

## **CONSTITUTION OF AMERICAN ACADEMY OF OPTOMETRY AT INDIANA UNIVERSITY, STUDENT CHAPTER**

### **ARTICLE I**

#### **Name**

This chapter shall be known as the American Academy of Optometry at Indiana University (AAO at IU) Student Chapter.

### **ARTICLE II**

#### **Purposes**

The purpose of this chapter is to encourage optometry students to strive for excellence in optometric practice by increasing student awareness of the American Academy of Optometry, promoting student attendance at the annual meeting, improving alumni relations and relations with clinical researchers at IU, and encouraging and educating students about how to pursue fellowship in the American Academy of Optometry.

### **ARTICLE III**

#### **Membership Eligibility - Admission - Dues - Classification - Prohibition - Expulsion - Resignation – Reinstatement**

##### **Sec. 1. Membership Eligibility:**

- a) The membership of the chapter shall consist of students enrolled full-time at IUSO, who are in good academic standing as defined by the school and are members of the national American Academy of Optometry.
- b) Residents at IUSO are also eligible to be members of the chapter.
- c) AAO 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.

##### **Sec. 2. Admission:**

- a) To become a member of the chapter, a student must submit a one-time application by the deadline set for the fall of the current fiscal year.
- b) This application will remain current throughout the student's time at IUSO.
- c) Students and residents are exempt from paying dues to the chapter if they submit their registration information by the deadline during the fall of their first year.

##### **Sec. 3. Dues:**

- a) Dues must be paid at the beginning of each fiscal year and cannot be paid in advance.
- b) Dues will be waived as a one-time offer for all incoming first year students desiring membership.
- c) Application fees will not be waived at any time other than the one-time offer at the beginning of the student's first year. After this, all desiring members will be responsible for their own application fee.
- d) Dues must be paid by the deadline set by the current officers.

Sec. 4. Classification:

- a) Active Members- Student members who have paid dues for the current fiscal year
- b) Non-Members- Student members who have not paid dues for the current year and are not eligible for any monetary benefits from the chapter.

Sec. 5. Resignation: Any student may resign from the chapter at any time, but he/she will forfeit any dues paid to date.

Sec. 6. Reinstatement: Any student who has resigned from the chapter in the past may rejoin the chapter in the future.

ARTICLE IV  
Officers' Duties

Sec. 1. President/Liaison: The President/Liaison of the chapter shall be responsible for planning and organizing meetings, overseeing fundraising, and representing the chapter and student body at the national American Academy of Optometry conference and liaison meeting. He/she shall oversee the duties of the other officers and run officer elections alongside the President-Elect.

Sec. 2. President-Elect: The President-Elect of the chapter shall be responsible for fulfilling the duties of the President/Liaison if he/she cannot. The President-Elect will succeed the President/Liaison the following year. He/she shall also be responsible for composing thank you notes for speakers and outside sources who contribute to the organization, and making the student body aware of any travel grants available.

Sec. 3. Event Coordinator: The Event Coordinator shall be responsible for the major organizational aspects of all chapter-hosted events. He/she will be responsible for reserving the particular area or establishment for the event, as well as any other factors and/or elements the event would necessitate in order to be successful and efficient for the club. He/she is also responsible for managing and updating any and all of the chapter's social media websites, such as the chapter's Facebook account.

Sec. 4. Outreach Coordinator: The Outreach Coordinator Officer shall be responsible for coordinating fundraising efforts for IUSO Alumni and corporate sponsors. He/she will be responsible for keeping communication open between alumni/sponsors and AAO at IU via phone calls, regular email updates, and thank you notes for donations.

Sec. 5. Treasurer: The Treasurer of the chapter shall be responsible for the collection of membership dues, for maintaining the chapter's account and for overseeing the budget. He/she will be responsible for collecting, managing, and distributing travel grants and refunds while working in accordance with the IUSO Fiscal Office.

Sec. 6. Secretary: The Secretary is expected to attend every chapter meeting as well as officer meeting and document the minutes and what was discussed over the duration of the meeting. He/she is responsible for updating the current members/student body about upcoming events, fundraising, Exec Board elections, and the annual Academy meeting.

Sec. 7. Fundraising Participation: All officers of the club are responsible for contributing and participating in any and all fundraising activities, regardless of his/her position.

Sec. 8. National Meeting Participation: All officers of the club are responsible for attending the national meeting and taking steps to achieve student fellowship status.

Sec. 9. Vacancies: Any vacancy in the position of President/Liaison shall be filled by the President-Elect. Any vacancy in any position other than the President/Liaison shall be filled with another existing executive member.

Sec. 10. Removal from Office: An officer may be suspended from office for cause by an affirmative vote of two-thirds (2/3) of the present and voting at a regular or special meeting of the executive chapter, and confirm with the advisor(s). For any cause, a vote for suspension from office shall occur only after the officer against whom a complaint has been lodged has been advised of the complaint against him/her and has been given reasonable opportunity to present a defense.

## ARTICLE V

### Advisor

Sec. 1. The officers of the chapter shall select a full-time faculty member who is a Fellow of the American Academy of Optometry to be the chapter's advisor.

Sec. 2. Duties: If selected faculty member agrees to the position, he/she will be responsible for providing guidance to the chapter as needed.

Sec. 3. If the officer is not fulfilling his/her duties, the executive team retains the right to hold a meeting between the officer in question and fellow officers/advisor(s) to resolve the issue.

## ARTICLE VI Meetings

Sec. 1. At least two general membership meetings shall be held each academic year. Each meeting shall include an educational seminar. The purpose of any additional meetings shall be at the discretion of the officers and faculty advisor.

Sec. 2. Officers must hold at least two meetings per academic year, one of which must regard the budget.

## ARTICLE VII Elections

Sec. 1. Applications for election to the executive member board shall be given towards the end of the fiscal year, timing at the discretion of the current executive board.

Sec. 2. Applicants must be active members by the date of the election.

Sec. 3. Applications will consist of a questionnaire and a request for a resume from the applicant. Each application shall be reviewed by every member of the Executive Board and interviews will be offered to individuals determined by the discretion of the current Executive Board.

Sec. 4. The first year representative will be elected at the first general membership meeting of the academic year.

Sec. 5. All officers shall be elected by popular ballot of existing executive board members after interviews of the applicants occur. Proxies shall not be recognized.

Sec. 6. Current Executive Board members will have the opportunity to fill open seats on the board prior to the election of new members.

## ARTICLE VIII Budget

Sec. 1. A budget must be established by the officers at the beginning of each fiscal year.

Sec. 2. The budget shall be the basis of all expenditures of this chapter.

Sec. 3. The fiscal year shall run August 1-July 31 each year.

Sec. 4. Revisions to budget expenditures in the intervals between meetings may be made upon approval of the majority of the officers.

Sec. 5. Upon approval of the faculty advisor, the chair may authorize expenditures not specifically provided for in the budget.

Sec. 6. The account balance shall not be below a reserve balance at the end of each fiscal year. The reserve balance shall be calculated as 110% of the previous year's reserve balance.

## ARTICLE IX Fundraising

The majority of the income for this chapter shall be derived from annual dues, fundraisers decided upon by the officers and approved by the membership, and any outside donations made to the chapter.

## ARTICLE X Travel Grant

Sec. 1. Travel grants shall be provided to active members attending the national American Academy of Optometry conference as funds allow.

Sec. 2. Any fundraising money gathered shall be divided equally among the active members attending the American Academy of Optometry conference.

Sec. 3. If decided by the officers, a point system or other method of determining eligibility for funding shall be used.

Sec. 4. Students attending the national AAO meeting must provide documentation for the following in order to receive the allotted funding:

- Meeting registration
- 6 hours total credit for continuing education that can be earned by attending any of the following: lectures, poster sessions, podium presentations, plenary sessions, workshops
- If the student is also one of the following, only 4 hours of CE credit will be required:
  - Presenter or Co-Presenter of a poster/presentation
  - Award recipient
  - Student AAO Chapter Chair or Co-Chair attending the AAO Faculty Liaison Committee Meeting

NOTE: Students missing class and/or clinic in order to attend the AAO meeting must receive approval of the coursemaster(s) in order to do so. A class/clinic absence form must be completed in accordance with the coursemasters' and/or clinic policies.

## ARTICLE XI Auditing

Once per fiscal year, the faculty advisor is responsible for reviewing the chapter's account activity.

ARTICLE XII  
Rules of Practice

Sec. 1. Members shall conduct themselves in an ethical manner consistent with the moral and ethical responsibilities of a healthcare professional to include: honesty, confidentiality, maintaining technical proficiency and competence, and professional confidence. Members shall also abide by the ethical and moral standards as stipulated by the Indiana University School of Optometry.

Sec. 2. Members shall present themselves to the public in a manner similar to that consistent with other health care professionals in the area.

Sec. 3. Members shall not exploit their status as members for advertisement or self-aggrandizement purposes.

ARTICLE XIII  
Amendments

These by-laws may be altered or amended by the officers. Any alterations or amendments must be approved by a majority vote of the general membership. Notice of the meeting and the proposed changes must be made to all members at least fifteen (15) days prior to the vote.

ARTICLE XIV  
Rules of Order

Except as may be otherwise required by the by-laws of this chapter, all proceedings of this chapter shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order.

ARTICLE XV  
Conflicts

In the event that a conflict arises between the by-laws of this chapter and those of the national American Academy of Optometry, the rules and/or by-laws of the American Academy of Optometry shall be followed. If any portion of this document is declared to be illegal by properly constituted authorities, then that section shall not be used as criterion for membership in the chapter.

ARTICLE XVI  
Statement of University Compliance

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

**ARTICLE XVII**  
**Anti-Hazing Policy**

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically or 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 XVIII**  
**Personal Gain Clause**

**This organization, if raising funds, shall be 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 compensations from for-profit companies if acting as a representative of a student organization.**