

BY-LAWS OF THE STUDENT COUNCIL
THE NEW ENGLAND COLLEGE OF
OPTOMETRY

Approved by The New England College of Optometry Student Council on November 14,
2005.

Meng Lee, SC President

Date

Alan Laird Lewis, President

Date

Article 1

Name

The name of the organization shall be the Student Council (hereafter referred to as the Council) of The New England College of Optometry (hereafter referred to as the College).

Article 2

Objectives

The objective of the Student Council of The New England College of Optometry shall include the following:

- (a) to foster communication and mutual respect between the students and other members of the College, professional organizations and the public;
- (b) to represent the concerns and opinions of the student body to the College;
- (c) to promote professional standards of behavior among the members of the student body;
- (d) to prepare a budget and to manage funds allocated to the Council from student fees.

Article 3

Composition

The council shall be composed as follows:

- (a) Class Representatives:
 - a. The president of the OD1, OD2, and OD3 classes;
 - b. The vice president of the OD1, OD2 and OD3 classes;
 - c. Three representatives each from the OD1, OD2, and OD3 classes.
 - d. One representative from the AODP program.**
 - e. One representative from the ASIP program.**
 - f. One representative from Master's Degree Program.**
- (b) Officers:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Recording Secretary
 - e. Corresponding Secretary

Note: The OD4 class, because of the demands of external clinical rotations, will not have representatives in the Council.

Article 4

Executive Committee

- (a) The executive committee shall consist of the officers of the Council.
- (b) The executive committee shall conduct all business of the Council between regular meetings of the Council but shall report all actions to the Council at its next meeting.
- (c) The executive committee shall authorize no expenditure of funds not previously approved in the Council's budget.

Article 5

Officers

- (a) President: The president shall preside over meetings of the Council and shall be responsible for providing leadership in matters germane to the student body. The president shall have the authority to make such appointments as may be necessary for the operation or representation of the Council. In addition, the president shall serve as the official student representative to the following:
 - a. College's Board of Trustees
 - b. Alumni Association Advisory Board

The president shall prepare a report to the Board of Trustees for submission at the Board's annual meeting. Additional reports may be submitted as required.

- (b) Vice President: The vice president shall assist the president and shall act on his/her behalf in the event of his or her absence. He or she will also serve as interim president of the OD1 call until such times as that class elects its own representatives. Student event chairpersons report to the vice president.
- (c) Treasurer: The treasurer is responsible for managing the fiscal affairs of the council in accordance with the policies of the College. He or she shall prepare a budget for council approval and shall manage funds in accordance with the approved budget. The treasurer shall keep an accurate and timely accounting of council funds and shall provide a financial report at each regular meeting of the Council.
- (d) Recording Secretary: The recording Secretary is responsible for recording minutes of Council meetings, for maintaining official files, for issuing meeting notices in a timely manner, for arranging meeting space, and other such duties as may be assigned.
- (e) Corresponding Secretary: The corresponding secretary is responsible for Council communications including all official correspondence, publication of the newsletter, maintenance of correspondence files, oversight of the Council's website, and other such duties as may be assigned.

Article 6

Election of Officers

- (a) Officers shall be elected by secret ballot at large to a one year term of office by the memberships of the OD1, OD2, OD3, AODP, and ASIP classes.
- (b) Elections shall be held in the spring of each year for terms to commence the following summer term.
- (c) A nomination and election committee shall be responsible for soliciting nominations and holding the annual election for Council Officers. The committee will be chaired by the current Recording Secretary and shall consist of one member from each class, selected by the class president, who is not a current Council member and the AODP or ASIP representative. The committee shall prepare a list of nominees for each position and will conduct the election. The Council President will announce the election results.

Article 7

Election of Class Representatives

- (a) Class representatives (class president, class vice president, and three class representatives) shall be elected to a one year term by members of their respective classes.
- (b) Elections by the current OD1 and OD2 classes shall be held in the spring of each year for terms to commence the following summer term. Elections for the class entering in the fall of each year shall be held early in the fall term.
- (c) Vacancies shall be filled by a special election by the affected class.

Article 8

Meetings

- (a) The Council shall meet regularly to conduct its business, but at least once per month during the academic year (September through May). The time and location of meetings will be determined at the first meeting of the Council in the fall.
- (b) The conduct of meetings shall be governed by the current edition of Roberts' Rules of Order. The president may appoint a parliamentarian to rule on compliance with procedures.
- (c) Special meetings may be called by the council president, vice president, or by petition of any five members of the Council.
- (d) Council meetings shall be open to all students, faculty, and administrators as observers without rights to speak or to vote.

Article 9

Recognized Student Organizations

- (a) The Student Council encourages the formation of organizations that support the goals of the College, its students, and the profession of optometry. Certain activities of such organizations may be eligible for financial support from the Council if the organization is deemed “recognized”. To qualify as “recognized” the organization must:
 - 1. Be open to membership from all registered students;
 - 2. have a purpose which is charitable, service oriented, or which advances the profession;
 - 3. agree to spend any funds allocated to it by the Council only for the purpose stated in its request for support;
 - 4. provide a record of how the funds were used;
 - 5. agree to abide by the fiscal regulations of the College.
 - 6. Having a minimum of at least 10 charter members whom all are registered students**
- (b) Organizations may apply for recognized status by submitting an application and supporting documents as provided by the Council.
- (c) Requests for support will be accepted only from recognized student organizations.

Article 10

Quorum

- (a) A simple majority of the Council members shall constitute a quorum.
- (b) No business may be conducted in the absence of a quorum.

Article 11

Approval of Actions

- (a) Resolutions approved by the Council are advisory until approved by the president of the college or his or her designated representative.

Article 12

Amendments

- (a) Amendments to these by-laws must be proposed at least four weeks prior to voting.
- (b) Approval of amendments to the by-laws require a favorable $\frac{3}{4}$ majority vote of the entire membership of the Council.
- (c) Amendments to the by-laws require the approval of the president of the College before taking effect.