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Pacific University College of Optometry Student Optometric Association handbook

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Abstract
The purpose of this thesis project was to create a manual for the Student Optometric Association at Pacific University. Currently, most of the officer information is passed along through word of mouth and poorly organized binders. It was the hopes of the authors to create a succinct yet informative handbook that could be distributed to all board members and passed along to the new board members as they are elected. This manual is current as of November 2002 and the authors caution that information such as phone numbers and policies may change in coming years.

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PACIFIC UNIVERSITY COLLEGE OF OPTOMETRY
STUDENT OPTOMETRIC ASSOCIATION
HANDBOOK

By

TANIA NICOLE SOBCHUK and
JENNIFER ANNE BOMBA

A thesis submitted to the faculty of the
College of Optometry
Pacific University
Forest Grove, Oregon
for the degree of
Doctor of Optometry
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Advisor:
Dr. Elizabeth Peake
Author Biographies

Tania Nicole Sobchuk

Tania was born in Chilliwack, British Columbia, Canada on April 20, 1974. She spent most of her childhood and teen years in this city and after graduation from Sardis Sr. Secondary, attended University of Victoria in Victoria, BC. She earned her Bachelor of Science degree with honors, (major in Biology and a minor in Biochemistry and Microbiology) in 1998. After a year of work and travel, Tania began her first year at Pacific University College of Optometry in 1999. During optometry school Tania was very active in student government. She held the positions of Class Treasurer (1999-2000), Student Optometric Association (SOA) Treasurer (2000-2001) and SOA President (2001-2002). She represented the SOA and PUCO students at the American Optometric Association Congress in Boston MA in 2001. In addition, Tania has been a four-year member of the Beta Sigma Kappa Honors Society and was included among the Who's Who Among American Colleges and Universities in 2001-2002. Tania was also recently awarded a scholarship from the Korean-American Grocers Association for her academic achievement and service to the College of Optometry. Tania has participated in two AMIGOS missions while at PUCO, the first to Romania in May 2000 and the second to Mexico in November 2000. Currently in her fourth year Tania is looking forward to graduating in May and hopes to stay in the USA and work in private practice. Tania’s parents, Ken and Fenella Sobchuk, live in Yarrow BC and have been married for 31 years. Her younger sister Christina is a registered massage therapist in Langley BC and is married to Shane VanVliet. Tania’s family has always been very supportive of her “lifetime” in school and she credits many of her successes to them.

Jennifer Anne Bomba

Jennifer Anne Bomba was born in Lehighton, PA in 1973. She grew up in Craig, CO, and graduated in 1991 as the class valedictorian of Moffat County High School. Jennifer earned a Bachelor of Science Degree in Exercise and Sport Science from the University of Wyoming in 1996, and worked in the optometric field for a few years prior to entering Pacific University’s Optometry Program in 1999. During her years at Pacific University, Jen was active in many activities and organizations. These activities include, Special Olympics Volunteer, an active member in Pacific University’s Student Optometric Association (SOA), the American Optometric Student Association (AOSA), and a student member of the American Academy of Optometry, the Vice-President and President of the Class of 2003, the Sports Vision Club Secretary/Treasurer, a teaching assistant for Optometric Case Analysis, a member of the Beta Sigma Kappa Honor Society, and of Who’s Who Among American Colleges and Universities. Although she takes great pride in all of her accomplishments, Jen’s biggest passion has been working with the AMIGOS Eyecare Program, a non-profit humanitarian organization focusing on eye health care to underserved populations. Serving as both a member and officer, she has participated in many local missions and three overseas missions, once to Romania and twice to Mexico. Jen’s inspiration and support come from her mother, JoAnne and her three brothers, Jim, Chris, and Nick, who all currently reside in Colorado. Currently a 2nd Lieutenant in the United States Air Force, Jen will be re-commissioned as a Captain upon graduation from Pacific, and serve as Doctor of Optometry as part of the USAF’s Biomedical Science Corp.
Abstract

The purpose of this thesis project was to create a manual for the Student Optometric Association at Pacific University. Currently, most of the officer information is passed along through word of mouth and poorly organized binders. It was the hopes of the authors to create a succinct yet informative handbook that could be distributed to all board members and passed along to the new board members as they are elected. This manual is current as of November 2002 and the authors caution that information such as phone numbers and policies may change in coming years.
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We wish to first acknowledge Dr. Peake for her continued support of our thesis project. She stood by us while we changed our minds numerous times and disappeared off the face of the earth for a summer. In addition, she has served as the SOA advisor for two years and we thank her for her dedication to the students at Pacific.

Dr. Carr, we thank you for the initial idea that the SOA needed some form of manual to keep communication open.

We would definitely like to thank Dr. Bob Yolton for listening to us and allowing us to pursue an unusual type of thesis. We appreciate the freedom of artistic creativity.

In addition, we send our many thanks to Amy Joachim, Matt Richardson and the rest of the 2002-2003 SOA board for their help and contributions while we were putting the manual together.

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WHAT IS THE SOA?

The Student Optometric Association (SOA), of which all Pacific University College of Optometry students are members, is the governing body for students within the College of Optometry at Pacific University and is the local affiliation of the national student organization known as the American Optometric Student Association (AOSA). The AOSA is the student affiliate of Optometry's governing body known as the American Optometric Association (AOA). PUCO students are all SOA and AOSA members, and therefore are automatically student members of the AOA. An Executive Board manages each of these three groups separately.

Each college of optometry has a similar governing body but they may have a different structures or alternate names. The SOA at Pacific University consists of the elected Executive Board and a set of class officers for each class. The board and class officer positions are open to any student and are determined by elections by the student body. Most offices are held for a one-year term with elections in late February. More specific information about exact officer duties, elections, and other relevant material is listed in the Constitution and Bylaws for the College of Optometry. The SOA's main goals within a given year are to plan academic activities, social events and other functions for the students within the college. In addition, the SOA has various fundraising activities throughout the year and allocates monies to various groups within the school of optometry to help them achieve their individual goals. The SOA executive board is also responsible for governing all student elections, acting as a liaison between faculty, staff, students and the general public and also serves as a resource for students with questions and concerns. Finally, the SOA is dedicated to promoting PUCO and the profession of optometry within optometry itself and the general public.

As stated, the SOA is the local affiliate for the national student organization known as AOSA. The National AOSA board is comprised of an Executive Council (EC) and a Trustee and Trustee-elect from each of the 19 optometry schools in North America (Canada and Puerto Rico included). The EC has a President, Vice-President, Secretary and Treasurer elected each year from the outgoing Trustees. This governing body represents all students at both the AOSA national meetings and within the AOA House of Delegates at their annual congress in June of each year. It is the responsibility of the AOSA Trustee and Trustee-elect to bring the concerns of students from their respective schools to the AOSA executive board and EC, which in turn presents those views and wishes to the AOA. In this way every optometry student has connection to one of the major governing bodies of optometry within the USA.
BY-LAWS

ARTICLE I: POWERS OF THE STUDENT ASSOCIATION

Section 1 PURPOSE
The Student Optometric Association (SOA) shall be recognized as the authorized agency through which participation in campus government by optometry students shall be made effective. The SOA shall work with the Pacific University administration and faculty in the areas of judicial action, education policy, curriculum, admissions, research, and learning resources.

Section 2 POWERS
The SOA shall have the power to act for the students in the regulation and control of student affairs that are matters of student concern or that from time to time are placed under the jurisdiction of the SOA.

Section 3 RESPONSIBILITIES OF CLASSES
Each class from each year of the professional curriculum shall be responsible for electing the following class officers:

1. Class President
2. Class Vice-President/Class Representative to the SOA Executive Board
3. Class Secretary
4. Class Treasurer
5. Faculty Representative/Exam Czar
6. Equipment Representatives
7. Entertainment Chairperson

NOTE: Additional officers may be elected as deemed necessary by the individual class.

Section 4 DUTIES OF CLASS OFFICERS

Class President
1. He/she shall have all those powers usually vested upon the office of president.
2. He/she shall be the spokesperson of the class, preside at all class officer meetings and all general meetings, shall oversee the other class officers, and coordinate class activities with the SOA Executive Board, and shall represent his/her class at all Dean's Council meetings. He/she shall keep a class binder of all related activities.
Class Vice-President/SOA Representative
1. He/she shall assume the powers and duties of the class president in his/her absence or vacancy of this office. He/she shall attend all class officer meetings and preside over this group when the president cannot be present.
2. He/she shall attend all SOA Executive Board meetings and serve as liaison between his/her class and SOA. He/she shall vote on behalf of the class on all matters before the SOA Executive Board. SOA representatives shall meet to select a student representative for vacancies in university committees.
3. He/she shall be responsible for any other duties authorized by a majority vote of the class.

Class Secretary
1. He/she shall keep minutes of all class and class officer meetings. He/she shall perform all other duties customarily assigned to the secretary including correspondence and maintenance of class history/scrapbook.

Class Treasurer
1. He/she shall be responsible for all financial transactions of the class and perform all other duties customarily assigned to the treasurer. This includes collecting class dues, handling equipment money, and keeping sound financial records.

Faculty Representative_Exam Czar
1. He/she shall serve as the liaison between the student body of each class and the faculty. It is therefore his/her responsibility to attend all class general meetings. As a voting member of the faculty, he/she shall attend all faculty meetings. He/she shall present student concerns to these groups, be duly aware of the activities of these groups as necessary to maintain good and stable relations between the student's and faculty. As Exam Czar, he/she shall oversee all changes in examination times, which must also be approved by the class instructor.

Entertainment Chairperson
1. He/she is responsible for directing a class entertainment committee. The committee is responsible for organizing all class parties, trips and events. The class chairperson may be asked to help organize college-wide events by the SOA Entertainment Chairperson.

Class Equipment Representative
1. He/she acts as liaison between the class and optometric equipment companies. He/she shall be responsible for contacting company representatives, negotiating prices, and organizing group purchases. He/she shall serve on the SOA Equipment Council as a class representative and shall attend all class officer meetings.
CONSTITUTION

ARTICLE I NAME

This organization shall be known by the name STUDENT OPTOMETRIC ASSOCIATION, or by the abbreviation SOA, and shall be the affiliation of Pacific University College of Optometry (PUCO) with the American Optometric Student Association (AOSA), which is an affiliate of the American Optometric Association (AOA).

ARTICLE II OBJECTIVES

The objectives of the Student Optometric Association shall be:

A. To unite and affiliate into one organization all Pacific University optometric students for the establishment of a stable form of student self-government.

B. To serve as liaison between students and faculty of Pacific University, optometric alumni, administration and the general public.

C. To voice concerns of optometry students and faithfully pursue the resolution of those concerns.

D. To attain high ethical standards and promote a positive attitude towards the profession of optometry and Pacific University.

E. To promote optometric knowledge for the benefit of the student, the academic community, and the public.

ARTICLE III MEMBERSHIP

Section 1 Active Membership
SOA Active membership shall consist of all students who are currently enrolled in PUCO for academic credit. AOSA active membership shall consist of those who are currently enrolled in PUCO for academic credit and who have not filed a statement of nullification of the AOSA/SOA membership with the Pacific University business office and the AOSA Trustee by the second week of the fall term.

Section 2 Sustaining Members
The Executive Board shall grant sustaining membership to any alumni, faculty or administrative personnel of Pacific University, or to any corporate group desiring to maintain membership in SOA.
Section 3 Payment of Dues
SOA dues shall be billed every semester as a portion of the student government/ activity fee charged by Pacific University and shall be paid concurrently with other university charges and fees. The Pacific University Business Office shall bill AOSA dues of $32 yearly. See ARTICLE IV, Section 1B.

Section 4 Voting Privileges
The right to vote in all general SOA meetings and elections is granted exclusively to active members (Article III, Section 1).

Section 5 Discipline
All SOA members shall uphold the Pacific University Student Code of Conduct. Questions or disputes concerning the conduct of any officer shall be referred to the Academic and Professional Standards Committee.

ARTICLE IV FINANCES

Section 1 Funding
Activities shall be financed by the following sources:

A. SOA funding: 60% of the student government/ activity fee paid by PUCO students as disbursed through the Business Office in Marsh Hall. This check must be requested by the date of Fall SOA General Assembly. This designated percentage is subject to change. The Executive Board may authorize additional SOA fundraising activities. See ARTICLE VIII, Section 5.

B. AOSA Membership Dues: $7.00 of the annual AOSA membership dues of $32.00 is allocated to the local chapter of AOSA. Amount is subject to change as per AOSA guidelines. Other AOSA sources of funding include, but are not limited to, AOSA Conference Fundraising and AOSA Sustaining Membership dues. See ARTICLE VIII, Section 3.

Section 2 Allocation of Funds
These monies shall be budgeted by the Executive Board and the resulting budget presented at the Fall Student Optometric Association General Assembly (SOAGA).

Section 3 SOA Funded Organizations and Events
A. A budget shall be submitted to the Treasurer prior to the beginning of the academic year from each organization and SOA funded event, before any SOA funds are budgeted for that organization or event. The AOSA Trustee determines the AOSA budget annually. Monies distributed will be in the form of a check from SOA.
Section 4 Mandated Allocations
A. Each budget shall include an allotment for transportation, lodging, registration fee, and per diem expense for the AOSA Trustee, AOSA Trustee-Elect, SOA President and SOA President-Elect to attend the annual AOA/AOSA Joint Meeting. Budgeted amounts shall be submitted by the AOSA Trustee and approved as per ARTICLE IV.

B. Each graduating class shall be allotted an amount determined annually by the Executive Board. This amount shall be included in the annual budget and is to be used for a graduation banquet and/or yearbook. Any unused funds must be returned to the SOA general fund by June 1 of the graduation year.

C. General Assembly - Fall & Spring. Allotted amount shall be determined annually by the SOA budget, and monies shall be used towards administrative costs, food, beverages, and door prizes.

D. Officers Banquet - Following the SOA elections, a banquet shall be held for the transition of officers. Elected officers are listed in ARTICLE VII, Section 1. The officers’ banquet shall be held following SOA elections and class officer elections. Allotted amount shall be determined annually by the SOA budget and monies shall be used towards supplementing the cost of the dinner.

E. Speaker Series - See ARTICLE VIII, Section 12. Allotted amount for speaker series events shall be determined annually by the SOA budget. Monies shall be used for food, beverages and administrative costs for each monthly event. In addition, budgeted monies may be used to help travel costs incurred by the speaker.

F. Adopt-A-Road - Fall & Spring. SOA shall be responsible for overseeing the cleanup of a two-mile stretch of Gales Creek Highway. An allotted amount of $100 shall be distributed annually to the first year class upon the completion of the highway cleanup.

Section 5 Mandated Allocations - Unused Funds
Any mandated funds not used for allocation must be returned to the SOA general fund at the end of the academic year.

ARTICLE V EXECUTIVE BOARD

Section 1 Empowerment
A. Executive power of the SOA shall be vested in an Executive Board composed of the AOSA Trustee, AOSA Trustee-Elect, AOSA Secretary, AOSA Treasurer, SOA President, SOA President-Elect, SOA Vice-President, SOA Secretary, SOA Treasurer, SOA Student Faculty Representative, SOA Entertainment Chair, SOA Equipment Chair, SOA Speaker Series Chair, and all Class Vice-Presidents.

B. All Executive Board members will vote on motions before the Executive Board, with the exception of the SOA President who will vote only in the case of a tie.
Section 2 Appointments

A. The President shall appoint chairpersons to all ad hoc SOA committees.

B. All optometry or university committees as requested by PUCO or Pacific University administration shall be appointed by the Committee Representative Selection Board (CRSB). The CRSB will be composed of the President, Vice-President and all Class Vice-Presidents.

C. The President shall appoint student liaisons to the Oregon Optometric Physicians Association (OOPA) and the Washington Association of Optometric Physicians (WAOP) for the purposes of reporting to the SOA Executive Board on current issues affecting optometry in these states.

ARTICLE VI MEETINGS

Section 1 SOA General Assemblies (SOAGA)
General Assemblies shall be held no less than once every fall and spring semesters during the academic year, and shall have an agenda established by the Vice-President (ARTICLE VIII, Section 8). The Fall SOAGA shall be held within the first two months of school, while the Spring SOAGA shall be held concurrently with SOA elections (ARTICLE VII, Section 2).

Section 2 Executive Board Meetings
The Executive Board shall meet regularly at a time and place determined by the Executive Board, no less than twice per month. The Executive Board meetings shall be open to active SOA members, PUCO faculty and administration, and invited guests.

Section 3 Conduct of Meetings
All meetings shall be conducted according to Robert’s Rules of Order, when not superseded by this constitution or its by-laws. See Appendix A.

Section 4 Order of Business
All meetings shall be conducted according to the following format:
A. Call to Order
B. Attendance
C. Approval of Minutes
D. Report of the Treasurer
E. Officer Reports
F. Communications
G. Old Business
H. New Business
I. Off the Record
J. Adjournment
ARTICLE VII OFFICERS AND THEIR ELECTION

Section 1 Officers
Elected Officers of the AOSA and SOA Executive Board shall be:
A. AOSA Trustee
B. AOSA Trustee-Elect
C. AOSA Secretary
D. AOSA Treasurer
E. President
F. President-Elect
G. Vice-President
H. Secretary
I. Treasurer
J. Faculty Representative
K. Speaker Series Chair
L. Entertainment Chair
M. Equipment Chair
N. Vice President of 1st, 2nd and 3rd year of the professional curriculum

Section 2 Elections
Election of officers shall be completed by March 15th of the spring semester. Election procedures are formally described in the SOA By-laws.

A. Nominations
Officer nominations shall be completed prior to the SOAGA, by a written nomination submitted to the Executive Board. Nominations will be accepted from the general assembly floor throughout nominee presentations given during the SOAGA, except for the position of AOSA Trustee-Elect, which requires prior approval (ARTICLE VII, Section 4).

B. Open Forum
Each nominee will give a brief presentation during an open forum of the Spring SOAGA prior to elections. The order of presentations will follow that outlined in ARTICLE VII, Section 1.

C. Order of Election
Nominees shall be placed on the ballot in the order given in ARTICLE VII, Section 1, letters B through N. Opposing candidates shall be placed on the ballot in alphabetical order under the heading of the office sought.

D. Balloting
1. All officers shall be elected by closed ballot. Printed ballots shall be distributed to all eligible voting members (ARTICLE III, Section 1). A voting member must indicate his/her test identification number. A two-day period will be allowed for the ballots to be cast and placed in a locked ballot box. Nominees receiving the largest number of votes
shall be declared elected to their respective offices. In the event of a tie, a run-off election of these candidates will be held using the same guidelines and a one-day voting period. The President shall post the results of the elections.

2. Absentee ballots may be turned into the President, Trustee, or Trustee-Elect with Test ID # by the election deadline.

E. Administration
The retiring SOA President, AOSA Trustee and AOSA Trustee-Elect shall preside over the administration and the execution of the election. The counting of ballots will be done in Jefferson Hall at the completion of the ballot closing time.

Section 3 Terms of Office
All officers mandated in ARTICLE VII, Section 1 should be elected for the term of one year. This term shall commence two weeks following elections and shall provide for officer transition. The retiring officer and the newly elected officer for each elected position are required to attend SOA Executive Board meetings during the two-week transition period.

Section 4 Eligibility
Any active members according to ARTICLE III, Section 1, shall be eligible to run for any SOA office, as listed in Article VII, Section 1. In addition, candidates for the office of President must be 2nd year students, and candidates for the office of President-Elect and Trustee-Elect must be 1st year students. In addition, candidates for the position of AOSA Trustee-Elect must submit a letter of intent and a form signed by the Dean or an Associate Dean, verifying that the student is in good academic standing.

Section 5 Resignation and Replacement
In the event that either the office of President or the office of Trustee is vacated by resignation or by the officer being declared ineligible to serve, the Vice-President shall assume the office of President and the Trustee-Elect shall assume the office of Trustee. In addition, a new election for the position of Vice-President or Trustee-Elect shall be held. In the event that any other office is left vacated by resignation, or declaration of ineligibility, replacement officers will be appointed by a 2/3 majority vote of the Executive Board to serve the remainder of the term of office.

Section 6 Officer Voting Privileges
The right to vote on all matters before the SOA Executive board is granted to all SOA Officers upon their election (excluding the SOA President according to Article V, Section 1B). Loss of these privileges will begin following the third absence from any scheduled SOA meeting. Absences due to professor-scheduled academic events may be exempted twice per semester. No less than two consecutive SOA meetings must be attended in order to regain voting privileges. Privilege will be returned at the meeting immediately after this requirement has been met. After the first loss of vote due to absence has occurred, each additional absence will result in the same loss of privilege and the same
requirements exist to regain a vote. During this time, officers are still required to fulfill their duties as listed in Article VIII Sections 1-14. The SOA Secretary shall be responsible for notifying the SOA President and officers in question whenever there is a change in voting status.

ARTICLE VIII DUTIES OF OFFICERS

Section 1 Attendance
All officers, except the AOSA Secretary and AOSA Treasurer, are required to attend Executive Board meetings. All officers are required to attend the SOAGA’s, and all SOA functions.

Section 2 AOSA Trustee
The Trustee shall serve as the representative for PUCO to the AOSA Board of Trustees and vote on behalf of all active AOSA Student Members on matters before that board. The Trustee shall ensure timely correspondence and reports regarding matters before the AOSA Board of Trustees, and will furnish pertinent information to the SOA Executive Board and to the AOSA General Membership. The Trustee shall serve dual positions as a local SOA Executive Board Member and as the National AOSA Representative. The Trustee is responsible for all duties as dictated from the AOSA head office as well as all duties associated with being a member of the SOA Executive Board. The Trustee shall be required to attend the AOA/AOSA Joint Meeting, and any other official meetings of the AOSA Board of Trustees. The Trustee is responsible for submitting a report each semester to the general membership of AOSA and to the PUCO faculty regarding information received during these meetings.

Section 3 AOSA Trustee-Elect
The Trustee-Elect shall serve concurrently with the AOSA Trustee. The Trustee-Elect shall be required to attend meetings of the AOSA Board of Trustees. In the absence of the Trustee, during meetings of the AOSA Board of Trustees, the Trustee-Elect shall assume voting rights as representative of SOA. He/she shall oversee conference fundraising and shall report fundraising activities to the Executive Board. He/she shall appoint and organize the local AOSA liaisons. The Trustee-Elect shall also be responsible for planning the Western Regional Conference held at PUCO every three years should their term fall into this cycle. Upon completion of the Trustee's term of office, the Trustee-Elect shall assume the position of Trustee.

Section 4 AOSA Secretary
The AOSA Secretary shall be responsible for taking minutes at all AOSA meetings, and keep a complete record of these minutes. The AOSA Secretary will also be responsible for organizing all AOSA fundraising activities and keeping record of points collected by students. In addition, the AOSA Secretary shall be responsible for editing the SOA Informer.
Section 5 AOSA Treasurer
The AOSA Treasurer shall oversee and properly record spending of approved AOSA funds. The AOSA Treasurer shall keep accurate accounts of all other monies taken in and paid out by AOSA. The Treasurer shall submit a current financial statement when requested by the AOSA Trustee and ensure that complete financial records are properly maintained on file. The Treasurer shall be responsible for orienting the new Treasurer to the SOA files upon completion of his/her term.

Section 6 President
The President of SOA shall preside at general meetings and Executive Board meetings. The President shall set and distribute an agenda at all Executive Board meetings. The President shall act as official spokesperson for SOA and shall present student concerns to the Deans of PUCO and as appropriate, the Board of Trustees of Pacific University. The President shall assist the Treasurer in the preparation of the annual budget proposal for the SOAGA. The President shall ensure that the Treasurer maintains the financial records. The President shall concurrently serve as SOA's representative to the AOA House of Delegates; as such he/she shall attend the annual congress of the AOA and be present on the floor during sessions of the House of Delegates, subject to the rules and guidelines of the AOA House of Delegates. The President shall be PUCO's appointee to President's Forum during the annual AOA/AOSA Joint Congress. If the President is unable to attend the AOA/AOSA Congress the Vice-President shall take his/her place. It is the responsibility of the President to inform the AOA Executive Director of the newly elected AOSA and SOA officers in due time following the election of the aforementioned positions, and he/she must provide the name of the Pacific University delegate to the AOA House of Delegates. The President shall sit on the PUCO Dean's Council, and be involved in all other university-wide committees as requested by administration. The President shall be responsible for orienting the new President to the SOA files upon completion of his/her term of office.

Section 7 President-Elect
The President-Elect shall serve concurrently with the SOA President. The President-Elect shall attend all Executive Board meetings and SOA functions in order to learn the position of President. The President-Elect shall be responsible for coordinating and scheduling tour guides with the admissions office. The President-Elect shall attend the annual AOA/AOSA Joint Conference and be present on the floor during the sessions of the House of Delegates as requested by the AOSA Executive Council. The President-Elect shall also sit with the President in the President's Forum as requested by a majority vote of the President's Forum. Upon completion of the President's term of office, the President-Elect shall assume the position of President.

Section 8 Vice-President
The Vice-President shall preside at Executive Board meetings when the President is absent. The Vice-President shall also be a member of Pacific University Professional Programs Council (PPC), The Vice-President shall oversee and coordinate the activities of all SOA committees, and all appointed student committee members. The Vice-
President shall preside over the Fall and Spring SOAGA. The Vice-President shall oversee all SOA Fundraising Activities and coordinate the activities of Save Your Vision Week. The Vice-President shall be responsible for coordinating the annual Optorock talent show with the assistance of the SOA Entertainment. The Vice-President shall be responsible for orienting the new Vice-President to the SOA files upon his/her retirement of office. In the event the President's position is vacated, the Vice-President shall assume the office and the duties of President as described in ARTICLE VIII.

Section 9 Secretary
The Secretary shall keep a complete record of SOAGA meetings and SOA Executive Board meetings. Minutes of Executive Board meetings shall be distributed to board members in typewritten form after each meeting. In addition, minutes will be posted in all classrooms and on the SOA bulletin board. After corrections and approval, a copy of the minutes shall be kept on file. The Secretary shall conduct correspondence and ensure that typing and clerical duties are completed in a timely manner. The Secretary shall keep an accurate record of officer attendance, keep track of voting privileges, and notify the SOA President and the officer when voting status changes. The Secretary shall also be responsible for over-seeing the annual State Association membership drive in the spring semester. The Secretary shall be responsible for orienting the new Secretary to the SOA files upon completion of his/her term of office.

Section 10 Treasurer
The Treasurer shall assist the President in preparing the annual budget, and present the budget to the SOAGA. He/she shall oversee and properly record spending of approved funds. The Treasurer shall keep accurate accounts of all other monies taken in and paid out by SOA (in accordance with Pacific University policies) and fulfill economic commitments duly authorized by the Executive Board. The Treasurer is responsible for the completion of any tax statements required of SOA as a non-profit organization. The Treasurer shall submit a current financial statement at each general meeting, and shall insure that all statements and complete financial records are properly maintained on file. The Treasurer shall submit an updated financial statement no less than once per month at Executive Board meetings. The Treasurer shall be responsible for orienting the new Treasurer to the SOA files upon completion of his/her term of office.

Section 11 Faculty Representative
The Faculty Representative shall serve as the liaison between the PUCO student body and faculty. He/she shall attend all Executive Board meetings and faculty meetings and he/she shall present student concerns at these meetings. The Faculty Representative shall be responsible for collecting exams from the classes and faculty for the SOA Test Packet, as well printing and distribution of these test packets. The Faculty Representative shall be a voting member of the Faculty Development Committee for one full academic year beginning in the fall following SOA elections. He/she shall be responsible for orienting the new representative to the SOA files upon completion of his/her term of office.
Section 12 Speaker Series Chair
The Speaker Series Chair shall be responsible for contacting and recruiting speakers. He/she shall request funding from the SOA annual budget and use these monies as he/she needs for food, honorarium, travel expenses etc. The Chair may recruit a speaker series committee. He/she shall be responsible for orienting the new chair to the SOA files upon completion of his/her term of office.

Section 13 Entertainment Chair
The Entertainment Chair organizes SOA social functions. Social functions may include but are not limited to the fall picnic, Halloween party, Optorock, spring picnic, and the officer transition banquet. He or she should become familiar with university-held events concerning student entertainment, as well as university policies regarding social functions. The Entertainment Chair presides over the Entertainment Committee (ARTICLE X, Section 1). He/she shall be responsible for orienting the new chair to the SOA files upon completion of his/her term of office.

Section 14 Equipment Chair
The Equipment Chair oversees interactions with local and national equipment manufacturers and distributors for the College of Optometry. He/she shall preside over the Equipment Council (ARTICLE X, Section 2). The Equipment Chair shall preside over the organization of one annual Equipment Fair during the fall semester, and any equipment venues during the hosting of a conference. The Equipment Chair shall be responsible to act as a student resource for equipment concerns and act as a liaison between the student and manufacturer should a repair, replacement or order be needed. He/she shall also be responsible for the repair kits provided to the students by various equipment companies. In addition, he/she shall be familiar with university policy and established relationships between equipment manufacturers and suppliers and Pacific University College of Optometry. He/she shall be responsible for orienting the new coordinator to the SOA files upon completion of his/her term of office.

ARTICLE IX AMENDMENTS

A 2/3-majority vote cast by general membership may amend the constitution and by-laws of the SOA. Proposed amendments may be submitted in writing to the Executive Board. A minimum of 30 days shall be allowed between the submission of the proposed amendment and the voting. The proposal shall be posted for a minimum of ten days prior to voting. Ballots shall be distributed to all SOA members (ARTICLE III, Section 1). For a ballot to be valid, the voter's test identification number must be placed at the top of the ballot. A minimum of one day is allowed for ballots to be cast and placed in a locked ballot box. Absentee ballots may be turned in to the SOA President, AOSA Trustee, and/or the AOSA Trustee-Elect.
ARTICLE X STANDING COMMITTEES

Section 1 Entertainment Committee
The Entertainment Committee is comprised of the Entertainment Representative from each class and is overseen by the SOA Entertainment Chair (ARTICLE VIII, Section 13). The committee is responsible for, but not limited to planning a fall picnic, Halloween party, and spring picnic.

Section 2 Equipment Council
The Equipment Council is comprised of the Equipment Representative from each class and is overseen by the SOA Equipment Representative Coordinator (ARTICLE VIII, Section 14). The council shall organize an equipment fair during fall semester

ARTICLE XI FACULTY ADVISOR

The Faculty Advisor will be a PUCO faculty member. He/she shall be made aware of the Executive Board's actions by a monthly meeting with the President and will be invited to attend all Executive Board meetings and SOA functions. The faculty advisor may choose to serve more than one term as advisor.
SCHEDULED SOA EVENTS
ANNUAL EVENTS CHECKLIST

MARCH
- P - Office Transition and introduction to faculty and Dean’s Council
- P - Updated list of officers given to Assistant Director of Student Services and posted on SOA board
- P - Class Elections
- P – WAOP and OOPA reps chosen
- VP (outgoing) - Save Your Vision Week

APRIL
- P - Fundraising committee semi-annual meeting
- P - Begin new student orientation sign up and tasks
- E - Spring Picnic
- S – State Association Membership Drive

MAY
- F - Third year test packet compilation and ordered and delivered to third years

JUNE
- Optometry’s Meeting – AOA and AOSA Joint Congress

JULY
- P – Orientation planning

AUGUST
- NBEO Part I
- P – New Student Orientation for incoming class

SEPTEMBER
- P – First year class elections
- P – Updated list of officers posted and given to the Assistant Director of Student Services
- P – SOA Goals meeting
- T – Budget request letters sent out to all clubs/organizations
- T – Budget review and preparation
- F – Test packets ordered for first and second years
- P/CRSB – Faculty Committees student rep appointments
- PE – Admissions tour guide schedule set up
- E – Fall Picnic
- VP1 – Adopt-a-Highway cleanup
- AT – Western Regional Conference (PUCO every 3 years)

OCTOBER
- VP – General Assembly
- EQ – Equipment Fair
- E – Halloween Party
- P – Fundraising committee semi-annual meeting
- Greater Western Council of Optometry Meeting (GWCO)

NOVEMBER
- Diabetes Awareness Month – no SOA planned activities

DECEMBER
- No planned activities

JANUARY
- VP – Save Your Vision Week Planning begins
- E/VP – Optorock planning
- PE – Set up admissions tours

FEBRUARY
- VP1 – Adopt-a-Highway cleanup part 2
- E/VP – Optorock
- P – SOA General Assembly and elections (very end of the month)

**AOA-PAC Membership Drive to be held at some point during the year. The date varies because every second year AOA-PAC sends a representative to PUCO to talk about the organization. During those years this speaker series event can be coordinated with the membership drive. On alternate years, the AOA-PAC student rep can set the date for the drive.**

Legend: P=President, PE=President Elect, VP=Vice President, S=Secretary, T=Treasurer, E=Entertainment, SS=Speaker Series, EQ=Equipment, F=Faculty Rep, VP 1 = 1st year class rep, etc., CRSB=Committee Representative Selection Board (files maintained by the President), AT=AOSA Trustee
OFFICER DESCRIPTIONS AND DUTIES

PRESIDENT – Article VIII Section 6

The President shall act as the official spokesperson for the SOA and has several duties throughout the year. He/she will preside at all SOA board meetings and serve as the SOA’s representative to the AOA House of Delegates and leadership council during the annual AOA/AOSA Congress in June of each year. In addition, the president will chair the bi-monthly Dean’s Council meetings and be involved in all other university-wide committees as requested by the administration. The President runs all class and SOA elections, attends all SOA events/functions and helps wherever needed.

Initial Duties

Once elected, one of the first duties of the president is to schedule weekly meeting times and reserve the room for these meetings. This can be done through Facilities or the Assistant Director of Student Services. For these meetings the president should make an agenda (Appendix 1) to be distributed at the meeting. During the meeting the president follows Roberts Rules of Order to keep the meeting on track and on time, following the agenda as close as possible. It is important to give each member of the board enough time to give their reports without letting the meeting run overtime. If for any reason the President cannot attend a meeting, the Vice-President shall take over his/her duties. During the first month of office the President should be introduced to the Dean’s Council by the outgoing President and should update and post a current list of officers on the SOA board, as well as give a copy to the Assistant Director of Student Services. Another updated copy of the officers should be posted in September.

State Association Representatives

He/she should appoint liaisons to both the Washington Association of Optometric Physicians (WAOP) and the Oregon Optometric and Physicians Association (OOPA).

- Send an email to all classes requesting people to be student representatives
- Ask for a brief explanation of why they would like the position
- Choose from the candidates and submit the names to the various state association

Fundraising Committee Bi-annual Meetings

In addition, the President should organize two fundraising committee meetings during the months of April and October where all club presidents and representatives attend and discuss who and how much fundraising they will be doing in the upcoming year. This is very important so the situation of doubling up on sponsors can be avoided. One representative from that meeting should compile a type written list of potential sponsors and fundraising activities and distribute it to all clubs and organizations.

People/clubs/organizations to be included are: SOA President and Vice President, AOSA Trustee, all class presidents, the Fellowship of Christian Optometrists (FCO), the
National Optometric Student Association (NOSA), the Beta Sigma Kappa Honor Society (BSK), Pacific Associates for Vision Awareness (PAVA), Amigos and any other club planning on doing fundraising activities.

AOA-PAC Membership Drive

The President should also oversee the AOA-PAC membership drive within that first month of office. The actual drive is usually organized by the AOA-PAC representative, and runs for one week. The goal is to raise awareness of the AOA and have students sign up for a 4-year membership at the cost of $20 ($5/year). Once every 2 years, AOA-PAC sends a speaker representative to PUCO to encourage membership. This can be coordinated with the Speaker Series chair during the month the representative is visiting.

Attendance at June Conference

At the end of June the President will attend the AOA/AOSA meeting. Here the President will have the opportunity to sit in the House of Delegates as a representative of AOSA. In addition, the President will meet with all other student government association presidents to report on school activities as well as exchange ideas and information. This will not be a new task to the President, as he/she will have attended Congress the year before as President-Elect. In addition, the President shall submit a report of major PUCO SOA activities and functions since the last leadership council and will be contacted by the current leadership council president on where and when to send this information.

Orientation

The President will also be responsible for helping plan orientation.

- Write a welcome letter to the incoming students and provide a list of current student contacts to be included in the welcome package
- Prepare a speech to be given at the Dean’s Convocation
- New student orientation tours – find 10-12 tour guides and 8-10 demonstrators
- Arrange orientation banquet entertainers – 2-3 current student, usually Optorock talent from the previous show
- SOA Wine and Cheese Reception – held after the banquet in the Alumni room, organize snacks and wine for the new class, arrange for help with set-up, pouring wine etc.
- Contact the leader of PAVA to find out if they will be providing babysitting for either orientation days
- Picnic under the Trees
  - Book the area outside Marsh Hall, tables and chairs through Facilities
  - Book the PA system – mic, CD player, speakers
  - Contact various organizations to set up tables – see list below
  - Organize prizes and give-aways – donations or purchased
  - Arrange all food, drinks and snacks - usually Subway, chips/pop/candy from Costco
- *HINT – have lots of water and juice as well as pop
- Make up a Scavenger Hunt or a similar game for new students to find out more from each of the organizations as well as their classmates
- Arrange for people to help with set-up and take-down
- Arrange Library tours with the library
- It is helpful to get commitments from students before they leave for the summer for tour guides, entertainment and orientation help
- It is nice to have the week before orientation to help with last minute set-up, glitches or just help with orientation planning
- Plan for about a 2-3 minute speech and keep it upbeat and simple
- At the banquet the president will sit at the head table
- Contact Facilities and the Technology Information Center early to make sure you have all reservations in place
- In 2001 and 2002, eight Subway sandwiches was perfect and all extras were bought from Costco
- The bookstore is a great resource for prizes, as are local businesses, but be aware of fundraising “list” so you don’t double up on sponsors
- Common booths at past orientation picnics:
  - Navy
  - Army
  - Air Force
  - Amigos
  - PAVA
  - FCO
  - AOSA
  - Marchon (usually give away bags)
  - Pacific Outback – outdoors center at Pacific
  - BSK honors society
  - Phi Theta Upsilon (PTU) – optometric fraternity
  - College of Optometrists in Vision Development (COVD)
  - OOPA and WAOP (student and/or association rep)
  - AOA-PAC

First Year Class Elections

The President should organize a time for the second year officers to present their positions to the first year class within the first two weeks of school in September. Election protocol should be discussed with the first year class and then followed as described later in this section.

SOA Goal Setting Meeting

The President should set a date, time and place for the goals meeting and plan an agenda for the meeting. Food can be provided by the SOA. The meeting can usually begin with an icebreaker and then each board member should talk about the goals they want.
accomplished for the year. The Secretary should record all goals and distributes a copy to each board member after the meeting.

Committee Representative Selection Board

Email the faculty responsible for each committee and inquire as to when and how they need new student reps. The committee heads may also contact you within the year for new student reps. Committees that usually require student reps are: Research and Awards, Admissions, Academic and Professional Standards and Curriculum Committees. The committee chair will provide you with their requirements for a student rep and the date they need the rep by. The President will email all students and ask for applications. If there is more than one qualified applicant, the CRSB meets to decide on the best candidate. See Article V Section 2B for description of CRSB.

Elections

The final duty of the SOA President is to hold SOA Elections for the new board at the end of February, and help the new President with class elections in March. The current SOA board should visit the first and second year classes to re-introduce themselves and explain their duties. Election protocol as outlined below should then be followed.

General Election procedure – Article VII Section 2 of the constitution

- Copy and distribute nomination ballots in all applicable student boxes by Monday of election week
- Nominations are made by students on Monday and Tuesday (and Wednesday for SOA elections) of election week and submitted to the suggestion/ballot box. Valid nominations must include the signature and phone number of the accepting nominee.
- The President must call each nominee the night before speeches to confirm their nomination and discuss presentation protocol and suggested clinic attire
- Nominee presentations (brief, less than five-minute presentations) are given Wednesday at noon to each class or Thursday at noon during the General Assembly for SOA elections.
- Voting is by closed ballot (ballots left in student mailboxes and to be placed in the suggestion/ballot box) by students on Thursday and Friday. Valid ballots must include the voter’s student ID number.

Election Issues that may arise:

- **Ballot box Tampering:** Requires a re-election
- **Resignation/Removal of Officer:** In the event of resignation/removal see Article VII Section 5 of the constitution
- **No nomination for a position:** Call students who you know are interested or have run before to provide more information on the position and encourage their involvement
- **Tie in voting:** Hold another election including only the nominees involved in tie
The President-Elect will be responsible for coordinating tour guides with the Assistant Director of Admissions and the Graduate Assistant in Admissions. He/she will arrange for a meeting with Ann to determine tour dates and requirements. Usually tours are offered everyday; therefore the President-Elect must find students for every school day. This is usually done by passing a calendar around each class and asking for volunteers. It is the responsibility of each SOA board member to do at least one tour a month, and should the calendar not fill, the board members are responsible for filling those days. Even though tours are offered Monday-Friday, some days may not have scheduled tours; therefore it is the responsibility of the tour guide to contact the admissions office on the day of their tour. In addition to this, the President Elect can set up with the Assistant Director of Admissions, an agreement for admissions to call each tour guide the day before to let them know if they have a tour. This varies on a yearly basis depending in admissions staff availability.

The President-elect is also responsible for recruiting tour guides and volunteers for Profession Programs Day. In addition, the PE can help admission with the planning and preparation of the picnic for this day.

The President-elect is also required to attend all SOA Board meetings and the annual Congress in June with the President. In addition, the PE should attend all SOA functions and assist the President and all other board members wherever needed. This position was created to help with the transition to SOA President, so therefore the PE should learn as much as possible about the position during their elected year. The President Elect shall be responsible for orientating the new President Elect to the SOA files upon completion of his/her term of office.
VICE PRESIDENT – Article VIII Section 8

The Vice-President shall preside at Executive Board meetings when the President is absent. The Vice-President shall also be a member of Pacific University Professional Programs Council (PPC) and attend the monthly meetings as arranged by this council. The VP will also be a member of the CRSB as needed. The Vice-President shall preside over the Fall and Spring SOA General Assembly and all SOA Fundraising Activities. In addition, the VP will be responsible for coordinating the activities of Save Your Vision Week. The Vice-President should also be responsible for coordinating the annual Optorock talent show with the SOA Entertainment representative. The Vice-President shall be responsible for orienting the new Vice-President to the SOA files upon completion of his/her term of office.

Fall and Spring General Assembly
- Reserve McGill Auditorium 2-3 months in advance
- Plan and make copies of the agenda
- Fall – short speeches by state and AOA-Pac reps, presentation of and voting on the budget by the Treasurer, review of the PU Alcohol Policy
- Spring – SOA election candidate speeches
- Plan the menu – usually pizza, pop, chips, candy
- Collect/purchase door prizes
- Day of – arrange for assistance in set-up and take-down, prepare food, distribute raffle tickets and run the meetings

Co-chair Optorock
*See duties under entertainment representative

Save Your Vision Week
The goal of Save Your Vision Week is to promote the importance of eye care and to provide community awareness of eye function.
- Advertising/Awareness:
  - Display of SYVW banner over Pacific Avenue – must get permission a few months in advance and have banner created
  - Forest Grove Light and Power schedules the display and will hang the banner for you - ODOT/Light & Power (L&P) Banner Installation Requirements
    - Notify L&P of the dates you wish to hang banner and the wording you wish to use in order to obtain tentative approval
    - L&P will supply you with permit papers from ODOT along with the required insurance forms
    - Fill out paperwork completely and return it to L&P for signatures
    - L&P notes a “T” on calendar with banner dates and keeps a copy of all paperwork
    - Mail or hand deliver (do not fax) all paperwork to ODOT for appropriate signature
- 5440 SW Westgate Drive, Ste. 350, Portland, OR 97221
- Return signed paperwork to L&P with your banner at least one day prior to hang date
- Please remember to pickup your banner after it is removed, as L&P cannot store it

- Information Sources:
  - International Library, Archives, and Museum of Optometry: ask for materials two months in advance
  - ABC’s of Eye care materials, available from Vision Council of America
  - American Foundation for Vision Awareness (AFVA) has promotional materials
  - Fellow Schools of Optometry

- Suggested coordinators:
  - Screening Coordinators – if screenings are scheduled assign a coordinator for each screening location
  - School Coordinator – coordinates distribution of materials to elementary schools
    - Bookmarks are to be copied and cut by board members
    - The template (located in SOA room) is to be taken to the student services copy center for replication on cardstock
    - Call the elementary school offices and explain the purpose of SYVW
    - Ask how many bookmarks they will need for the school and attach these to screening coupons and a letter to parents explaining SYVW
    - Arrange for a time to visit classes and make a presentation and distribute bookmarks

- SYVW Suggestions from fellow schools of Optometry:
  - Screenings within elementary schools
  - Cow eye dissection in elementary schools, coupled with a discussion on how the eye works
  - Homeless shelter screening
  - Distribute awareness materials to parents through packets given to elementary students
  - Place “eye facts” on undergraduate bulletin boards, stressing the importance of yearly vision exams
  - Sponsor an Art of the Eye exhibit (artwork by visually impaired or blind artists)

Additional Duties
- Be available to give prospective students tours when needed
- Assist President and board members with all SOA events
SECRETARY – Article VIII Section 9

The Secretary will keep a complete record of SOA General Assembly meetings and SOA Executive Board meetings. Minutes of Executive Board meetings should be distributed to board members in a typewritten format after each meeting, usually delivered to mailboxes in the lounge or by email within 2 days of the meeting. After corrections and approval, a copy of the minutes shall be kept on file. In addition, minutes will be posted in all classrooms and on the SOA bulletin board. The Secretary shall conduct correspondence and ensure that typing and clerical duties are completed in a timely manner. The Secretary shall keep an accurate record of officer attendance, keep track of voting privileges, and notify the SOA President and the officer when voting status changes. The Secretary shall be responsible for orienting the new Secretary to the SOA files upon completion of his/her term of office.

The Secretary is also responsible for organizing the annual State Association Membership Drive in April. The SOA board shall determine the dates for the weeklong drive in early January. The Secretary should begin by confirming addresses for all State Associations as well as updating the file folder in the student lounge with any new application forms for each state. The Secretary is responsible for promotion of this week and for the tabulation of students state associations memberships. The goal of this event is to encourage students to sign up with at least one state association. A $100 prize going to the class with the most students involved. It would be helpful to coordinate this week with a speaker series event hosting a representative of OOPA or WAOP at the same time.

The final duty of the SOA Secretary is to keep ensure the upkeep of this manual. Before the end of their term as Secretary, he/she shall make changes to procedures, phone numbers or other sections of the manual as necessary.
TREASURER – Article VIII Section 10

Description of Responsibilities

The Treasurer will prepare the annual budget with the assistance of the SOA President and present this budget at the SOA General Assembly in the fall. He/she will oversee and properly record spending of all approved funds using an Excel spreadsheet and associated files (sample included in appendix). Outgoing treasurer should provide training on this program. The Treasurer is responsible for the SOA checkbook and all monies paid out within the fiscal year. All reimbursement requests must be accompanied by a receipt. The Treasurer should also be responsible for the preparation of any tax statements required of SOA as a non-profit organization. The Treasurer should present an updated record of expenses and income to the SOA board every 2 weeks. The Treasurer shall be responsible for orientating the new officer to all files upon completion of his/her term of office. In addition, the outgoing and incoming Treasurer shall make all necessary changes at The Bank of the West with regard to statement addresses.

Fiscal Year

The fiscal year of the SOA coincides with that of the Business Office, beginning July 1 of a given year and ending June 30 of the following year.

Finances

SOA FUNDING: 60% of the student government/activity fee paid by PUCO students dispersed by the Business Office (percentage subject to change). The Treasurer should request these funds from the Business office after the fiscal year ends and deposits this into the Bank of the West checking account. In reality, monies for the current year are based on student enrollment from the previous year (see budget section below). Therefore, technically, the SOA goes into debt for the current year and then gets reimbursed for that year. However, the Treasurer shall ensure that at no time there are negative balances. It is the responsibility of the treasurer to provide the Business Office with copies of checks written during the previous year that total up to the amount in the budget in order to get reimbursement.

AOSA Funding: $3.00 of the annual AOSA membership dues of $28.00 is allocated to the local chapter of the AOSA (amount subject to change). Other AOSA sources of funding include but are not limited to: conference fundraising and AOSA sustaining membership dues. The AOSA Trustee or Treasurer shall request funds from the business office after tuition has been paid for the current academic year.
SOA Funded Organizations and Events

A budget request letter shall be submitted to the Treasurer within the first 2 weeks of the academic year from each organization requesting funds from the SOA (examples: AMIGOS, FCO, and PAVA). The AOSA Trustee must also submit a request for conference funding for the Trustee and Trustee-elect within this time frame. Money will be budgeted and distributed in the form of a check from the SOA.

All reimbursements requested from SOA by board members or other students must be accompanied by an itemized list of expenditures (form available from Treasurer) and receipts. Reimbursement checks can be requested in advance with approval from the Treasurer and President for large amounts of monies. Itemized receipts and unused monies must be returned to the treasurer after money is spent. All reimbursement requests should be claimed by the end of the fiscal year (June 30). Officers who are in charge of activities requiring budgeted money should submit a detailed list of expenses to the treasurer to determine if they remained within the projected budget. This helps determine the budget for the following year. Any unspent money within an academic year will be rolled over to the next year’s budget.

Mandated Allocations

Each budget should include an allotment for the transportation, lodging, registration fee and per diem for the AOSA Trustees, AOSA Trustee-Elect, SOA President and SOA President-Elect to attend the joint AOA/AOSA Conference in June. Budgeted amounts shall be submitted by the AOSA Trustee and approved.

Each graduating class shall be allotted an amount determined annually by the Executive Board. This amount shall be included in the annual budget and is to be used for a graduation banquet and/or yearbook. Any unused funds can be allocated as the graduating class wishes.

General Assembly - Fall and Spring. Allotted amounts shall be determined by annually by the SOA budget.

Officers Banquet- Following the SOA elections, a banquet shall be held for the transition of officers. Allotted amounts shall be determined annually by the SOA budget.

Speaker Series- An allotted amount for speaker series events shall be determined annually by the SOA budget.

Adopt-A-Road- Fall & Spring. SOA shall be responsible for overseeing the cleanup of a two-mile stretch of Gales Creek Highway. An allotted amount shall be determined annually by SOA budget.
Mandated Allocation – Unused Funds

Any mandated funds not used for allocation must be returned to the SOA general fund at the end of the academic year.

Budget:

The budget for the academic school year shall be completed with the help of the President and the AOSA Trustee. The budget shall be presented and approved at the Fall SOA General Assembly generally held in October. It shall be the responsibility of the Treasurer to provide a general overview of the expected income, expenses, and net cash flow for the current academic school year.

The budget is currently maintained on an Excel spreadsheet. The SOA Board must approve any change of software. The primary goal is to achieve the easiest maintenance of the budget to the officer responsible.

The budget should be updated weekly and presented to the SOA Board twice per month. In addition, the month-end budget shall be posted to the SOA bulletin board.

Bank Account:

The SOA checking account is maintained through the Bank of the West. The account is classified as an interest bearing business checking account. There is no monthly service charge if the account meets the minimum balance requirements; otherwise there is a $9 monthly service charge. Minimum balance requirements are as follows:

- Minimum daily balance of $5,000
- OR
- Monthly average balance of $7,500

There are no per-check charges for the first 100 checks written per statement period. If more than 100 checks are written per statement period, there will be a $0.25 excess check fee for each check written over 100, even if the account is maintained above the minimum balance required.

There is no charge for the first 20 deposit tickets processed per statement period; any over that cost $1.50 per ticket.

Bank statements are mailed monthly and should be sent to the home address of the Treasurer. This is to insure that the statement is not stolen from the officer’s campus mailbox. Once the new Treasurer has been elected, he/she shall be responsible for going to the bank and signing the appropriate signature card and changing the mailing address for the bank statement.
Recordkeeping:

The Treasurer shall maintain a working file of records and receipts. Records are maintained from the previous two fiscal years. This file has typically been stored in the SOA Room. However, often it is easier to keep the file at the officer’s residence for quick referencing.

Contact Personnel:

The primary contact person through the university business office varies from year to year. It is the responsibility of the outgoing treasurer to set up a meeting with that person and the incoming treasurer for introductions. The business office contact person handles all inquiries regarding the status of the Student Optometric Association Account and can provide a general ledger statement as well as a detailed listing of account activity. The SOA account number is kept on file. The officer will need to have this number with him/her in order to request such statements.

When requesting funds from the student account, the officer will need to prepare a detailed listing of funds dispersed throughout the course of the academic year as well as a photocopy of all of the checks that have been expensed. It is the only way in which to receive funds. Previous reports are available to review to help with the process.
FACULTY REPRESENTATIVE – Article VIII Section 11

The Faculty Representative shall serve as the liaison between the PUCO student body and the faculty. He/she shall attend all Executive Board meetings and faculty meetings and present student concerns at these meetings. The Faculty Representative shall be responsible for collecting exams from the classes and faculty for the SOA Test Packet. In addition, responsibilities include printing and distribution of these test packets. The Faculty Representative shall be a voting member of the Faculty Development Committee for one full academic year beginning in the fall following SOA elections. He/she shall be responsible for orienting the new representative to the SOA files upon completion of his/her term of office.

Test Packets

Original test packets are located in the SOA room and should be revised by the faculty rep every year (old exams removed, new ones added). It is the responsibility of this rep to research the least expensive copy center and put together a package price for each classes test packet. The faculty rep should distribute signup sheets to each class and payment is due before ordering. Once all orders are in and confirmed the faculty rep organizes printing and distribution of test packets.
SPEAKER SERIES CHAIR – Article VIII Section 12

The Speaker Series Chair shall be responsible for contacting and recruiting speakers for monthly speaker events. He/she shall request funding from the SOA annual budget and use these monies as he/she needs for food, honorarium, travel expenses etc. A speaker series committee may be recruited by the Chair to provide additional help with speaker events. He/she shall be responsible for orienting the new chair to the SOA files upon retirement of office.

Coordinating a Speaker Series Night

- Contact the speaker you wish to have visit PUCO and invite them to speak
- Provide some type of flight/housing/transportation incentive or honorarium (Speaker will be provided dinner the night of the event as well)
- Reserve room for event – usually McGill Auditorium
- Organize food for the night: pizza, subs, taco bar, potato bar, pasta bar, ice cream, soup/salad bar has been provided in the past
- Ensure the speaker has transportation the night of the event
- Ensure SOA Board comes early for set-up and stays after the event for clean-up
- Write a thank you note to the speaker after the event
ENTERTAINMENT CHAIR – Article VIII Section 13

The Entertainment Chair organizes all SOA social functions. Social functions may include but are not limited to the fall picnic, Halloween party, Optorock, spring picnic, and the officer transition banquet. He or she should become familiar with university-held events concerning student entertainment (e.g., Milky Way). The Entertainment Chair presides over the Entertainment Committee and he/she shall be responsible for orienting the new chair to the SOA files upon completion of term.

SOA Fall and Spring Picnics

- Determine dates for picnics well in advance - use a Board vote to set Fall picnic date at the last Spring SOA meeting, and the Spring picnic date at the first meeting in January if possible
- Reserve Lincoln Park at the Forest Grove Aquatic Center ($30) at least one month in advance – recommended time for reservation is 11:00am to 5:30 pm
- Reserve the necessary equipment for the event at least one month in advance, including
  - Equipment list:
    - Sound system - including CD player, microphone, amps, & cords, available through the Technology Information Center (TIC) in the bottom floor of Marsh Hall
    - Volleyball equipment and Tug-o-War rope if desired through Steve Klein in the Student Activities Office
    - Softball equipment if desired through the intramural sports office at the PAC
    - Ask board members if anyone has or knows of anyone who would be willing to lend coolers for cold beverages (SOA only has a few)
- Order 30-35 pizzas + 1 Greek and 1 Fruit Salad one week in advance from Pizza Schmizza. In the past they have always given a good deal. Ask for them to bring half of the pizzas at 12:00, and the other half about 45 minutes later. Cost has been approximately $550 OR 10 Subway sandwiches $300
- Promote with flyers placed in all student and faculty mailboxes. Also make posters and place throughout the school, and add e-mail reminders and class announcements for promotion. (Be sure to include date, time, and location and promote “families welcome”.)
- Go to COSTCO and purchase 20 cases of a mixture of soda pop, juice and water along with chips, candy, paper plates, napkins and silverware. (Check inventory in SOA Room first). Save all receipts.
- Day Of Picnic – Set up starting around 11am
  - Pick up approximately 10 bags of ice, a marker, tape, and spare paper.
  - Have a cell phone handy to keep in touch with Schmizza and for any last minute needs.
SOA Halloween Party
Reserve the Armory in early September if you want to hold it here. Two checks are required, one for the refundable damage/cleaning deposit, and one for the rental. (Everything must be cleaned up afterwards). If you decide to use the MPR the room reservation requires 4 signatures from school officials and the Sheriff’s signature so allow 3 days minimum. If you decide to use an off-campus location like El Torero, make ALL arrangements with them well in advance.

- Decide on a DJ. Usually a board member or fellow student will do the job for no charge. If you need to obtain the school’s equipment, contact the TIC and reserve it at least one month in advance.
- Purchase approximately 10 bags of candy, 4-5 cases of soda pop, juice and water, and any other additional decorations you want - check SOA Room for decorations inventory
- Obtain coolers for cold beverages.
- Obtain the necessary paperwork and signatures for a liquor license and find a local business like My Place to provide someone to serve beer (1-2 kegs is usually enough) NO profit can be made by SOA on alcohol
- You must have substantial food at the event in order to get the alcohol permit so hire someone like Maggie’s Buns to cater the event
- Go to the Oregon Liquor Commission Control (OLCC) and get the paperwork, then give it to the bar to fill out at least one month in advance. Fax it back to the OLCC and they send you the day permit
- Make signs for advertisement approximately 2 weeks in advance. Decide if you want any contests (costume contest is a bit of a tradition).
- At the board meeting prior to the event, decide on members to perform various duties, such as clean-up crew, decorations, ID checker
- Decorate the day of the event, remember to clean up or it will cost you $$, and save all receipts for reimbursement.

Optorock
- Book venue at least 2-3 months prior – Optorock has been held at Taylor Meade Auditorium in the past and you will need a date for the event as well as one or two audition/rehearsal dates
- Make and distribute sign up sheets for talent
- Make and distribute sign up sheets for committees: tickets (design, selling, collecting at the door) backstage assistance (2-3 people), prizes, advertising, programs (design and distribution) and audio/visual
- Ask faculty or staff members to be judges and design the scoring sheet – in the past there has been prizes for both talent and comedy depending on the number of entries
- Prizes: winners in the past are awarded monetary prizes $100 first, $50 second and $35 third in each category
- Door prizes should include donated and purchased items and there should be enough to give out two between each act
- Organize and coordinate a MC (or two) for the night
- Hold auditions if necessary
- The rehearsal should occur the night before the event – make sure to have all A/V people at the rehearsal and have a program available for them to make notes on, and all acts should have any music or prop requests for this rehearsal
- On the night of the event the coordinators should be at the venue early to set up and to work out any last glitches
- During the performance the coordinators can usually sit back, relax and enjoy the show!!
EQUIPMENT REPRESENTATIVE – Article VIII Section 14

The Equipment Representative oversees interactions with local and national equipment manufacturers and distributors for the College of Optometry. The Equipment Chair shall preside over the organization of one annual Equipment Fair during the fall semester, and any equipment venues during the hosting of a conference. The Equipment Chair shall be responsible to act as a student resource for equipment concerns and act as a liaison between the student and manufacturer should a repair, replacement or order be needed. He/she shall also be responsible for the repair kits provided to the students by various equipment companies. He/she shall be responsible for orienting the new coordinator to the SOA files upon retirement from office.

SOA Equipment Fair

- Set a date and time for this event (usually a Saturday)
- Reserve a room for the event to be held on campus, including table reservation
- Reserve sound equipment if needed
- Send letters to company reps and distributors to invite them to the fair, requesting a return by date and the fee made out to SOA in the form of a check
- Follow up on all exhibitors within 2 weeks of the fair
- Get prizes donated by each company for door prizes
- Sell raffle tickets in advance and at the day of the event to students
- Coordinate all advertising (emails, posters, announcements etc) for the event with the class equipment reps
- Organize help for set-up and take-down on day of event
- Provide a lunch or snack for exhibitors
- Be present the entire day of the fair for questions and interaction with exhibitors
- Provide a list of the names and numbers of all exhibitors to students who request this information
- Coordinate follow-up of class equipment reps with exhibitors for pricing of equipment

The SOA equipment rep is also responsible for keeping in contact with company representatives to organize equipment repair days within the school year. In addition, they should maintain equipment repair/replacement kits from each company (Welch Allyn, Heine, and Keeler). This rep should have monthly meetings with class equipment representatives in order to facilitate communication regarding equipment orders amongst students.
The Trustee shall serve as the representative for PUCO to the AOSA Board of Trustees at required meetings and vote on behalf of all active AOSA Student Members on matters before that board. The Trustee shall ensure timely correspondence and reports regarding matters before the AOSA Board of Trustees, and will furnish pertinent information to the SOA Executive Board and to the AOSA General Membership. The Trustee shall serve dual positions as a local SOA Executive Board Member and as the National AOSA Representative. The Trustee is responsible for all duties as dictated from the AOSA Head Officer as well as all duties associated with being a member of the SOA Executive Board. The Trustee shall be required to attend the AOA/AOSA Joint Meeting, and any other official meetings of the AOSA Board of Trustees. The Trustee is responsible for submitting biannual reports to the general membership of AOSA and to the PUCO faculty regarding information received during these meetings.

General Duties of the AOSA Trustee at PUCO:

• Fall Membership Drive – orientation presentation and welcome letter to students
• Sustaining Membership Drive – Faculty letters and presentation, collection of dues and thank you letters
• Distribution of student benefits
• Coordination of Fundraising for conferences
• Attendance at joint AOA Congress/AOSA Conference: June of elected year
• Attendance at AOSA Board of Trustees mid-year planning meeting
• Biannual Trustee Reports
• Foresight Articles
• Budget submission for Trustee and Trustee Elect for Jan/June Meetings
• Coordinate construction of PUCO AOSA bulletin board
• Organize agendas for AOSA meetings
• SOA General Assembly Presentation
• Help the SOA board with general events
• Ensure communication relay between the organizations below and student board
  □ American Academy of Optometry (AAO)
  □ COVD
  □ OEP
  □ OLA
  □ AOSA BOT
  □ AOA
  □ APHA
AOSA TRUSTEE-ELECT – Article VIII Section 3

The Trustee-Elect shall serve concurrently with the AOSA Trustee. The Trustee-Elect shall be required to attend meetings of the AOSA Board of Trustees. In the absence of the Trustee, during meetings of the AOSA Board of Trustees, the Trustee-Elect shall assume voting rights as the representative of SOA. He/she shall appoint and organize the local AOSA liaisons. The Trustee-Elect shall also be responsible for planning the Western Regional Conference held at PUCO every three years should their term fall into this cycle. Upon completion of the Trustee's term of office, the Trustee-Elect shall assume the position of Trustee.

General Duties of AOSA Trustee-Elect at PUCO
- In charge of starting preparation for WRC
- Helping the Trustee with all other duties/activities
- Help the SOA board with general events
- Organizing and advising national liaisons
  - AAO
  - COVD
  - OEP
  - OLA
  - AOSA BOT
  - AOA
  - APHA
AOSA SECRETARY – Article VIII Section 4

The AOSA Secretary shall be responsible for taking minutes at all AOSA meetings, and keeping a complete record of these minutes. The AOSA Secretary will also be responsible for organizing all AOSA fundraising activities and keeping a record of points collected by students. In addition, the AOSA Secretary shall be responsible for editing the SOA Informer.

General Duties of the AOSA Secretary

- In charge of all conference fundraising and tabulation of AOSA points
- Minute recording during AOSA meetings
- Updating AOSA Officer Handbooks
- Responsible for SOA Informer – collection of articles and publishing
- Help the AOSA Trustee and SOA board with general events
AOSA TREASURER – Article VIII Section 5

The AOSA Treasurer shall oversee and properly record spending of approved AOSA funds. The AOSA Treasurer shall keep accurate accounts of all other monies taken in and paid out by AOSA. The Treasurer shall submit a current financial statement when requested by the AOSA Trustee and ensure that complete financial records are properly maintained on file. The Treasurer shall be responsible for orienting the new Treasurer to the SOA files upon his/her retirement of office.

General Duties of AOSA Treasurer
- Generating and maintaining the AOSA yearly budget
- Reimbursements, check writing and collection of monies
- Maintain an on campus account at the business office
- Maintain checking account at Bank of the West
- Assist with both AOSA and SOA events
**COMMON ABBREVIATIONS IN OPTOMETRIC GOVERNMENT**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>AAO</td>
<td>American Academy of Optometry</td>
</tr>
<tr>
<td>ASCO</td>
<td>Association of Schools and Colleges of Optometry</td>
</tr>
<tr>
<td>AFOS</td>
<td>Armed Forces Optometric Society</td>
</tr>
<tr>
<td>AFVA</td>
<td>American Foundation for Vision Awareness</td>
</tr>
<tr>
<td>AOA</td>
<td>American Optometric Association</td>
</tr>
<tr>
<td>AOSA</td>
<td>American Student Optometric Association</td>
</tr>
<tr>
<td>AOSA BoT</td>
<td>AOSA Board of Trustees</td>
</tr>
<tr>
<td>APHA</td>
<td>American Public Health Association</td>
</tr>
<tr>
<td>ARBO</td>
<td>American Regulatory Board of Optometry</td>
</tr>
<tr>
<td>BSK</td>
<td>Beta Sigma Kappa (Honors Society)</td>
</tr>
<tr>
<td>COVD</td>
<td>College of Optometrists in Vision Development</td>
</tr>
<tr>
<td>FAAO</td>
<td>Fellow of the American Academy of Optometry</td>
</tr>
<tr>
<td>FCO</td>
<td>Fellowship of Christian Optometrists</td>
</tr>
<tr>
<td>FCOD</td>
<td>Fellow of the COVD</td>
</tr>
<tr>
<td>GWCO</td>
<td>Great Western Council of Optometry</td>
</tr>
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<td>NOSA</td>
<td>National Optometric Student Association</td>
</tr>
<tr>
<td>NBEO</td>
<td>National Board of Examiners in Optometry</td>
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<td>OEP</td>
<td>Optometric Extension Program</td>
</tr>
<tr>
<td>OLA</td>
<td>Optometric Laboratories Association</td>
</tr>
<tr>
<td>OOPA</td>
<td>Oregon Optometric and Physicians Association</td>
</tr>
<tr>
<td>PAVA</td>
<td>Parents Association for Vision Awareness</td>
</tr>
<tr>
<td>PTU</td>
<td>Phi Theta Upsilon (Optometric Fraternity)</td>
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<td>SOA</td>
<td>Student Optometric Association</td>
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<td>WRC</td>
<td>Western Regional Conference</td>
</tr>
<tr>
<td>VOSH</td>
<td>Volunteer Optometric Services to Humanity</td>
</tr>
</tbody>
</table>
CONTACT NUMBERS

Assistant Director of Admissions (PU) 503-352-3145
Assistant Director of Student Services (OPT) 503-352-2253
Armory 503-359-0334
Business Office 503-352-2177
Bookstore – Manager 503-352-2224
Campus Public Safety 503-352-2323
City of Forest Grove 503-992-3234
College of Optometry 503-352-2202
Director Student Services 503-352-2822
Domino’s Pizza 503-992-7722
El Torero 503-359-8471
Family Vision Center Forest Grove 503-352-2208
Family Vision Center Virginia Garcia 503-352-8543
Family Vision Center Northeast 503-988-3812
Family Vision Center Portland 503-352-2500
Family Vision Center Southeast 503-988-3506
Forest Grove Light and Power 503-992-3249
Forest Grove Police Department 503-992-3260
Godfather’s Pizza 503-359-5405
Library 503-352-2835
Maggie’s Buns 503-992-2321
My Place 503-357-4456
Pacific University General Info 503-357-6151
Pacific Information Center (PIC) 503-352-3174
Pizza Schmizza 503-359-5320
OOLC 503-872-5070
PUCO Fax 503-352-2929
Technology Information Center (TIC) 503-352-3132
SCHOOLS OF OPTOMETRY
(and their common abbreviations)

ICO - ILLINOIS COLLEGE OF OPTOMETRY - Chicago, Illinois
http://www.ico.edu

INDIANA UNIVERSITY – Bloomington Indiana
http://www.opt.indiana.edu

INTER AMERICAN UNIVERSITY OF PUERTO RICO – Hato Rey, Puerto
http://www.optonet.inter.edu

MCO - MICHIGAN COLLEGE OF OPTOMETRY AT FERRIS STATE UNIVERSITY - Big Rapids, Michigan
http://www.ferris.edu/mco

NEWENCO - NEW ENGLAND COLLEGE OF OPTOMETRY – Boston, Massachusetts
http://www.ne-optometry.edu

NORTHEASTERN STATE UNIVERSITY – Tahlequah, Oklahoma
http://arapaho.nsuok.edu/~optometry

NOVA SOUTHEASTERN UNIVERSITY – Ft. Lauderdale, Florida
http://www.nova.edu

THE OHIO STATE UNIVERSITY – Columbus, Ohio
http://www.optometry.ohio-state.edu

PUCO - PACIFIC UNIVERSITY – Forest Grove, Oregon
http://www.opt.pacificu.edu/opt/index.html

PCO - PENNSYLVANIA COLLEGE OF OPTOMETRY – Elkins Park Pennsylvania
http://www.pco.edu

SCCO - SOUTHERN CALIFORNIA COLLEGE OF OPTOMETRY – Fullerton, California
http://www.scco.edu

SCO - SOUTHERN COLLEGE OF OPTOMETRY – Memphis, Tennessee
http://www.sco.edu

SUNY - STATE UNIVERSITY OF NEW YORK – New York, New York
http://www.sunyopt.edu

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UAB - UNIVERSITY OF ALABAMA AT BIRMINGHAM – Birmingham, Alabama
http://icare.opt.uab.edu

UNIVERSITY OF CALIFORNIA, BERKELEY – Berkeley, California
http://spectacle.berkeley.edu

UMSL - UNIVERSITY OF MISSOURI - ST. LOUIS – St. Louis, Missouri
http://www.umsl.edu/divisions/optometry

UNIVERSITY OF HOUSTON – Houston, Texas
http://www.opt.uh.edu

UNIVERSITY OF MONTREAL - Montreal, Quebec Canada
http://www.opto.umontreal.ca

UNIVERSITY OF WATERLOO – Waterloo, Ontario Canada
http://www.optometry.uwaterloo.ca/
Abbreviated Robert's Rules of Order

HANDLING A MOTION

Three steps by which a motion is brought before the group:

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the question on the motion.

Three steps in the consideration of a motion:

1. The members debate the motion
   --unless no member claims the floor for that purpose.
2. The chair puts the question to a vote.
   A. The chair restates the question.
   B. The chair takes the vote:
      "All in favor of the motion, say aye."
3. The chair announces the result of a vote. A complete announcement should include:
   A. Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).
   B. Declaration that the motion is carried or lost.
   C. Statement indicating the effect of the vote or ordering its execution.
   D. Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.

IMPORTANT POINTS:
* A question can be called if no one brings up discussion.
* If a motion isn't seconded, it isn't discussed (a second does not mean someone is in favor of the idea but that it should be discussed).
* A member can only speak twice to a motion, but only after everyone who wants to speak for the first time does so.

RULES GOVERNING DEBATE

DEBATE: the discussion on the merits of a pending question

1. A member may not speak until recognized by the chair.
   => For SOA, the show of a hand to solicit recognition is appropriate.
2. A member can speak no longer than ten minutes unless the consent of the group is obtained.
3. Rights in debate are not transferable.
   * a member cannot yield an unexpired portion of his/her time to
another member
- a member cannot reserve an unexpired portion of time for later

4. No member may be allowed to speak more than twice to the same question on the same day.

5. **Proper decorum** in debate must be observed:
   - Remarks must be germane to the question before the group
   - Speakers should speak loudly and clearly
   - Speakers should refrain from attacking another member's motives
   - Remarks should be addressed through the chair
   - Speakers should stand when speaking
   
   ~For SOA Executive meetings, members may remain seated~~

   - Thomas Jefferson's advice is still good: "No one is to disturb another in his speech by hissing, coughing, spitting, speaking, or whispering to another, etc."

   - If any member objects, a speaker has not right to read from or to have the secretary read from any paper or book as part of his/her speech, without permission of the assembly.
### INCOME

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<th>Item</th>
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<td>Based on 364 x $45 per student</td>
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<tr>
<td>Carry forward 2000-2001</td>
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<tr>
<td>Equipment Fair</td>
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<td>(profits split between SOA and classes)</td>
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<tr>
<td>Fundraising (test packets)</td>
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<td>Interest (money mkt. acct.)</td>
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### EXPENSES

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<td>SOA Scheduled Events</td>
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<td>SOA Funding of Groups</td>
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<td>Amigos</td>
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<td>Sports Vision</td>
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<td>Save Your Vision Week</td>
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<td>Adopt-a-road</td>
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<td>Income-Expenses</td>
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February 19, 2002 • Noon • Conference Room

I. CALL TO ORDER

II. ATTENDANCE

III. APPROVAL OF MINUTES

IV. TREASURER REPORT

V. OFFICER REPORTS

VI. COMMUNICATIONS

VII. OLD BUSINESS

A.
B.
C.

VIII. NEW BUSINESS

A.
B.
C.

IX. OFF THE RECORD

X. ADJOURN

Important Dates this semester:
Dear Class of 2005,

On behalf of the optometry student body, I am very happy to welcome each of you to Pacific University College of Optometry. My name is Tania Sobchuk and I am a third year student and president of the Student Optometric Association (SOA).

You have all made an excellent decision in choosing optometry as your profession and attending Pacific University College of Optometry for your education. Optometry is a dynamic and ever evolving profession and as new members of that profession, you can each look forward to a challenging and rewarding career that will never grow tiresome. As optometrists broaden their scope of practice and gain more privileges, each of you will be presented with new opportunities in patient care.

Your education at Pacific University will give you the background and experience needed to stay on the forefront of technology and change. The Pacific faculty is comprised of recognized leaders in the field of optometry and they will provide you with the education and training needed to become a successful optometrist.

I have compiled some information below that many of you may have been wondering about. You will receive more detailed information during the orientation in August. Nonetheless, if you have ANY questions or concerns, please do not hesitate to call or write you big brother/big sister or any of the additional summer contacts.

Student Optometric Association (SOA)
The Student Optometric Association acts as the student government for the College of Optometry. SOA is the local chapter of the American Optometric Student Association (AOSA), which is the national organization of optometry students. You are automatically a member of both the SOA and AOSA when you enroll at Pacific. These organizations serve as an avenue for students to be informed and updated on issues pertaining to optometry students. Extracurricular activities will expose you to aspects of optometry that cannot be covered in the classroom and will prepare you for a successful career. I strongly urge each and every one of you to get involved within the college, whether it be in a club, a member of a committee or a class officer.

SOA also organizes several events every year that everyone should plan on attending:

- Fall Equipment Fair - check out the latest equipment before you buy
- Save your Vision Week – screenings and events to promote vision awareness
- Social events – Optorock, Halloween Party, Fall and Spring Picnics
- Speaker Series – financial planning, latest developments in optometry, pediatrics, vision therapy are some of the many topics covered
Getting started at Pacific

One of the best initial contacts to make is with your big sister or big brother. They are current College of Optometry students in their second or third year of the program. If you haven't heard from your big sister or big brother, please call the student services office at 503-357-2253 and they can tell you how to get in touch with them. A list of students is also included in this mailing and they are another valuable resource for answering questions. There is also the school's website which can be found at www.opt.pacificu.edu.

Academics

So I know you are wondering... just how much are you going to have to study? I wish I could just give you a straight answer, but the truth is it varies. You determine how much you want to put into your studies. It is important to note though, that you will have free time to do other things outside of optometry and escape the classroom. It is so important to balance your studies with other activities, and I can honestly say that optometry school is a fun experience.

Life Outside of Class

There are many activities and sights to see in and around Oregon. If you want to look into the local area before you get here I suggest trying the Internet. The following sites will help you learn more about Oregon and the Portland Metro area:

- Willamette Week: www.wweek.com
- City Search: www.portland.citysearch.com
- Oregon Live: www.oregonlive.com

The Northwest has so many recreational opportunities, that there will be something for everyone. Mt. Hood is about an hour away and offers excellent skiing, as does Mt. Bachelor which is a 3 or 4 hour drive. The Oregon Coast is only 55 minutes west of Forest Grove, where many sites, sounds and treasures await. Hagg Lake is 15 minutes from Forest Grove and offers fishing, water-sports and excellent mountain biking trails. Events in the Portland area are accessible by car or by the local bus/train systems Tri-Met. The high-speed train, the MAX, offers service from Hillsboro, right into downtown Portland and now even out to the airport! Portland is home to the Trailblazers, world-class restaurants, microbreweries, concerts, numerous shopping districts and nightclubs. There really is something for everyone.

Climate

The weather here is really mild compared to most of the country and although I know you have heard about the gray and the rain, it really is a beautiful area and the sun shines frequently. The last couple of winters have been sunny and mild, and the summers have been comfortably warm (75-80 degrees). Yes, it does rain, but a trip to the coast on a stormy day can prove to be an amazing experience. The Forest Grove area rarely gets any snowfall, and in the event of snow, the entire Portland Metro area pretty much shuts down. An inch of snow will almost guarantee you a day off from school! So, yes bring your rain gear, but also pack some shorts and t-shirts because on the sunny days you just may not be able to face the library!
Attire
Classroom and lab attire tends to be casual. However, students in clinic will be required to wear clinic attire: blouse/skirt/slacks for women and slacks/shirt/tie for men. Orientation attire is casual except for the Dean’s Convocation, which takes place in the afternoon and requires clinic attire. There is a break between the orientation and the convocation, but if you are planning to stay on campus all day you may want to plan ahead. Also, during the first day of orientation you will have your student ID picture taken. These pictures are used in the class photo composite and hang in Jefferson Hall and many of the faculty’s offices until you graduate – so plan accordingly 😊

Job Opportunities
Work-study positions on campus are available to all optometry students, even Canadians! The type of position depends on your work study status as determined by the financial aid office. Non-work study jobs also exist on campus and listings can be found posted on bulletin boards around the campus. Many students find part-time employment with private doctors, local shops or golf courses. If you are interested in working, talk to other students or the career development center.

Health Center and Immunization Requirements
All students in the College of Optometry must be vaccinated against Hepatitis B, have had Measles-Mumps-Rubella (MMR) booster shot, and have had a Diphtheria-Tetanus shot within the past 10 years. Students also need to have a Tuberculosis test (PPC). The Hepatitis B vaccine is a series of 3 shots over time, and does not need to be complete upon you arrival at school. The on campus health center charges $45 for each injection of the series, and the Washington County Health Department Hillsboro Clinic charges $39.50 per shot. A religious exemption exists for all of the above-mentioned immunizations.

Congratulations to all of you on your acceptance to Pacific, and I look forward to meeting each of you when you arrive for the orientation and fall semester! I hope that the above information about Pacific was helpful, but please feel free to contact me with any questions or concerns that you may have. Enjoy your summer and have a safe trip to Oregon!

Sincerely yours,

Tania Sobchuk, President
Student Optometric Association
2213 University Avenue
Forest Grove, OR 97116
503-357-4723
tsochuk@hotmail.com
Library Tour

We are now heading over to the library where I will give you an idea of where things are that you may need as optometry students. The Harvey library and the Harvey computer system within the library were named after the first Pacific graduate. Once there, you will get a library wallet that has the business card of Nancy Henderson the manager, as well as basic instructions on how to use various library services. In addition, the wallet is the perfect size to keep your student/library card you will be getting next week.

Once at the library show the outside book drop by the bike rack and the courtesy phone in the lobby.

Area 1. Circulation Desk
- Check out three weeks
- Reserves → professors notes, textbooks
- New books shelf, Rare book room and computers
- Questions

Area 2. Stacks
- Library of Congress
- P-Z on this side, A-N on other side

Area 3. Emergency exit, bathrooms, drinking fountain, Nancy’s office

Area 4. General
- Email stations, Harvey stations (online catalog)
- Copy machine → .05c a copy, change at desk, copy cards at bookstore
- Paper cutter, electric hole punch, stapler
- Information Kiosk → also on library web page
- Reference desk, reference collection
- Central staircase

Area 5. User Education room, emergency exit
* Walk upstairs

Area 6. Bound Journals (alphabetical)
- If starts with “the” it is ignored but if “the” is within the title then it will be alphabetical

Area 7. General (help yourself to cookies/candy)
- Newspapers, Current journals (alphabetical)
- Copy machine, microform area (0.10c a copy)

Area 8. Music Library
- For anyone’s use, good study place, cannot check out CD’s
- Good couches!

Area 9. Government documents, Theses, Emergency exit
** Go back downstairs

Area 10. Videos, DVD’s, recreational reading

* Ask all students to sign paper on Johnson table and help themselves to cookies/candy
SCAVENGER HUNT

Below are some people/things that you need to find during the picnic today. You may use the same person more than once, but they must be in the Class of 2003. Everyone who completes the form will be entered in a drawing for a textbook: Wills Eye Hospital, a $--- value. Good luck!

1. Find someone who speaks a foreign language and write their name below:

2. Find someone who has a family member that is an optometrist and write their name below:

3. Find someone with an 'x', 'w', or 'z' in their first or last name and write their name below:

4. Find someone from North Dakota and write their name below:

5. Find someone who wears contact lenses and write their name below:

6. Find someone with blue eyes and write their name below:

7. Find someone who doesn't wear contacts or glasses and write their name below:

8. What is the name of the optometry building? Write it below:

9. Write in the capitol of Oregon (hint: it isn't Portland):

10. Name one instructor you will have this term and write their name below:

Write your name here:
Class of 2005 Nomination Ballot
First Year Officers

Each nomination listed below must be accompanied by the name and phone number of the person nominated (nominee) to be valid. Please turn in to the SOA ballot box (in the student lounge) by 5:00 pm Wednesday Sept. 5th. Speeches will be Thurs. Sept. 6 at 12:00pm in the first year classroom. Election voting by ballot will end Friday Sept. 7 at 5pm. Thank you for your participation in this important event!

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<th>Office</th>
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Class of 2005 Election Ballot  
First Year Officers

Place a check mark next to the candidate of your choice and fill in your test ID #. Ballots without a valid test ID number will not be counted! Please turn in to the ballot box by 5pm on Friday, Sept. 7. Thank you for your participation!

TEST ID #: ______________________

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Well it is almost conference time again and St. Louis is the place to be this January 2001! We arrive in St. Louis, the "Gateway to the West," on January 9th and are there until Sunday the 14th. We start the extended weekend off on Wednesday night with a welcome gala, “All That Jazz,” sponsored by Transitions Optical, so get out your dancing shoes! Thursday begins early (yikes) with lectures, and that night the AOA has rented out the entire Gateway Arch for our dining pleasure. After more lectures during the day on Friday, the night kicks off with Optometry Super Bowl, where we can show some of our school spirit and support our team! After even more lectures on Saturday, we conclude the conference with a semi-formal banquet. I know all of you have thought at one time, “what would I do if I was hypnotized on stage?” Well after the dinner you will finally have your chance! In addition to all of these planned activities you can visit the Budweiser Brewery, St. Louis Zoo, Kiel Center of the Fox Theatre. SO now that you are all excited and can’t wait to go, I will paraphrase a quote from my travel guide... St. Louis is basically a large urban sprawl surrounded by fairly wealthy suburbs. There are frequent reports of street crime downtown and petty theft is common. Do NOT wear flashy jewelry or watches, and do not flash money (as optometry students we have SO much). I guess my message is go to St. Louis and have fun, but be careful!
February 13th 2002,

Hello Admissions Tour Guide,

Thank you all so much for volunteering for admissions tours! Tours are one of the most important aspects of the admissions process, and give prospective students a better look at the optometry program as well as introduce others to our campus.

Included with this letter is a list of all tour guides for the month of March and some information that may help those of you who have not previously given tours. Please let me know if you have any questions. Please include all stops mentioned in Jefferson Hall and the main points on campus, but feel free to add others that you feel are beneficial. Once you have signed up for a tour you are responsible for finding someone to switch with you in the event that you cannot make it to your assigned date. Once you have found someone to switch with, please notify me of any changes.

Tour guides are required to wear clinic attire with nametags. This will ensure that you can take your tour group through the clinic! The admissions office will call you the day before (Friday for Monday tours), to let you know if you have a tour. They will also put out an email once a week to those people who have tours the following week. If you do not receive a reminder, please call the admissions office the day of your tour to see if anyone has been scheduled for that day (359-2900). If you do have a tour, you will meet your group at Knight Hall (Admissions building) at 12:15pm. People taking tours may be currently accepted students, prospective students here on interviews, alumni, students considering applying, or students considering a career in optometry. Please try to answer all of their questions and give them an idea of what it is like to attend Pacific.

Thank you again for your help with the tours, and please do not hesitate to contact me with any questions.

Sincerely,

Tania Sobchuk
SOA President
tsobchuk@hotmail.com
503-357-4723
ADMISSIONS TOUR
Points of Interest

This is just an outline of stops to be made on each tour and a suggested order. Please note that bolded areas are rooms which the students will use in their first year.

JEFFERSON HALL
FIRST FLOOR (Clinic)
1. Clinic reception area/dispensary
2. Typical exam lane used by third years in primary care clinic
3. Ocular Disease and Special Testing Rm. 142
4. VT Clinic and Offices/Peds Clinic East Wing

SECOND FLOOR
1. Contact Lenses Lab - Rm 234
2. Ocular Anatomy Lab - Rm. 233
3. Dispensing/Procedures Lab - Rm 232
4. First Year Classroom - Rm. 221
5. Second and Third Year Classrooms - Rms. 224/223
6. Student Organization and Info Boards in Hallway - AOSA, SOA, Amigos
7. Computer Lab
8. Administrative Offices (Lisette, Dr. Levine, Dr. Carr, Dr. Casser)

THIRD FLOOR
1. Student Lounges
2. Optics Lab - Rm 310
3. Behavioral Lab - Rm. 312
4. Procedures Lab - Rm 316
5. Research Labs on East Wing and Thesis Posters

OTHER IMPORTANT STOPS
1. University Center
2. Library
SOA SPRING GENERAL ASSEMBLY AGENDA

1.) Welcome (Lori)
2.) Vote on Constitution (Tania)
   a. Motion
   b. Second
   c. Show of hands
      i. 2/3 majority
3.) Prize
4.) Liaisons Speaking (Matt and Sandy)
5.) Prize
6.) AOA PAC (Kathy)
7.) Prize
8.) OOPA (Vandi)
9.) Speeches (Tania and others)
   a. AOSA Trustee
   b. AOSA Secretary
   c. AOSA Treasurer
   d. SOA President
   e. SOA President - elect
   f. SOA Vice President
   g. SOA Secretary
   h. SOA Treasurer
   i. SOA Faculty Representative
   j. SOA Speaker Series Chair
   k. SOA Entertainment Chair
   l. SOA Equipment Representative
10.) PRIZE X 2
11.) Thank you for coming! Ballots will be in your boxes!
     (Tania)
Dear Parent/Guardian

Several optometry students from Pacific University College of Optometry are visiting local schools this week to promote Save Your Vision Week (March 4-8th 2002). Our goal is to raise awareness of the importance of vision exams for children of all ages. In addition we would like to promote eye health and stress its importance on both parents and teachers.

Your child’s class was chosen this year to receive a Save Your Vision Week Bookmark and a coupon for a free vision screening at any Pacific University Eye and Vision Center. If you would like, please call one of our clinics to book an appointment for your child to have a free vision screening.

Thank you for your time and the opportunity to participate in the eye health of your child.

Yours Sincerely,

Tania Sobchuk
Student Optometric Association President
PUCO Class of 2003
1. Introduction about 5 min
   - who we are→PUCO 1st, 2nd and 3rd year students, learning to be eye doctors
   - why we are here→once a year there is a week dedicated to the eyes and vision, it is this week, March 5-9th
   - what we want to do today→tell and show you how the eye works and the neat things it can do

2. Group Demonstration about 5 min max
   - demonstrate how vision and your balance are related
   - get everyone to stand up and then stand on one foot for about 10 secs
   - see how easy it is to hold your balance
   - now while standing on one foot close your eyes
   - how long can you stay standing??
   - explain how the ear and the eyes and the brain are all connected so they know what each other is doing
   - if you take away one of these senses then the signal gets mixed up, which is what happens when you can’t see

3. Eye Anatomy
   - window at the front of the eye lets a lot of light and pictures in
   - the hole (pupil) in the middle cuts the light down to make it smaller
   - light and picture go to the back of the eye where they make an upside-down picture
   - this picture gets sent to the brain and gets turned around
   - the brain then says I recognize this picture and tells you what it is
   - pretty neat

4. Break into groups – 3 stations about 10 min each station
   - optical illusions
   - tests
   - tricks

5. Closing
   - thank you to teacher and to the kids
   - hand out SYVW bookmarks with free screening coupon attached
Station 1 - Optical Illusions/Holograms
- let the kids try out all the demos and answer questions
- think of any other fun "eye" stories you have

Station 2 - Tests
- color vision
- stereo fly and butterfly
- red/green glasses
- prisms
- anything else fun in the orange kits

Station 3 - Tricks
- Dominant eye: hold up two hands make a triangle in the middle, sight a distant target and close one eye then the other, which eye can you still see the target with, this is your dominant eye (like your strong hand)
- Blind Spot: using sheets provided follow directions and do the blind spot thing, tell them how there is one part on your eye that doesn't see anything, this is the blind spot (but don't scare them)
- Hole in Hand: roll up a sheet of paper and put it close to your right eye, place your hand (palm facing toward you) at the end of the roll, sight a distant target with BOTH eyes open, can you see the hole in your hand????
APPENDIX D
SOA
Fall Picnic

Where: Lincoln Park
When: September 7th
Time: 12-4:00 PM

FREE FOOD!!
Volleyball Tournament
Friends & Fun
The Student Optometric Association would like to thank all those who helped make Optorock 2002 a special event.

Dawn Harms
Stacey Lupa
Liz Heaston
Cara VanderWilt
Tania Sobchuk
Amara Kearns
Ronda Olson
Kathy Kim
Jessica Beedle

Steve Lum
Becca Chown
Joy Poppell
Tawna Roberts
Jen Bomba
Keri Cochran
Vandi Wharton
Kristen Kosir

Linda Tran
Tanya Sadler
Kirsten Carmienke
Sandy Johal
Joanna Plavin
Jen Tam
Todd Hartman
Brooke Fenstad

Taylor-Meade Performing Arts Center
February 22, 2002
Important People

MC and Hosts

Michael Johnson
Fraser Horn

Judges

Dr. Nada Lingel
Dr. JP Lowery
Karen Wilcox

Optorock Chairpersons

Amy Joachim
Lori Booth

People to Thank

The success of Optorock 2002 would not have been possible without the help and donations of the following organizations:

AOSA
SOA
Kaddy Car Wash
Target
Stanford’s
BJ’s Coffee
Thai Orchid
Audio and Visual Support Staff
Dave Thorpe
Paula Thatcher

OPTOROCK 2002

Jamie Anderson
Tami Anderson
Ben Marske, Rich Cowles, Ross McKenzie,
Matt Hoppe, Jill Kinkel, Annie Neutgens,
Linda Tran, Vandi Wharton, John Reeves,
Julene Pena, Greg Greer, Dave Ardaya
Felicia Taylor, Kristin Kosir and Joy Poppell
Susan Hsu and Melissa Johnsen
Sarah Fox-Hocking, Rita Wallace and Surprise Guest
INTERMISSION
Melanie Hamiel and Pam Wong
Greg Greer
Denis Kim, Todd Hartman, Matt Earhart,
Chris Putnam, Ryan Fedor, Doug Pethe, and Andy Grosgebauer
Matt Forg it and Andrew Armstrong
Linda, Marcy, Peter, Lois, Kessa, Launa,
Lisette, Aaron, Rich, Giulia, Janet, Melanie,
Sandy, Jill, Annie, and Nazima
Lee Carr, Graham Erikson, Peter Bergenske,
Jimmy Short, Greg Greer

Angel
Unicycle Artistic Act
American Eye II
Witness
Last Dance
The Weakest Refraction
Musical Duet
Guitar Solo
The Fabulous Dramatics
Ashokan Farewell (violin/piano duet)
My Job Is A Song
Band