

CONSTITUTION OF THE ARMED FORCES OPTOMETRIC SOCIETY (AFOS)

AS AMENDED:
18 Jun 1972
28 Jun 1973
20 Jun 1974
21 Jun 1976
02 Jul 1978
17 Jun 1979
21 Jun 1981
26 Jun 1983
17 Jun 1984
22 Jun 1986
23 Jun 1989
14 Feb 1990
23 Feb 1994
28 Feb 1996
24 Feb 1999
23 Feb 2000
20 Feb 2002
18 Feb 2004
21 Feb 2006
4 Mar 2009
10 Feb 2010
02 Mar 2011
24 Oct 2012
11 Nov 2014

ARTICLE I. NAME.

The name of this non-profit organization is the ARMED FORCES OPTOMETRIC SOCIETY.

ARTICLE II. OBJECTIVES OF THE SOCIETY.

The purposes of this Society are to advance, improve, and enhance the eye care provided to designated federal services' health care beneficiaries by optometrists in federal service; to provide a forum for these optometrists; to improve the art and science of the practice of optometry and to elevate the standards of the practice.

ARTICLE III. MEMBERSHIP.

Section 1. Effective July 1, 2005, all new Active members will be members of the AOA through the Society.

Section 2. There shall be eight (8) classes of membership and application for membership in any class is subject to review and approval by the Executive Council or Executive Director.

- a. **Active:** Optometry officers on active duty in one of the uniformed services, and optometrists who work full-time in either the Department of Veteran Affairs, Federal Civil Service, or any entity of the Federal Government.
- b. **Associate:** Optometrists retired from one of the uniformed services, present or past members in the active or inactive Reserves, present or past members in the National Guard, or who have previously served in one of the uniformed services, or optometrists who worked either part- or full-time with the Department of Veteran Affairs, Federal Civil Service or any entity of the Federal Government. Associate Members are extended the privilege of debate, but cannot vote or hold office and shall have no right, title or interest in any of the property of the Society.
- c. **Student:** Those attending a full time course of study at one of the accredited schools or colleges of optometry.
- d. **Life:** Life membership will be conferred upon any member who: 1) has attained at least 65 years of age, 2) is receiving retired pay from the Federal Government as an optometrist, 3) has been a member of the Society in any category for thirty (30) accumulative years, and 4) receives a majority vote of the Executive Council of the Society. The years of membership do not have to be continuous years and can be accumulatively combined among various categories.

Members who provide medical certification of terminal or other serious debilitating illness or members who desire to accelerate to Life Membership status, may have the age and years of membership requirements waived. Life Members shall have the right to vote and are extended the privilege of debate but cannot hold office and shall have no right, title or interest in any property of the Society. Life members meeting the AFOS Active membership qualifications in Section 2.a., may continue their membership in the AOA through AFOS. Life members through AFOS no longer working in an optometrically related activity may be eligible for "Retired Membership" through the AOA, subject to the AOA Bylaws for "Retired Membership." Certain AFOS Life Members may qualify for "Life Membership" in the AOA; these applications will be considered by the Executive Director and the Secretary-Treasurer on a case-by-case basis and are subject to the AOA Bylaws for "Life Membership."

- e. **Honorary:** Those individuals who have significantly contributed to the profession as it relates to the uniformed services. Honorary Members are not considered Active members and therefore cannot vote, hold office, or participate in AFOS meetings, and shall have no right, title or interest in any of the property of the Society.
- f. **Partial Practice:** An optometrist who works sixteen (16) or fewer hours per week in compensated optometrically related activities within a federal facility will be eligible for partial practice membership. The optometrist will certify his or her federal practice on the membership application and is responsible for notifying the AFOS Executive Director immediately if their status changes. Partial Practice AFOS members are eligible to join the AOA as Partial Practice members and will have full privileges within AFOS.

- g. *Adjunct*: Those optometrists who served in a non-optometric capacity for the uniformed services, were part-time employees of either the Department of Veteran Affairs, Federal Civil Service, or any entity of the Federal Government are eligible to be adjunct members of AFOS. Adjunct Members cannot vote, hold office, or participate in AFOS business meetings, and shall have no right, title or interest in any of the property of the Society.
- h. *Alumni*: Those optometrists who have completed an optometric externship, residency or fellowship at any federal facility are eligible to be an Alumnus Member of AFOS. This category recognizes those optometrists who obtained a significant part of their clinical training through a Federal Service program. An Alumnus Member cannot vote, hold office, or participate in AFOS business meetings, and shall have no right, title or interest in any of the property of the Society.

Section 3. TERMINATION OF MEMBERSHIP: The Executive Council may, in appropriate cases, suspend or expel any member for any of the following reasons: 1) the revocation or suspension of the member's license to practice optometry, 2) the violation of any federal, state, local or other applicable law, rule or regulation relating to the practice of optometry, or 3) the violation of the code of ethics of the AOA. In such cases, the Executive Council shall send to the member, by registered mail, a statement explaining the charges and the decision of the council. The aforementioned member will have fifteen (15) days after receipt thereof to respond to the same by mailing a copy of this response, by registered mail, to the Secretary-Treasurer of this Society. The Executive Council, or a subcommittee thereof, may thereafter hold a hearing at which the member shall be given reasonable opportunity to present defensive evidence and to be heard. The Executive Council may request other testimony at the hearing. Such member may be suspended or expelled by a vote of two-thirds ($\frac{2}{3}$) of the full membership of the Executive Council.

Section 4. A Conflict of Interest Policy will be created and approved by a $\frac{2}{3}$ majority vote of the Executive Council. All members serving as volunteers in any fashion for the Society will be required to complete a Conflict of Interest Disclosure statement annually. Any disclosure on this statement that is deemed to be a significant conflict of interest by $\frac{2}{3}$ majority vote of the Executive Council may lead to denial of volunteer position or removal via Article III., Section 3.

ARTICLE IV. DUES.

Section 1. Dues for members in all Categories except f. of Article III., Section 2., shall be set by the Executive Council. Dues for members in Article III., Section 2., f. shall be sixty percent (60%) of an Active Member's dues.

Section 2. Life Members will pay a one-time fee as set by the Executive Council and will not pay annual dues. Members applying to accelerate to Life Membership status in lieu of the (30) thirty years of accumulative requirement, may pay a one-time fee equal to \$100 X (30-current years of membership). Life membership obtained through this accelerated provision requires continual membership in one of the AOA's Membership categories (Active, Partial practice, Retired, Optometric Educator, Life etc.). If AOA membership is not maintained, then the accelerated Life Membership status in AFOS will be revoked.

Section 3. Dues become payable on the first of January each year. AFOS dues must be paid in full by March 31 and become delinquent thereafter. Notice of the delinquency will be made from the Executive Director or Secretary-Treasurer to the member and if not fully paid by May 31, the membership will be terminated. If member is set up on automated recurring monthly, or quarterly payments through the AFOS website, the member is considered in good standing and will not be considered delinquent.

Section 4. To participate in AFOS sponsored meetings as a dues paying member, full AFOS membership dues must have been paid for that year. If member is set up on automated recurring monthly, or quarterly payments through the AFOS website, the member is considered in good standing as a dues paying member.

Section 5. AOA Dues for Active Members are assessed on an annual basis but may be remitted by members on a monthly, quarterly, or annual basis. Dues paid monthly or quarterly shall be attributed equally and proportionally among the four quarters beginning with the first quarter of the year, which ends March 31, and progressing chronologically to the last quarter of the year, which ends December 31.

Each quarter shall contain three (3) deadlines, a Due Date, a Delinquent Date, and a Termination Date. Quarterly dues shall be paid according to the following schedule of deadlines:

- a. *First Quarter Dues*:
 - 1. the Due Date shall be March 31;
 - 2. the Delinquent Date shall be April 30; and

- b. Second Quarter Dues:
 - 1. the Due Date shall be June 30;
 - 2. the Delinquent Date shall be July 31; and
 - 3. the Termination Date shall be August 31.

- c. Third Quarter Dues:
 - 1. the Due Date shall be September 30;
 - 2. the Delinquent Date shall be October 31; and
 - 3. the Termination Date shall be November 30.

- d. Fourth Quarter Dues:
 - 1. the Due Date shall be December 31;
 - 2. the Delinquent Date shall be January 31; and
 - 3. the Termination Date shall be the last day of February.

Any preceding quarterly dues deadline that falls on a weekend or federal holiday shall be extended to the following business day. For purposes of this Constitution, "business day" shall mean any Monday, Tuesday, Wednesday, Thursday, or Friday that is not a federal holiday.

Section 6. Membership in the AOA shall be terminated at the discretion of the AOA Secretary-Treasurer for any member whose dues for a quarter have not been received in full by the AOA by that quarter's Termination Date following notification to AFOS's official office within ten business days.

Section 7. If a member seeks to apply for Active Membership to AFOS and has had their membership previously terminated due to delinquent dues, they must do so under the provisions of Article III., Section 1.

ARTICLE V. FISCAL YEAR.

The fiscal year shall be from 1 January through 31 December.

ARTICLE VI. VOTING.

Section 1. Active, Partial Practice and Life members shall have one vote each when attending the annual or special meetings.

Section 2. No action may be taken except on a majority of the votes by the members in attendance with voting privileges.

ARTICLE VII. MEETINGS.

Section 1. AFOS will hold an annual meeting at the time and venue determined by the current AFOS President. The annual meeting or any meeting called by the President can be held at a specific site, or the President may elect to have an internet/web-based meeting or telephone conference meeting.

Section 2. Special meetings may be called by the President when requested in writing by at least twenty active members of the Society who collectively state a specific purpose(s) for the meeting. The President shall then call for a special meeting stating the purpose, place, and time. Only action on the stated purpose(s) will be considered during special meetings.

ARTICLE VIII. BUDGET.

Section 1. At one executive council meeting each year the annual budget shall be established.

Section 2. The Secretary-Treasurer shall be responsible for control of the fiscal affairs including collection of the dues.

ARTICLE IX. OFFICERS.

Section 1. The officers of the Society shall be President, President-Elect, Vice President, Secretary-Treasurer, and the Immediate Past President.

Section 2. Except for the President and Immediate Past President, officers shall be elected each year at the annual meeting. The term of office will be for one (1) year or until their successors are installed. Installation will be performed at the Annual Meeting in which they were elected. At the completion of the President's term of office, the President shall automatically become Immediate Past President. At the completion of the President-Elect's term of office, the President-Elect shall automatically become President.

Section 3. Officers of the Society must be Active members as defined in Article III., Section 2., a. in the Society.

Section 5. In case of resignation of the President or President-Elect, their duties shall be carried out during the unexpired term in accordance with Article I., Sections 2. and 3. of the Bylaws. If the office of Vice President or Secretary-Treasurer are vacated by resignation, the Executive Council will, by majority vote, choose an eligible member to fill the unexpired term of these officers.

Section 6. Officers and committee members of the Society will be Active members of the AOA

Section 7. Officers of the Society will complete a Conflict of Interest Disclosure Statement annually

Section 8. Officers of the Society may be removed for violations of the Conflict of Interest Policy or for causes described in Article III., Section 3. and utilizing the process described in Article III., Section 3.

ARTICLE X. QUORUM.

Annual meetings will be officially recorded only when a quorum constituted of at least two of the officers and seventy-five percent (75%) of Society voting members, who are registered for the meeting are present.

ARTICLE XI. RULES OF ORDER.

The Society meetings shall be governed by Roberts' Rules of Order.

Jeff Autrey, President

Michael Davis, Vice President

Adrienne Ari, President-Elect

Marrie Read, Secretary-Treasure

BYLAWS OF THE ARMED FORCES OPTOMETRIC SOCIETY (AFOS)

ARTICLE I. DUTIES OF OFFICERS.

Section 1. The President shall preside at all meetings of the Society.

Section 2. The President-Elect shall act in the President's place in the case of his absence at meetings of the Society.

Section 3. In the absence of both the President and the President-Elect the Vice President shall act in their place at meetings of the Society.

Section 4. The Secretary-Treasurer shall be responsible for the recording of the minutes at all meetings, and be in charge of the finances of the Society. The Secretary-Treasurer will collect the dues and notify the members in writing as to the time and place of meetings. He/she shall make expenditures of monies authorized by the Executive Council and will make a final report to the membership at the Annual meeting.

ARTICLE II. EXECUTIVE COUNCIL.

Section 1. The Executive Council will consist of the officers, and eleven (11) members elected in the same manner as the officers. Executive Council members will be Active members of the AOA.

a. Ten (10) members will be Active members of the Society (Article III, 2., a.) to include two (2) members from each service and one associate and serve a maximum of seven (7) consecutive years on the Council unless elected to serve as an officer.

b. In addition, there may be a Student member on the Council, nominated by the American Optometric Student Association (AOSA). This will be a non-voting position, and the individual must be approved by the AFOS Executive Council.

Section 2. The Executive Council will set the financial policy of the Society and authorize expenditures.

Section 3. The Executive Director will be appointed by the Executive Council, which will also set his compensation.

Section 4. The President will call Executive Council meetings.

Section 5. Electronic, telephonic, or e-mail voting (e-vote) will be allowed in Executive Council deliberations. When a vote is conducted, all members of the Council will be polled. If the vote is a majority then the motion is considered adopted or rejected, as voted.

Section 6. Executive Council members will complete a Conflict of Interest Disclosure Statement annually.

Section 7. Executive Council members may be removed for violations of the Conflict of Interest Policy or for causes described in Article III., Section 3. of the Constitution and utilizing the process described in Article III., Section 3. Of the Constitution.

ARTICLE III. PRIVILEGES OF MEMBERS.

Section 1. All Active, Partial Practice, and Life members shall have one vote each when attending the annual or special meetings.

Section 2. All Active, Partial Practice, Associate, and Life members may attend and shall have privileges of the floor at the annual or special meetings.

ARTICLE IV. STANDING COMMITTEES.

Standing Committees shall be appointed by the President, who shall also designate Chairpersons. Committees shall be appointed to carry out specific functions and will provide a report of the committee's activities when directed by the President.

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ARTICLE V. EXECUTIVE DIRECTOR.

Section 1. The Executive Council shall have the power to appoint an Executive Director to administer the Society.

Section 2. Compensation will be determined by the Executive Council.

Section 3. The Executive Director need not be an optometrist.

ARTICLE VI. COMPENSATION AND EXPENSES.

Section 1. Officers shall receive no salary.

Section 2. Special expenses of officers or members must be approved by the Executive Council.

ARTICLE VII. AFFILIATED GROUPS.

Section 1. Any group of optometrists formally organized with a Constitution and Bylaws, may be considered for affiliated status with the Armed Forces Optometric Society.

Section 2. Affiliation will be granted only if all of the group members in the Active Category (Active duty in military and USPHS, or full-time Department of Veteran Affairs and Civil Service) of membership are AFOS members in good standing. If one hundred percent of the Active members do not maintain AFOS membership the affiliated status of the group will be automatically suspended.

Section 3. The objectives of the affiliated group must be consistent with the objectives of AFOS and should so state in the group's Constitution and Bylaws. The group's Constitution and Bylaws must be compatible with Section 2. above.

Section 4. Special affiliation status will be established for federal service paraoptometrics. The affiliated group must be formally organized with a constitution and bylaws and have stated goals and objectives consistent with that of AFOS. Article VII., section 2. is waived for this group. Membership will be on a voluntary basis. The group will be responsible for all fiscal issues, to include collecting applicable dues for this group and for membership in the AOA Paraoptometric Section. The AFOS Executive Council will approve the group's constitution and bylaws and any changes to it by a majority vote. The AFOS Executive Council will appoint a member to act as a liaison to the group. This liaison will be responsible to bring matters to the Council that are important to both groups.

Section 5. Requests for affiliation will be submitted to the Executive Council. Approval for affiliation status will be conferred upon the group seeking affiliation by a majority vote of the Executive Council.

ARTICLE VIII. AMENDMENTS.

Section 1. The Constitution and bylaws may be amended only during the Annual meeting.

Section 2. Proposals to amend the Constitution must be made to the membership in writing at least sixty (60) days prior to the Annual meeting. One of the members of the Executive Council will read the proposed amendments on the floor at the Annual meeting.

Section 3. For passage of amendments, a yes vote of two-thirds (2/3) of those present and voting is required.

Jeffrey Autrey, President

Michael Davis, Vice President

Adrienne Ari, President-Elect

Marrie Read, Secretary-Treasurer

