

## **Bylaws of the Retina Special Interest Group American Academy of Optometry**

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

#### **Section 1.**

This Special Interest Group will be known as the Retina Special Interest Group (referred to hereafter as “the Special Interest Group”).

#### **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 Retina Special Interest Group will be to:

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

### **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, attending the Special Interest Group'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, Immediate Past Chair, Secretary, and Treasurer. These officers will constitute the Special Interest Group’s Executive Committee. Any member of the executive committee may hold one or more positions on the executive committee, as elected by majority of the retina SIG members (for example, Secretary may also hold position of Treasurer).

#### **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;
- With majority approval of executive committee will appoint members to various subcommittees of the Retina SIG;
- 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.

##### **Section 2.**

Special Interest Group 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 Special Interest Group;
- 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.**

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

#### **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, and meeting minutes should be assigned to the Secretary.

##### **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.

##### **Section 5.**

The executive committee may appoint additional Members at Large to assist with the function and mission of the SIG and SIG's sub-Committees.

The executive committee with majority vote may bestow voting rights to any of these members.

#### **Article VI – Retina SIG Subcommittees**

1. Industry relations and fundraising

- a. Subcommittee Chair: Retina SIG Treasurer
  - b. Function is to recruit sponsors and raise funds (as delineated under the VC's responsibilities and deleted there in VC's responsibly section)
  - c. Subcommittee members are approved by the executive committee and appointment by chair. The members of executive committee and past president(s) may serve on any subcommittee
2. Continuing Education Committee
    - a. Subcommittee Chair: Retina SIG Chair
    - b. Function: To set the education agenda and recruit speakers for future symposium
    - c. Members appointed as described before
3. Public Relations, Communication and Membership Committee
    - a. Subcommittee Chair: Retina SIG Secretary
    - b. Function to raise and increase awareness of the Retina SIG, promote the SIG programs and Increase Retina SIG Membership
4. Special Committee for Feasibility Study to Develop SIG to Section
    - a. Chaired by the Retina SIG Chair
    - b. Function: To determine feasibility of going from SIG to Section and to develop retina Diplomate program
    - c. Subcommittee members are approved by the executive committee and appointment by chair. The members of executive committee and past president(s) may serve on any subcommittee

## **Article VII - 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 VIII – 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.