**STUDENT VOLUNTEERS IN OPTOMETRIC SERVICES TO HUMANITY CONSTITUTION
Rosenberg School of Optometry Chapter**

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**PREAMBLE**

We, the members of Student Volunteers in Optometric Services to Humanity, the Rosenberg School of Optometry Chapter, do hereby establish this Constitution in order to promote the mission of the Rosenberg School of Optometry and to fulfill our purpose to the fullest extent.

**ARTICLE I:  TITLE**

The name of this organization shall be the Student Volunteers in Optometric Services to Humanity (SVOSH), the Rosenberg School of Optometry (RSO) Chapter.

**ARTICLE II:  PURPOSE**

SVOSH is a charitable organization dedicated to providing vision care to the underprivileged.  This organization provides a unique and educational opportunity for participating members to gain clinical experience while benefiting the community.  SVOSH will function under the rules and guidelines set forth by RSO.

**ARTICLE III:  MEMBERSHIP**

Any interested RSO student may become an SVOSH member.  Members must pay annual dues to be determined and set by officers at the beginning of each academic year.  Members must remain in good standing as defined under Article V, Section C, Part 3.  Members may voluntarily withdraw from the organization at any time.  SVOSH will not refuse membership based on race, color, creed, religion, sex, age, disability, sexual orientation, or national origin.

**ARTICLE IV:  OFFICERS**

1. The President shall:
	1. Be responsible for overseeing the general operation of SVOSH meetings and activities, as well as assuring the enforcement of all official policies.
	2. Delegate responsibilities for specific activities or functions when necessary.
	3. Appoint any committee chairpersons.
	4. Liaise with the volunteering Faculty Advisor.
2. The Vice President / Medical Mission Chair shall:
	1. Assume presidential duties in the absence of the President.
	2. Serve as delegate to the RSO Student Government.
	3. Serve as delegate to the RSO Student Affairs team.
	4. Oversee the handling of donated eyewear.
	5. Perform other duties as assigned by the President.
	6. Be responsible for planning and coordinating mission trips.  Mission Trip Coordinator will liaise with UIW Outreach Program Director, attending OD preceptor and faculty advisor to plan mission trips.
	7. Mission Trip Coordinator will be responsible for keeping participants informed of necessary business to tend to prior to the trip, oversee that deadlines are met, etc.
	8. Post announcements regarding mission trip activities including announcements of potential and pending trips, important deadlines for interested participants, etc.
3. The Secretary shall:
	1. Record, publish, and post the minutes of all SVOSH meetings.
	2. Maintain an attendance record at meetings and activities.
	3. Manage and maintain a record of all official correspondence of the organization.
	4. Post announcements regarding meetings and activities of the organization.
	5. Perform other duties as assigned by the President.
4. The Treasurer shall:
	1. Be responsible for all financial affairs of the organization, including but not limited to donations, expenses, and bank accounts.
	2. Be responsible for obtaining prior approval by the RSO Student Affairs team to solicit funds or request goods/services from any external entity.
	3. Keep an accurate record of all receipts and expenses and post a complete cumulative financial report once per semester.
	4. Prepare an annual budget for the organization at the beginning of the fall semester.
	5. Perform other duties as assigned by the President.
5. The Vision Screening Chair shall:
	1. Be responsible for all volunteer events including vision screenings.  Vision Screening Coordinator will liaise with UIW Outreach Program Director, Student Affairs, attending OD preceptor, and faculty advisor to plan and organize vision screenings.
	2. Gather screening statistics to report to UIW Outreach Program Director.
	3. Keep an accurate record of all members present at volunteer events and how many hours each volunteer contributed.
	4. Keep a running total of all SVOSH member volunteer hours for use in mission trip selections.
	5. Coordinate use of any required optometric equipment through the Clinic Faculty and Staff by making a reservation in advance.
	6. Attend all vision screenings unless 2 other officers are present.
	7. Be responsible for other duties as delegated by the President.
6. President-Elect shall:
	1. Shadow the outgoing president for 1 full year to learn the position’s duties and responsibilities.
	2. Assume the outgoing president’s duties in his/her absence or termination from office.
	3. Perform other duties as assigned by the current President.
7. Officer-elect for each office position shall:
	1. Shadow the outgoing officer for one half of a semester to learn the position’s duties and responsibilities.
	2. Set-up a transition meeting with the current officer.
	3. Assume the outgoing officer’s duties in his/her absence or termination from office.
	4. Perform other duties as assigned by the President.
8. OPTIONAL: Up to 2 VOSH/International Interns
	1. Interns may represent any optometric intern year, but must be a current optometry student.
	2. Up to 2 optional VOSH Interns may be chosen for a school of optometry:
		1. Upperclassman Intern: Ideally, the outgoing President or another dedicated and active Executive Board member shall become the upperclassmen VOSH Intern at or near the end of their term on the executive board.
		2. Underclassman Intern: Any first or second year intern may be considered for the role of VOSH Intern.
		3. All optometry students wishing to become a VOSH Intern must submit the VOSH/International Intern Application.
			1. This application may be found at <http://vosh.org/chapters/student-chapters/>
	3. The VOSH Intern shall act as a liaison between the SVOSH Executive Board and the VOSH/International Board, and specifically with the VOSH/International SVOSH Coordinator.
		1. The VOSH Intern shall complete various tasks set forth by the VOSH/International board and SVOSH Coordinator, likely relating to social media, webpage development, accounting/budgeting/finance, development/fundraising, and data collection/presentation.
	4. The VOSH Intern shall have a vested interest in furthering their experiences within SVOSH / VOSH/International.

**ARTICLE V:  OPERATIONS**

1. Elections
	1. Qualifications
2. Candidates for SVOSH offices must possess a grade point average of no less than 2.50 as outlined by the RSO Student Handbook.
3. Candidates must be members who were active and in good standing in the previous semesters.
4. Candidates must be second-year interns or upperclassmen, except in the case of the intern running for President-Elect, who must be a current first-year intern.
	1. Procedures
5. The current President or President-Elect shall conduct the election of the new SVOSH Executive Board members, as they are ineligible to run for a rising officer position.
	1. The nominations shall be collected by this officer and submitted to Student Affairs for review of professional conduct and academic standing. (see Article V, Section A.1.a-c for qualifications)
	2. The VOSH/International Intern position candidate will receive final approval by the VOSH/International Board after successful completion of the Intern application.
6. All interns nominated for a board position will submit a short statement in writing following the nomination period which details their interest in a board position and how they would contribute to SVOSH.
	1. Those running for President-Elect must participate in a short interview with the current President, President-Elect, and Faculty Advisor, if available. The interviewers will select an appropriate candidate for President-Elect after all interviews have been conducted.
	2. Those running for an Executive Board position other than President-Elect will have their applications reviewed by the current Executive Board and chosen by majority vote of the current officers.
7. After completion of all election procedures, those who have been elected to the rising SVOSH Executive Board will have their names submitted to Student Affairs by the current President or President-Elect.
	1. A vacancy of the President position shall be filled by the Vice President.  A vacancy of any other position shall be filled by an office-elect.  If no officer-elect is available, a special election will be held.
	2. Conditions
8. The installation of new officers shall take place at the beginning of the following summer semester.
9. Officers serve a one-year term from the beginning of the summer semester in May to the end of the spring semester in May.
10. President-elect will serve a one-year term before being installed as president.
11. All other officer-elects serve a half-semester term in the spring semester before being installed as officers.
12. Office shall terminate for members upon installation of new members, upon resignation, upon failure to maintain minimum academic standards, or upon impeachment.
13. If during a semester, an elected officer fails to meet the academic standards of the RSO Student Handbook, a resignation will be required.
14. Removal from Office by Impeachment
	1. Voting members of SVOSH shall have the power to impeach officers.
	2. A member of the Student Affairs team shall conduct any impeachment proceeding.
	3. A two-thirds majority vote will be required to remove an accused officer.
	4. If an officer fails to adequately perform their outlined duties and/or is no longer in good standing, then the officer may be subject to an impeachment proceeding.
	5. The accused officer is entitled to address the organization prior to any impeachment proceeding.
15. Meetings
	1. General meetings shall be held as scheduled by officers and will follow the procedures set forth below:
16. Attendance
17. Report by the President
18. Reports by other officers
19. Any other business put forward by members of the organization
20. Dismissal by the President
	1. Officer meetings shall be held as called by the President.
21. Officers and officer-elects shall be required to attend all general and officer meetings.
22. If an officer or officer-elect is unable to attend a general or officer meeting, then a valid excuse must be submitted to the Secretary.
	1. To remain in good standing, members shall:
23. Be required to attend two-thirds of the general meetings per semester at a minimum.
24. Actively participate in organizational activities, such as fund-raising and eyewear sorting/collection.
25. Faculty Advisor shall:
	1. Be in contact with the President regarding all organizational matter.
	2. Serve as liaison between SVOSH and the RSO administration.
	3. Serve as supervisor for missions.
	4. Commit to a one-year term.
	5. Have the option to extend service beyond the one-year term.
26. If the Faculty Advisor chooses not to extend service beyond the one-year term, then a new volunteering Faculty Advisor will assume the position.

**ARTICLE VI:  AMENDMENTS**

The Constitution is binding to all members of SVOSH.  Amendments to the Constitution may be proposed in writing by voting members of SVOSH at any meeting.  Officers shall review proposed amendments at the next officer meeting.  To proceed to a vote by the general members, there must be a three-fourths majority vote by the officers.  Proposed amendments will become effective following approval of a two-thirds majority vote by active members in the following general meeting.  The amended Constitution will be submitted to the Student Affairs Team.

**ARTICLE VII:  BY-LAWS**

1. Donations
	1. All donations shall become the property of SVOSH.
	2. Prior approval from the Student Affairs team will be necessary for the solicitation of funds or request of goods/services from any outside entity.
	3. All monetary donations shall be handled by the Treasurer and deposited in the SVOSH financial account.
2. Monetary donations shall be utilized to fund missions and activities and their related costs.
	1. All eyewear donations shall be handled by the Vice President.
3. All intact and useable eyewear shall be utilized during missions.
4. Any reusable eyewear not suited for SVOSH missions shall be donated to any accepting organization.
	1. A letter of acknowledgement and thanks shall be issued to all donators.
5. Medical Missions
	1. A mission shall be regarded as any activity where members provide vision care to the underprivileged, locally and globally.
	2. Members who have completed less than two academic years of optometric education shall perform preliminary tests.
	3. Members who have completed at least two academic years of optometric education will be eligible to perform visual examinations.
	4. All eligible members who meet the requirements may participate in medical missions if positions are available.
	5. If positions and/or funds are insufficient to send all eligible members, then the following criteria will determine the most qualified members:
6. Practical and theoretical optometric knowledge based on academic seniority.
7. Membership standing based on attendance and participation hours.
	1. Cancellation Notice Policy
8. Participants must give a 24-hour notice for cancellation of a local vision screenings.  Local vision screenings are defined as being in the greater San Antonio area.
9. Participants are required to give 7 days notice for cancellation of regional vision screenings.  Regional vision screenings are defined as trips in the state of Texas, outside of San Antonio.
10. Participants are required to give 14 days notice for cancellation of domestic medical mission trips or vision screenings.  Domestic vision screenings or mission trips are defined as trips outside of the state of Texas, within the boundaries of the United States.
11. Participants are required to give 30 days notice for cancellation of an international mission trip.   International mission trips are defined as trips travelling to locations outside of the United States.
12. Participants who cancel and fail to meet the given deadline will be reported to Student Affairs as well as receive a warning from the current chapter president.  Should the same participant cancel outside of the given deadline again, the member will no longer be allowed to participate in mission trips or vision screening events.
	1. The Director of Outreach Program, Student Affairs, Academic Affairs, Clinic Affairs and Faculty Advisor will make the final decision regarding which interns will be eligible to participate in any given mission trip.  Eligibility is determined for each trip as skills requirements are not always the same and academic absence may not be approved.
	2. Participants may have access to funding for mission trips through SVOSH and other sponsors, however full funding of the mission trips are not guaranteed. Ultimately, the financial responsibility with regards to participating on a mission trip rests with the individual student. Participants will be considered eligible for funding if they are in good standing and have at minimum 7 volunteer hours.
	3. Participants in any SVOSH mission shall sign the SVOSH disclaimer form, absolving RSO and RSO’s chapter of SVOSH from any liability.

These changes were proposed to the 2016-2018 SVOSH Executive Board by the President on 2/24/2017. All changes approved by the board.

These changes were submitted to the general membership on April 13, 2017. All changes approved by the SVOSH membership.