

# **Bylaws of the Neuro-Ophthalmic Disorders in Optometry Special Interest Group American Academy of Optometry**

## **Article I - Name and Purpose**

### **Section 1.**

This Special Interest Group will be known as the Neuro-Ophthalmic Disorders in Optometry Special Interest Group (referred to hereafter as “the Special Interest Group”). The purpose of this Special Interest Group is to enhance the knowledge of its members in the area of neuro-ophthalmic disease and improve the care given to patients with neuro-ophthalmic diseases as guided by the teachings of Dr. Larry Gray.

### **Section 2.**

This Special Interest Group will be appointed by the Board of Directors of the American Academy of Optometry (referred to hereafter as “the Academy”). The purposes of the Neuro-ophthalmic Disorders in Optometry Special Interest Group will be to:

- Serve as a primary resource for the Academy for papers, posters, courses, information, and research regarding neuro-ophthalmic disorders, and to advise the Academy on policy in these areas.
- Encourage inquiry and research into neuro-ophthalmic disorders.
- Promote, advance and enhance the identity of optometry as a profession with expertise in neuro-ophthalmic disorders.

## **Article II - Membership**

Any member of the American Academy of Optometry may become a member of the Special Interest Group by participating in Special Interest Group activities, meeting any pre-set specialty criteria, attending the Special Interest Group's meetings, and by paying any dues required by the Academy, pending approval by the Executive Committee of the Special Interest Group. 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 for Education, Vice-Chair for Academy Relations, and Immediate Past Chair. These officers will constitute the Special Interest Group's Executive Committee.

### **Section 2.**

Only Fellows of the Academy may run for elected office in the Special Interest Group. Except for the Immediate Past Chair, the Special Interest Group officers will be elected in even-numbered years by the Special Interest Group members at the Annual Business Meeting of the Special Interest Group. A majority of the votes cast for a particular office will be required for election to that office. An individual may serve up to two consecutive terms 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 Special Interest Group officers will be required to petition the Academy to remove an elected Special Interest Group officer. If an office becomes vacant by resignation, illness, death, or refusal to act, a replacement will be appointed by the Special Interest Group Chair for the remainder of that officer's term. Should the office of the Special Interest Group Chair become vacant, the Special Interest Group Vice-Chair assumes the duties of the Chair.

## **Article IV - Duties of Officers**

### **Section 1.**

Special Interest Group Chair. The Special Interest Group Chair will:

- Preside at all meetings of the Special Interest Group's Executive Committee;
- Appoint and/or approve the Chair of any committees within the Special Interest Group who are to hold office during his/her term as Chair (Vice Chairs);
- Submit and approve an annual budget for the Special Interest Group to the Executive Director of the Academy;
- Superintend the performance of all activities of the Special Interest Group and perform such other duties and acts that usually pertain to this office; and
- Communicate with the Special Interest Group officers and membership.
- Identify requirements for membership and recruit new members

### **Section 2.**

Special Interest Group Vice-Chair for Education. The Vice-Chair for Education will:

- Aid the Chair in the performance of his/her duties in such a manner and to such extent requested;
- Plan the Annual Larry Gray Memorial Neuro-Ophthalmic Disorders Symposium;
- Communicate and secure participants for educational events.
- Produce or revise position papers.
- Raise funds from corporations, in consultation with the Academy Executive Director, to supplement the budgeted funds for the Special Interest Group; 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.**

Special Interest Group Vice-Chair for Academy Relations. The Vice-Chair for Academy Relations 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 Special Interest Group;
- Liaise with the AAO on matters pertaining to the Special Interest Group
- Participate in activities for the good and welfare of the Special Interest Group to assure its continued existence and growth.
- Submit an annual Special Interest Group activity report to the Board of Directors

#### **Section 4.**

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

#### **Section 5.**

Additional offices, such as Program Chair or Membership Chair may be added as deemed necessary to conduct the business of the Special Interest Group. Any office addition will be done according to the provisions in Article VII as detailed below.

### **Article V - Meetings**

#### **Section 1.**

The Annual Business Meeting of the Special Interest Group will be held during the Annual Meeting of the American Academy of Optometry.

#### **Section 2.**

Five members of the Special Interest Group must be present at any meeting to constitute a quorum.

#### **Section 3.**

All binding action(s) of the Special Interest Group will be by a majority vote of the members present. All Special Interest Group members may participate in voting.

#### **Section 4.**

Except as may otherwise be required by the Bylaws of the Academy or Special Interest Group, 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 - Miscellaneous Provisions**

#### **Section 1.**

SIG Budgets are set annually in a process approved by the Board of Directors. All expenses incurred by the Special Interest Group, before being forwarded to the Academy office for payment, will be approved by the Chair.

#### **Section 2.**

The Special Interest Group will maintain a Manual of Procedures. This Manual of Procedures shall not conflict with the SIG 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 Special Interest Group.

**Article VII – Amendments**

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