

# Beta Sigma Kappa BY-LAWS

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## ARTICLE I

### *Name*

This Society shall be known as Beta Sigma Kappa.

## ARTICLE II

### *Purposes*

The purposes of the Society are to stimulate scientific attainment, academic excellence and the ethical practice of optometry; to promote and provide financial support for worthy research projects relating to vision care and the eyes; and to perform other appropriate acts in order to carry out these purposes.

## ARTICLE III

### *Membership*

Eligibility- Classifications- Admission-Dues-Prohibition-Expulsion-Resignation-Reinstatement

**Sec. 1.** The membership of this Society shall consist of honor students in optometry schools, colleges or departments, optometrists, and other noteworthy professionals in the field.

Individual membership must be affiliated with an established Chapter of Beta Sigma Kappa. In order to establish a BSK Chapter, schools or colleges of optometry in North America shall be accredited by the Accreditation Council on Optometric Education of the American Optometric Association. All other schools or college of optometry must demonstrate Level 4 scope of practice via the Global Competency-Based Model of Scope of Practice in Optometry developed by the World Council of Optometry. See Article XIII regarding Chapters.

**Sec. 2.** Each member of this Society shall be classified as an Honor Student Member, an Active Member, an Honorary Member, or a Life Member.

**Sec 3.** An Honor Student Member shall be a student in a school, college or department of optometry whose dues are timely received and (a) who maintains a cumulative grade point average (GPA) equivalent to at least 3.5 (where C=2.0 and A=4.0) at the conclusion of each professional year, or (b) if the above criteria are not applicable, whose institution has established a merit-based system of determining membership eligibility which is satisfactory to the Central World Council. An Honor Student Member shall automatically be eligible to become an Active Member upon graduation.

**Sec.4.** An Active Member shall be a person whose dues are timely received and who:

- a) was an Honor Student member at the time of graduation, or
- b) is a person of noteworthy professional or scientific attainment in eye and vision care, as an educator, a scientist or a practitioner. A person who did not transfer from the Honor Student Member category shall become eligible for Active membership three years after attainment of the highest academic degree earned.

**Sec.5.** An Honorary Member shall be an Active member who has performed outstanding service to Beta Sigma Kappa or to optometry. Any person who completes a full term of office as Chancellor of Beta Sigma Kappa shall automatically become an Honorary Member. Any other Active Member may be recognized as an Honorary Member by the Central World Council.

**Sec. 6.** A Life Member shall be a person who has been an Active Member for at least 35 years of uninterrupted membership and who is recognized as a Life Member by the Central World Council.

**Sec. 7.** Persons applying for membership in Beta Sigma Kappa shall submit the official application together with the required application fee and first years' dues to the Executive Director or, if the applicant is an optometry student, to the school chapter secretary who shall forward it to the Executive Director after determining that the applicant meets the academic requirements for membership. The Secretary shall verify the applicant's eligibility and, upon verification, enroll the applicant and authorize the issuance of the membership certificate.

**Sec. 8:**

- a) Annual dues for an Active Member shall be \$40.00 and shall be uniform for all Active Members, whether or not affiliated through a state chapter.
- b) Honorary and Life members shall not be required to pay dues.
- c) The application fee for a new member to join the Society shall be \$40.00
- d) A member whose annual dues are paid for the previous calendar year shall be considered in good standing.
- e) Partial payment of fees or dues shall not be accepted.
- f) All monies due to Beta Sigma kappa shall be paid in United States funds.

**Sec. 9.**

- a) An Honor Student Member whose academic standing or merit-based performance falls below the required minimum shall be placed on probation by the student chapter. Probation will be removed by the student chapter when the member's academic standing or merit-based performance again meets the required minimum. Membership/probation status for each student member will be reviewed by the local chapter no less frequently than once per grading period. Any changes in membership/probation status will be reported by the student chapter secretary to the Executive Director within 30 days.
- b) The Central World Council may expel any member of the Society for cause, due notice having been given to the member by certified mail, return receipt requested, or other appropriate means. The member shall be apprised of the charges and afforded reasonable time and opportunity to appear or be represented before the Central World Council to show cause why expulsion should not occur.
- c) The causes for expulsion from Beta Sigma Kappa shall include:
  - 1. Violation of the Rules of Practice,
  - 2. Expulsion by a chapter,
  - 3. Non-payment of dues when more than one year in arrears.

**Sec.10.** Any member who is in good standing may resign from the Society upon written notification to the Secretary and return of their membership certificate.

**Sec.11.** A member who was expelled may be reinstated by vote of the Central World Council, conditioned upon removal of the cause of the expulsion and upon payment of a reinstatement fee of \$50.00.

#### **ARTICLE IV**

##### *Certificates*

Upon acceptance into membership, each new member shall receive an official certificate of membership bearing the seal of the Society and specifying the member's category of membership. Certificates remain the property of the Society and shall be returned if membership is terminated. Duplicate certificates may be obtained from the Executive Director for an appropriate fee.

#### **ARTICLE V**

##### *Central World Council*

**Sec. 1.** The business and affairs of the Society shall be conducted by the Central World Council.

**Sec. 2.** The Central World Council shall consist of the following officers: Chancellor, Chancellor-Elect, Vice-Chancellor, Secretary and Treasurer. The offices of Secretary and Treasurer may be combined.

**Sec. 3.** The term of an officer shall expire with the election of that officer's successor.

**Sec.4.** No officer, except the Secretary, the Treasurer or the Secretary-Treasurer, may serve more than two full terms consecutively in one office.

**Sec.5.** All vacancies on the Central World Council may be filled by action of the remaining members of the Central World Council.

#### **ARTICLE VI**

##### *Duties of Officers*

**Sec. 1.** Chancellor. The Chancellor shall be the chief officer of the Society, shall call and preside at all meetings of the Central World Council, and shall be an ex-officio member of all committees.

**Sec. 2.** Chancellor-Elect. The Chancellor-Elect shall call and preside at all meetings of the members of the Society, shall appoint all committees, unless otherwise provided by the by-laws, and shall fill all vacancies on committees with the approval of the Central World Council. In the event of the absence or inability of the chancellor to perform the duties of that office, the Chancellor-Elect shall act in the Chancellor's place.

**Sec. 3.** Vice-Chancellor. The Vice-Chancellor shall oversee the Society's research grant program. In the event of the absence or inability of the Chancellor-Elect to perform duties of that office, the Vice-Chancellor shall act in the Chancellor-Elect's place.

**Sec.4.** Secretary.

- a) The Secretary shall keep, or cause to be kept, a record of the proceedings of the meetings of the membership, the Central World Council, all committees, and the Board of Regents, and shall give proper notice of all meetings.

- b) In the event of the absence or inability of the other officers to attend the annual meeting of the Society, the Secretary shall preside over the meeting.
- c) The Secretary shall, at least annually, cause to be issued the official publication of Beta Sigma Kappa which shall be call the "The Ocularum" and shall mail copies to all members and other interested parties.
- d) The Secretary shall keep, or cause to be kept, accurate records of all members, including current addresses.

**Sec. 5 Treasurer**

- a) The Treasurer shall keep all monies of the Society in financial institutions selected for such purpose by the Central World Council and shall distribute Society funds by checks of the Society, keeping a correct account of all transactions and reporting the same at each annual meeting. The Treasurer shall be covered by a bond in an amount to be determined by the Central World Council, with the premium for such bond being paid by the Society.
- b) The Treasurer shall, before each annual meeting, or at any time upon the written request of any other officer, render a report to the Central World Council of all monies collected, amount on hand, on deposit or otherwise, and of all bills outstanding.
- c) The Treasurer shall keep, or cause to be kept, accurate records of all members relating to their dues obligations and payments.

**ARTICLE VII**

*Notices of Meetings of Members*

The secretary shall, at least 30 days before the date of any meeting, notify all members, in writing, of the time, place and purpose of such meeting.

**ARTICLE VIII**

*Notices of Meetings of the Central World Council*

**Sec. 1.** Annual meetings of the Central World Council shall be held within 72 hours prior to the Annual Meeting of the Society.

**Sec.2.** Special meetings of the Central World Council may be called by the Chancellor at a time and place convenient for the transaction of the business for which the meeting is called, provided that notice of such meeting shall be given by the Secretary at least five days before the date thereof.

**Sec.3.** A quorum of the Central World Council shall be three (3) or more members. A lesser number may recess a meeting and such receded meeting may be resumed without further advance notice.

**ARTICLE IX:**

*Annual Meeting*

**Sec. 1.** The annual meeting of the members shall be held in the same city and at substantially the same time and place as the annual meeting of the American Academy of Optometry.

**Sec. 2.** Each member in good standing shall have one vote on any matter properly coming before the meeting. The secretary shall verify the status of each member present.

**Sec. 3.** Proxy voting shall be allowed.

**Sec. 4.** A quorum at any meeting of the Society shall be ten (10) members.

## **ARTICLE X**

### *Elections*

**Sec.1.** Election of officers shall take place during the annual meeting of the Society held in odd-numbered years.

**Sec.2.** There shall be a nominating committee consisting of three (3) Active, Honorary or Life Members. The outgoing Chancellor shall serve as Chair of the nominating committee and the remaining members shall be appointed by the Chancellor-Elect.

**Sec.3.** The Nominating committee shall recommend and report to the Central World Council one or more names for each office to be filled.

**Sec.4.** Additional nominations may be made from the floor at the time of the election, provided that all nominees agree to serve if elected.

## **ARTICLE XI**

### *Auditing*

The accounts of the Society shall be examined annually by a committee of three (3) active members who shall report their findings to the next annual meeting. The Central World Council may, as needed, engage the services of an accountant to assist the committee in performing this audit.

## **ARTICLE XII:**

### *Miscellaneous Fiscal Matters*

**Sec. 1.** When the members of the Central World Council are away from their homes or places of practice on official duties for the Society, they shall be allowed a per diem reimbursement for such time as they shall necessarily be absent. The amount will be determined by the Central World Council.

**Sec. 2.** The treasurer shall transfer at least 10% of the annual income of the Society into a reserve fund. Reserve funds shall be expended only when authorized by the Central World Council.

**Sec. 3.** The fiscal year for Beta Sigma Kappa shall be from December 1 to November 31.

## **ARTICLE XIII**

### *Chapters*

**Sec. 1.** Organization. A group of students at an accredited school, college or department of optometry meeting level 4 scope of practice criteria via the Global Competency-Based Model of Scope of Practice in Optometry developed by the World Council of Optometry may petition the Central World Council for a

charter to organize a student chapter. Further information on the World Council of Optometry scope of practice criteria can be found at: <http://worldcouncilofoptometry.info/>. The petition shall be in a form determined by the Central World Council. If the Central World Council grants the request, a letter authorizing the organization of the chapter shall be issued and the charter certificate presented to the chapter by the Secretary.

**Sec.2.** State chapters chartered prior to 1978 may continue to function. No new State chapters will be authorized.

**Sec.3.** An Active, life or honorary member who resides or practice in a state with a state chapter shall automatically be a member of the state chapter. If the chapter votes to disapprove or expel a chapter member, the member shall automatically be dropped from the Society unless the member appeals the chapter's decision to the Central World Council in writing within thirty (30) days of the chapter's vote. Unless there is evidence of injustice in the chapter action, the Central World Council will accept the chapter's decision as final.

**Sec.4.** The charter of any chapter may be recalled by the Central World Council, upon the chapter failing to complete proper organization or failing to function in a manner consistent with eth by-laws or rulings of the Central World Council.

**Sec.5.** Chapter officers. The officers of the chapter shall be president, vice-president, secretary and treasurer. The offices of secretary and treasurer may be combined. No member of the Central World Council shall be an officer of any chapter. When a chapter is first organized, the Chancellor shall appoint a president and secretary of the chapter for the period of organization. The appointed president shall call a meeting for the election of Chapter officers.

**Sec. 6.** Chapter by-laws. The chapter shall adopt by-laws consistent with those of the Society and forward a copy to the Executive Director.

**Sec. 7.** The chapter secretary shall keep the Central World Council Executive Director advised of all member address changes.

**Sec. 8.** Chapter meetings shall be held at the time and place designated in the chapter by-laws.

## **ARTICLE XIV**

### *Gold Medal Award*

The Society may grant a Gold Medal Award to any person whom the Central World Council determines has rendered outstanding service to the Society or the optometric profession.

## **ARTICLE XV**

### *Silver Medal Award*

At schools or colleges of optometry having student chapter, the Silver Medal Award shall be granted annually to the graduating chapter member having the highest overall academic standing.

## **ARTICLE XVI**

### *Board of Regents*

**Sec. 1.** There shall be a committee known as the Board of Regents, which shall consider matters referred to it by the Central World Council.

**Sec. 2.** The Board of Regents shall review all applications for Beta Sigma Kappa research grants and make its recommendations to the Central World Council.

#### **ARTICLE XVII**

##### *Fellow of Beta Sigma Kappa (F.B.S.K.)*

The title, "Fellow of Beta Sigma Kappa (F.B.S.K.)" may be awarded by the Society upon the unanimous approval of the Board of Regents, after thorough review of the candidate's curriculum vitae, for outstanding educational contributions by a member.

#### **ARTICLE XVIII**

##### *Executive Director*

**Sec. 1.** The Central World Council may engage the services of a person to act as Executive Director of the Society. This person need not be a member of the Society.

**Sec.2.** The Central World Council shall set the compensation of the Executive Director.

**Sec.3.** The Executive Director shall administer the business and affairs of the Society and supervise its operations under the general policy guidance of the Central World Council. The Executive Director shall perform such duties as are ordinarily performed by personal in similar positions, and such other duties as may from time to time be assigned by the Central World Council.

#### **ARTICLE XIX**

##### *Rules of Practice*

**Sec. 1.** Members shall practice in such location and manner as is consistent with other health care professionals in the area.

**Sec. 2.** Members shall maintain their offices so that the physical appearance is similar to that of other health care professionals in the area and consistent with laws and regulations applicable to optometrists.

**Sec. 3.** Members shall present themselves to the public in a manner similar to that consistent with other health care professionals in the area.

**Sec. 4.** Members shall not exploit their status as members for advertising or self-aggrandizement purposes, nor shall membership certificates be displayed for advertising or self-aggrandizement purposes.

#### **ARTICLE XX**

##### *Amendments*

The by-laws may be amended at the annual meeting of the Society by a majority of the members present and voting. Notice of the meeting, and of the proposed amendments to the by-laws, shall be made to all members in accordance with ARTICLE VII.

**ARTICLE XXI**

*Rules of Order*

Except as may be otherwise required by the by-laws of this Society, all proceedings of the Society shall be governed by the parliamentary rules and usages contained in the then current edition of Robert's Rules of Order.