

Bylaws of the Glaucoma Section

American Academy of Optometry

Article I - Name and Purpose

Section 1.

This section will be known as the Glaucoma 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 Glaucoma Section will be to:

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

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 – Leadership

Section 1- Officers

The Officers of this Section will be the Chair, Vice-Chair, Immediate Past Chair, Diplomate Chair, and Program Chair.

Section 2. Executive Committee

The officers, combined with the Secretary/Treasurer and Communication Chair will constitute the Section’s Executive Committee.

Section 3. Fulfillment

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 Chair and 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. The Secretary/Treasurer and communication Chair will be appointed by the Officers of the Section. A majority of the votes cast for a particular office will be required for election to that office, *except for the* Chair and Immediate Past Chair, which will assume automatic ascension from the Vice Chair and Chair positions, respectively.

Section 4. 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 5. Committees

The Diplomat Chair, Communication Chair and Program Chair will have committees to assist the Chair. The Chair may have as many committee members as agreed upon by the Section Executive Committee. An Advisory Committee will be maintained to assist the Executive Committee in matters of individual knowledge and expertise as mutually agreed upon between the members of said committee and the Executive Committee.

Section 6. Removal from Office

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 the Leadership

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., Secretary/Treasurer & Communications);
- 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;
- 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.

Section 6.

Secretary/Treasurer. The Secretary/Treasurer will:

- Keep minutes of the executive committee meetings
- Maintain important papers and correspondence of the Section
- Oversee the section finances and coordinate with Academy to ensure a true accounting of Section funds

Section 7.

Communications Chair. The Communications chair will:

- Coordinate and prepare for distribution a Section newsletter at least twice a year
- Maintain and coordinate the Section's google groups forum
- Maintain and coordinate the Community posts on the Academy's website

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.