

Bylaws of the Primary Care Section American Academy of Optometry

Article I - Name and Purpose

Section 1.

This section will be known as the Primary Care Section (referred to hereafter as “the Section”).

Section 2.

This section will be appointed by the Board of Directors of the American Academy of Optometry (referred to hereafter as “the Academy”). The purposes of the Primary Care Section will be to:

- Serve as a primary resource for the Academy for papers, posters, courses, information, and research regarding Primary Care, and to advise the Academy on policy in these areas.
- Encourage inquiry and research into Primary Care.
- Promote, advance and enhance the identity of optometry as a profession with expertise in Primary Care.
- Encourage Academy Fellows to increase their competence in Primary Care by recognizing as Diplomates those who demonstrate a broad base of knowledge and expertise in Primary Care.

Article II – Membership

Any member of the American Academy of Optometry may become a member of the Section by participating in Section activities, attending the Section's meetings, and by paying any dues required by the Academy. A minimum of 100 Fellows, verified every six years, are required to form and maintain a Section.

Article III – Officers

Section 1.

The officers of this Section shall be the Section Chair, Section Vice-chair, Immediate Past Chair, Education Program Chair, Communications Chair, Diplomate Program Chair, Case Reports Chair, Written Examination Chair, Practical Examination Chair and the Oral Examination Chair.

Section 2.

Only Fellows of the Academy may run for elected office in the Section. Only Diplomates in the Section may serve as Diplomate Chair. Except for the Immediate Past Chair, the Section officers will be elected in even numbered years by the Section members at the Annual Business Meeting of the Section. A majority of the votes cast for a particular office will be required for election to that office. An individual may serve only one consecutive term for each of the elected offices.

Section 3.

Terms of Office: 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) and will end two years hence at the close of the Annual Meeting.

Section 4.

The Executive Committee can seek the removal from office of any officer for such cause as will preserve the dignity and integrity of the organization. A majority of the Section officers will be

required to petition the Academy to remove an elected Section officer. If an office becomes vacant by resignation, illness, death, or refusal to act, a replacement will be appointed by the Section Chair for the remainder of that officer's term. Should the office of the Section Chair become vacant, the Section Vice-Chair assumes the duties of the Chair.

Article IV - Duties of Officers

Section 1.

Section Chair. The Section Chair will:

- Preside at all meetings of the Section's Executive Committee;
- Appoint and/or approve the Chair of any committees within the Section who are to hold office during his/her term as Chair (e.g.: Communications/newsletter);
- Submit and approve an annual budget for the Section to the Executive Director of the Academy;
- Superintend the performance of all activities of the Section and perform such other duties and acts that usually pertain to this office; and
- Communicate with the Section officers and membership.

Section 2.

Section Vice-Chair. The Vice-Chair will:

- Aid the Chair in the performance of his/her duties in such a manner and to such extent requested;
- Maintain minutes of all meetings of the Section;
- Raise funds from corporations, in consultation with the Academy Executive Director, to supplement the budgeted funds for the Section; and
- Upon the death or resignation or during disability of the Chair or upon refusal to act, perform the duties of the Chair for the remainder of his/her term or disability, as the case may be.

Section 3.

Immediate Past Chair. The Immediate Past Chair will aid the Chair in the performance of his/her duties as requested.

Section 4.

Diplomate Chair.

Refer to Diplomate Program (Article VI) below.

Section 5.

Program Chair. The Program Chair will plan and superintend the programs of the Section at the Annual Meeting of the Academy during his/her term.

Article V – Meetings

Section 1.

The Annual Business Meeting of the Section will be held during the Annual Meeting of the American Academy of Optometry.

Section 2.

Ten members of the Section must be present at any meeting to constitute a quorum.

Section 3.

All binding action(s) of the Section will be by a majority vote of the members present. All Section members may participate in voting, with the exception of voting on changes to the Diplomate program, in which case only Diplomates may vote.

Section 4.

Except as may otherwise be required by the Bylaws of the Academy or Section, all meetings will be governed by the parliamentary rules and usages contained in the then current edition of Robert's Rules of Order.

Article VI - Diplomate Program

Section 1.

The Diplomate Program Committee will include the Diplomate Chair, any necessary Diplomate Vice-Chairs (e.g., Clinical and/or Research Diplomate Vice-Chairs), and examination-specific Subcommittee Chairs (e.g., Case Reports, Written Examination, Oral Examination, and Diplomate Renewal). Each Subcommittee Chair will select Subcommittee members to carry out the work of that Subcommittee.

Section 2.

The primary responsibilities of the Diplomate Chair will be to insure that the integrity and quality of the program are maintained and that the prescribed process for achieving Diplomate status is followed. The Clinical Diplomate Chair will be responsible for:

- Coordinating the overall activities of the Diplomate program;
- Continuously reviewing the candidacy process;
- Providing guidance to the officers and members of the Diplomate program committee;
- Recruiting members for the Diplomate program committees;
- Keeping the Academy office informed of the status of candidates and new Diplomates; and
- Performing such other duties and acts that usually pertain to this office.

Section 3.

A minimum of five new Diplomates every six years are required to maintain a Section. In the event that this goal is not achieved, the Section must petition the Board of Directors for a waiver to this requirement.

Article VII - Miscellaneous Provisions

Section 1.

Section budgets are prepared and approved annually by a process set by the Board. All expenses incurred by the Section, before being forwarded to the Academy office for payment, will be approved by the Chair.

Section 2.

The Section will maintain a Manual of Procedures. This Manual of Procedures shall not conflict with the Section Bylaws or AAO procedures.

Section 3.

These Bylaws will become effective upon the approval thereof by the Board of Directors of the American Academy of Optometry and by this Section.

Article VIII – Amendments

These Bylaws may be amended from time to time by the affirmative vote of a majority of the members of the Section present and voting at the Annual Business Meeting of the Section. No amendment so adopted will become effective until approved by the Board of Directors of the American Academy of Optometry.