Article I. Name of Club

UB Pre-Optometry Club

Article II. Purpose of Club

This Organization will strive to educate our members, campus, and enrich the University at Buffalo community with the field of pre-optometry. The Pre-Optometry Club is an organization that seeks to provide its members with resources and opportunities that introduce and develop a comprehensive understanding of the field of optometry. This will ultimately aid students in their preparation to become highly qualified and well-rounded applicants; something that is sought-after by optometry schools. The objective of this club is to provide educational, leadership, volunteer, and experience-building opportunities to its members. Our meetings will cover the classes needed to apply to optometry school, an overview and workshop for the O.A.T., and assistance in the application process. Representatives from various optometry schools may visit, as well as Doctors of Optometry - from which networking, work/volunteer opportunities may arise.

Article III. Qualification of Membership

Section 1:
The membership of this organization will be comprised of full-time undergraduate students at the State University of New York at Buffalo. Although this is a Pre-Optometry Oriented organization, students of any major are encouraged to participate. All members will be treated equally and with the utmost respect.

Section 2:
A. Voting Member
   1. Only mandatory student activity fee-paying students at the State University at Buffalo will be eligible to vote. A recognized member with voting privileges, called an active or a voting member, is required to abide by a point system, which whereby a member is granted a certain number of points each time a meeting/event is attended. For each decision that requires the membership to vote, these members with the sufficient amount of points can vote. The allotment of points for voting privileges will be the responsibility of the Executive Board to create before the first general meeting of their Executive Board year.
   2. In order to become a voting member one must attend:
      i. 3 amount of club meetings.
      ii. 1 amount of club events.
      iii. 1 amount of community service events

B. Non-Voting Member
1. Any undergraduate and graduate University at Buffalo Students and faculty members may be non-voting members of the club.

Article IV. Officers

Section 1:
The organization will be comprised of an Executive Board consisting of a President, Vice President, Secretary, Treasurer. Any voting member of the organization may seek office in UB Pre-Optometry Club.

Section 2:
A. President
   1. Be the chief executive of the Club
   2. Call as well as preside over meetings of the Club
   3. Serve as the liaison between the Club and the SA administrative offices
   4. Call special meetings of the Club
   5. Take care that this constitution and the laws of the student body are faithfully executed
   6. Perform any administrative power or duty not provided for in this constitution

B. Vice President
   1. Exercise presidential office upon absence
   2. Assume presidential office upon vacancy

C. Treasurer
   1. Keep complete and accurate account of the Club’s funds
   2. Put in requests for use of Club funds
   3. Prepare the annual budget request packet with the President
   4. Report to the President on all relevant financial matters

D. Secretary
   1. Take minutes at Club meetings
   2. Maintain complete and accurate records of all Club meetings
   3. Report to the President

Article V. Government

Section 1: Meetings
1. There are two types of meetings:
   a. General membership meeting
   b. Events
2. General membership meetings:
   a. Inform members of upcoming events and changes in the club
   b. Must occur at least once a month
3. Event meetings
a. Include but not limited to fundraisers, club trips, community service, re-elections, and/or elections

Section 2: Elections
1. Only voting members of the Club may be allowed to nominate, run for office, and vote in the Club election.
2. Officer elections MUST take place before the last day of classes of the spring semester of that year.
   a. In the event an election is taken place after the last day of classes of the spring semester, the officers who were elected will remain as the officers for the summer, however, a new election must take place by the first of October of the upcoming fall semester.
3. A nomination period is to the discretion of the Club.
4. The election will preside in this order:
   a. President
   b. Vice-President
   c. Treasurer
   d. Secretary
5. The candidate will be elected based on most votes received. Therefore there will be no run-off votes.
6. The candidate who loses the initial nominated position may be nominated for another open position if the current Executive Board allows it.
7. The newly elected E-board will take office after the last day of classes of the spring semester of that year.
8. A quorum of 2/10 of the membership

Section 3: Impeachment/Removal Process
1. Grounds for removal of an officer are as follows:
   a. Violation of the Undergraduate Student Association (SA) policies
   b. Violation of the rules and regulation set forth in the current University student rules and regulations
   c. Failure to perform the duties of the office as set forth in the constitution and bylaws of the Club
   d. Failure to uphold the provisions of this constitution and bylaws
2. The procedure to call for removal are as follows:
   a. The Club must notify their Council Coordinator as well as the Student Association Elections and Credential Chair.
   b. A petition with at least twenty percent of the clubs voting membership signatures must be submitted to an executive board officer
   c. The officer will call a special meeting which will occur one week after the petition has been submitted.
d. At this meeting the charges against the offending officer will be presented, as well the offending officer will present their defense either in person or in writing.

e. At the same meeting, the voting membership with a two-thirds (2/3) majority vote shall decide the removal of the offending officer.

f. If the offending officer is removed the guidelines in this constitution under officer vacancy are to be followed.

g. All documentation regarding the removal of the offending officer must be submit to the Student Association administration for further review.

Section 4: Resignation/Vacancy of Office

1. In the event an officer wishes to resign:
   a. The resigning officer must inform the current executive board
   b. The resigning officer must inform the Student Association administration so that officer information can be updated

2. In the event an officer position becomes vacant:
   b. If the President position becomes vacant, such vacancy shall be filled by the Vice-President.
   c. If the Vice-President, Treasurer, and/or Secretary position become vacant two options can be followed:
      i. A special election will be called. The special election will follow the exact guidelines of Section 2: Elections
      OR
      ii. The President may appoint the new officer with the approval of the voting membership.

1. The nomination process will be as follows:
   a. The President appointment must be a voting member of the Club.
   b. The President will call a special meeting within a week of the announcement of the appointment. Quorum must be met.
   c. The appointed position must gain at least fifty percent of the voting membership's approval.
   d. Upon approval the appointed position will be effective immediately.
   e. Upon disapproval the guidelines for a special election will be followed.

Article VI. Amendments
A. Any voting member may propose an amendment to the Club Constitution.
B. An amendment can be voted on after one week it has been presented.
C. A two-thirds vote must be gained for the amendment to be passed
D. The amendment will put into effect during the beginning of the next academic semester.
E. *Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.*
F. *Once passed amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval.*