

CALIFORNIA OPTOMETRIC ASSOCIATION

PROPOSED BYLAWS

OPTOMETRIC STUDENT SECTION

ARTICLE I

NAME AND PURPOSES

Section 1. Name.

This Section shall be known as the California Optometric Association (COA) Optometric Student Section.

Section 2. Purposes.

The purposes of this Section are: 1) to provide a forum in which students preparing themselves for the professional practice of optometry may identify, analyze and seek solutions to issues and problems unique to optometric students; and, 2) to further the awareness by optometry students of the importance of organized optometry and the functions that the American Optometric Association, California Optometric Association and local optometric societies perform in advancing the interests of the profession they have chosen.

The Optometric Student Section will provide opportunities for students to be actively involved in promoting their and optometry's interests, thereby furthering the mission of the California Optometric Association. Moreover, the Section will also serve to develop or facilitate interactions and relationships between students and doctors of optometry (ODs) and other professionals.

ARTICLE II

MEMBERSHIP AND DUES

Section 1. Membership Eligibility.

- A. Each member of this Section shall be an optometric student enrolled full-time in a school or college of optometry accredited or pre-accredited by the Accreditation Council on Optometric Education or by an accrediting body that the COA Board of Trustees determines to be equivalent. In addition, each member of the section shall be a member of COA in good standing.
- B. Consistent with the above, all optometric student members of COA shall automatically be members of this Section. Membership in this Section will continue until the end of the calendar year in which an eligible student has received the degree doctor of optometry.

Section 2. Dues.

Each member of this Section shall pay to the California Optometric Association annual dues as determined by the Section's governing board and approved by the California Optometric Association's Board of Trustees and COA House of Delegates. All requirements and processes

regarding the payment of Section dues shall be consistent with those of the California Optometric Association.

ARTICLE III

SECTION CHAPTERS

Section 1. Chapters and Officers.

- A. At each school or college of optometry in California there shall be a Section chapter. All Section members shall be members of their respective chapter. Section members enrolled in schools or colleges of optometry outside California shall be assigned a chapter by the Section Coordinating Council so that those members are apportioned between the schools and colleges in as equal numbers as practical.
- B. The officers of each chapter shall be a chair and vice chair. The officers must be enrolled at the California school or college of optometry which they represent.
- C. The chair of each chapter shall serve as the chapter's representative on the Section Coordinating Council.

Section 2. Chapter Officer Elections, Terms.

Election of officers of Section chapters shall be annually conducted no more than 60 (sixty) calendar days prior to the scheduled final day of the COA House of Delegates meeting. Officers shall be elected by a majority of members present and voting at a duly called meeting of the chapter. The officers of the chapter shall each serve a one-year term that shall commence upon adjournment of the COA House of Delegates meeting.

Section 3. Chapter Officer Vacancies.

Vacancies in any of the officer positions of the chapter shall be filled as follows:

- A. If a vacancy occurs in the office of chair, the vice chair shall become chair for the remainder of his or her predecessor's term.
- B. If a vacancy occurs in the office of vice chair, the chair shall appoint the vice chair subject to a majority vote at a duly called meeting of the chapter and who shall serve until the next scheduled chapter annual officer election.
- C. The filling of a vacancy shall not affect the affected member's eligibility to serve a full term in that particular officer position.

Section 4. Chapter Meetings.

The Section chapters shall meet as many times during the governance year as they deem appropriate in order to facilitate the business of the chapter. The chair, or in his or her absence or incapacity the vice chair, of each Section chapter shall, at a minimum, call a meeting of the chapter prior to and after the COA House of Delegates meeting to review, among other things, proposed bylaws amendments, proposed policy resolutions, procedures and protocols to prepare or inform chapter members in a way to make them effective advocates and knowledgeable of the significant issues to be considered or decided.

Section 5. Quorum.

Eleven (11) chapter members shall constitute a quorum for the transaction of business.

Section 6. Chapter Liaisons.

Each Section chapter shall have a COA Board of Trustees liaison appointed by the COA Board of Trustees.

Section 7. Exercise of Corporate Powers.

No Section chapter shall exercise, or represent that it is exercising, any of the corporate powers of the Section or COA without prior approval of the COA Board of Trustees.

ARTICLE IV

SECTION OFFICERS

Section 1. Officers.

The officers of this Section shall be chair, vice chair and secretary-treasurer and such other officers, if any, as are deemed advisable. The officers shall be comprised of the chairs of the Section chapters established by Article III. No more than one of the named officers above may be selected from each school or college of optometry. Officers must meet the Section membership requirements as provided in Article II of these bylaws.

Section 2. Terms.

The officers of the Section shall each serve a one-year term commencing upon adjournment of the COA House of Delegates meeting. Officers shall serve on an ascending schedule whereby the secretary-treasurer shall automatically advance to vice chair and the vice chair shall automatically advance to chair. It is the intent of this provision that each Section chapter is represented as a delegate at the COA House of Delegates meeting every two out of three years.

Section 3. Officer Vacancies.

Vacancies in any of the officer positions of the Section shall be filled as follows:

- A. If a vacancy occurs in the office of chair, the vice chair shall become chair for the remainder of his or her predecessor's term.
- B. If a vacancy occurs in the office of vice chair, the secretary-treasurer shall become vice chair for the remainder of his or her predecessor's term.
- C. If a vacancy occurs in the office of secretary-treasurer, the vice chair of the chapter not represented in Section Coordinating Council shall become secretary-treasurer for the remainder of his or her predecessor's term.
- D. The filling of a vacancy shall not affect the member's eligibility to serve a full term in that particular officer position.
- E. Any vacancy shall not affect the Section chapter representation as described Section 2 of this Article.

Section 4. Duties of Officers

- A. Chair. The duties shall include:
 - 1. Perform all duties hereby listed in these bylaws and those of the COA bylaws.
 - 2. Preside at all regular and special meetings of the Section Coordinating Council and

- membership meetings.
3. May call special meetings of the Section Coordinating Council as provided for in these bylaws.
 4. Maintain liaison with the COA Board of Trustees and COA House of Delegates.
 5. Subject to Section Coordinating Council approval, the chair shall appoint:
 - (a) All committee chairs and committee members, except as otherwise provided in these bylaws.
 - (b) Fill any vacancies among committee chairs, and committee members occurring as a result of death, resignation, or otherwise, as provided for in these bylaws.
 6. Make special assignments to officers or Section members provided that those assignments are approved by the Section Coordinating Council.
 7. Shall serve, or appoint members of the Section Coordinating Council to serve, as an ex-officio member of Section committees.
 8. Shall serve as one of the two delegates from the Student Section to the COA House of Delegates.
 9. Shall perform such other duties as are necessary to the conduct of the affairs of the Section.

B. Vice Chair. The duties shall include:

1. In the absence, incapacitation or unavailability of the chair, shall exercise the powers and functions of the chair.
2. Serve as an ex-officio member on any Section committees as directed by the chair.
3. Shall serve as one of the two delegates from the Student Section to the COA House of Delegates
4. Perform such other duties that may be assigned from time-to-time by the chair or the Section Coordinating Council.

C. Secretary-Treasurer. The duties shall include:

1. Shall keep a record of the proceedings of this Section and its Coordinating Council and is charged with the responsibility of monitoring all monies appropriated to and expended for the purposes of this Section.
2. Shall monitor and maintain all Student Section communication in whatever form or format it is conducted.
3. Shall be responsible for outreach to out-of-state students interested in involvement in COA and the Section.
4. Serve as an ex-officio member on any Section committees as directed by the chair.
5. Perform such other duties that may be assigned from time-to-time by the chair or the Section Coordinating Council.

ARTICLE V

COORDINATING COUNCIL

Section 1. Section Coordinating Council Composition.

The chair, vice chair and secretary-treasurer shall serve as the coordinating council for this Section.

Section 2. Powers.

The Section Coordinating Council shall have general supervision and control of the affairs of the Section subject to the provisions of the bylaws of the California Optometric Association and

other policies adopted by the COA Board of Trustees or COA House of Delegates. Coordinating in advance all such transactions with the COA Board of Trustees, it shall be authorized to enter all commitments or contracts which entail the payment of money from the Section's account as provided by the Section's COA House of Delegates-approved budget. The Section Coordinating Council is not prohibited from delegating its authority to perform its duties provided that it retains full responsibility for ensuring those duties are appropriately carried out.

Section 3. Meetings.

The Section Coordinating Council shall meet as many times during the governance year as it deems appropriate in order to facilitate the business of the Section. These meetings may take place face-to-face, electronically or telephonically provided all eligible participants can access all materials, if any, and hear and be heard throughout the entire meeting; and, can occur in conjunction with other COA-sponsored events. Written notice of these meetings shall be delivered at least five (5) business days in advance.

Section 4. Quorum.

A majority of Section Coordinating Council members present shall constitute a quorum for the transaction of business.

Section 5. Committee Establishment.

The Section Coordinating Council shall authorize the creation of such committees and task forces as it deems appropriate.

Section 6. Special Projects.

The Section Coordinating Council shall have the authority to make special assignments to officers, chapters or Section members.

ARTICLE VI

ANNUAL, SPECIAL MEETINGS

Section 1. Annual Meeting.

This Section shall hold an annual meeting of its members at or about the same time as the COA House of Delegates meeting.

Section 2. Quorum.

Seven (7) Section members shall constitute a quorum at all meetings of members of the Section.

Section 3. Special Meetings.

Special meetings of the Section may be called by the chair, with the approval of the Section Coordinating Council.

ARTICLE VII

SECTION DELEGATES TO COA HOUSE OF DELEGATES

Section 1. COA HOD Delegates.

- A. The delegates to the COA House of Delegates (HOD) meeting shall be the chair and vice chair of the Student Section.
- B. Each Section chapter that has a COA HOD delegate in the fiscal year shall recommend to the Section Coordinating Council a chapter member as an alternate delegate subject to Section Coordinating Council approval.

Section 3. Delegate and Alternate Delegate Changes.

Changes in the selection of the Student Section delegates and alternates to the COA House of Delegates meeting may only be made by a unanimous vote of the Section Coordinating Council.

ARTICLE VIII

MISCELLANEOUS PROVISIONS

Section 1. Bylaws Interpretation.

In case of any question concerning the interpretation of these bylaws, the decision of the Section Coordinating Council shall be final unless it is superseded by a decision of the Board of Trustees of the California Optometric Association.

Section 2. Rules of Order.

Except where inconsistent with the provisions of these bylaws, the Section and Section chapters shall be governed in all its deliberations by the current edition of *Robert's Rules of Order, Newly Revised*.

Section 3. Proxy Voting.

Proxy voting is prohibited at any meeting of the Section, Section Coordinating Council, Section chapters or any other Section-approved body.

Section 4. Unauthorized Communication.

The Section nor COA shall be held responsible for unauthorized opinions of its members, no matter how or where they are expressed.

Section 5. Expense Reimbursement.

No salary or compensation shall be paid to any officer or committee member of this Section or its chapters. This prohibition does not bar the reimbursement of approved expenses.

Section 6. Authorized Actions.

No report, recommendation or other action shall be considered as the action of the California Optometric Association until it has been approved by the COA Board of Trustees or the COA House of Delegates.

Section 7. Fiscal Year.

The fiscal year of the Section shall be the same as that of the California Optometric Association.

Section 8. Bylaw Consistency.

All provisions in this Section's bylaws must be consistent with the bylaws of the California Optometric Association.

Section 9. Bylaws Effective Date.

These bylaws shall become effective upon approval of the California Optometric Association House of Delegates.

ARTICLE IX

AMENDMENTS

Section 1. Method of Amending Bylaws

These bylaws may be amended at any annual meeting of the Section by a two-thirds (2/3) vote of the members of the Section present and voting, provided such proposed amendment shall first have been approved by a majority of the Section Coordinating Council and provided further, that no amendment so adopted shall become effective until approved by the COA House of Delegates. A bylaws amendment must be proposed to the Section members at least 120 (one hundred twenty) days prior to the annual meeting of the Section. A proposed bylaws amendment must be submitted to the COA Board of Trustees at least 90 (ninety) days prior to the COA House of Delegates meeting.

Section 2. Effective Date.

Any amendment to these bylaws adopted at any meeting of the COA House of Delegates shall become effective upon adoption unless otherwise stated in the adopted amendment.