

# **Bylaws of the Academic Medical Center Optometrists Special Interest Group**

## **American Academy of Optometry**

Passed October 24, 2019

### **Article I – Name and Purpose**

#### **Section 1.**

This Special Interest Group will be known as the Academic Medical Center Optometrists Special Interest Group (referred to hereafter as “the Special Interest Group” or SIG).

#### **Section 2.**

The purposes of the Academic Medical Center Optometrists Special Interest Group will be to:

- Serve as a primary resource for the Academy for papers, posters, courses, information, and research regarding optometric care in academic medical centers, specifically departments of ophthalmology at major universities, and to advise the Academy on policy in these areas.
- Encourage inquiry and research into ocular health management.
- Promote, advance, and enhance the identity of optometry in a multidiscipline healthcare network.

#### **Section 3.**

##### **Mission Statement**

“As providers of optometry in academic medical centers and practicing with the highest standard expected by our communities, we come together in a spirit of collegiality to offer support for one another, serve as a resource for those within and outside the association, and provide a bridge for common interests between all providers of health care for the greater good of the patients we serve.”

### **Article II – Membership**

Any member of the American Academy of Optometry may become a member of the Special Interest Group by participating in SIG activities, attending SIG’s meetings, and by paying any dues required by the Academy. A minimum of 25 Fellows, verified every six years, are required to form and maintain a Special Interest Group.

### **Article III – Officers**

#### **Section 1.**

- The officers of this Special Interest Group will be a Chair, Vice-Chair, Communications Chair, Membership Chair, and Immediate Past Chair.
- These officers will constitute the Special Interest Group Executive Committee.

#### **Section 2.**

- Only Fellows of the Academy and those affiliated with an academic medical center may run for elected office in the Special Interest Group
- On even-numbered years, the Chair will step down and fill the Immediate Past Chair's position. The Vice-Chair will become Chair, the Communications Chair will assume the Vice-Chair, the Membership Chair will assume the Communications Chair. These roll-over positions will be set forth for approval at the business dinner meeting on the even-numbered year when the new Membership Chair will be voted in.
- Election will be held on even-numbered years by the Special Interest Group members at the Annual Business Meeting of the SIG.
- A majority of the votes cast for the office will be required for election to that office.

### **Section 3.**

- All terms of office herein specified will begin at the close of each even-numbered year's Annual Meeting of the Academy (at which the election takes place).
- The Membership Chair will be the first position of a newly elected officer and assume into the next successive chair every two years as prescribed in Section 2.
- In the event that a chair cannot fulfill the requirements to remain on the board, an election will also be held for that position at the business dinner in the same year.

## **Article IV – Duties of Officers**

### **Section 1. Chair**

- This Fellow of the Academy will fill this two-year position after serving as Vice-Chair.
- The responsibility of the Chair are to:
  - Coordinate with the board to help with the organization and implementation of the (future) symposium
  - Work with the board to raise funds from corporations in consultation with the Academy Executive Director
  - Present and execute the agenda at the business dinner
  - Submit and approve an annual budget for the SIG to the Executive Director of the Academy
  - Be responsible for the growth, vision, and direction of the SIG as set by the board.

### **Section 2. Vice-Chair**

- This Fellow of the Academy will fill this two-year position after serving as the Communications Chair.
- The responsibilities of the Vice-Chair are to:
  - Organize and implement the annual SIG symposium in consultation with the SIG board
  - Work with the Chair to raise funds from corporations to supplement the activities of the SIG
  - Fulfill the duties of the Chair if he/she is unable or unwilling to do so.

### **Section 3. Immediate Past-Chair**

- This Fellow of the Academy will fill this two-year position after completion of the term of Chair.
- The responsibilities of the Immediate Past-Chair are:
  - As requested by the board members

#### **Section 4. Communications Chair**

- This Fellow of the Academy will fill this two-year position after serving as Membership Chair.
- The responsibilities of the Communications Chair to:
  - Complete the annual SIG poster for presentation at the annual Academy meeting
  - Be responsible for surveys, research, and membership communication
  - Help the Membership Chair in maintaining a current list of SIG members and inviting members to the symposium and business dinner meeting

#### **Section 5. Membership Chair**

- This Fellow of the Academy will be elected to this first two-year term on the board.
- The responsibilities of the Membership Chair are to:
  - Coordinate and plan the annual business dinner venue
  - Coordinate with the Academy Executive Director on payment for the dinner venue
  - Secure the venue and invite members to the dinner meeting
  - Maintain a current list of SIG members