Constitution of the American Optometric Student Association at Indiana University
(June 2019)

Article I - Name

The name of this organization shall be the American Optometric Student Association at Indiana University, hereafter referred to as AOSA at IU.

Article II – Purpose

The AOSA at IU shall be the representative body for all optometry students at Indiana University (IU). Its representatives shall work closely with the IU School of Optometry faculty and staff as well as the liaisons from the American Optometric Association (AOA), American Optometric Student Association (AOSA), and the Indiana Optometry Association (IOA). In addition to representing student issues to the dean and faculty, AOSA at IU officers shall organize student activities and events throughout the year.

Article III – Membership

Any optometry student who is in good standing and whose dues are received shall be an active member of AOSA. By becoming a member of AOSA, students are also automatically a member of AOA, AOSA at IU, and IOA. AOSA at IU shall follow the Indiana University policy of Non-Discrimination stating that participation in AOSA at IU allows any interested student to participate in, become a member of, and seek leadership positions in the organization 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.

Article IV – Officers

The officers of AOSA at IU shall be President, President-Elect, Vice-President, Vice-President-Elect, Secretary, Treasurer, Treasurer-Elect, Trustee, Trustee-Elect, AOA-PAC Liaison, AOA-PAC Liaison-Elect, Equipment Show Manager, Equipment-Show Manager Elect, two 3rd year representatives, two 2nd year representatives, and two 1st year representatives. (The Trustee and Trustee-Elect act as the representative and liaison between AOSA at IU and the national student organization for optometry AOSA.)

Article V – Meetings

Section 1.

Meeting times shall be scheduled as needed (usually once per week). Frequency of meetings shall be subject to change depending on events and concerns that come up during the academic school year. The President shall have the authority to call a meeting before the next scheduled if necessary.

Section 2.

Meetings shall be held in a designated conference room within the optometry school or the Vistakon conference room located in the Atwater Clinic.

Section 3.

Minutes from each meeting shall be kept by the Secretary and distributed by email within the next week to all AOSA at IU officers.

Section 4.

The President shall make an agenda that shall be sent to all council members before the next meeting by email.

Section 5.

The President shall suggest dates and times for the next meeting at the end of each meeting.

Article VI-Amendments

Section 1.

Any amendments to the constitution or bylaws of AOSA at IU shall require previous notification to all members of the council.

Section 2.

A 2/3 affirmative vote of those present and voting shall be required to accept any amendments to the constitution or bylaws for AOSA at IU.

Section 3.

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 directly from for- profit companies if acting as a representative of a student organization.

Bylaws of the American Optometric Student Association at IU
(June 2019)

Section 1. Dues

A) The annual dues shall be $90 for active members attending IU School of Optometry, of which $50 will go towards the dues of AOSA. Dues will cover the academic school year, plus the following summer. A discounted 4-year-membership rate may be offered but is not required. If a student does not become a member during year one, they may be eligible to receive a discounted rate if registering for a minimum of 3 years. The membership will remain active until January 1st of the year following payment. The dues shall be maintained or revised by the Board of Trustees of AOSA.

B) Dues shall be collected and submitted to the Executive Director of AOSA on or before December 1st of each calendar year. The Trustee shall be responsible for collecting and submitting dues.

Section 2. Termination of Membership

A) After graduation, 4th year students will remain members until January 1st of the following year. Upon unexpected withdrawal from IUSO, membership will be terminated immediately.

B) Membership shall be terminated if dues are not received by December 1st of each year unless the Executive Director of AOSA approves an alternative plan.

C) Membership may be terminated for a breach of the AOSA Code of Conduct based on the decision of the AOSA Judicial Committee.

D) Membership may be terminated for a violation of the IUSO Honor Code.

Article II – Officers, Qualifications

Section 1. Election, Term of Office, and Vacancies

(A) Elections for the new AOSA at IU council members shall be conducted in February of each year. Offices are for one academic year each, beginning immediately after the school's annual Eye Ball.

(B) Anyone wishing to run for office shall let the President know by the date specified by the President.

(C) The offices of President-Elect, Vice-President-Elect, Trustee-Elect, Treasurer-Elect, AOA-PAC Liaison-Elect, and Equipment Show Manager Elect shall always be filled by a 1st year student at the time of election. The President-Elect shall automatically become the President the following academic year, the Vice-President-Elect shall automatically become the Vice-President the following academic year, the Trustee-Elect shall automatically become the Trustee the following academic year, the Treasurer-Elect shall automatically become the Treasurer the following academic year, the AOA-PAC Liaison-Elect shall automatically become the AOA-PAC Liaison the following academic year, and the Equipment Show Manager Elect shall automatically become the Equipment Show Manager the following academic year. Each of the class representatives shall be from each respective class (a 3rd year rep must be a part of the 3rd year class). 4th year students will not be eligible for any of these positions because they are on rotations for clinic and switch clinic sites every 3 months, sometimes out of the state of IN.

(D) Election of all offices, with the exception of the President, Vice-President, Trustee, Treasurer, AOA-PAC Liaison, and Equipment Show Manager (as these positions will automatically be filled by the President-Elect, Vice-President-Elect, Trustee-Elect, Treasurer-Elect, AOA-PAC Liaison-Elect, and Equipment Show Manager Elect) will take place each year in February approximately 3 weeks prior to the school's annual Eye Ball. Student candidates for the positions of President-Elect, Vice-President-Elect, and Trustee-Elect will be required to submit a current resume or CV along with a statement for why they desire the elected position they are seeking and why they feel they are qualified for such position to the sitting President by a specified date. Student candidates for the positions of Secretary, Treasurer-Elect, AOA-Pac Liaison-Elect, and Equipment Show Manager-Elect shall submit a resume or CV to the sitting President at the said specified date. All applications will be carefully reviewed by the entire sitting council. The council will then arrange for all candidates to receive a brief interview from the sitting council approximately 3 weeks prior to the annual Eye Ball. The candidates will be appointed to each position on a majority-rules-basis, and the elected candidates will be announced at the Eye Ball.

(F) Any vacancies occurring in any office by reason of death, resignation or otherwise, shall be filled by the remaining AOSA at IU officers for the rest of the current term until the next election takes place.

Section 2. Duties

(A) The President shall preside over AOSA at IU meetings and shall act as the liaison in all fashions between the student body, the faculty and staff. The President shall also coordinate and preside over the Dean's Student Advisory Committee meetings. Four times per year, the President will represent the students at the IOA board meetings and will be the student representative in the House of Representatives at the IOA's annual spring convention. The President shall also serve as the delegate for IU at the annual joint AOA-AOSA national conference. Delegates from each school of optometry represent AOSA in the AOA House of Delegates and shall vote when necessary on issues and resolutions proposed during the meeting.

(B) The President-Elect shall preside over all meetings in which the President is absent. The President-Elect shall keep in close contact with all of the President's affairs as to allow for a smooth transition into

the position of President after one year. The President-Elect shall also be required to attend the annual joint AOA-AOSA national conference serving as the alternate delegate behind the President in the AOA House of Delegates. The President-Elect shall organize and coordinate the annual school Fall Social and the Optometry Olympics Field Day.

(C) The Trustee shall act as the national liaison between the students of the IU School of Optometry and the AOA and AOSA, and shall report back to IU students on national AOSA activities and concerns. The Trustee shall be required to attend the bi-annual meetings of the AOSA Board of Trustees. The Trustee shall submit biannual reports to the national VP of AOSA, reporting on recent school activities or changes, in January and June. The Trustee shall also appoint all local liaisons for other national allied organization to AOSA. The Trustee shall also promote and distribute all information regarding the upcoming joining national AOA-AOSA conference. The Trustee shall be responsible for organizing and coordinating the sportswear sale fundraiser at the end of fall semester. The Trustee (or Trustee-Elect if Trustee is unable) shall also submit at least one article per publication of Foresight. Foresight is a bi-annual publication distributed to all AOSA members nationwide, which the Trustee is responsible for informing the students about and/or distributing copies of it to the students. The Trustee shall submit all membership information required to the AOSA Executive Director by the deadline as outline in the national AOSA bylaws and distribute membership benefits as they arrive during the academic school year to all AOSA members at IU School of Optometry. The Trustee is also responsible for ensuring IU has a student contestant in the Quiz Bowl event at Optometry's Meeting each summer.

(D) The Trustee-Elect shall keep in close contact with all the Trustee's affairs as to allow for a smooth transition into the position of Trustee the following academic year and help the Trustee as needed to fulfill the responsibilities as outlined above. The Trustee-Elect shall be required to attend the bi-annual meetings of the AOSA Board of Trustees.

(E) The Vice-President shall organize and coordinate the Eye Ball and the Big Sib/Little Sib Welcome Picnic at the beginning of the school year. The Vice-President shall also support the President in communicating with other professional school programs around campus to help organize professional school social mixers. The Vice-President will work closely with the Trustee as the Trustee promotes the annual Optometry's Meeting each June. In the case that the President-Elect is unable to serve as the alternate delegate in the AOA House of Delegates at the annual Optometry's Meeting, the Vice-President shall assume these duties.

(F) The Vice-President-Elect shall keep in close contact with all of the Vice-President's affairs as to allow for a smooth transition into the position of Vice-President the following academic year and help the Vice-President fulfill the responsibilities as outlined above. In addition, the Vice-President-Elect shall be in charge of organizing an annual AOSA at IU Eye Bowl event each academic year.

(G) The Treasurer shall act as head of AOSA at IU's finances including reimbursement to students as needed for supplies bought in conjunction with an AOSA at IU sponsored event. The Treasurer shall supervise the AOSA at IU account. The Treasurer shall help the Vice President organize the annual Big Sib/Little Sib Welcome picnic during orientation weekend in the fall.

(H) The Treasurer-Elect shall keep in close contact with all of the Treasurer's affairs as to allow for a smooth transition into the position of Treasurer the following academic year and help the Treasurer fulfill the responsibilities as outlined above.

(I) The Secretary shall write minutes for all of the AOSA at IU's meetings and forward them on to all AOSA at IU officers. The Secretary shall keep track of all conference points accumulated throughout the year and propose events where conference points may be earned.

(J) AOA-PAC Liaison is responsible for organizing fundraisers and collecting donations for AOA-PAC (American Optometric Association – Political Action Committee). This liaison will be responsible for recruiting IUSO students to attend the annual Optometry Congressional Advocacy Conference in Washington D.C. in order to promote the profession of optometry to political leaders on Capitol Hill. The liaison will then be responsible to report back to all IUSO students the events/progress that was made at the annual Congressional Advocacy Conference.

(K) The AOA-PAC Liaison-Elect shall keep in close contact with all of the AOA-PAC Liaison's affairs as to allow for a smooth transition into the position of AOA-PAC Liaison the following academic year and help the AOA-PAC Liaison fulfill the responsibilities as outlined above.

(L) Equipment Show Manager and Elect shall work together to plan and host AOSA at IU's equipment show in conjunction with the IOA fall convention. A majority of the responsibility for planning the equipment show is delegated to the 2nd year Equipment show manager elect with direction and consultation from the 3rd year equipment show manager who has done the same the previous year. The 3rd year manager is also responsible for putting together and managing the student Marchon sale each fall. These two council representatives should attend meetings regularly and remain an integral part of council even when their specific duties are complete.

(M) Class Representatives shall consist of two representatives from each of the 1st, 2nd, and 3rd year classes. Class representatives shall organize and coordinate all Homecoming activities including the float, parade, tailgates, etc. The representatives shall act as liaisons between the students of their respective class, and AOSA at IU. In addition, they shall help the class and professor reschedule exams as needed and collect and distribute evaluation forms for each course at the end of the semester.

Section 3. AOSA at IU Academic Standing

Upon finalization of all appointments to the AOSA at IU council, the AOSA at IU faculty advisors will check that each student is in good academic standing at IUSO, assuring that each student will be capable of managing both academic and council requirements.

Section 4. Annual AOSA at IU Gift presented to the Student Body

Each year, the departing AOSA at IU council members are responsible for purchasing a gift to donate to the student body at the annual Eye Ball. The gift must be purchased with the intent to benefit all students and aim to enhance the students' experience at Indiana University School of Optometry. The monetary value of the gift/donation will be determined each year by the entire sitting AOSA at IU council based on the financial standing of the organization and based on the advice of the treasurer.

Article III – Fiscal Year

The AOSA at IU fiscal year shall be set to run from March 2nd through March 1st of the following year. This fiscal year is set with the purpose to align with the turning over of council positions immediately following the annual Eye Ball.

Article IV – Impeachment

Impeachment procedures against a member of AOSA at IU may be initiated by a ¾ vote of the council. A 4/5 vote of the council is required in order to complete impeachment procedures.

Article V – Amendments to the Constitution and Bylaws

Section I.

Amendments to the Constitution and/or Bylaws may be proposed by any AOSA at IU officer. Proposed amendments to the Constitution and/or Bylaws of AOSA at IU, together with a statement explaining the reason for and effect of the proposal, shall be given to the Secretary of AOSA at IU. The Secretary shall send a copy of all proposed amendments and explanatory statements received to all AOSA at IU council members before the next meeting.

Section 2.

Any AOSA at IU council member who wishes to comment on the proposal may give the Secretary a written statement containing his/her view prior to the next scheduled AOSA at IU council meeting.

Section 3.

The Constitution and/or Bylaws of AOSA at IU may be amended by the AOSA at IU council by 2/3 vote.

Article VI – Statement of Compliance with University Policy

AOSA at IU shall comply with all Indiana University regulations, and local, state, and federal laws.

Article VII: Non-Hazing Policy

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.