

**Constitution**  
**Pre-Optometry Professional Society at the University of Houston**

Revised May 11, 2024

**ARTICLE I. NAME**

The name of this organization shall be Pre-Optometry Professional Society, hereinafter referred to as POPS.

**ARTICLE II. PURPOSE**

The purpose of POPS is to offer pre-optometry students the opportunity to obtain firsthand optometric experience while providing free basic optometric services to communities in Houston and neighboring cities. We aim to facilitate the preparation process and development of necessary skills when performing vision screenings. It shall be the purpose of this organization to educate the members about the profession of optometry and the requirements for admission to a professional program and thereby assist members in becoming successful applicants to the optometry school/college of their choice. POPS shall strive to promote fellowship, provide opportunities for leadership, and provide community service.

**ARTICLE III. AFFILIATION**

POPS is affiliated with the University of Houston College of Optometry (UHCO). The staff advisors are Lyle Tate, Director of Student Services, and KaDarius "KJ" James, Program Manager II. POPS is also affiliated with the National Optometric Student Association (NOSA), the American Optometric Student Association (AOSA), as well as other UHCO student organizations, to build relations with optometry students.

**ARTICLE IV. OPERATION**

**Section 1: Non-profit organization**

POPS shall be operated as a non-profit organization, and an operational account

for the function of the organization shall be established in accordance with university policy. Furthermore, POPS is a tax-exempt organization under the Internal Revenue Code (IRC) Section 501(c)(3) whose Public Charity status is 509(a)(2) with its effective date of exemption on August 31, 2023.

## **Section 2: Membership**

Membership is open to all currently enrolled students at the University of Houston and other universities surrounding the area of Houston regardless of race, national origin, color, religion, sex, political persuasion, sexual orientation, age, handicap, or veteran status. To become a member of POPS, interested students must complete an application form and pay the set dues.

## **Section 3: Membership requirements**

In addition to Article IV, Section 2, members must fulfill the following requirements:

- All members must fill out and turn in the application for this student organization.
- Dues must be submitted by the third (3rd) general meeting of the semester.
  - \$65 per year or \$45 per semester
  - Yearly dues include a free POPS t-shirt
- The tier of active members is listed below and will be determined by the accumulation of points which are given based on participation in organizational activities. Eligibility for each tier may be adjusted at the Secretary's discretion, with the approval of a majority of the officers.
  - To be an Active Member, members must accumulate 70 points by the end of the year.
  - To be an Honorable Member, members must accumulate 100 points by the end of the year.
  - To be a Distinguished Member, members must accumulate 130 points by the end of the year.

## **Section 4: Non-Discrimination Clause**

The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, sex (including gender and pregnancy), genetic information, religion, age (over 40), national origin, ethnicity, disability, military status, sexual orientation, gender identity or status, gender expression, or any other legally protected status except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and all other federal and state regulations.

### **Section 5: Anti-Hazing Clause**

Students and Student Organizations are prohibited from initiating, participating in, or being witness to hazing activity. Hazing is antithetical to the University's commitment to a positive educational environment. Participation in hazing activities is against the law. Violation of the University's hazing policy, whether on or off-campus, may subject participants, including students and organizations, to arrest, prosecution and/or disciplinary action, including, but not limited to, suspension or expulsion of students and the revocation of an organization's registration and/or recognition at the University. Consent to or acquiescence in hazing activity is not a defense. The University strictly prohibits participation in hazing activities by any party, regardless of the existence of consent. Hazing activities do not contribute to the positive development or welfare of students. The University of Houston recognizes the act of hazing as illegal, irresponsible, intolerable and inconsistent with the principles of higher education and basic human development. For more information on the University's Hazing Policy please visit the Student Life Policies section of the [University of Houston Student Handbook](#).

## **ARTICLE V. BOARD OF DIRECTORS (Officers)**

### **Section 1: Requirements**

The Board of Directors shall consist of ten (10) officers duly elected at the final General Meeting at the end of the school year. Members of the Board shall be elected for a term of one (1) year and may succeed themselves, excluding the President. Officers shall consist of the following elected members whose duties and responsibilities are set forth below.

They shall serve for one (1) year unless they resign or are removed from office. All members of the Board of Directors are responsible for attending all General Meetings and Officer Meetings, unless in the event of unforeseeable circumstances. In addition to attending all Meetings, all officers are responsible for attending Bake Sales, Socials, and at least one (1) Major Volunteer Event. Officers may miss up to one (1) Social per semester. The top three (3) positions must attend a Risk Management/Organization Orientation provided by CSI. All officers must coordinate to attend the required meetings specified by the RSO Categories. Incoming officers must make themselves physically available two (2) months before the start of the Fall semester to attend meetings and organization registration sessions.

## **Section 2: Elected Officers and Responsibilities**

POPS will consist of the following elected officers: President, Vice-President, Treasurer I, Treasurer II, Secretary, Community Service Chair, Internal Relations Chair, Public Relations Chair, Historian, and Webmaster.

Officers will assume their duties at the end of the Spring semester preceding the academic year for which the officer was elected.

During the Fall and Spring semesters, each officer must hold office hours at the POPS carrel space in Student Center North. Office hours are assigned by the President based on every officer's availabilities so as not to conflict with school, work, or other obligations. Office hours are held from Monday to Friday, except during the final examination period following the academic calendar, and each officer is assigned one (1) hour each week per semester.

### **President**

- Preside at all General Meetings and Officer Meetings
- Create and provide information necessary for POPS members (i.e. POPS organization, upcoming events, membership requirements, dues, etc.)
- Conduct the elections during the Spring semester following Article V, Sections 5 and 6
- Be familiar with the Constitution of POPS and handle amendment procedures when necessary
- As the highest authority of POPS, they will give the final decision on all matters of this student organization
  - Oversee the duties of all officers and set up deadlines
  - Assign tasks to officers when needed
  - An authorized officer of the bank, along with Vice-President and Treasury
  - Schedule General Meetings and Officer Meetings
  - Create Officer Meeting agendas
  - Choose dates and times of General Meetings
    - Find guest speakers for the General Meetings
- Submit reservation forms and permit requests
  - Book Bake Sale dates and submit reservations
- Plan TOA with Treasurers and Vice President
  - Schedule an activities funding board ([www.uh.edu/afb/](http://www.uh.edu/afb/)) hearing at least 10 weeks before TOA with the Treasurers (~November)
  - Work with the Secretary to determine eligible members
  - Obtain TOA registration information from each attendee
  - Collect waiver of liability forms from each attendee
  - Notify members about the dress code and TOA itinerary
- Update events and officer information on Get Involved
  - Register POPS as a student organization with the Center for Student Involvement before the end of their term with the incoming President
- In charge of tabulating the votes of the election and announcing the winners at the end of the semester
- Order POPS member shirts and officer polos

- Maintain a cadence of communication with important contacts (admissions representatives/faculty/doctors) in a professional manner
- Submit event details to the Public Relations Chair, Historian, and Webmaster for posting on the website and social media
- Check the POPS mailbox at the Student Organization Center in Student Center North
- Maintain the uhpops.president@gmail.com & uhpops@gmail.com email accounts with relevant data for the incoming President

### **Vice President**

- Act as President in the absence of the President due to resignation, removal from office, or other reasons
- Authorized officer of the bank, along with the President and one (1) Treasurer
- Assist the President in regards to tabulating the votes of the election
- Scholarships
  - Run through the list of applicants and narrow it down to three (3)
  - Collect responses from eligible members and make entries anonymous.
  - Conduct a vote within the officer team to rank the top three (3)
    - The Vice President may not participate in the vote
- Shadowing and Job Opportunities
  - Coordinate with UHCO to set up a Cataract Surgery Observation
  - In charge of setting up Shadowing at UHCO or other shadowing sites in the Houston area
  - In charge of corresponding with employers every semester to ensure the job portal is current
    - Forward available job opportunities to the Webmaster
- Socials
  - In charge of setting up all social events within budget with the assistance of the Internal Relations Chair
    - Coordinate with the Treasurers to make sure socials stay within budget
  - There should be at least three (3) socials per semester

- Plan Spring Conference
  - Contact UHCO for a date, which is one (1) day before UHCOpen House, and budget
  - Contact all POPS chapters in Texas to invite their members
  - Coordinate venue, catering, and guest speakers
  - Designate tasks for officers
- Submit event details to the Webmaster and Historian for posting on the website and social media
- Maintain the uhpops.vp@gmail.com email account with relevant data for the incoming Vice President

### **Treasurers I and II**

- Membership Dues and Forms
  - Responsible for collecting and depositing membership dues and member registration forms
  - Collect membership registration information with membership dues and give them to the Webmaster for documentation
- Bank and Expenses
  - One designated Treasurer acts as the authorized officer of the bank, along with the President and Vice President
  - Maintains POPS bank account online at <https://www.tdecu.org>
    - Must keep a record of every batch addition and deduction on a spreadsheet
      - Can be uploaded to a cloud drive (i.e.: Google Drive)
    - Reserve a minimum of \$1000 for the following year's POPS team
  - Keep every receipt for purchases made on behalf of POPS
  - Maintain the PayPal, Cash App, Venmo, and Square accounts
  - In charge of paying for POPS costs (TOA, Spring Conference, Socials, Meeting food, etc.)
  - Responsible for reimbursing officers for purchases made on behalf of POPS
- Coordinate Bake Sales and Bake Night
  - At least three (3) per semester

- Purchase all the materials for Bake Sale and Bake Night
- Required to attend and facilitate all Bake Nights
- Assign two (2) hours of service for each officer per Bake Sale
  - Make sure there is at least one (1) officer present at all times during the Bake Sale
- Plan TOA with the President and Vice President
  - Reserve a budget for TOA costs
  - Make reservations for hotel, transportation, and activities
  - Meet up with the Activities Funding Board ([www.uh.edu/afb/](http://www.uh.edu/afb/)) at least ten (10) weeks before TOA with the President (~November)
  - Collect all TOA-related receipts
- Maintain the [uhpops.treasury@gmail.com](mailto:uhpops.treasury@gmail.com) email account with relevant data for the incoming Treasurers
- Prepare and maintain a spreadsheet of receipts and documents for the incoming Treasurers

### **Secretary**

- Create an attendance sheet for all major POPS events (i.e. General Meetings, Bake Sales, Bake Nights, Socials, and Workshops)
- Create a rational points system
  - Have all points up to date for each event
    - Coordinate with the Community Service Chair, Internal Relations Chair, and Historian to obtain points from volunteering events, IM sports, and photos
    - Send the updated points spreadsheet to the Webmaster so they can post it on the "Member Points" page
  - Any changes to the points system may only be done if the Secretary has been an officer for at least two (2) years and Secretary for at least one (1) year
- In charge of announcing Member of the Month each month
  - Present a graduation cord to each Member of the Month at the General Meeting



- Purchase and present a small gift to each guest speaker
- Manage the Test Bank
- Maintain the uhpops.secretary@gmail.com email account with relevant data for the incoming Secretary

### **Community Service Chair**

- Organize volunteer events
  - There must be at least one (1) major volunteer event each semester
  - Coordinate carpooling if available
  - Communicate information about volunteer events to members
    - Responsible for day-of instructions
    - Contact volunteers by phone and/or email to remind them of an event they've signed up for
    - Ensure paperwork (i.e. waivers) for events are given to members and collected for the event organizers
  - Coordinate with OD programs to receive information about webinars
  - Submit event details to the Webmaster and Historian for posting on the website and social media
- Ensure cadence for communication with event coordinators
  - Notify event coordinators within 48 hours of the event if there is a cancellation
- Coordinate with Prevent Blindness Texas every semester for POPS members to participate in PBT internships
- Maintain the uhpops.volunteer@gmail.com email account with relevant data for the incoming Community Service Chair

### **Internal Relations Chair** *(New position created in 2024)*

- Ensure liaison with the members to foster a better sense of community and involvement in POPS
- Reach out to first-time general meeting attendees via email to increase retention
  - Include information about POPS, member benefits, social media, etc.
- Assist the Vice President with setting up socials within the budget

- Organize Intramural (IM) Sports events and lead as the Team Captain
  - Gauge interests in certain IM Sports by making a Google Form to present during at least one general meeting
    - In the case that the IM Sport is an individual activity, the Internal Relations Chair will be in contact with the individual to assist them in registering for the event
  - Responsible for being familiar with the IMLeagues.com website
  - If the Internal Relations Chair is unable to participate as the Team Captain, they will assign an officer or trusted member with the role, given that the appointed individual is participating in the event
- Assign officers and members to families based on shared interests and personalities
  - Oversee and manage each family to make sure they stay active
    - Ensure that there is at least one (1) family social per semester
  - Interested members must fill out a family application and submit it by the third (3rd) general meeting of the semester
- Provide support to the Public Relations Chair when finding sponsors
- Post physical and digital flyers for General Meetings, Bake Sales, and information about the organization on campus with the Public Relations Chair
- Plan the End of the Year Banquet with the Public Relations Chair and Historian
- Maintain the uhpops.ir@gmail.com email account with relevant data for the incoming Internal Relations Chair

### **Public Relations Chair**

- Create Facebook events and posts for General Meetings, Bake Sales, Fundraisers, Socials, Volunteer Events, etc.
- Contact professors in Freshman/Sophomore NSM classes at the beginning of the semester regarding POPS (Intro to Chem, Bio, Physics, etc.)
  - May ask other officers for help to get as many members as possible
- OAT Test Prep
  - Contact test prep companies to renew discount codes every year
    - Each company that renews its discount code with POPS will be

featured on the website and t-shirt

- Gift cards from at least one (1) company will be raffled off to members during the last general meeting of the Spring semester (Officer Elections)
  - Members must have at least 70 points overall at the time of the drawing
- Sponsorship
  - Find sponsors throughout the year, but especially during the Summer preceding the first Fall semester
    - May work with the Internal Relations Chair for support
  - Present tiered sponsorship levels. Suggested sponsorship levels:
    - Tier 1: Logo on Newsletter
    - Tier 2: Logo on Newsletter + Website
    - Tier 3: Logo on Newsletter + Website + T-Shirt
  - Make a personal visit to each sponsor and present a POPS t-shirt and gift (suggested cost \$25-\$50)
  - Create a Monthly newsletter with current POPS happenings and send it to sponsors during the last week of each month
  - Maintain a list of doctors/practices that were visited and pass on to the incoming Public Relations Chair
- Fundraising
  - Find businesses interested in hosting a fundraiser/profit share throughout the year
    - Fundraisers/profit shares are often off-campus events to raise funds outside of Bake Sales
- Post physical and digital flyers for General Meetings, Bake Sales, and information about the organization on campus with the Internal Relations Chair
- Plan the End of the Year Banquet with the Internal Relations Chair and Historian
- Maintain the [uhpops.pr@gmail.com](mailto:uhpops.pr@gmail.com) email account with relevant data for the incoming Public Relations Chair

## **Historian**

- Document and capture sufficient photos and videos for events, meetings, trips, etc.
  - Update the Google Drive with pictures immediately after events
  - Manage the Instagram page
    - Make posts within two (2) days to one (1) week before important events
    - Respond to direct messages from current and potential members, sponsors, etc. in a timely fashion
    - Implement the new color theme to the account every year
      - The color theme is based on the winning t-shirt design every year
- Update the POPS display board every year to be displayed at the carrel space and tabling events
- Plan the End of the Year Banquet with the Internal Relations Chair and the Public Relations Chair
  - Create a slideshow with the Webmaster using photos of events to present
- Maintain the [uhpops.historian@gmail.com](mailto:uhpops.historian@gmail.com) email account with relevant data for the incoming Historian

### **Webmaster**

- Design a user-friendly website
  - Embed sponsor logos with links to the sponsor's website
  - Implement a new color theme to the website every year
    - Based on the winning t-shirt design every year
- Update the website as soon as possible. Content should include:
  - Elected officers and contact information
  - Information about events, meetings, groups, and helpful links
  - Media (pictures from meetings, events, etc.)
  - Post member points weekly
  - Provide information for remote members or interested persons regarding POPS's purpose and activities
  - Monitor the job portal and change the password each semester

- In charge of facilitating the annual t-shirt design competition
  - Communicate the due dates and requirements to the Historian to post on social media
  - Collect entries from members
    - Emphasize that there should be room on the back for sponsors
      - Coordinate with PR for the finalized sponsor list
    - Create a form for members and officers to vote on the new design
      - Post to the website and Facebook
- Maintain the uhpops.webmaster@gmail.com email account with relevant data for the incoming Webmaster
- Create detailed instructions on how to update the website to pass on to the incoming Webmaster

### **Section 3: Term Limits**

- Each officer shall be elected for a term of only one (1) year
- The office of the President may only be filled by an existing officer part of the preceding board
- The office of the Vice President may only be filled by an existing officer part of the preceding board
- No officer may hold more than one (1) office at a time (unless by appointment due to an in-term vacancy) or serve more than two (2) consecutive terms for any one (1) office

Officers, excluding the President and Vice President, may be eligible for election by the existing officer as long as the officer maintains active status in the organization. The incoming President will be appointed by the current President before the end of their term. The incoming Vice President will be appointed by the current President and Vice President before the end of their terms.

In the event of a vacancy before the expiration of a full term in office, the Board of Directors must vote on an appointment for the office of the President. The officer with

the most votes will be determined to be the President. In the event of a vacancy before the expiration of a full term in office, the Board of Directors must vote on an appointment for the office of the Vice President. The officer with the most votes will be determined to be the Vice President.

#### **Section 4: Fulfillment of duties**

The President must approve all the organizational plans and the acts of an executive officer before they are implemented or presented to the members of the organization. Any Presidential action or decision may be overruled by a majority vote of the remaining board of directors.

- All duties shall be performed promptly so as not to delay another officer or committee in fulfilling their duties.
- Any officer unable to fulfill a specific duty shall notify the President. The process outlined in Section 8, Article V, will be followed.

#### **Section 5: Attendance**

All officers are expected to attend a majority of events such as all General Meetings, Officer Meetings, Bake Sales, and Office Hours. Every officer must attend all of the social events hosted each semester, as well as at least one (1) major volunteering event.

#### **Section 6: Disciplinary Action**

In the event that an officer is not fulfilling their responsibilities, a strike system will be utilized. Removal from office may occur due to, but not limited to, not meeting attendance standards as outlined in Article V Section 5, lack of participation, failure to perform duties, or unprofessional behavior. The following strike system should be followed:

- Up to three (3) strikes may be given to an officer by either the President or Vice President
  - Upon receiving the third (3rd) strike, the officer must attend a mandatory meeting with the highest position officer, not involved, to receive a fitness

evaluation to assess capability to continue their position

- If the evaluation indicates incapable of continuing, the procedure will be followed from Article V Section 9.
- If after fitness evaluation, there is another incident where a strike would be given, the top three (3) officers not involved will vote on immediate dismissal where only one (1) appeal will be permitted

## **Section 7: Election procedures and eligibility**

Elections will be held at the final General Meeting of the Spring semester at least one (1) month before the current school term ends. Only those who are officers in the current semester may run for President and Vice President. Candidates must be at least an *Active* member and have filled out the officer application. *Active* members are members who have accumulated at least 100 points throughout the academic year, or otherwise specified by the Secretary's adjusted requirements.

In general, the Board of Directors will have a better understanding of what is required for future officers. As such, interviews will be conducted for each candidate to discuss new ideas as well as election logistics. The President and/or Vice President must be in attendance at the interview, as well as the current corresponding officer(s) for the position which the candidate intends to assume.

- Votes may only be conducted by paid members and officers who are present at the final General Meeting
  - Member votes count as one (1)
  - The officer(s) who will not be a part of the officer team next year count as one (1), unless they are voting for their replacement
    - The officer(s) voting for their replacement count as two (2) votes
  - The current officer(s) who will be part of the officer team next year count as two (2) votes
  - Votes from the President and Vice President will each count as two (2)
  - If a current officer decides to run for a position for the following year, they will not be allowed to vote in the category in which they hope to attain

## **Section 8: Voting eligibility and ballot counting**

All members and officers will be allowed to vote in officer elections. Members are individuals who have paid dues and submitted member forms for the current semester. A candidate must receive the highest percentage of the popular vote among other candidates running for the particular office to be elected to that office.

The President and Vice President will be in charge of handing out ballots and supervised by the Secretary to make sure only members and current officers are handed ballots. These will be counted by either the President, Vice President, or Secretary as long as they are not running for a position in the next year (not including appointed positions such as President and Vice President) or are uncontested. An updated Constitution must be present at all times when conducting all elections.

## **Section 9: Immediate removal of an Officer**

In extreme circumstances, immediate removal from office can be accomplished by a 2/3 majority vote from the remaining officers. Removal from office may occur due to, but not limited to, excessive absences, unprofessional behavior, failure to perform duties, violation of University policy, or health issues. The following process should be followed:

- The officer in question shall be provided one (1) week to present a defense, either in person or in writing
- An officer may appeal their removal within two (2) weeks of the vote for removal by requesting a special appeal meeting with the officers

## **Section 10: Replacing an officer**

If an officer is removed from or is unable to carry out the responsibilities of the office, the remaining officers may vote for a replacement officer. A 2/3 majority vote is necessary. The replacement officer will carry on the duties of the office until Election. If the President is removed from or is unable to carry out the responsibilities of the



office, the Vice President will assume the responsibilities of the President. A 2/3 majority vote is necessary. If the Vice President is removed from or is unable to carry out the responsibilities of the office, officers will appoint a new Vice President from the existing officers. A 2/3 majority vote is necessary.

## **ARTICLE VI. MEETINGS**

### **Section 1: General Meetings**

The President will be in charge of scheduling general meetings during the semester. The frequency, time, and date of meetings can vary every semester, depending on the number of POPS events for that particular semester.

### **Section 2: Officer Meetings**

Officer Meetings will depend on the scheduled dates for the General Meetings. They will fall every other Wednesday during the same time the general meeting would take place and will be used to assign attendance of at least 1 officer at all major events. Special officer meetings can be called if the President considers it necessary or by request of at least three (3) other officers. All officers are expected to attend scheduled meetings, special officer meetings, and general meetings. Officers are expected to notify the President if they are unable to make it to the meetings.

## **ARTICLE VII. ROLE OF THE ADVISOR**

The advisor will assist the officers and members in accomplishing the goals and visions of POPS. They will notify the Vice President of the budget for Spring Conference and exactly how many people can attend.

## **ARTICLE VIII. TRANSITION**

- Each officer must maintain their officer Gmail account and a Google Doc of relevant information for transition to the next year.

- There must be at least one transition meeting before the end of the Spring semester so that the old officers may pass on their binder and pertinent information and new officers may be trained for the subsequent year.
- The President should arrange for new officers to gather at least once prior to the beginning of each semester.

## **ARTICLE IX. AMENDMENTS**

An amendment to the Constitution may be submitted by a member or an officer at any time, with an explanation of the purpose of the amendment, to the officers for review and approval. Ratification will be determined by a majority vote of the officers.

All POPS members and officers must follow this Constitution and Bylaws as well as the University code of conduct.

The Constitution must be updated annually with the review of at least the President.

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**Revised on May 11, 2024**

**by Chelsea J. Abad**

**POPS President 2023-2024**

**Revised on April 29, 2023**

**by Caitlin Chung**

**POPS President 2022-2023**

**Revised on May 12, 2022**

**by Eric Doan**

**POPS President 2021-2022**

**Revised on April 20, 2021**  
**by Donovan Pham**  
**POPS President 2020-2021**

**Revised on May 12, 2020**  
**by Donna Pham**  
**POPS President 2019-2020**

**Revised on June 2, 2019**  
**by Victoria Pham**  
**POPS President 2018-2019**

**Revised on May 17, 2017**  
**by Joseph Trinh**  
**POPS President 2017-2018**

**Revised on May 04, 2015**  
**by Christina Klein**  
**POPS President 2015-2016**

**Revised on August 29, 2014**

**by Christina B. Nguyen**  
**POPS President 2014-2015**

**Created on October 11, 2008 by**  
**Paul C. Lovero**  
**POPS President 2008-2009**