we will educate students on how to prepare for residencies and what to expect once matched with a program. We aim to continue our outreach to the community of Bloomington and are looking forward to strengthening existing relationships as well as building new ones. Such as, vision screenings at local schools and hosting information booths.

## ***Article I: Membership***

Membership is open to all OD, optician/optometric technicians, and vision science students with any interest in working with children in the optometric field. Membership dues are collected each year for an amount determined by the executive board. The list of paid members is then used to update the roster for that year. Any student that pays the annual membership dues is then part of the organization for that academic year. All officers will be voted into office by the previous Council during the spring semester. Newly voted members will take over the position the following summer. For the first year of the club, faculty advisors will select the officers. Various volunteer organizational positions may be available throughout the year and will be filled by non-officer members that volunteer for the position. They will be elected by the current club Council. Volunteers will be given a specific leadership role based on the criteria of the task being volunteered for. Participation in Pediatric Optometry Club must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. Members are removed from the organization based on their own request or it is assumed if annual membership dues are not paid.

## ***Article II: University Compliance***

Pediatric Optometry Club shall comply with all Indiana University regulations; as well as all local, state and federal laws.

## ***Article III: Executive Officers***

Officers are elected by the members at the end of the spring semester and assume office the following summer. Officers then serve until the end of the next spring semester.

Pediatric officers consist of a President, Vice President, Secretary, Treasurer, a Director of Events, and Social Media chair. The duties and responsibilities of these positions are as follows:

**President:** Calling general and officer meetings, keeping faculty advisor current on organization activities, assisting in developing meeting agendas, overseeing organization members.

**Vice-President:** Presiding in the absence of the President, assisting in developing meeting agendas, and organizing refreshments for all speaker events.

**Secretary:** Taking and distributing meeting minutes, keeping track of members who volunteer should an opportunity that is limited to a certain number of students present, and maintaining lists of the organization's members.

**Treasurer:** Completing required University paperwork, setting organization budget goals (short and long term), developing and maintaining organization budget, and maintaining records of organization spending. Establishing and implementing fundraisers for the chapter and any events. Assisting the president in requesting grants and donations.

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**Director(s) of Events:** Recruiting speakers and assisting the President in setting up events, maintaining event organization, as well as carry-out and brainstorm fundraising ideas. Responsible for working with an advisor to assemble and organize volunteers for vision screenings at local Bloomington elementary schools and other outreach events.

**Social Media Chair:** Keeping upcoming events, opportunities, and news available to members and students of IUSO through Pediatric Optometry Club's various social medias.

## ***Article IV: Advisor***

Pediatric Optometry Club will always have at least one full-time faculty advisor in good standing with the Indiana University School of Optometry. The responsibilities and duties of the advisor include supervision of the officers, logistics of the organization, and assisting in planning any larger events to be hosted by the club.

## ***Article V: Meetings***

Regular membership meetings are held at regular intervals as determined by the executive board. Members are notified of upcoming meetings via email communications as well as all social media avenues. Meeting agendas are decided on by all officers collectively. Meeting sign-in sheets are provided at each meeting for attendance purposes.

## ***Article VI: Elections***

Officer elections are held at the end of the spring semester. Members wanting to hold an office must nominate themselves for the position. Voting is done by all present council members, as well as members that are in good standing with the club. Members are notified of the upcoming election one to two months prior. All members have the equal opportunity to run for election. Applications are reviewed blind of applicant name, and council members must remain as fair and impartial as feasible. Members are notified of this opportunity during a regular meeting, in meeting minutes, and in an additional email notification.

## ***Article VII: Non-Hazing***

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

## ***Article VIII: Dues & Budgets***

Membership dues are collected annually at the start of the Fall Academic Semester. Dues are set by executive board. Members that do not pay dues by the deadline will be removed from the Pediatric Optometry Club membership list which will be used to notify members of updates. The treasurer is in charge of collecting dues and notifying the board of any budgetary changes that are required. The treasurer will present the current budget at all meetings outside of speaker events. During the first year of the chapter no dues will be collected.

## ***Article IX: Finances***

Pediatric Optometry Club will maintain a self-governed student organization which will be maintained by the chapter's treasurer. The treasurer develops and maintains the organization budget, maintains records of organization spending, and coordinates all financial affairs. Any remaining funds will remain with the organization for the next academic year. Any grant with limited eligibility (e.g. may only apply for it once

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every 3 years) will be divided equally among the following years until Pediatric Optometry Club is eligible to reapply.

## ***Article X: Personal Gain Clause***

Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies while acting as a representative of a student organization.

## ***Article XI: Programs Involving Children Clause***

This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy.

## ***Article XII: Amendments***

All eligible voting members will be notified of proposed amendments to this constitution by announcements at meetings, email, and social media postings. Amendments will be voted on by the council. Once approved by the organization, all amendments to the constitution must be submitted to Student Activities via [myinvolvement.indiana.edu](http://myinvolvement.indiana.edu) for approval.