

# **BYLAWS OF THE AOA CONTACT LENS AND CORNEA SECTION**

## **ARTICLE I Name and Purpose**

**Section 1.** This section shall be known as the Contact Lens and Cornea Section.

**Section 2.** The purpose of this Section is six-fold:

- 1) Serves as an informational and educational resource to its members, AOA entities, the public, and the media on contact lenses, anterior segment, and refractive technologies.
- 2) Works in cooperation with the AOA to promote safe contact lens wear by patients and to oppose entities providing contact lenses without a valid prescription.
- 3) Provides educational services to AOA members relative to new clinical procedures, products and services, and clinical alerts on contact lenses, anterior segment, and refractive technologies.
- 4) Provides a forum for doctors who have a special interest in contact lenses, anterior segment, and refractive technologies.
- 5) Publishes informational newsletter, surveys, and other publications for its members.
- 6) Initiates and coordinates activities, educational programs, and projects which will enhance the utilization of contact lenses, anterior segment, and refractive technologies.

## **ARTICLE II Membership**

**Section 1.** The annual dues of an active member of the Contact Lens and Cornea Section shall be determined by the Contact Lens and

Cornea Section Council. The Contact Lens and Cornea Section Council may increase the annual dues in any one year in an amount not to exceed five percent (5%) of the previous year's annual dues, and the Contact Lens and Cornea Section Council shall report to the AOA Board of Trustees the amount of the increase. Any member of the Association, upon request to the Secretary-Treasurer of the Association and upon payment of dues for the current year, shall be enrolled as a member of this Section. Thereafter such dues shall be paid in advance each year, beginning on January 1 next succeeding such enrollment. Any member of this Section whose annual dues shall be more than six months past due shall thereupon cease to be a member of this Section. Members so enrolled and whose dues are so paid shall constitute the membership of this Section.

**Section 2.** Allied Personnel are individuals not licensed to practice optometry: who are ophthalmologists, scientists, researchers, industry officials, and who have a substantial interest in the activities and programs of the Contact Lens and Cornea Section and who are sponsored by a current Contact Lens and Cornea Section member optometrist. Such Allied Personnel may apply for enrollment in the Contact Lens and Cornea Section. Allied Personnel shall pay annual dues of \$50. Allied Personnel are not eligible to serve as officers or at-large members of the Section's Council, may attend the Section's Annual Business meeting, but hold no voting privileges.

**Section 3.** Paraoptometric members of the AOA who have a substantial interest in the activities and programs of the Contact Lens and Cornea Section and who are employed by a current O.D. member of the Contact Lens and Cornea Section, may be eligible for enrollment in the Contact Lens and Cornea Section. Paraoptometrics are not eligible to serve as officers or at-large members of the Section's Council, may attend the Section's Annual Business meeting, but hold no voting privileges.

## **ARTICLE III Officers**

**Section 1.** The officers of this Section shall be a Chair, Chair-Elect, Vice-Chair and Secretary.

**Section 2.** There shall be a Council, which shall consist of the Chair, Chair-Elect, Vice-Chair, Secretary, and the last retiring Chair, together with two other members, to be elected by the Section as hereinafter provided.

**Section 3.** The Council shall select the Section Delegates to the House of Delegates and an alternate delegate.

#### **ARTICLE IV Nomination and Election of Officers**

**Section 1.** At least ninety days before the Annual Meeting of the Section the Chair shall appoint a nominating committee of three members of the Section not candidates for office. The nominating committee shall at the Annual Meeting submit its nominations for the following offices: Chair-Elect, Vice-Chair, Secretary, and two members of the Council. The report of the nominating committee shall not preclude any member of the Section from making a nomination for any office from the floor at the Annual Meeting.

**Section 2.** Except for the Chair and the last retiring Chair, officers shall be elected annually by the Section members at the Annual Meeting of the Section. A majority of votes cast on a particular office shall be required for election to that office.

**Section 3.** Succession of Chair-Elect. At the end of the term of office, the Chair-Elect, if still in office, shall automatically succeed to the office of the Chair for a term of one year.

**Section 4.** Terms of office. All terms of office herein specified shall begin at the close of the Annual Meeting at which the election takes place, and shall end at the close of the next Annual Meeting. The Chair and Chair-Elect can serve for only one year. The Vice-Chair and Secretary can serve for up to three years.

## **ARTICLE V Duties of Officers**

**Section 1.** Chair. The Chair, or successively, the Chair-Elect or Vice-Chair, in the absence of the Chair, shall preside at all meetings of the Section, and of the Council; shall formulate and present at each Annual Congress of the American Optometric Association a report of the work of the Section for the then closing year; shall appoint the Chair of any committees within the Section who are to hold office during the Chair's term, shall plan and superintend the program of the Section at the Annual Congress of the American Optometric Association during the Chair's term, subject to the directions and approval of the Section Council; shall superintend the performance of all activities of the Section; shall keep the Council fully informed and carry out its decisions; and shall perform other such duties and acts that usually pertain to the office or as may be designated by the Council.

**Section 2.** Chair-Elect. Upon the death, resignation or disability of the Chair, the Chair-Elect shall perform the duties of the Chair for the remainder of the Chair's term of disability, as the case may be. The Chair-Elect shall, in consultation with the Chair, arrange for the appointment of the Chair of all Committees who are to hold office during the Chair-Elect's coming term as Chair; shall aid the Chair in the performance of the Chair's responsibilities in such a manner and to such extent as the Chair may request; and shall have such further powers as usually pertain to this office or as may be designated by the Council or the Chair.

**Section 3.** Vice-Chair. Upon the death, resignation or during the disability of the Chair, or the Chair-Elect, or upon refusal to act, the Vice-Chair shall perform the duties of the Chair, or the Chair-Elect for the remainder of their terms of disability as the case may be. The Vice-Chair shall aid the Chair and the Chair-Elect in the performance of the responsibilities in such a manner and to such extent as either may request.

**Section 4.** Secretary. The Secretary shall be the custodian of all books, papers, documents, and other property of the Section, except money;

and shall keep a true record of the proceedings of all meetings of the Section and of the Council, whether assembled or acting under submission. With the Chair, the Secretary shall prepare a summary or digest of the proceedings of the Section for its Annual Meeting for publication in an Annual Report. Also, in conjunction with the Chair as authorized by the Council, shall attend generally to the business of the Section. The Secretary is to keep an accurate record of all monies appropriated to and expended for the use of the Section.

## **ARTICLE VI Duties and Power of the Council**

**Section 1.** The Council shall have general supervision and control of the affairs of the Section subject to the provisions of the Constitution and Bylaws of the American Optometric Association and the Bylaws of this Section. It shall especially authorize all commitments and contracts which shall entail the payment of money, and so authorize the expenditure of all monies appropriated for the use or benefit of the Section. It shall not, however, authorize commitments or contracts which shall entail the payment of more money during any fiscal year than the amount which shall have been previously appropriated to the Section for such fiscal year. The Council may delegate any of these powers to the Chair or the Secretary. The Council may further authorize the Chair at the beginning of the term to appoint an Executive Committee with the approval of the Council to act in instances when time will not permit the calling of a meeting of the Council. Action by the Executive Committee shall be reported to the Council.

**Section 2.** The Council may authorize the Chair to appoint committees from Section members to perform such duties and exercise its powers as the Council may direct, subject to the limitation of these bylaws and the Constitution and Bylaws of the American Optometric Association.

**Section 3.** The Council during the interim between Annual Meetings of the Section may fill vacancies in its own membership or in the office of Secretary, or in the event of a vacancy in all the offices of Chair, Chair-Elect and Vice-Chair then in the office of Chair. Members of the Council

and all officers so selected shall serve until the close of the next Annual Meeting of the Section. In the event of a vacancy in the office of Section delegate, the Council shall select a successor.

**Section 4.** A majority of the Council shall constitute a quorum for the transaction of business. All binding action of the Council shall be by majority vote of the members present.

**Section 5.** The Council of the Section during the interim between meetings of the Section shall have full power to do and perform all acts and functions which the Section itself might do or perform, not inconsistent with any action taken by this Section. Any such action taken by the Council shall be reported to the Section at its next meeting.

**Section 6:** In no case shall a candidate or member of the Council develop a personal interest of such a nature that it would compromise the individual's ability to perform his or her responsibilities as a member of the Council. Accordingly, a member of the Council is prohibited from having an affiliation that would conflict with AOA's objectives and policies. In assessing whether a personal interest could impact an individual's ability to perform duties of the Council, available information regarding business relationships will be evaluated by the Chair in consultation with the AOA staff liaison and the AOA General Counsel. Unresolved questions over the applicability of this section may be brought to the AOA Judicial Council for a final decision.

The AOA recognizes that participation of members of AOA elected officials or volunteers on boards or advisory boards of other entities may be beneficial to the advancement of AOA's objectives if there is no fundamental conflict with AOA objectives or policies. For outside activities or interests that may compromise an individual's ability to perform his or her responsibilities, Individual Council members are expected to bring such relevant potential conflicts to the attention of the Council prior to consideration of a particular matter at a meeting; the non-involved Council members shall then determine whether the individual Council recuse themselves from the discussion of the matter.

## **ARTICLE VII Meetings**

**Section 1.** The Annual Meeting of the Section shall be held prior to, during, or following the Annual Congress of the American Optometric Association, in the same city or place as such Annual Congress of the American Optometric Association, with such program and order of business as may be arranged by the Council.

**Section 2.** Special meetings of the Section may be called by the Chair upon approval of the Council, at such time and place as the Council may determine.

**Section 3.** The members of the Section present at any meetings shall constitute a quorum for the transaction of business.

**Section 4.** All binding action of the Section shall be by a majority vote of the members present.

**Section 5.** Except as may be otherwise required by the Constitution or Bylaws of this Association or of the Section, all meetings shall be governed by the parliamentary rules and usages contained in the then current edition of the Robert's Rules of Order.

## **ARTICLE VIII Miscellaneous Provisions**

**Section 1.** The fiscal year of the Section shall be the same as that of the American Optometric Association.

**Section 2.** All bills incurred by the Section, before being forwarded to the Secretary-Treasurer of the American Optometric Association for payment, shall be approved by the Chair or the Secretary, or if the Council shall so direct, by both of them.

**Section 3.** No salary or compensation shall be paid to any officer, council member, or member of the committee.

**Section 4.** Any action of this Section must be approved by the

American Optometric Association before the same becomes effective as the action of the American Optometric Association. Any resolution adopted or taken by the Section may on request of the Section be reported by the Chair of the Section to the Annual Congress of the American Optometric Association for the Association's action thereon, provided that before any resolution shall be acted upon by the Section it shall be referred to the Council for its recommendation.

**Section 5.** These Bylaws shall become effective upon approval thereof by the House of Delegates upon recommendation by the Board of Trustees of the American Optometric Association and by this Section.

**Section 6.** All printing for this Section or for the Council or any committee of the Section shall be done under the supervision of the headquarters of the American Optometric Association.

## **ARTICLE IX Amendments**

**Section 1.** These Bylaws may be amended at any Annual Meeting of the Section by a majority vote of the members of the Section present and voting, provided such proposed amendment shall first have been approved by a majority of the Council and providing, further, that no amendment so adopted shall become effective until approved by the House of Delegates upon recommendation of the Board of Trustees of the American Optometric Association.