

BY-LAWS
OF THE
“SOCIEDAD AMERICANA DE OFTALMOLOGIA Y OPTOMETRIA”

CHAPTER I

ARTICLE 1. The purposes of the organization will be achieved through Congresses, courses and seminars as well as lectures, practical demonstrations given by its members, and a publication titled “Archivos de la Sociedad Americana de Oftalmología y Optometría”.

ARTICLE 2. The Congresses will have either ophthalmological or optometrical character, and all the members will have the right to participate in them. Papers submitted to the consideration of these Congresses will be specifically devoted to either ophthalmological or optometrical purposes.

ARTICLE 3. Papers will be discussed and studied by the members of the association in the Congresses. Each member may not submit more than two papers; they will be delivered on different days. Presentation of patients, new instruments or scientific movies will not be considered as “inscribed papers”.

ARTICLE 4. In case a speaker does not answer the roll at the beginning of the Congress meetings, he will be permitted to deliver his talk at the end of it; those who do not present the work assigned will be barred from the coming congress, and if their excuse is not satisfactory, they will not be able to do it for the following two Congresses.

ARTICLE 5. The Board of Directors may appoint a member of the association as “ponente”* in the discussion of a theme chosen by the General Assembly among those selected by the Board. The subject will be announced to the “ponente”, at least two years in advance. Once it has been accepted will be printed and distributed to all other members so that those who want to participate in the discussion will have time to prepare

* PONENTE: A person who thoroughly presents a subject or topic.

themselves, and send a written report of their opinions to the General Secretary 15 days before the Congress starts.

ARTICLE 6. When necessary, the Board of Directors may ask one or two members of the association, 10 months in advance, to prepare a lecture dealing with a topic of general interest.

ARTICLE 7. The members of the association who so desire, may deliver contributions to the Congress, but they must notify the General Secretary some time in advance, and must hand in the paper with an attached summary. The summary will be published in the program. Otherwise the Secretary will not permit the presentation of a lecture. Papers must be written in the languages used in the scientific activities.

ARTICLE 8. In order to give practical demonstrations, permission will be asked from the Board of Directors through the General Secretary. The answers should be given within the period assigned for registration.

ARTICLE 9. The "ponente" will have an hour to deliver his talk, and those who want to participate with commentaries, will have ten minutes each to do so. The "ponente" will have fifteen minutes for rebuttal.

ARTICLE 10. Members who are to present a "requested lecture" will have fifteen minutes to do so. Contributions will be limited to ten minutes time. Discussions may not take more than five minutes and rearguments ten minutes.

ARTICLE 11. A member will not be permitted to participate more than once in the discussion of the same topic.

ARTICLE 12. Papers will be handed to the Secretary at the end of the meeting; otherwise their publication will not be possible.

ARTICLE 13. Congresses will be presided by a member of the Board of Directors, who must be an ophthalmologist or an optometrist, according to the kind of Congress. He will be appointed by the other members of the Board of Directors, following alphabetical order.

ARTICLE 14. The Congress Secretary, the Treasurer and the local Secretaries will be appointed by the Board of Directors each time.

ARTICLE 15. Local Secretaries will be in charge of the Congresses and will act in accordance with the Board of Directors.

ARTICLE 16. It will be the duty of the President of the Congress to

assure that the activities in the General Assembly comply with the by-laws.

ARTICLE 17. The Board of Directors will determine the holding of Congresses, and the General Secretary will inform the members of the association about the chosen date and place.

ARTICLE 18. The courses will be decided by the Board, and announced by the General Secretary. The Board will appoint the lectures and select the particular topics.

ARTICLE 19. The Board of Directors will organize courses about a selected topic when it is considered convenient, or when asked by 25 or more members of the association.

ARTICLE 20. The members of the association will hold a scientific meeting once a month, to comment on and discuss subjects of common interest, as well as printed papers. These meetings may take place in different cities when so desired; the Board of Directors will appoint an ad-hoc Secretary to inform the members and write the minutes of each meeting.

ARTICLE 21. The coordinator for these meetings will be appointed by alphabetical order of last names among the present members.

CHAPTER II

ARTICLE 1. The association will print a publication by the name of "Archivos de la Sociedad Americana de Oftalmología y Optometría" containing written papers, general information concerning Ophthalmology and Optometry, reports, new instruments, patients, news and any other scientific articles which the Board of Directors may decide to publish.

ARTICLE 2. A complete list of members, as well as a general report of the Board of Directors will appear in the publication every year.

ARTICLE 3. In due time a managing editor will be appointed who will take care of the revision and supervision of the publication.

ARTICLE 4. The association will pay the expenses for the edition and two pictures in black and white for each article to be published. Pictures exceeding this number, color pictures and changes will be paid by the author of the article.

ARTICLE 5. The author will get 25 free reprints of his paper. He may order more, at his own expense. All members will get a free copy of the publication.

CHAPTER III

ARTICLE 1. The General Secretary will be in charge of the organization of the Congresses, will keep the members informed, and will collect paper to be submitted to them. He can be helped by assistant Secretaries named by the Board of Directors.

ARTICLE 2. The Treasurer will be in charge of the finances of the association, and will take care of its assets. He will collect fees, pay expenses and make deposits in the bank account which, together with the General Secretary, he will open under the name of the association. Checks must bear both signatures.

ARTICLE 3. The Treasurer will report his activity to the General Assembly every year. The Board of Directors will go over this report before submitting it for the approval of the General Assembly.

ARTICLE 4. The Treasurer should help with the distribution of publications among the members; he should also help to sell them to other persons and is entitled to fix their selling price with the approval of the Board of Directors.

ARTICLE 5. When the General Assembly's meeting is to be held at the same time a Congress is taking place, the meeting will be held the last day of the Congress, so that the questions which may be of interest for the association can be discussed after the reports of the General Secretary and the Treasurer have been heard.

CHAPTER IV

ARTICLE 1. The members of the association may pay their fees in Colombian money, or the equivalent in U. S. Dollars.

ARTICLE 2. The Treasurer may insist any time on the payment of fees not yet received by him; extra expenses caused by his demands to collect these fees will be charged to the delinquent member.

ARTICLE 3. The publications will be delivered only to those members who have paid their fees.

ARTICLE 4. Any member who has not paid his fees for a period longer than ten months, will be officially notified to do so.

ARTICLE 5. The admission fee will be \$ 50.00 (Colombian pesos) or U. S. \$ 10.00, and the yearly fees \$ 120.00 (Colombian pesos) or U. S.

§ 24.00. They are to be paid in advance yearly or if a member prefers, quarterly. Regardless of the date of admission, members will have to pay fees for the whole year. They are entitled to get a copy of all publications made during the year.

CHAPTER V

ARTICLE 1. The name of the association may not be used by its members for personal propaganda purposes.

ARTICLE 2. The General Secretary will communicate the important conclusions derived from scientific discussions, as well as announce programs of special importance.

ARTICLE 3. The Board of Directors may appoint one or more members of the association as their representative in scientific events held by others associations.