

# The Section on Cornea, Contact Lenses, and Refractive Technologies of the American Academy of Optometry Bylaws

## Article I—Definitions

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2 **I.A—**A word or term shown in *italics* is expressly defined in an Article within these bylaws. The meaning of any  
3 such word or term shall, throughout these bylaws, be that meaning contained within the defining Article.

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5 **I.B—**All other words or terms in the plain language of these bylaws shall be defined by the generally accepted  
6 definition in standard use.

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8 **I.C—**All words or terms followed by an abbreviation, or shorten term, in parentheses shall thereafter be referred  
9 to by the abbreviation or shortened term.

## Article II—Name

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11 The name of this organization shall be *“The Section on Cornea, Contact Lenses, and Refractive Technologies of the*  
12 *American Academy of Optometry, Inc.” (“CCLRTS”).*

## Article III—Organizational Authority

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16 **III.A—Granting Authority—**The authority to organize the CCLRTS is granted through Article VIII, Section One of the  
17 *Bylaws (“AAOB”) of the American Academy of Optometry, Inc. (“AAO”),* a corporation incorporated in the District  
18 of Columbia.

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20 **III.B—Subordinate Authority—**These bylaws shall govern the activities of the CCLRTS, except where they are in  
21 conflict or subordinate to the authority of the AAOB.

## Article IV—Mission

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25 The *Mission* of the CCLRTS (II) shall be, *“Fostering professional growth and advocating excellence in patient care*  
26 *through leadership in education and research.”*

## Article V—Membership

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29 **V.A—Member—**A member of the CCLRTS (II) (*“member”*) shall be a *Fellow in Good Standing* as defined in the  
30 *AAOB (“Fellow”)* who has joined the CCLRTS and participates in its activities.

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32 **V.B—Diplomate—**A *Diplomate (“Diplomate”)* is a *Fellow* who has received his or her Diploma by completing the  
33 requirements as set forth in Appendix 2 (*Diplomate Candidate’s Guide [“DCG”]*).

## Article VI—Leadership

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36 **VI.A.1—Officers—**The *Officers* of the CCLRTS (II) shall be the *Chair*, the *Vice-Chair*, the *Secretary-Treasurer*, and  
37 the *Immediate Past Chair*.

38 **VI.A.2—Executive Committee—**The *Officers*, combined with the *Program Chair* (VI.B.5) and the *Diplomate*  
39 *Award Chair* (VI.B.6) shall be the *Executive Committee (“EC”)* of the CCLRTS.

40 **VI.B.1—Chair**—The *Chair* shall have the responsibilities outlined in Appendix 1 (Operations Manual [“OM”]), and  
41 such other responsibilities as prescribed by the *parliamentary authority* (XI) in these bylaws and by the AAO (III.A).  
42 The *Chair* shall not be an elected position; the *Vice-Chair* shall assume the chair at the end of a *Chair’s Term of*  
43 *Office* (VI.C)

44 **VI.B.2—Vice-Chair**—The *Vice-Chair* shall have the responsibilities outlined in the *OM*, and such other  
45 responsibilities as prescribed by the *parliamentary authority* in these bylaws and by the AAO.

46 **VI.B.3—Secretary-Treasurer**—The *Secretary-Treasurer* shall have the responsibilities outlined in the *OM*, and such  
47 other responsibilities as prescribed by the *parliamentary authority* in these bylaws and by the AAO.

48 **VI.B.4—Program Chair**—The *Program Chair* (“PC”) shall have the responsibilities outlined in the *OM* and such  
49 other responsibilities as prescribed by the *parliamentary authority* in these bylaws and by the AAO.

50 **VI.B.5—Diplomate Award Chair**—The *Diplomate Award Chair* shall have the responsibilities outlined in the *DCG*,  
51 and such other responsibilities as prescribed by the *parliamentary authority* in these bylaws and by the AAO.

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53 **VI.C—Term of Office**—The term of office for each *Officer* and *Sub Chair* shall be two (2) years, and shall run  
54 concurrently with the *AAO Board of Directors* (“AAOBOD”).

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## 56 **ARTICLE VII—ANNUAL SECTION BUSINESS MEETING**

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58 **VII.A.1**—The *CCLRTS* shall have a *Section Business Meeting* (“SBM”) annually at the AAO Annual Academy  
59 Meeting.

60 **VII.A.2—Quorum**—A quorum for the *SBM* shall be twenty (20) or more *Diplomates in Good Standing* assembled.

61 **VII.B**—The time and location of the *SBM* shall be determined by the AAO.

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## 63 **ARTICLE VIII--ELECTIONS**

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65 **VIII.A.1—Nominations**—The *Nominations Committee* (IX.D) shall identify qualified *Diplomates* to serve in the  
66 *Leadership* (VI) of the *CCLRTS*.

67 **VIII.A.2**—The *Nominations Committee* shall submit to the *Diplomates in quorum* (VII.A.2) assembled at the *SBM*  
68 (VII) a slate of qualified candidates for election.

69 **VIII.A.3**—Nominations from the floor shall be allowed.

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71 **VIII.B—First Ballot**—Each elected position shall be considered individually, and a candidate shall be elected only  
72 when he or she receives a simple majority of the vote cast by *Diplomates in Good Standing* .

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74 **VIII.C—Second Ballots**—If no candidate receives a simple majority, then the two candidates with the highest  
75 number of votes on the first ballot shall be slated in a run-off, and a second ballot shall be cast.

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77 **VIII.D—Secret Ballot**—Votes in contested races shall be cast by secret ballot.

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## 79 **ARTICLE IX—STANDING COMMITTEES**

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81 **IX.A—Executive Committee**—The *Officers* (V), combined with the *Program Chair* and the *Diplomate Award Chair*,  
82 shall be the *Executive Committee* (“EC”) of the *CCLRTS*.

83 **IX.B.1—Program Committee**—There shall be a *Program Committee* which shall consist of a *Program Chair* (V.B.5)  
84 elected as a member of the *EC* and such assistants as the *PC* may delegate.

85 **IX.B.2**—The *Program Committee* shall organize symposia for the annual *CCLRTS* meeting as described in the *OM*.

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87 **IX.C.1—Diplomate Award Committee**—There shall be a *Diplomate Award Committee* which shall consist of a chair  
88 elected as a member of the *EC* and such other *Sub Committee chairs* appointed by the *Chair* (VI.B.1).

89 **IX.C.2**—The duties of the *Diplomate Award Committee* shall be:

90 **IX.C.2.a.i**—Revise the *DCG* (VI.B.6) from time to time.

91 **IX.C.2.a.ii**—Such revisions must be approved by the *EC*.

92 **IX.C.2.b**—Conduct the *Diplomate* examination process as described in the *OM* and the *DCG*.

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94 **IX.D.1—Nominations Committee**—There shall be a *Nominations Committee* consisting of the *Chair* (VI.B.1) and  
95 the past two *Immediate Past Chairs*. The most *Immediate Past Chair* shall chair the *Nominations Committee*.

96 **IX.D.2**—The *Nominations Committee* shall nominate *Leadership* candidates in a manner described in Article VIII  
97 of these bylaws and the *OM*.

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99 **IX.E.1—Speaker’s Bureau**—There shall be a *Speakers Bureau* which shall consist of a chair who shall be appointed  
100 by the *Chair* (VI.B.1).

101 **IX.E.2**—The *Speakers Bureau* shall arrange for *Diplomates* to provide lectures to the Schools and Colleges of  
102 Optometry in a manner described in the *OM*.

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104 **IX.F.1—Awards Committee**— There shall be an *Awards Committee* which shall consist of the *Chair* (VI.B.1) and  
105 the two *Immediate Past Chairs*, and which shall be chaired by the most *Immediate Past Chair*.

106 **IX.F.2**—The *Awards Committee* shall select deserving individuals for the Max Schapero Memorial Lecture, the  
107 Founder’s Award, and such other awards as the *CCLRTS* (II) may from time to time award in a manner described  
108 in the *OM*.

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110 **IX.G—Resident Recruitment Committee**—The *Chair* (VI.B.1) shall appoint a *Diplomate* (III.B) or *Diplomates* to  
111 oversee the *CCLRTS*’s (II) funding of Resident Travel grants in a manner described in the *OM*.

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113 **IX.H—Diplomate Renewal Committee**—The *Secretary* (V.B.3) shall be responsible for the administration of  
114 *Diplomate* certification renewal. The *Secretary* may appoint a *Diplomate* (III.B) to oversee the program and  
115 report to the *Secretary* in a manner described in the *OM*.

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117 **ARTICLE X—FISCAL ACCOUNTABILITY**

118 **X.A—Fiscal Year**—The fiscal year of the *CCLRTS* (II) shall be from July 1<sup>st</sup> through the following June 30<sup>th</sup>.

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120 **X.B.1—Accountability**—All individuals or committees that handle or hold *CCLRTS* funds shall, fifteen (15) or more  
121 days before the *SBM* (VII), submit to the *Secretary-Treasurer* (VI.B.4) a written report accounting for said funds.

122 **X.B.2**—The *Chair* (VI.B.1) may, at any time, request such a written accounting report.

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124 **X.C.1**—No person shall, on behalf of the *CCLRTS*, assume or incur any expense or liability, or enter into any contract  
125 or agreement involving the expenditure of funds without the expressed prior approval of the *EC* (V.A.2).

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**ARTICLE XI—PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern the *CCLRTS* in all cases to which they are applicable and in which they are not inconsistent with the *AAO* Articles of Incorporation, the *AAOB* (III.A), these bylaws, or any State or Federal statute applicable to the *AAO* (III.A).

**ARTICLE XII—AMENDMENTS**

**XII.A—A *Diplomate* (III.B) in *Good Standing* may propose an amendment to these bylaws.**

**XII.B.1—With Prior Notice—An amendment proposed and provided to the *members* for review sixty (60) or more days prior to the first day of the *AAO* Annual Academy Meeting shall pass only with a two-thirds ( $\frac{2}{3}$ ) majority vote of the *Diplomates* in *quorum* (IV.A.2) assembled at the next *SBM*.**

**XII.B.2—Without Prior Notice—An amendment proposed and provided to the *members* for review fifty-nine (59) or fewer days prior to the first day of the *AAO* Annual Academy Meeting shall pass only with a three-fourths ( $\frac{3}{4}$ ) majority vote of the *Diplomates* in *quorum* (IV.A.2) assembled at the next *SMB*.**