BY-LAWS OF STUDENT VOLUNTEER OPTOMETRIC SERVICES TO HUMANITY (SVOSH)

THE NEW ENGLAND COLLEGE OF OPTOMETRY

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**Article 1**

**Name:**

 The name of the organization shall be Student Volunteer Optometric Services to Humanity (SVOSH).

**Article 2**

**Purpose:**

1. To foster and promote volunteer optometric services to humanity around the world for people who are unable to provide vision care for themselves or who do not have ready access to vision care.
2. We are a Non-Profit organization.

**Article 3**

**Composition:**

 The Council shall be composed of the following:

1. Officers:
2. President
3. Vice-president
4. Secretary
5. Treasurer
6. Fundraising Team:
7. One fundraising coordinator
8. Two fundraising executives
9. Two Casino Night co-chairs
10. Screening coordinators:
11. Two screening coordinators
12. Glasses recycling program:
13. Glasses coordinator
14. Two glasses executives
15. Class representatives
16. First year class
17. Second year class
18. Third year class

**Article 3:**

**Duties:**

President (1 position)

Preside over meetings and oversee all of VOSH’s plans with regards to (but not limited to) fundraising, trips, communication with VOSH international, and public relations with partners.

Vice President (1 position)

Share main executive tasks with the President in leading the rest of the VOSH team. Assist in preparations for meetings, help lead Casino Night preparations, assist in any website design and public relations endeavors as needed.

Secretary (1 position)

Record and keep track of student hours, keep minutes of meetings, regularly check and manage SVOSH email accounts, assist in any website design and public relations endeavors as needed.

Treasurer (1 position)

Responsibilities include accounting and management of the VOSH account. Previous experience in accounting or handling accounts is desirable, but not required. The Treasurer will meet with the President to discuss funds/fundraising for the trip and assist in setting goals for each fundraising event. Will assist in any website design and public relations endeavors as needed.

Fundraising Team (5 positions available)

Fundraising Coordinator (1) and Fundraising Executives (2)

Work with VOSH executive members to organize and oversee all fundraising events. This includes: event planning, Casino Night assistance as needed, parking lot fundraisers, organizing volunteers and delegating to other VOSH executive members potential leadership roles in facilitating organization of different fundraising events. While the fundraising coordinators are not responsible for organizing all fundraisers (other VOSH executive members may wish to take on these roles) they are responsible for overseeing all events, and coordinating and delegating responsibilities to other VOSH members to ensure all events run smoothly.

Casino Night Co-chairs- Contract with the gaming company and bartenders, apply for and pick up the liquor license, obtain donations (including alcohol donations), coordinate and implement Casino Night plans, coordinate with event sponsors, and oversee the donations committee (to be selected in October).

 Screening Coordinators (2 positions available)

Screening coordinators will share responsibilities in coordinating student sign ups and referrals as detailed below.

 1.) Student Sign Up Coordinator: Encourage students and coordinate student sign up for screenings

 2.) Referral coordinator: Coordinate with residents to assist at local screenings.

Additionally, will help VOSH to continue its work with our school alumni in building a comprehensive referral network so that individuals identified as needing further care during screenings can access appropriate resources.

Glass Recycling Programs (3-4 positions available)

 1.) Glasses Coordinator –oversee all activity regarding receipt of glasses donations, glasses sorting, delivery of glasses to the Norfolk Prison for sorting, mailings of unusable glasses to Respects, and glasses edging following the annual trip. The glasses coordinator will delegate to Glasses Executives who will help her/him to ensure efficient task completion.

2.) Glasses Executives – assist the glasses coordinator in the following roles:

Norfolk Prison Coordinator – coordinate glasses pick up and drop off to and from the Norfolk prison where many of the glasses are stored and lensometered via the prison’s rehabilitation program. Coordination with the prison has been extremely helpful in handling the large volume of donations needed for our annual trip.

Glasses Edging Coordinator –handle “special orders” from the VOSH trip. If we see a patient on the trip who needs a prescription we do not have in stock, a pair of spectacles are made specially for the patient and mailed to him or her.

Glasses Sorting Coordinator –coordinate student lensometry days and sorting days in order to organize glasses donations that are received directly at the NECO campus.

Glasses Donations Coordinator - arrange glasses donations from doctors to be dropped off at school and stored.

**Article 4:**

**Election of members:**

1. The incoming VOSH president will be elected by the previous president and vice-president. Candidates will be considered based on their overall involvement in VOSH and how much the president and vice-president feel that the candidate is suited for the position.
2. The incoming VOSH vice-president will be chosen by the incoming VOSH president. The remainder of the VOSH executive board will also be selected by the incoming president. All prospective VOSH executive board members, excluding the vice-president and president, will apply to be members of the executive board. Selection will be based on overall involvement in VOSH and how much the president and faculty advisor feel that the candidate is suited for the position. Selection of vice-president will be facilitated by the outgoing president as needed. The faculty advisor will approve of executive board decisions as needed.
3. The upcoming president (a 2nd year) will participate in that years’ VOSH trip with mainly 3rd years so that he/she can become acquainted with how a trip runs.

**Article 5:**

**Meetings:**

1. Meetings will be held once a month and the date is to be determined based on members’ availability
2. All members must make an effort to attend
3. We will go over past and upcoming events

**Article 6:**

**Trip Requirements:**

1. 25 fundraising hours
2. 10 glasses sorting hours
3. 5 other hours
4. 3 screenings
5. One casino night donation
6. Assistance at Casino Night as a third year. This includes assisting with cleanup and other roles that will be determined by the Casino Night Co-chairs.