

CONSTITUTION

&

BY-LAWS

Houston Ophthalmological Society

CONSTITUTION

Article I

Name

The name and title of this Society shall be "Houston Ophthalmological Society".

Article II

Purpose of the Society

The purpose for which this corporation is formed is scientific and educational as authorized by Section I 05 or Article 1302, Vernon's Civil Statutes. (The corporate charter of the Houston Ophthalmological Society was issued on September 19, 1958, by the State of Texas.) The corporation will promote and advance the science and art of medicine pertaining to the eye; will encourage the study of the relationship of this specialty to other branches of medicine; will encourage the study of social and economic problems peculiar to the field of eye care; and will exercise all powers and assume all obligations necessary or incident thereto.

Article III

Membership

Eligibility to Membership

All members in good standing of the Houston Ophthalmological **(and Otolaryngologic)** Society during the year 1958 are eligible for membership in the Houston Ophthalmological Society at the same classification of status that existed in the aforementioned Society. Membership shall be invitation only and is open to all **(members in good standing of the Texas Medical Association)** who have completed thirty-six (36) months of training in a program of ophthalmology approved by the Residency Review Committee for Ophthalmology or its equivalent as determined by the Credentials Committee of the Houston Ophthalmological Society.

Classification of Members

The membership of this Society shall be classified as Regular members, Associate members, *Affiliate Members*, Emeritus members and any other classification that may be established in the By-Laws of this organization. Those applicants who have passed the examinations of the American Board of Ophthalmology and have been certified as a diplomat thereof shall be eligible for Regular membership upon the recommendation of the Credentials Committee of this Society. All other applicants shall be eligible for Associate membership after having been recommended by the Credentials Committee. **(The criteria for Associate member be expanded to those persons with M. D or D. O. degree who has ophthalmology training can become an affiliate member of our Society.)** The status is to be retained until the American Board Examinations have been passed and the candidate duly certified, whereupon Associate members shall automatically become Regular members following notification of the Secretary-Treasurer in writing of their certification. Associate members shall enjoy all privileges of membership in the Society except that of holding an elective office. Emeritus members shall be any member of the Houston Ophthalmological Society who is 65 years of age (or greater) and he/she has been a member for fifteen years or more and not working more than twenty hours a week. Emeritus members shall enjoy the

privilege of attending meetings of this Society and of speaking before the membership, but they shall not make motions, vote or hold elective office.

(By-Laws)

(Article III)

Application for Membership

Section 1: A candidate for membership shall fill out an application blank, obtained from the Secretary-Treasurer, stating age, place and date of birth, colleges attended, degrees received, school and date of medical graduation, internship served, date and place of post-graduate study and residency training in ophthalmology, and date of certification by the American Board of Ophthalmology, if applicable. The application must be accompanied by letters of endorsement from two Regular members of the Society, a letter of certification of completion of a minimum of thirty-six (36) months of formal residency training in ophthalmology from the Director of the training program, **(each) an** application fee as determined by the Executive Council, and a suitable recent photograph of the candidate.

Section 2: All applications for membership shall be read before the Society by the Secretary-Treasurer at any regular or called meeting, referred to the Credentials Committee and entered into the minutes. This committee shall investigate the qualifications of the applicant and **may** interview the applicant. A minimum of two members of the Credentials Committee or alternates selected from the Executive Council must be present for the interview of the applicant. Any Regular, Associate or Emeritus member having information that will assist the Committee in their judgment of the qualifications of the candidate should communicate them in writing directly to the Chairman of the Credentials Committee. The election of new members will be held at any regular or called meeting of the Society. **(The names of these candidates shall be sent to the members at least seven (7) days prior to the next meeting.)** At the meeting for election, the Chairman of the Credentials Committee shall report the vote of the recommendations of the Credentials Committee relative to admission. **(of the two-thirds vote of the members voting at the meeting.)** After receiving a two-thirds majority **approval of the members present**, the candidate will be invited to become a Regular or Associate member of the Society, whichever is applicable upon payment of such dues and assessments as determined by the Executive Council. Re-application for membership from rejected candidates will not be received for a minimum of one year from the rejection date.

Emeritis Membership

Any member of the Houston Ophthalmological Society, who is in good standing and is **at least 65** years of age is eligible for Emeritus status if he/she has been a member for fifteen years or more and not working more than twenty hours a week OR 65 years old and a member of the Society for 25 years. They shall be required to pay no dues to the Society, but shall be required to defray the expenses for the dinners and other incidentals of Society functions. If special assessments are required for purely social functions of the Society, Emeritus members who plan to attend said functions shall be required to pay these assessments.

By-Laws

Inactive Status

Regular or Associate members by reason of geographic location, physical infirmity, retirement or personal reasons who feel that they cannot attend a majority of the meetings of the Houston Ophthalmological Society may request inactive status. Requests for inactive status are subject to approval of two-thirds (2/3) vote of those members present at any regularly scheduled business meeting. Inactive members shall be required to pay no dues to the Society, but shall be required to defray the expenses for their dinners and other incidentals at Society functions that they elect to attend. If special assessments are required for purely social functions of the Society, inactive members who plan to attend said functions shall be required to pay these assessments. Re-instatement to Active Status shall be at the discretion of the Executive Council. Full payment of dues for the current fiscal year must accompany the request for re-instatement. If Inactive Status is maintained beyond three full years, formal re-application proceedings must be instituted.

Honorary Members

Honorary Members may be elected at any regular or called meeting at the pleasure of the Society. Any physician, basic scientist, or unusually dedicated lay person working in the allied medical professions who is actively supporting the conservation of vision may be considered for Honorary membership. Honorary members are not required to make application but must be recommended by at least two (2) Regular Members of the Society, shall have the unanimous approval of the Executive Council of the Society and a two-thirds vote of the Regular and Associate membership attending the meeting entertaining their election. Honorary members shall have the same privileges as Emeritus members of the Society. They shall pay no dues, but shall be required to defray the expenses for their dinners and other incidental Society functions unless they are the guest of an Emeritus, Regular or Associate member.

Resident Members

Any resident physician in ophthalmology (**who is a member in good standing of any constituent county medical society within the Texas Medical Association and**) who is receiving training in an approved residency program in the State of Texas, may be elected to Resident membership. Candidates for Resident membership shall fill out an application blank obtained from the Secretary-Treasurer stating his age, place and date of birth, colleges attended, degrees received, school and date of graduation, internship served and the date and place of any postgraduate, **resident or fellowship study (in the special subject)** required for preparation for a career in ophthalmology. The application must be endorsed by two Regular members of the Society. The application shall then be referred to the Credential Committee of the Society and the requirements for election shall be the same as for Regular and Associate members. Resident members shall have one year in which to exercise this option. After a year has elapsed since the completion of training, the formal application procedure must be followed.

Affiliate Members

A person who is not an ophthalmologist, and who holds a degree of Doctor of Medicine, Doctor of Osteopathy, Doctor of Philosophy, or an equivalent degree of higher learning as determined by the Executive Council; and who is engaged in a field or basic science allied with ophthalmology, shall be eligible for an invitation to become an Affiliate member of the Society. Candidates for Affiliate membership must be recommended by at least two (2) Regular members of the Society, shall have the approval of two-third of the Executive Council of the Society, and a two-thirds vote of the Regular and Associate membership attending the meeting entertaining their election. They shall have the same privileges and responsibilities as Emeritus and Honorary members; and they shall pay such dues, fees and assessments deemed appropriate by the Executive Council of the Society.

Membership Certificates

Membership certificates bearing the seal of the Society and the signature of the President and Secretary-Treasurer shall be issued to Emeritus, Regular and Honorary members of the Houston Ophthalmological Society.

Resignation

A member in good standing of any classification may resign his membership in this Society by stating such intention in writing to the Secretary-Treasurer. At the next regular meeting the Secretary shall read the letter of resignation to the members present and it may be accepted by a majority vote of those present. Upon acceptance of the resignation the member's name shall be dropped from the rolls of the Society, and they shall be expected to return their certificate.

Expulsion

Membership in the Society shall continue only so long as the member shall by act or conduct reflect no discredit upon this Society. Any immoral or unethical act or conduct, practice not in keeping with the standards of the community and any violation of the Principles of Ethics of the American Medical Association or the By-laws or Standing Rules of this Society shall be deemed grounds for expulsion. Terminations of membership in the Texas Medical Association or a constituent count medical society, or both, shall automatically revoke membership in this Society.

Charges leading to expulsion of a member of this Society shall be submitted to the Credentials Committee by the President **or** three Regular members for investigation and consideration. If the Credentials Committee by unanimous vote declares that the evidence in support of the charges is NOT sufficient to warrant expulsion, the Committee will so report to the Executive Council and the decision of the Committee shall be final and the charges dropped.

If, however, the Credential Committee rules that the evidence in support of the charges is sufficient to warrant expulsion the charges shall be made in writing by the committee and submitted, together with a transcript of all evidence, direct and indirect, to the Executive Council. The Secretary-Treasurer shall give the member notice in writing, by registered mail, not less than twenty-eight days beforehand of the time and place of the next meeting of the Society in which a hearing of charges will be held, and the member so charged shall be given the opportunity to be heard and

present his defense thereto. Only Regular and Associate members of the Society shall attend the hearing of the charges leading to expulsion and a two-thirds vote of those present is necessary to expel the defendant charged whether they be present or represented or otherwise. Specific conduct of the trial except as otherwise herein provided shall be according to the provisions of Chapter XX of Robert's Rules of Order, Newly Revised.

A member expelled shall be expected to return his certificate and shall not be eligible for consideration to re-election for a minimum period of three years from the date of expulsion.

Article IV

Officers and Their Duties

Section 1. Classes of Officers:

1. The elected officers of this Society shall consist of a President, President-Elect and a Secretary-Treasurer.
2. There shall be an Executive Council to be composed of the Immediate Past President, President, President-Elect, Secretary-Treasurer, **Parliamentarian** and three members-at-large for terms of three years each. The three members-at-large shall be known as the Credentials Committee and one of the members is to be elected each by the membership to replace the retiring member. The President of the Society shall be the Chairman of the Executive Council.
3. There shall be a Parliamentarian who will be appointed by the Executive Council to advise the President or their representative in matters of parliamentary law **and shall be responsible for the upkeep of the By-Laws.**
4. **There will be a Community Outreach Officer who will be appointed by the Executive Council to advise the Society and its' representatives in matters of community concerns or needs relating to eye care.**

Section 2. Election

Nominations for all officers shall be made by a Nominating Committee of at least three (3) or more Regular members. The Nominating Committee shall be appointed by the President with the approval of the Executive Council. The list of nominations shall be sent to the general membership at the February meeting and printed in the March meeting notification. Additional nominations for any office may also be made by any Regular or Associate member from the floor at the March meeting.

If there is more than one nomination for any position, the election shall be written **(mail)** ballots from the **(entire)** Regular and Associate membership of the Society **present at the March meeting**. A majority vote of those who vote shall be necessary for election. Results will be announced at the April meeting. Officers will assume office at the termination of the April meeting, and shall serve for one year.

Section 3. President

The President shall preside at all meetings of the Society. **(He) The President** shall appoint committees, with the approval of the Executive Council, fill vacancies by appointment, and perform other such duties customary to a presiding officer. **(He) The President** shall also act as Chairman of the Executive Council.

Section 4. President-Elect

The President-Elect shall assist the President in performing **(his)** duties and shall preside in **(his) the Presidents absence. (He) The President-Elect** shall succeed to the presidency upon the office becoming vacant by death, resignation or removal. Assisted by two or more members appointed annually by the Executive Council from the Regular and Associate membership, **(he) the President-Elect** shall be responsible for the preparation of the monthly scientific programs of the Society.

Section 5. Secretary-Treasurer

The Secretary-Treasurer shall record the minutes of all the meetings of the Society and shall receive the care for all the papers belonging to the Society. **(He) The Secretary-Treasurer** shall give due notice to the members of the time and place of each meeting together with the program, **and (He)** shall prepare, for the use of the Chairman, an agenda of the order of business showing in their exact order what must necessarily come before the Society. **(He) The secretary-Treasurer** shall collect all dues from the members and deposit same in a recognized bank account of the Society, **and (He)** shall pay out money as directed by the Society or Executive Council, except that **he may buy** necessary postage, stationery and pay for clerical assistance **may be bought** without further authority. **(He) The secretary-Treasurer** shall make out a full report to the Society at an annual meeting upon the membership and the status of the treasury, **and (He)** shall submit a financial statement by a Certified Public Accountant of the financial records of the Society at the end of the fiscal year meeting; and **(he)** shall prepare such other financial reports as the Executive Council shall deem necessary. The Secretary-Treasurer shall make and keep a roll of all members of the Society showing their classification. He shall maintain the minutes of the Society properly indexed for future reference. **(and shall deposit a copy of same with the Librarian of the Houston Academy of Medicine.)** In order to provide liaison with all activities of the Society, the Secretary-Treasurer shall be a member ex-officio of all committees appointed by the President or Executive Council. The Secretary-Treasurer will duly inform all committee members and Chair of their Committee appointments and shall inquire into the activities of each committee at regular intervals to be assured that the committee is functioning.

Section 6. Executive Council

The Executive Council shall manage the financial and policy affairs of the Society with the usual authority of a Board of Directors. It shall meet on call of the president or majority of the Council. Four members shall constitute a quorum. Acting on behalf of the entire membership, the Executive Council or any committee appointed thereby shall also consider all problems affecting the practice of ophthalmology in this community and shall prepare a policy statement or suggest the necessary action required by the Society, pending approval by a majority of the Active membership present at the next regular or called meeting of the Society **th is S. (The Executive Council shall maintain a standing committee of five Regular members of the Society who shall represent this Society on the Interprofessional Committee of Ophthalmology and Optometry of Harris County. Any substantive motion or resolution evolving from the Interprofessional Committee shall require the same NOTICE and VOTE necessary to amend these By-Laws for adoption by this Society.)**

The Executive Council shall have the sole responsibility for all public statements made by the Society.

Section 7. Credentials Committee

The Credentials Committee consisting of three members-at-large of the Executive Council, shall examine and report to the Society upon the qualifications of all applicants for membership. In case of difference of opinion, a majority and minority report may be made together with such comments as may be deemed advisable. The Committee shall also investigate, adjudicate, and report to the Society through the Executive Council their findings in any case of alleged misconduct or unethical practice of any member that may be referred to it by the President or any three Regular members.

Section 8. Vacancies

If the President resigns or dies in his term of office, the President-Elect shall assume the presidency as specified in Section 3. If any other office shall become vacant the vacancy shall be filled by appointment by the President with the approval of the majority vote of the Executive Council. This appointment shall be in effect until the next annual business meeting at which time a member shall be elected to fill the unexpired term.

Section 9. Parliamentarian

The Parliamentarian shall be appointed by the Executive Council to advise the President or **(his) their** representative on questions of parliamentary inquiry. It shall be **(his) the Parliamentarian's** duty to see that the fundamental rules of parliamentary practice shall govern this Society in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or the special rules of this Society. The Parliamentarian may concurrently hold an elective office but the holding of any elective office is not a prerequisite for the appointment. Any Regular, Emeritus or Associate members may therefore act as Parliamentarian of this Society.

Section 10. Tenure of Office

The President and President-Elect shall serve a tenure of only one (1) year in each office. Although they may not be re-elected consecutively to either given office, they may be re-elected after a minimum period of two (2) years at the next annual business meeting.

The Secretary-Treasurer shall serve continuously **(at the suffrance of the Society membership)** contingent upon **(his) their** satisfactory performance and **(his)** re-election annually at the business meeting. As soon as the date of the Secretary's tenure is fixed by reason of resignation or the desires of a majority of the membership, an Assistant Secretary shall be elected by the membership or appointed by the Executive Council, whichever is appropriate, to assist the Secretary for the remainder of the tenure to assure adequate transfer of responsibility of the business and fiscal affairs of the Society. Once leaving office, the Secretary-Treasurer may be elected to another term after a minimum period of two (2) years has elapsed.

Members of the Credentials Committee are elected for a term of three (3) years. The senior member shall act as the Chair(**man**) of the Committee. They may be re-elected for a second consecutive term, and then a period of three years must elapse before they may be re-elected to the Committee. Should a member of the Credentials Committee, having remaining tenure after any given annual election, be elected to any office in the Society, his tenure on the Committee shall be terminated and he shall be replaced in a general election or by an appointment of the President in order to restore proper balance to the Executive Council of the Society.

The Parliamentarian shall serve continuously at the sufferance of the Society contingent upon (**his**) satisfactory performance and (**his**) reappointment annually by the Executive Council at an annual business meeting.

Section 11. Removal from Office

Any officer who is performing their duties (**of his office**) in an unsatisfactory manner or who is otherwise not meeting (**his**) **their** responsibilities as an official of the Society, and who refuses to resign (**his**) **that** position, may be removed from office upon the UNANIMOUS vote of the REMAINING members of the Executive Council and a TWO- THIRDS vote of the Regular membership at the next regularly scheduled or special called meeting of the Society. Vacancies by such removal shall be filled in the same manner as any vacancy as provided in these By-Laws.

Article (III)

Article V

Meetings

Section 1. *Scientific Meetings* - The scientific meetings of the Society shall be held regularly during the months of September through April. There will be no meetings during the Months of May through August.

Section 2. *Special Meetings* - Special meetings may be called by the President, Executive Council or by petition of ten (10) members of the Society to the Secretary-Treasurer along with a statement of the purpose, time and place of the meeting.

Section 3. *Rule of Order*- The rules contained in Robert's Rules of Order, Newly Revised shall govern this Society in all cases in which they are applicable, and in cases they are not in consistent with the By-Laws) (**of the Special Rules of Order**) of this Society.

Section 4. *Quorum* -The quorum for conducting the routine official business of the Society shall be a minimum of ten percent of the Regular and Associate membership. **If in the (In)** view of the minority at a given meeting, any item of business transected with a quorum representing less than one- fourth (1/4) of the Regular and Associate membership is not representative of the majority of the Society, a motion to reconsider the question and have it entered in the minutes

will be entertained in order to notify absent members of the proposed action. At the next regular or called meeting a quorum of one-fourth (1/4) of the Regular and Associate membership shall be required to dispose of the question under reconsideration. A majority vote of those who vote shall settle any such motion under reconsideration by the Society unless the motion requires a two-thirds (2/3) vote under the principles of parliamentary law or as otherwise herein provided for in these By-Laws.

The quorum for all motions requiring a two-thirds (2/3) vote under the principles of parliamentary law or as specifically required in the By-Laws of this Society shall be a minimum of one-third (1/3) of the Regular and Associate membership of the Society.

Section 5. Voting- Only Regular and Associate members in good standing shall be eligible **to vote** on matter of business or policy of this organization. For routine official business, a majority vote of those who vote shall be sufficient to make the adoption the act of the Society, assuming the necessary quorum is present.

Under the principles of parliamentary law, or as otherwise specifically provided for in the By-Laws of this organization, a two-thirds vote of those who vote, with the necessary quorum present, is required to: adopt any motion that suspends or modifies any part of the Constitution, By-Laws, or Rules of Order previously adopted; prevent the introduction of a question for consideration; close, limit or extend the limits of debate; limit the freedom of nomination or voting; close nominations or the polls; deprive one or membership or office; or otherwise suspend a rule or the rights of a member.

Absentee Voting- Absentee voting by mail-ballot may be used for election of officers, election of new members, amendments to the constitution or By-Laws, and for such other important matters as the Executive Council of the Society may order to be voted on in this matter. When absentee voting is allowed on a question, the absentee ballots cast shall be used in counting a quorum for that question and that question only.

Article VI

Order of Business

Section 1. Call to order by the President; Reading of the Minutes, when required; Head Table introduction; Scientific Program; Reports of Officers; Reports of Committees; Unfinished Business; New Business; Election of Members; Election of Officers; Announcements and Adjournment.

Article VII

Funds

Section 1. The fiscal year of the Houston Ophthalmological Society shall be from September 1st **(until) through** August 31st of the following year.

Section 2. The annual dues of this Society shall be **(three hundred dollars (\$300.00) set by the Executive Council** and shall include the costs of the reception and dinner at each regular

scientific meeting for each Regular and Associate member attending such meeting. Other classes of members and guests shall pay such fee as deemed appropriate from time to time by the Executive Council. The Executive Council shall exercise the authority and responsibility of making annual adjustments in the dues of the Society necessary to accommodate either increases or decreases in the costs of the receptions, dinners and speaker expenses for its regular monthly meetings. Dues shall be considered delinquent as of the December meeting of each fiscal year. Any Regular or Associate member delinquent of dues shall pay such fee as determined appropriate by the Executive Council for attending the reception and dinner at any meeting of the Society.

Section 3. Assessments for additional funds to meet fiscal deficiencies or to defray the cost of purely social functions may be made by a two-thirds vote of the Regular and Associate members at any regular or called meeting of the Society.

Section 4. Any member who shall fail to pay his dues and assessments by the June meeting of any fiscal year shall be suspended from active membership but will be restored to full membership upon payment of all indebtedness to the Society. While under suspension from active membership, the member shall not make motions, hold office or vote at any of the regular or special meetings of the Society. Any member who is two (2) years in arrears in his dues and assessments (by June of second year), shall be automatically dropped from the membership roles as if (he) they had tendered (his) their resignation and (he) they shall be considered for reinstatement only after submitting a formal application for membership in the Society.

(Amendment Change: (08/12/93) A motion was made and approved that a member be dropped for non-payment of dues after six (6) months instead of two (2) years)

(Section 5. There shall be a Finance Committee, which shall consist of three most recent living Past-Presidents, and Secretary-Treasurer and the President-Elect, who shall serve as the Chairman. The Finance Committee shall prepare a budget each year for approval by the Executive Council; and it shall conduct a continuing review of the current and long-range objectives, obligations and financial requirements of the Society. This committee shall report periodically to the Executive Council, which in turn, shall transmit its recommendations and actions to the Society.)

Article VIII

Certificate of Merit

Upon the unanimous recommendation of the Executive Council, the Society shall recognize outstanding service in its behalf by one of its members or an unusual contribution to the conservatation of vision by a prominent lay person by bestowing a certificate to the individual citing the achievements and bearing the seal of the Society and the signature of its officers. Presentation of a certificate of merit to any layman must have the concurrent vote of two-thirds of the Regular and Associate membership voting at any regular or called meeting of the Society.

Article IX

Amendments

These By-Laws may be amended at any regular or called meeting of the Society provided the proposed change has been presented at a regular or special meeting at least twenty-eight days **prior** to the meeting and has been submitted to the membership in writing **or by email** at least seven days before the meeting at which it is to be acted upon. Amendments to the By-Laws of the Society must be approved by a two-thirds majority of the Regular and Associate members present and voting.

(Standing Rules of the Houston Ophthalmological Society)

OFFICER DUTIES

PRESIDENT

DUTIES OF PRESIDENT

- ❖ *Monthly Meetings*
 - a. Prepares the agenda
 - b. Select members to sit at the head table
 - c. Presides over monthly meetings
 - d. Order monthly meals (optional)
 - e. Reads the names of physicians who have applied for membership (or have the chairman of the Credential Committee read these names)
 - f. On a monthly basis, review the finances with the Treasurer and/or Administrative Assistant
 - g. Monitor the Web Page for possible updates or corrections
 - h. Handle other Society business or problems as needed

- ❖ *Executive (Committee) Council Meetings*
 - a. August & April - these two months are necessary meetings
 - b. Calls and presides over the Executive (Committee) Council meetings (Executive (Committee) Council consists of: President, President-Elect, Past President, Secretary- Treasurer, Parliamentarian, First Year Credentials, Second Year Credentials and Third Year Credentials. (Ruby Wilson) The Administrative Assistant and any other persons who will be addressing the Executive (Committee) Council should attend.

- ❖ *Nominating Committee*
 - a. Appointment of members to serve on this committee (December)
 - b. Read names of Nominating Committee to membership (January)
 - c. Chairman of Nominating Committee to read appointees in February - vote on these appointees in March. In March call for any nominations from the floor at the monthly meeting. New nominees take office after the April meeting.

- ❖ *Goar Lecture*
 - a. President acquires (Goar) a gift for the Goar Lecturer (if this is engraved allow adequate time)
 - b. President or their designee presents overview of Goar Lecture (February)

- ❖ *Pharmaceutical Sponsors*
 - a. Secure industry (pharmaceutical) sponsorships (for each meeting) by August if possible, otherwise as soon as possible.
 - b. Any grants of support are to be unrestricted and for educational purposes only.

- ❖ *Turn podium over*
 - a. At the end of the April meeting before adjournment turn the podium over to the President- Elect to close the meeting.

PRESIDENT - ELECT

DUTIES OF PRESIDENT- ELECT

- ❖ Contact guest speakers for the year you **will** serve as president. The names, addresses, phone numbers, e-mail of the guest speakers as well as the names of hosts should be given to **(Ruby Wilson) the Administrative Assistant** by August 1, so that further communications to the guest speakers might be completed.
- ❖ In consultation with the Administrative Assistant, choose the dates for the upcoming meetings making sure there are no conflicts. Confirm the time and location of guest speaker participation in Grand Rounds at Baylor and UT as well as “Breakfast with the Expert”.
- ❖ Assist the President in canvassing and obtaining industry sponsors as appropriate.
- ❖ Accept the position of the President at the end of the final meeting of the year.
- ❖ Conduct the meeting in the absence of the President

SECRETARY-TREASURER

DUTIES OF SECRETARY-TREASURER

- ❖ Monthly Meetings
 - a. Sign all letters which need signature
 - b. Sign checks for payment of expenses
 - c. Presents Treasurer's report at monthly meetings
 - d. Proofread **and** correct **any** rough draft of minutes from any meeting as submitted by the Administrative Assistant (**mailed to you**) and return (**to Ruby Wilson**) as soon as possible so they can be completed and (**mailed**) **submitted** to membership **as necessary**.
 - e. Correspondence as needed

- ❖ Sign annual Income Tax form to send to I.R.S.

- ❖ Sign the non-profit liability insurance for the Society.

- ❖ Working with the Administrative Assistant, contact those members delinquent in their payments, either for dues or for dinners.

- ❖ (If there is a problem in getting payment from members after several bills have been sent by Ruby Wilson, contact these members either by mail or directly.)

- ❖ (Sign a letter to give to the bank giving permission for Ruby Wilson to transfer funds between the checking and money market accounts as necessary)

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PARLIAMENTARIAN

DUTIES OF THE PARLIAMENTARIAN

- ❖ Interpret the Robert's Rule of Order as necessary
- ❖ Update By-Laws as necessary
- ❖ Consult with the Executive Council on any items requiring clarification

DUTIES OF THE CREDENTIALS COMMITTEE

- ❖ Upon receipt of an application for membership, the Chair (man) of the Committee will contact the applicant along with the other members of the Committee to interview the member. This process can take place at the discretion of the Chair (man) prior to the next meeting. If the Chair (man) elects to do so, this may be a telephone conference call between all parties in lieu of a meeting.
- ❖ At the meeting whereby the vote is to take place, the Chair (man) of the Committee will read the name of the applicant and state whether the Committee recommends approval of the applicant or not.
- ❖ After the name is read at the meeting and placed in the minutes, the members of the Society have approximately a month whereby they might get in touch with the Credentials Committee members if they wish an applicant not to be accepted. The Credentials Committee will meet and decide this matter. At the discretion of the Chair (man) of the Committee, if this action needs to be taken to the Executive Committee then in turn the President of the Society will be contacted and he may call an Executive Committee meeting to determine this matter.
- ❖ The Chair (man) of the Executive Committee will always be the Third Year Credentials member.

DUTIES OF THE COMMUNITY OUTREACH OFFICER

Announce and encourage participation in all community activities of interest to the Society

Announce Glaucoma Awareness Month in January of each year

DUTIES OF ADMINISTRATIVE ASSISTANT

- ❖ Attend and set President's agenda for the annual Executive Council meeting (typically in June). Prepared paperwork should include the agenda, previous Executive meeting minutes, and Treasurer's report. Following the meeting, prepare and send summary of meeting minutes to the Executive Council.
- ❖ Send dues notices to membership and follow-up on payments (typically in July and upon joining Society).
- ❖ Send schedule of approved speakers and dates to membership and schools (typically in August).
- ❖ Handle all aspects of CME accreditation for membership as required by the CME provider. This includes timely coordination of information between the speaker, the CME committee, and the CME provider.
- ❖ Guest Speaker: Send invitation letter; second disclosure form; request for curriculum vitae; make hotel reservations; handle all correspondence (**accordingly relating** to upcoming lecture; pay approved speaker's expenses and send thank you notes. Coordinate information between the Host and Guest Speaker as necessary.
- ❖ Order menu (President's option) and handle restaurant reservations for monthly meetings (typically seven meetings).
- ❖ Attend and have membership sign in for each monthly meeting. Any CME and Guest Speaker related handouts may need to be prepared and copies made for the attending members.
- ❖ Send reminder notice of upcoming meeting to members and schools one month before and one week prior to meeting.
- ❖ Send invoices to the member who brought guests after each meeting and follow-up payment.
- ❖ Send invitation to prospective membership candidates; mail membership applications; process applications; send copies to Credentials Committee; type up acceptance letters and send dues notices to new members along with schedule of speakers.
- ❖ Handle all requests from membership, pharmaceutical companies, (**schools**) **Medical Schools and Departments of Ophthalmology** and **CME (Department) providers** as necessary as it relates to HOS activity.
- ❖ Keep webmaster up-to-date on all changes with the membership that affects the website.
- ❖ Manage all HOS bank accounts and report to the Treasurer as necessary. Balance bank statements as received with software program (i.e. Excel spreadsheet or Quicken). Post all checks received, make bank deposits, and pay all invoices as received. Ensure incoming President and Treasurer has account access and check writing authority and remove **the access of** outgoing President and Treasurer. (**access.**)
- ❖ Prepare information for CPA and submit for income tax preparation (July).
- ❖ (**Send birthday cards to members as date comes up.**)

- ❖ **As the** majority of information is communicated via email, proper **and** timely email communication and etiquette is required **and** this includes maintaining a backup of all documents and communication of HOS related activity on a secure computer for later retrieval.
- ❖ Make purchases as necessary for HOS related activities (i.e. HOS stationary, stamps, etc).
- ❖ Keep log of time spent performing HOS related activities and submit your work invoice to Treasurer for review.