

## South Carolina Association of Opticians

### Mission:

The South Carolina Association of Opticians was established to advance the skillful practice of opticianry. We provide quality education which enables opticians to provide the best possible care for the public.

### Article I - Membership

There will be 4 classifications: Regular, ABO Certified and Apprentices, Associate, and Life Member.

- Regular members are South Carolina licensed opticians and have full voting privileges.
- ABO Certified and Apprentice memberships have full educational privileges and do not vote.
- Associate members are attendees not receiving education certificates and are non-voting participants.
- Life Membership shall be earned by attaining the age of 72 with a birthday in that year by 12/31 and having been a licensed member of the Association for more than 30 continuous years. Life Members shall have full voting privileges.

### Article II – Dues

Section 1. Annual dues shall be set by the Executive Board for all members.

Section 2. Annual dues are payable before January 1<sup>st</sup> of each year. Payments received after 12/31 will incur a late fee to be determined by the Executive Board.

Section 3. No cancellation or refund of dues shall be made if a member resigns before the close of the year.

Section 4. SCAO Life Members shall no longer be required to pay SC Association dues.

### Article III – Continuing Education

The South Carolina Association of Opticians will provide continuing education approved by the S. C. Board of Examiners as required by the S. C. law governing opticianry.

### Article IV – Association Board

The Association Board consists of the Executive Board, Area Representatives, committee chairs, and appointed non-voting positions.

Section 1. The Executive Board consists of the President, Vice President, Treasurer, Secretary, and immediate Past President. The terms are for three years with no term limits. The duties of the Executive Board of the Association shall be to consider, promote, advise, and transact the business of the Association.

- A. The President shall preside at all meetings and shall exercise general supervision over the affairs and activities of the Association and shall serve as a member ex officio on all standing committees. The President has full voting privileges.
- B. The Vice President shall assume the duties of the President in his/her absence. The Vice President shall have such authority and perform such other duties as from time to time may be directed by the Executive Board or the President. The Vice President is responsible for our spring convention and is the chair of the meeting.
- C. The Secretary shall keep the minutes of all meetings of the Association which shall be an accurate and official record of all business transactions.
- D. The Treasurer shall be the custodian of all Association financial records, receive all Association funds, maintain an Association bank account and pay out expenditures. They shall present a financial report at each Board meeting. Any expenditure over \$200 must additionally be approved by the President and Treasurer. They must be bonded.
- E. The Immediate Past President is a part of the Executive Board and only has voting privileges in case of a tie.

## Section 2. Area Representatives

The areas represented shall include Greenville, Myrtle Beach, Columbia, Florence, Charleston, and Rock Hill. Other areas may be added. All elected Area Representatives are voting members of the Association Board. These are one (1) year terms with no term limits. They are required to hold a minimum of two meetings per year (except during unforeseen circumstances agreed on by exec. Board). This includes organizing and contacting members in your area. Area Representatives are expected to attend and help at all educational meetings in addition to attending at least three Board meetings a year.

An Area Representative or committee member may be removed by a majority vote of the Executive Board if after one (1) year they are not fulfilling their duties.

## Section 3. Committees

The President shall appoint all non-voting Association committee chairs and positions. These positions shall include Newsletter Editor, Website Director, Sergeant at Arms and others the President deems necessary. A committee member may be removed by a vote of the Executive Board.

## Section 4. Board Position candidates

Any candidate seeking a position on the Association Board must be an Association Member and a South Carolina Licensed Optician in good standing. They must submit to the secretary of the Executive Board a minimum of forty-five (45) days before the next annual business meeting a written notice of their intent to run. To serve on the Executive Board you must first have been elected to serve on the Association Board at least one (1) term. If no one submits 45 days in advance, nominations will be opened from the floor.

An Executive Board member may be removed by a unanimous vote of the other Association Board members. The Executive Board may appoint a non-voting qualified member to fill an open position until the next regular election.

## Section 5. Board meeting notifications

The appropriate members shall be notified before any Executive or regular Board meeting.

## Section 6. Voting members

Only South Carolina licensed opticians in good standing may vote at the annual business meeting.

## Article V – Quorum

Three (3) voting members present at an Executive Board shall constitute a quorum with no allowance for an absentee vote. Five (5) voting members constitute a quorum for an Association Board meeting with no allowance for an absentee vote.

## Article VI – Education opportunities

The Association will hold a minimum of two (2) educational meetings per year.

## Article VII – Extraordinary circumstances

Extraordinary circumstances may be cause for changes approved by the Executive Board.

## Article VIII – Amendments

Amendments to these by-laws may be proposed at any Association Board meeting. These may be adopted by a majority vote at the annual business meeting.

## Article IX – Parliamentary

Robert's Rule of Order, revised, shall be the parliamentary authority for the Association.