

THE SECTION ON CORNEA, CONTACT LENSES AND REFRACTIVE SURGERY OF THE AMERICAN ACADEMY OF OPTOMETRY BYLAWS

ARTICLE I—DEFINITIONS

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

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

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

ARTICLE II—NAME

The name of this organization shall be “*The Section on Cornea and Contact Lenses of the American Academy of Optometry, Inc*” (:CCLS”).

ARTICLE III—ORGANIZATIONAL AUTHORITY

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

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

ARTICLE IV—MISSION

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

ARTICLE V—MEMBERSHIP

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

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

ARTICLE VI—LEADERSHIP

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

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

VI.B.1—Chair—The *Chair* shall have the responsibilities outlined in Appendix 1 (Operations Manual [“*OM*”]), and such other responsibilities as prescribed by the *parliamentary authority* (XI) in these bylaws and by the AAO (III.A).

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

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

VI.B.4—Treasurer—The *Treasurer* shall have the responsibilities outlined in the *OM*, and such other responsibilities as prescribed by the *parliamentary authority* in these bylaws and by the *AAO*.

VI.B.5—Program Chair—The *Program Chair* (“*PC*”) shall have the responsibilities outlined in the *OM* and such other responsibilities as prescribed by the *parliamentary authority* in these bylaws and by the *AAO*.

VI.B.6—Diplomate Awards Chair—The *Chair* shall have the responsibilities outlined in the *DCG*, and such other responsibilities as prescribed by the *parliamentary authority* in these bylaws and by the *AAO*.

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

ARTICLE VII—ANNUAL SECTION BUSINESS MEETING

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

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

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

ARTICLE VIII—ELECTIONS

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

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

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

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

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

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

ARTICLE IX—STANDING COMMITTEES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE X—FISCAL ACCOUNTABILITY

X.A—Fiscal Year—The fiscal year of the *CCLS* (II) shall be from July 1st through the following June 30th.

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

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

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

ARTICLE XI—PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the *CCLS* 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 XVII—AMENDMENTS

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

XVII.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*.

XVII.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*.