

CONSTITUTION FOR
IOWA STATE UNIVERSITY COLLEGE OF VETERINARY MEDICINE
OPHTHALMOLOGY CLUB

ARTICLE I - Name

The name of this organization shall be Iowa State University College of Veterinary Medicine Ophthalmology Club. The club will also go by the name of Ophtho Club.

ARTICLE II - Purpose and Goals

Section 1: The Ophthalmology Club strives to provide students with both information and experience in the area of ophthalmology that they may not get from the formal curriculum. Ophthalmology means "the study of the eye". The club meets monthly for informal discussions about topics revolving around the field of veterinary ophthalmology. Wet labs are meant to provide members with the opportunity to gain hands-on experience in performing basic ophthalmic exams and surgical techniques. Any veterinary student interested in learning more about ophthalmology is strongly encouraged to join.

Section 2: **The Iowa State University College of Veterinary Medicine Ophthalmology Club abides by and supports established Iowa State University policies, State and Federal Laws. The Ophthalmology club also follows local ordinances and regulations. The Ophthalmology Club agrees to annually complete President's Training, Treasurer's Training, and Advisor Training (if required).**

ARTICLE III - Membership

NON-DISCRIMINATION STATEMENT:

Iowa State University and the ISU Ophthalmology Club do not discriminate based on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.

A requirement of membership is the payment of annual dues, which shall not exceed \$20 per year. Membership shall be open to all registered professional students in good standing at Iowa State University.

Membership will be revoked by $\frac{1}{2}$ vote of officers plus $\frac{3}{4}$ vote from the general membership if actions are deemed inappropriate by the membership. Such actions include but are not limited to misuse of funds, inability to cooperate with fellow club members, or failure to complete required tasks.

ARTICLE IV - Officers

This organization shall have the following officers:

President, Vice President, Treasurer, Secretary, Wet Lab/Speaker Committee (maximum of 2), Fundraiser, Faculty Advisor (1), and VM1 Representatives (if desired).

Section 1: Election of Officers

The election of officers will require a majority vote from the current executive membership. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy. The officers of this organization must meet the following requirements:

- A. *Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election, the semester of election, and semesters during the term of office. For undergraduate students, graduate, and professional students, the minimum GPA is 2.5. In order for this provision to be met, at least 6 hours (half-time credits) must have been taken for the semester under consideration.*
- B. *Be in good standing with the university and enrolled: at least half time (6 or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (4 or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirements) during their term of office.*
- C. *Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in "A" and "B."*

Section 2: Term of Office

The term of office shall last one full year, from the end of the spring semester in which the officer is elected to the end of the following spring semester. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such necessary committees to carry out the organization's goals.

Section 3: Elections

Elections for officers and advisors will be conducted by secret ballot and elected by a simple majority. Re-election of current officers is permitted. Elections will be held between late March and early April of the year.

Section 4: Officer Duties

President:

- Preside over all meetings and assist with scheduling of speakers
- Schedule and plan executive meetings
- Represent the organization on campus

- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement
- Maintain communication with organization advisors

Vice President:

- Preside over meetings in the absence of the President
- Schedule meetings/events with the appropriate University offices
- Coordinate organization promotion and publicity of events
- The Vice President will serve as the Risk Management Officer and will oversee all risk management responsibilities. Duties of the officer include:
 - To help minimize potential risks for club activities
 - To recommend risk management policies to the Ophthalmology Club
 - To submit documentation to ISU's Risk Management Office
 - To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

Secretary:

- Maintain an accurate record of all organization meetings and make it available to members upon request.
- Maintain membership directory and club listserv
- Assist with organization promotion and publicity of events
- Correspond when necessary with University administration and other recognized organizations

Treasurer:

- Maintain accurate records of organization transactions
- Collect dues
- Cosign organization checks along with the Advisor
- Solicits additional funding if needed from the Student Government Association in conjunction with the President
- Arrange fundraising opportunities for the organization

Fundraiser:

- Arrange fundraising opportunities for the organization
- Solicits additional funding if needed from the Student Government Association in conjunction with the president

Wet lab/Speaker Coordinator:

- Organize wet labs in conjunction with the President of Ophthalmology Club
- Communication with the club about upcoming wet lab events
- Obtain supplies for wet labs
- Organize speaker meetings in conjunction with the President of Ophthalmology Club
- In the instance that the Vice President is unable to serve as the Risk Management Officer, the Wet lab/Speaker Coordinator will assume the role in their absence.

VM1 Representatives

- A first year veterinary student
- Shadow and assist with various officer roles throughout their term in order to gain knowledge and experience being on an executive board

Faculty Advisor

- Serve as liaison between students and teaching hospital
- Give recommendations and advice in regards to wet labs and club meetings
- Selected/appointed by club members and the final decision is to be made by the executive committee. The term year to year unless the performance of the advisor is deemed to be unsatisfactory by the club members. In this case, a new advisor will be selected.

Section 4: Removal of Officers/Advisors and Concurrent Replacement

Officers/Advisors may be removed from office by $\frac{1}{2}$ vote of the other officers if actions are deemed inappropriate by the executive membership. Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member. The officer/advisor is permitted to speak before the Executive Committee about the charges made concerning his/her performance. The officer/advisor is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

If an officer must be replaced in the event of officer removal or unscheduled vacancy an election will be held for the unoccupied position. Election of a new officer will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held with the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy which were stated above in Section 1: Election of New Officers.

ARTICLE V- Finances

Dues for this organization shall be collected on a yearly or semesterly basis depending on the member's commitment. Dues shall not exceed \$20 per year and shall be paid by the 4th week of the semester. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. An advisor to this organization must approve and sign each expenditure before payment.

ARTICLE VI – Amendments and Ratification

Section 1: Amendments

Amendments to this constitution must be submitted in writing at an executive meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a positive vote of $\frac{2}{3}$ of the members present at an executive meeting is necessary.

Amended constitution will be submitted within 10 days to Student Engagement for approval.

Section 2: Ratification

This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of the executive membership. Ratified constitutions must be submitted to Student Engagement within 10 days for final approval.