



CAOS • ACÉO

Canadian Association of Optometry Students

Association canadienne des étudiants en optométrie

Canadian Association of Optometry Students Constitution

Drafted by: Jonathan Dinh, Adrienne Chan, Meraj Iqbalzada

Created: March 29th, 2016

Last Revised: June 5th, 2016



Table of Contents

Article I: Name

Article II: Purpose

Article III: Membership

- Section 3.1: Categories of Membership
 - Subsection 3.1.1: Active Members
 - Subsection 3.1.2: Alumni Members
- Section 3.2: Membership Fee
- Section 3.3: Benefits of Membership
- Section 3.4: Rights of Membership
- Section 3.5: Termination of Membership

Article IV: Executive Team

- Section 4.1: Executive Team Requirements
- Section 4.2: Term Length
- Section 4.3: Executive Team Responsibilities
 - Subsection 4.3.1: President
 - Subsection 4.3.2: President-elect
 - Subsection 4.3.3: Vice-President of Finance
- Section 4.4: Absence of Executive Team Member

Article V: Executive Team Selection

- Section 5.1: Eligibility
- Section 5.2: Selection Process

Article VI: Finances

- Section 6.1: Fiscal Year
- Section 6.2: Accounts
- Section 6.3: Signing Authority
- Section 6.4: Budget
- Section 6.5: Expenses
- Section 6.6: Sponsorship

Article VII: International CAOS Committee

- Section 7.1: Involved Parties
- Section 7.2: Purpose
- Section 7.3: Chapter Development Officer

Article VIII: Chapters

- Section 8.1: Chapter Regulations
- Section 8.2: Current Chapters

Article IX: Affiliations

Article X: Bylaws

- Section 10.1: Bylaw Regulations
- Section 10.2: Changes to Bylaws

Article XI: Constitutional Amendments



ARTICLE I: NAME

The name of this organization shall be the Canadian Association of Optometry Students (Association canadienne des étudiants en optométrie); hereafter referred to as CAOS.

ARTICLE II: PURPOSE

The purpose of CAOS is to promote the profession of optometry and contribute to the welfare of its members. CAOS' goal is to increase student awareness about current issues and challenges that face the profession of optometry in Canada, and together advocate for change. Strong communication and involvement between students and their future co-workers is encouraged and deemed necessary to provide an enlightened group of prospective optometrists who will effectively deal with future challenges. CAOS also strives to educate and raise public awareness for optometry's role as the primary vision care provider. This organization shall operate within the limits of, and in accordance with, the procedures prescribed in this constitution and any attached bylaws.

ARTICLE III: MEMBERSHIP

Section 3.1: Categories of Membership

Subsection 3.1.1: Active Members

- a. A member of CAOS, shall consist of full-time students who are enrolled in an optometry program. In addition, members shall have paid in full the non-refundable membership dues determined by the executive team and reviewed on an annual basis.
- b. Active members who were formerly active but are on a faculty approved leave of absence will be referred to as a Member on Leave.
 - i. A Member on Leave are only entitled to:
 1. CAOS events and programs
 2. Online website resources
 - ii. Upon returning to the program, their active membership rights will be fully restored.
- c. Any student who is not an active member is not entitled to any benefits as stated in Section 3.3.

Subsection 3.1.2: Alumni Members

- a. The Alumni Membership does not include the same benefits as those stated in Section 3.3.
- b. The Alumni Membership provides access only to the following:
 - i. Interview Day
 - ii. Mentorship program - *as a mentor*
 - iii. Summer Internship program - *as an employer*
- c. The Alumni membership is *lifetime membership, as long the member is licensed under their provincial college of optometry.*
- d. Methods to obtain Lifetime Alumni Membership
 - i. Upon graduation, the current Active Membership will convert to an Alumni Membership.
 - ii. A licensed OD may contact UW CAOS to become an Alumni Member at no cost.



Section 3.2: Membership Fee

- a. Active memberships shall require a minimum amount decided by the CAOS Chapter President
- b. The membership fee is non-refundable and shall be paid on an annual or one time fee as decided by the chapter.
- c. Each CAOS chapter shall give **5%** of their membership fees to the Vice-President Finance of the University of Waterloo CAOS Chapter. These funds will stay independent of the UW CAOS Chapter and be used to benefit of the International CAOS Committee's endeavours and subject to their review.

Section 3.3: Benefits of Membership

- a. CAOS members are entitled to:
 - i. Newsletters, which include updated information on activities and events led by CAOS
 - ii. Online website resources at <https://www.caostudents.ca> including:
 1. Resources available to the public
 2. Resources available exclusively to Active Members
 - iii. Presentations on information relevant to the profession of Optometry (e.g. Lecture series)
 - iv. CAOS merchandise, as provided by individual CAOS chapters.
 - v. Mentorship Program
 - vi. Summer Internship Program
 - vii. Interview Day

Section 3.4: Rights of Membership

- a. The members of CAOS have the following rights:
 - i. To resign one's membership by contacting the Executive team
 - ii. To reinstate one's membership by notifying the Executive team and meeting requirements of Subsection 3.1.1
 - iii. To apply for positions on the CAOS Executive team of the Chapter representing their student body during the annual application period as determined by the respective chapter.

Section 3.5: Termination of Membership

- a. CAOS membership will be terminated under the following circumstances:
 - i. Sharing benefits of membership with non-active members, as stated in Section 3.3.a.
 - ii. Using the CAOS brand without permission from the CAOS Chapter's Executive team
 - iii. Misuse of the CAOS brand, deemed inappropriate by the CAOS Chapter's Executive team



ARTICLE IV: EXECUTIVE TEAM

Section 4.1: Executive Team Requirements

- a. A chapter must have a minimum of the following three executive positions to ensure continuity of the chapter:
 - i. President
 - ii. President-elect
 - iii. Vice President of Finance
- b. Each position will have required duties as stated in Section 4.3, in addition to their specific roles in accordance with each chapter's bylaws.
- c. Term length is to be followed as stated in Section 4.2.
- d. If there are more than 10 Active Members, it is recommended to add more executive positions, to the list in Section 4.1.a, to accommodate the size of the chapter.
 - i. It is at the chapter's discretion to expand the executive team as stated in their bylaws.

Section 4.2: Term Length

- a. A term will begin on May 1st and end on April 30th of the following year.
- b. All positions have a minimum term defined as a single (1) year commitment.
- c. The President-elect will serve two (2) terms, first under the current President, then in the following year they will assume the role of the President.

Section 4.3: Executive Team Responsibilities

Subsection 4.3.1: President

- a. There shall be an appointed President who shall act as the head of the CAOS Chapter to represent the Canadian student body of the school in which the chapter resides.
- b. Direct and delegate the executive team in achieving the chapter's goals.
 - i. Establish yearly goals and plans of action for the chapter
 - ii. Collaborate with VP-Finance to manage chapter funds.
- c. They must mentor the President-elect in preparation for their succession as President.
- d. The acting President will also be part of the International CAOS Committee to collaborate with other CAOS chapters.
- e. Act as the primary contact for the school, professional organizations, and companies.
- f. Any additional duties of the President shall be determined by chapter-specific bylaws.

Subsection 4.3.2: President-elect

- a. There shall be an appointed President-elect whose main function is to assist the President throughout their term, in preparation for their second term as President.
 - i. Work closely with the President to gain knowledge on their future responsibilities and build relationships with the executive team.
- b. Attend all chapter meetings and record meeting minutes.
- c. Prepare a year-end report on the chapter's activities during their term as a President-elect.



Subsection 4.3.3: Vice-President of Finance

- a. There shall be an appointed Vice-President of Finance who is accountable for all monetary transactions within their CAOS chapter.
 - i. Manage all forms of money (e.g. cash, cheques, cards, etc) in a responsible and transparent manner.
- b. They will keep clear and accurate records.
- c. Provide financial reports to the executive team; as frequently as requested by the President
 - i. At a minimum, prepare a budget overview for the executive team at the end of the fiscal year.
- d. The Vice-President of Finance should be responsible of collecting all membership fees and coordinating with the Canadian Association of Optometrists
- e. The Vice-President of Finance should be responsible of securing sponsorships and benefits from industry partners.
- f. They are responsible for the financial accounts stated in Section 6.2.

Section 4.4: Absence of an Executive Team Member

- a. In the absence of the President, the President-Elect will be responsible for making all the decisions and taking on the president's role as stated in Subsection 4.3.1.
- b. In the absence of the VP-Finance, the President is solely responsible for all financial decisions, in addition to responsibilities stated in Subsection 4.3.3.
- c. Shall the President step down, the President-Elect will claim responsibilities of the President and complete the rest of the term for the President.
- d. Shall the VP-Finance step down, an active member may apply for the position as stated in Article V, and serve for the remainder of the term.

ARTICLE V: EXECUTIVE TEAM SELECTION

Section 5.1: Eligibility

- a. An applicant must be an active member as stated in Section 3.1.1.
- b. An executive member must maintain active membership in order to serve on the team.

Section 5.2: Selection Process

- a. Selection of executive team members shall be conducted through an open call for applications to active members for a minimum of one week.
 - i. The application will be formed at the discretion of the Chapter as stated in their bylaws.
- b. Upon the closing of the application period, interviews shall be conducted by selected executive team members. The selection panel should include the President and President Elect.
- c. Each selected position shall serve their term as specified in Section 4.2.



ARTICLE VI: FINANCES

Section 6.1: Fiscal Year

- a. The fiscal year of the association shall begin on May 1st and end on April 30th of the following year.

Section 6.2: Accounts

- a. The association must have the following types of accounts
 - i. Cash box
- b. The association can have the following types of accounts:
 - i. Chequing account
- c. The International CAOS Committee funds will be deposited in the UW CAOS Chapter chequing account.
 - i. This fund is to be kept separate from the UW CAOS Chapter finances.
 - ii. It is the responsibility of the UW Chapter Development Officer to monitor this fund.

Section 6.3: Signing Authority

- a. Signing authority shall be given to the following Executive team members:
 - i. CAOS President
 - ii. CAOS President Elect
 - iii. Vice-President Finance
- b. Signing authority cannot be delegated to another individual.

Section 6.4: Budget

- a. Every Executive team member shall prepare and maintain an active budget in the format stipulated by the VP Finance.
- b. The VP Finance shall give a budget overview to the Executive team at the end of the fiscal year.

Section 6.5: Expenses

- a. Any unapproved overages become the responsibility of the executive member.
- b. The executive member is eligible for reimbursement of approved expenses if money originated from a personal account. Proof of purchase should be provided

Section 6.6: Sponsorship

- a. CAOS Chapters may but is not limited to seeking sponsorship from the following:
 - i. Optometric associations
 - ii. Health care professionals
 - iii. Ophthalmic equipment companies
 - iv. Drug companies related to the profession of Optometry
- b. It is the responsibility of each chapter's CAOS President to ensure that there is no conflict of interest and follows optometric national and state laws.



Article VII: International CAOS Committee

Section 7.1: Involved Parties

- a. UW Chapter Development Officer will serve as the International CAOS Committee Head.
- b. All CAOS chapter Presidents are automatically part of the International CAOS committee.

Section 7.2: Purpose

- a. The committee will work together to keep optometry students informed about the changes and issues facing the profession in Canada.
- b. Chapters may work together to provide advice or resources.

Section 7.3: Chapter Development Officer

- a. He or she will act as the International CAOS Committee Head.
- b. He or she will maintain contact with all other CAOS chapters to provide support and resources to improving existing and new chapters.
- c. He or she will help create and/or consolidate existing structures to ensure uniformity across chapters.
- d. He or she will strengthen relationships between chapters and Canadian students.
- e. Additional duties are outlined in the UW Chapter Bylaws.

ARTICLE VIII: Chapters

Section 8.1: Chapter Regulations

- a. Each chapter shall abide by the CAOS constitution and their respective chapter bylaws set out by the Chapter President and Chapter Development Officer. The Chapter Development Officer oversees and acts as a liaison between all CAOS chapters as specified in Section 7.3.
- b. Only schools of optometry may form a CAOS chapter and may only have one chapter at a particular school.
- c. If a new chapter is being formed, it must adhere to the following:
 - i. The individuals starting and joining the chapter must be candidates for a Doctor of Optometry (OD).
 - ii. Adhere to the CAOS constitution and share the mission statement of the CAO.
 - iii. Follow Section 8.1.b.
 - iv. Must contact the UW Chapter Development Officer.

Section 8.2: Current Chapters

- a. The following CAOS chapters will be granted with official affiliation status, subject to yearly review by the Chapter Development Officer of the UW CAOS:
 - i. Canada
 1. University of Waterloo
 2. Université de Montréal
 - v. United States of America
 1. Arizona College of Optometry
 2. Illinois College of Optometry
 3. Inter-American University of Puerto Rico



4. Massachusetts College of Pharmacy and Health Sciences
5. NOVA Southeastern University
6. Pacific University College of Optometry
7. Rosenberg School of Optometry
8. Salus University
9. University of Houston College of Optometry

ARTICLE IX: Affiliations

- a. CAOS is not affiliated with the university or college administration and does not represent the expressed views and interests of the school.
- b. Active members of CAOS shall become student members of the Canadian Association of Optometrists (CAO).
 - i. An active member shall become a student member of their respective provincial associations of choice.

ARTICLE X: BYLAWS

Section 10.1: Bylaw Regulations

- a. Chapter specific bylaws are to be attached along with the constitution.
- b. Chapter specific bylaws are to be followed by only that chapter.

Section 10.2: Changes to Bylaws

- a. It shall be within the power of the Chapter President to enact, amend, and repeal such bylaws as it deems necessary for the effective operation of their respective chapter.
- b. Bylaws created by an individual CAOS chapter shall only apply to that chapter, and attached to the constitution in agreement with Section 8.1.a.
- c. The bylaws are to be revised annually by the respective Chapter President.

ARTICLE XI: CONSTITUTIONAL AMENDMENTS

- a. The constitution shall be publicly available on the CAOS website, along with updated changes.
 - i. Bylaws of each chapter will also be made publicly available on the website.
- b. Authority to make amendments to the constitution is restricted to the following members:
 - i. UW CAOS President
 - ii. UW Chapter Development Officer
- c. If any CAOS Chapter President wishes to make amendments to the constitution, they must consult with the UW CAOS President and Chapter Development Officer.
- d. Any amendments to the constitution will be effective immediately and it is the responsibility of the Chapter Development Officer to notify all chapters of the changes.
- e. The Constitution is to be revised annually by the Chapter Development Officer.