

Constitution of the Pre-Optometry Club At Indiana University

Preamble

The Pre-Optometry Club at Indiana University was created to inform students and the community about the optometry profession. We offer information concerning different practice settings, provide materials and data regarding the admissions process, and allow opportunities to participate in volunteer activities. Not only does this organization allow students with similar interest to meet, but it also provides a comfortable environment to network with professionals in the field. Our goal is to provide guidance to students interested in the profession.

Article I: Membership

The Pre-Optometry Club at Indiana University 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 characteristic as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Dues for the club are set at \$25/year. Students are allowed to join for half a year at \$15/semester. Dues include a club t-shirt and pizza at some of the meetings.

Besides dues, no requirements are necessary for membership.

To be an active member requires attendance at at least 50% of the meetings per semester, paying dues by the appropriate time that has been pre-determined by the executive board, and being actively involved in the club's volunteer, fundraising, and social events.

Article II: Statement of University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

President: Plans officer meetings, contacts Optometry Administration about meeting times and rooms, contacts any outside assistance wanted for meetings, and runs meetings. The President should also be expected to fulfill any duties that are required to keep the club in good university standing.

Vice President: Fills in for the president when necessary, including contacting outside sources about meetings. Also, will oversee any events planned by the Director of Outreach.

Executive Assistant: This role combines the duties of Secretary and Treasurer. The person elected is responsible for the following: take minutes at all officer and club meetings, emails member meetings minutes, keeps track of who has paid dues and

received their t-shirt, collects dues, buys refreshments using club money, contacts Student Activities Office about correct bookkeeping requirements, oversees any fundraising activities done by the club, makes sure Director of Outreach does not spend more than the budget allows, and communicates efficiently to the President regularly regarding funds.

Webmaster: Updates website and social media accounts at the beginning of each semester as well as after each meeting, contacts the members of meeting dates and times, and updates the member list.

Director of Outreach: Plans volunteer events, fundraising events, and social events for the club. Works with the Vice President to make sure details for events are taken care of and also communicates with the Executive Assistant regarding funds.

Executive Officers will have meetings as needed as requested by the President.

Article IV: Advisor

The advisor will oversee the meetings as well as the actions of the executive board. He/She will help with locating a room and making sure everything runs smoothly. Also, will take care of any checks that need to be co-signed.

Article V: Meetings

Meetings will be held once a month, usually in the optometry building. The meeting room location will be announced shortly before each meeting.

Topics will include: optometry school admission process, optometry schools information, clubs and organizations offered in optometry school, optometry student life, and information about the field of optometry including research and clinical aspects, and opportunities to become involved in the field.

Article VI: Elections

Elections are held at the first or second meeting of the spring semester in order to allow new officers to work with current officers in their future position. All officer positions are held for a school year term.

Article VII: Anti-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.

Article VIII: Dues & Budgets

Dues are set at \$25/year or \$15/semester.

Budget is set by the Executive Assistant and approved by the Executive Board at the beginning of the year.

Article IX: Finances

All finances will be handled by the Executive Assistant and held in an SOA account at Indiana University. The Executive Assistant will have proper training through SOA on a date of their choosing as early as possible in the Fall Semester.

Article X: 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.

Article XI: Amendments

The executive board must pass any changes made to this constitution with a majority vote.