

Florida State University
College of Medicine
Ophthalmology Interest Group
Constitution July 2021

Article I: Name

The name of the organization shall be the Florida State University College of Medicine Ophthalmology Interest Group (herein referred to as “FSUCOM OIG”).

Article II: Mission Statement

The Ophthalmology Interest Group seeks to provide educational and clinical opportunity to medical students in the clinical practice of Ophthalmology and associated fields.

Article III: Membership

Section 1. The membership of this club shall consist of people who have an interest in Ophthalmology and shall not be denied to any student or community member on the basis of race, color, national origin, religion, sex sexual orientation, age, marital status, disability, disabled veteran, or veteran status.

“No hazing or discrimination will be used as a condition of membership in this organization. This organization agrees to adhere to the University non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans’ or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.”

Section 2. Minimal membership dues may be required for membership and will be established by the Executive Committee. It is not the intent of the FSUCOM OIG to deny membership to any members who is experience financial hardship and all exceptions will be reviewed by the Executive Committee on a case by case basis, based of selected criteria.

Section 3. All FSUCOM OIG membership lists will be for the sole use of the FSUCOM OIG and its Executive Committee and used solely to promote the purpose of the FSUCOM OIG as stated above.

Section 4. "Membership may be revoked without mutual agreement for misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 majority vote of eligible members. Revocation of membership will be valid for three (3) semesters."

If a student's membership from OIG has been revoked, then said student has 7 days to make an appeal of this revocation. In order for this appeal to potentially be approved, the appeal must be written and submitted to both President and Vice President as well as a copy in written form to the secretary for record keeping. Appeal submission to the Appeals Committee will follow and determination of appeal or revocation will be announced at the following general group meeting or within the 7 days allotted, if this date is sooner than the next meeting.

(adapted from FSU Cares Constitution)

Section 5. At this time, OIG does not collect monetary dues as a requirement for membership. This policy is subject to change in future constitutional revisions.

Article IV: Meetings

Regular meetings shall be held weekly at a time and place to be fixed by the organization. The President shall specify the length of the meetings.

Article V: Officers

Section 1. Officers of the FSUCOM OIG shall be: President, Vice-President, and Treasurer. Semesters in which there are increased interest/ membership (>20 members), Secretary, Historian, and MSC Representative & Coordinator shall be enlisted.

Section 2. Elected Officers must have: Been enrolled full time in their most recent completed term at FSUCOM and not be on academic or disciplinary probation.

Section 3. "It shall be the responsibility of all account signers to change contact information as well as assist in the update of new account signatures after each election with the organizations financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year's budget and current budget."

Section 4. "Any officer may be removed from office upon a 2/3 majority vote of eligible members. The officer will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

Section 5. Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officers final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care."

Section 6. In the event an officer is removed or resigns, the nomination process as stated above will take place at the next scheduled meeting. The election process will take place as stated at the next scheduled meeting following nomination. The newly elected officers term shall end at the annual election scheduled in the late spring semester of that elected year.

Article VI: Duties of Officers

Section 1. The President shall preside at all Club, Executive Committee and Officer meetings, publish at the beginning of each term a tentative program of club activities and perform any other duties pertaining to their office. Maintain throughout the year and present to the succeeding officer a closing report

inclusive of the position's duties, responsibilities, and proceedings from throughout the year.

Section 2. The Vice-President shall preside in the absence of the President, shall schedule the speaker for the meetings of each term, and perform any other duties pertaining to their office. Maintain throughout the year and present to the succeeding officer a closing report inclusive of the position's duties, responsibilities, and proceedings from throughout the year.

Section 3. The Secretary shall keep correct record of the proceedings of this club (i.e. minutes) and provide them via email to members by the Friday following each meeting. They are also responsible for recording the attendance of club members, maintaining the list serve, and perform any other duties pertaining to their office. Maintain throughout the year and present to the succeeding officer a closing report inclusive of the position's duties, responsibilities, and proceedings from throughout the year.

Section 4. The treasurer shall be responsible for collecting and disbursing all club funds and property of value and keeping an accurate record thereof, presenting an annual budget and perform any other duties pertaining to their office. Maintain throughout the year and present to the succeeding officer a closing report inclusive of the position's duties, responsibilities, and proceedings from throughout the year.

Article VIII: Club Advisor

There shall be at least one faculty advisor who is a member of the University faculty, as defined by the FSUCOM rules for representation, or who is a staff member or research assistant approved by FSUCOM.

Article IX: Publications

Section 1. Compliance

All advertisements of the organization must comply with the University Posting Policy (<http://posting.fsu.edu>).

Section 2. Approval

The Secretary and President must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

Article X: Finances

Section 1. The Treasurer shall deposit all funds of the FSUCOM OIG into the FSUCOM OIG account, maintain accurate records, reconcile the accounts and report regularly to the fellow officers.

Article XI: Nominations

Section 1. Nominations shall be by vocal nomination at regular meetings prior to elections or by a nominating committee selected by the officers prior to the elections.

Section 2. The officers shall be responsible for publicizing the dates of the nominations.

Article XII: Elections

Section 1. All elections shall be by secret ballot,.

Section 2. Elections shall be held one month prior to the end of the academic school year.

Section 3. All FSUCOM OIG members shall be eligible to vote for officers.

Section 4. Officer candidates receiving the largest number of votes for their officer shall be elected.

Section 5. In the event of a tie, a runoff shall be held.

Section 6. The newly elected officers shall be introduced and assume office at the last meeting of the year.

Article XIII: Amendments

This constitution should be amended annually, updated accordingly and each current version shall be accessible to the FSU community via the RSO website.

**Certain sections, such as marked by quotation, were cited from the FSU RSO Handbook Sample Constitution, found at http://union.fsu.edu/sac/sos/wp-content/themes/student_organizations/pdfs/RSO_Handbook_v9.pdf

