

**BYLAWS  
CANADIAN GLAUCOMA SOCIETY**

**1. NAME**

The name of this organization shall be The Canadian Glaucoma Society and when the French language is used it shall be La Société Canadienne de Glaucome.

**2. INTERPRETATION**

Throughout these Bylaws:

- 2.1 **Society**  
The word "Society" shall mean the "Canadian Glaucoma Society"
- 2.2 **Executive**  
The word "Executive" shall mean the "Executive Committee".
- 2.3 **Singular/Plural**  
The singular shall include the plural and the plural the singular.
- 2.4 **Masculine/Feminine**  
The masculine shall include the feminine.

**3. HEADQUARTERS**

The headquarters and office of the Society shall be located in the city of the President of the Society at any given time.

**4. LANGUAGES**

English and French may be used in the conduct the Society.

**5. LOGO**



**6. RECORDS**

The secretary shall maintain records of the Society which will include:

- 6.1 Letters Patent;
- 6.2 Bylaws and all amendments thereto;

6.3 Minutes of the business meetings of members;

6.4 Minutes of meetings of the Executive; and

6.5 Such other records as may be directed by the Executive from time to time.

## **7. PURPOSE**

The purpose of this Society shall be to maintain and improve the quality of patient care and teaching, particularly as it relates to the investigation and treatment of glaucoma. The Society will direct its efforts to promoting the interchange of information and scientific material and facilitating meetings of those who have a special interest in the diagnosis and management of the glaucomas. The Society is to be a non-profit organization.

## **8. MEMBERSHIP**

### **8.1 Classes**

There shall be the following classes of membership in the Society:

Active Members, Junior Members, Associate Members, Emeritus Members, and Honorary Members.

### **8.2 Eligibility**

#### **8.2.1 Active Members**

Active Members shall be practicing ophthalmologists in Canada who have a significant interest in the diagnosis and management of glaucoma. They may be from the academic stream with sub-specialty training in glaucoma and active commitments to teaching, research, as well as patient care, or they may be practicing ophthalmologists in the community, who, through a variety of interests have focused in on glaucoma as one of their main areas of ophthalmological practice.

#### **8.2.2 Associate Members**

Associate Members are ophthalmologists interested in glaucoma but who do not meet the criteria of active membership or may be non-ophthalmologist physicians or scientists who are involved in either clinical or basic research in the field of glaucoma.

#### **8.2.3 Junior Members**

Junior Members shall be fellows in training enrolled in an active glaucoma fellowship program. Such Junior Members would become

Active Members upon completion of their fellowship.

8.2.4 **Emeritus Members**

All members of the Society, upon reaching the age of 65 may choose to become Emeritus Members.

8.2.5 **Honorary Members**

Honorary Members to be appointed at the discretion of the Society on recommendation of the Executive (i.e. individuals who are guests of the Society)

8.3 **Application**

8.3.1 **Active, Associate, Junior and Emeritus Members**

All candidates for Active, Associate, Junior and Emeritus membership will enroll in the society at its inception. All applications will be reviewed by the Executive Committee which will confirm the membership of each candidate by a majority vote. Approved candidates shall be admitted to the membership upon payment of the prescribed due. A rejected candidate may appeal in writing to the Executive, outlining the grounds on which the appeal is based and the decision of the majority of the board shall then be final.

8.4 **Fees and Dues**

Annual membership fees for all categories of the society shall be recommended by the Executive Committee and approved at the annual business meeting. Active members in the first year of practice shall pay no dues. Emeritus Members and Honorary Members shall pay no dues. Dues for Associate Members will be set at 50% of the Active Members dues.

8.5 **Responsibility**

All members of the Society are bound by the Bylaws of the Society and shall be deemed by virtue of having applied for or having accepted membership in the society to agree to be governed by the Bylaws and any additions or amendments thereto.

8.6 **Termination**

8.6.1 **Resignation**

To resign from the Society, a member must do so in writing. Such resignation shall become effective upon acceptance by the Executive.

8.6.2 **Non payment of Fees and Dues**

If by April 1 of the year in which the fees are due a member has not made such payment to the Society, the Secretary will write to that member advising that if the dues are not received within 30 days, membership in the Society will be terminated.

9. **MANAGEMENT**

The affairs of the Society shall be managed by the Executive Committee according to general directions that have been agreed upon by the ongoing annual business meeting.

10. **EXECUTIVE**

10.1 **Executive Committee**

The Executive Committee of the Society shall consist of those persons, who from time to time are the President, the Secretary-Treasurer, the Immediate Past- President and two Councillors at large.

10.1.1 **President**

The President shall be an active member of the Society. He shall preside at all business meetings of the Society and at all Executive Committee meetings. He shall be charged with the general supervision of the affairs and operation of the Society. The term of office of the President shall be for two years, beginning at the closing of the annual business meeting of the Society of which he is voted to the Presidency.

10.1.2 **Secretary-Treasurer**

The Secretary-Treasurer shall be an active member of the Society who is responsible for the safe-keeping of records, of minutes of meetings of the Executive and of the members, and for the conduct of all financial transactions of the Society. The term of office of the Secretary-Treasurer shall be for two years duration, beginning at the annual business meeting of the Society at which he was elected.

10.1.3 **Immediate Past-President**

The immediate past-president shall be an active member of the society. He shall assist the

President in the performance of his duties. The term of the office of the immediate past-president shall be of a two year duration, beginning at the end of his term as president.

10.1.4 **Councillors at Large**

The Councillors at Large shall be active members of the Society. They shall participate in Executive Committee meetings to bring to the Executive the views of the members of the Society. Their term of office will be for two years, but staggered in such a way that both do not leave or come on the council at the same time.

10.2 **Election**

10.2.1 **President, Secretary, Treasurer, Councilors at Large**

The President, the Secretary-Treasurer and the Councillors at large shall be elected by a majority vote of active members of the Society. At the end of a term of office the Secretary-Treasurer, and the Councillors at Large shall not be eligible for election to a consecutive similar term of office. The President shall become the Past-President and is also not eligible for a consecutive similar term of office.

10.2.2 **Nomination of Officers**

Whereas the Executive has identified that the process for the nomination of officers is presently inadequately served; be it resolved that a standing Nominating Committee of the Executive (to consist of 3-4 members including a Past-President and Councillor) be formed, whose duties will included:

1. Identifying suitable candidates for service on the Executive
2. Overseeing the orderly election of officers.

10.3 **Duties**

The Executive shall be responsible for the management of the affairs of the Society and shall report to the members at their annual business meeting. The Executive may delegate such of its duties and responsibilities as it may deem expedient from time to time to responsible members of the Society.

10.4 **Meetings**

The Executive Committee shall hold at least one meeting annually. Meetings of the Executive may be called from time

to time by the President or by a majority of the Executive members.

**10.5 Remuneration**

The members of the Executive Committee shall not receive remuneration for their services.

**10.6 Vacancies**

A quorum of the Executive Committee may fill a vacancy in any office whether occurring by reason of death, resignation or otherwise, until the next annual business meeting of the society. A member of the Executive so appointed shall be eligible for election to a full term of office at the completion of his appointed term.

**11. SCIENTIFIC PROGRAM COMMITTEE**

The Scientific Program Committee shall consist of two active members of the Society whose major task is to organize the annual scientific meeting. The scientific committee will report directly to the Executive Committee on all matters relating to the organization of the annual scientific meeting.

**12. MEETINGS**

**12.1 Annual Business Meeting**

**12.1.1 Date and Place**

An annual business meeting of members shall be held each year at the conclusion of the annual scientific meeting. These meetings will usually take place in conjunction with the Canadian Ophthalmological Society annual meeting.

**12.2 Quorum**

Ten active members of the Society shall constitute a quorum at the annual business meeting.

**12.3 Special Business Meeting**

A special business meeting of active members may be convened by the Executive Committee or at the request of five active members.

**12.4 Notice of Meetings**

A notice of each annual business meeting or special business meeting of active members shall be given to each active member of the Society not less than three weeks prior to the date of such a meeting.

**12.5 Parliamentary Rules of Order**

The deliberations of the Society, its Executive Committee and all Committees shall be governed by the rules contained in the current revised edition of Bourinot's Rules of Order Newly Revised.

**12.6 Voting**

Only Active and Associate Members shall have the right to one vote at any business meeting of the members. There shall be no voting by proxy or mail ballot on matters dealt with at the annual business meeting or special meetings of the members.

**15. FINANCE**

**15.1 Fiscal Year**

The fiscal year of the Society shall be the calendar year, beginning January 1st of each year and ending on December 31st of the same year.

**15.2 Books and Records**

The financial books and records of the Society shall be kept on the accrual basis and will be the responsibility of the Secretary-Treasurer.

**15.3 Committees**

The President and the Executive Committee shall have the authority to establish committees, to appoint and remove the members thereof, and to confer upon them all duties and authority deemed necessary and appropriate.

**16. ENACTMENT, AMENDMENTS AND REPEAL**

Following due Notice of Motion, Bylaws of the Society may be enacted, appealed or amended at any business meeting of the Society provided that a two-third affirmative vote of those present and voting is obtained. Any active member who intends to introduce a motion to enact, amend or repeal these Bylaws shall send a copy of such duly seconded motion to the Society not less than 60 days before the date of the meeting at which the motion is to be debated, and the society shall send a Notice of Motion to every active member no later than 30 days before the meeting.

**17. TRANSITIONAL**

Upon receipt of approval of the President, as provided for in Article 16 hereof, the current provisional Executive Committee of the Society would be approved at the annual meeting to continue its current mandate. The transition, then, would take place as follows:

- i) The President's office would be open for election at the next annual business meeting for a full term of two years. The current President would then become Immediate Past-President.
- ii) One of the two Councillors on the current executive would stand down at the next annual business meeting and would be replaced by an elected Councillor at Large who would then serve for a full two year term. This would ensure staggering of the terms of the Councillors at Large.