

WISCONSIN PARAOPTOMETRIC ASSOCIATION (WPA) BY-LAWS

Mission Statement: The Wisconsin Paraoptometric Association is a para-professional group, whose main goal is to promote and advance optometry through continuing education and training. Next to life itself, God's most gracious gift is sight and to the service of this great gift of sight, we wish to dedicate our efforts.

Article I: Structure of the WPA

Section 1: This association will be known as the Wisconsin Paraoptometric Association,

Section 2: The state is divided into two (2) districts.

Section 3: The two above-mentioned districts are subdivided into local societies to correspond with the Wisconsin Optometric Association Districts.

Section 4: Active members of the WPA may associate in Local Societies.

Section 5: The Local Societies of the WPA are:

DISTRICT 1: #1: Lake Superior; #2: Indian Head; #3: Gateway;
#4: Southwestern; #5: South Central; #6: Madison Area,

DISTRICT 2: #7: Southeastern; #8: Kettle Moraine; # 9: Milwaukee;
#10: Lakeshore; #11: Lake Winnebago; #12: Fox Cities;
#13: Northeastern; #14: Wisconsin Valley.

Article II: General Information

- A. A general membership meeting shall be held annually. Other meetings shall be called by the President.
- B. The fiscal year of the WPA shall be from January 1 to December 31.
- C. The current edition of Robert's Rule of Order shall govern all meetings.
- D. Members shall be expected to follow the WPA code of ethics as printed.

Article III: Types of Membership

Section 1: The members of the WPA shall consist of active, honorary, and special class members.

Section 2: Classification and qualifications.

A. Active Members:

- 1. Active members must be employed by a member of the Wisconsin Optometric Association or working with a licensed O.D. in the State of Wisconsin.
 - a. If an active member becomes unemployed during the membership year, the member can stay an active member for a maximum of 9 (nine) months if actively seeking employment in the profession. If not actively

seeking employment in the profession or the 9th (ninth) month is reached, their membership will be inactive. They can then apply to become a special class member (see below).

- b. If an active member becomes unemployed who is also serving on the board of directors during their current term, they will also be able to remain an active member and on the board for a maximum of 9 (nine) months if currently looking for employment in the profession or should submit a letter of resignation to the board of directors for action. They may also apply for special class membership (see below)
2. The paraoptometric who is employed in a paraoptometric training program, in Wisconsin, is eligible for active membership in the WPA.

B. Honorary Members:

A person who is not serving as a paraoptometric, but has contributed to the advancement of the profession and particularly the role of paraoptometric. Members of this division may only attend educational and social functions. They shall not pay dues nor shall they be eligible to vote or hold office in the WPA.

C. Special Class Members:

A special class member is for those who do not meet the above criteria for active or honorary membership. The WPA board will make the membership approval. They will pay active member dues, but will not have voting privilege, nor shall be eligible to hold office.

Article IV: Application for Active Membership

Section 1: Candidates for membership shall apply for membership on WPA membership application forms and mail to current Treasurer along with monetary amount for dues. Upon receipt of dues and application, the Treasurer shall verify by the applicants application the Article 3, Section 2 membership classifications and qualifications. The Treasurer will then turn over applicant names to the Secretary.

Section 2: The Secretary shall present the new prospective member (s) names to the Board of Directors for approval. Any questions regarding any applicant's membership approval or status will be brought up at next board meeting for further discussion and action. The Secretary will send out membership information to all new members.

Article V: Dues

Section 1: Membership dues shall be paid annually, payable to the Treasurer on or before the first calendar day of each year. Membership dues will be reviewed by the Board of Directors periodically.

Article VI: Officers

Section 1: The officers of the WPA shall be known as the Executive Board and consist of of the President, Vice-President, Secretary, Treasurer, and Immediate Past President.

Section 2: The Vice President, Secretary and Treasurer all shall be and remain active members and shall be elected by a majority vote of the active members of the association present and voting at the Annual Business Meeting.

Section 3: All officers shall take office on the first day of the fiscal year following the Annual Business Meeting and shall serve for a term of 2 years or until their respective successor has been elected and qualified.

Section 4: The Vice President shall assume the office of Presidency on the first day of the fiscal Fiscal year following the Annual Business Meeting, or upon a vacancy in the office of President.

Section 5: The President shall become the Immediate past president upon completion of the President term.

Section 6: The President shall appoint a nominating committee of three (3) members thirty (30) days prior to the annual meeting to secure a slate of officers with the Past-President being chairperson.

Article VII: Duties of the Officers

A. President:

1. Preside at all meetings when present.
2. Appoint officers and directors to fill any office that may become vacant.
3. Appoint all committees, both permanent and special.
4. Be an ex-officio of all committees.
5. Function as chairperson of the Board of Directors.
6. Represent the Wisconsin Paraoptometric Association at the annual Convention of the American Optometric Association or if unable to attend, will appoint a representative from the active membership of the Wisconsin Paraoptometric Association.
7. Notify the Board of Directors with an agenda of upcoming Board of Directors meetings.

B. Vice-President:

1. In the President's absence, perform the duties of the President.
2. Under the direction of the President, oversees the functioning of such committees as the President may designate.

C. Secretary:

1. Keep minutes of meetings and record of attendance.
2. Receive and maintain files.
 - a. On minutes of all meetings.
 - b. Keep membership records.
3. Present new membership applications to the board.
4. After approval of new members, send new membership packet to all new members.
5. Assume responsibility for all official correspondence.

D. Treasurer:

1. Responsible for collection of dues.

2. Charged with custody of funds.
3. Deposit all monies.
4. Pay bills as authorized.
5. Keep account of all receipts and disbursements.
6. Receive all membership applications.
7. Present new membership applications to secretary for action.
8. Make records available for a “Biannual Internal Accounting Review” by a financial committee consisting of the previous term treasurer and one other active Wisconsin Paraoptometric Association member appointed by the President after term of current treasurer is completed and before books are presented to newly elected treasurer.
9. Treasurer will be bonded.

E. Past President:

- 1: Advising council for new board, including President.
- 2: Nomination Chairperson for any upcoming election of board members.
- 3: Awards Committee Chairperson.

Article VIII: Board of Directors

Section 1: The Board of Directors of the Wisconsin Paraoptometric Association shall consist of the Executive board and four(4) District Liaisons. Two (2) liaisons representing each district.

Section 2: The four (4) District Liaisons shall be elected for two (2) years, two (2) such members, one from each district, to be elected at each annual meeting of the WPA.

Section 3: Duties of District Liaisons:

- 1: Communicate to members of their district events and issues regarding the state level of the Wisconsin Paraoptometric Association.
- 2: Encourage and participate in district and society level meetings.
- 3: Serve on committees appointed by the president of the WPA.
- 4: Report back to the board what is happening at their district level.

Section 4: The District Liaisons shall reside in the geographical area so that each Society of the WPA is represented as follows:

District Liaison 1: Societies 1, 2, 3, 4, 5, & 6.

District Liaison 2: Societies 7, 8, 9, 10, 11, 12, 13, & 14.

Section 5: Exception, if no Liaison can be found residing in correct geographical area, one will be appointed by the President to fill the current term.

Section 6: A majority vote of the Board of Directors shall govern.

Article IX: Successor to Voluntary Association

In the event that the Wisconsin Paraoptometric Association should disband or become defunct, all physical assets shall revert to the Wisconsin Optometric Association for

its archives and monies shall be given to charitable organizations, decided upon by the Board of Directors.

Article X: Amendments and Ratification

- A. These by-laws may be amended or repealed by a written proposal submitted to the membership thirty (30) days in advance of the regular annual meeting.
- B. An affirmative vote of two-thirds (2/3) of the active members present and voting shall be necessary to amend or repeal any part of the by-laws.
- C. The vote or amendment or repeal shall become effective upon its passage.

12/03/73 Revised: 04/12/74, 04/08/78, 04/82, 04/05/87, 04/23/88,
04/13/91, 04/17/93, 04/08/2000, 04/2007, 09/2011

WPA CODE OF ETHICS

It shall be the ideal, the resolve and the duty of the members of the Wisconsin Paraoptometric Association;

TO KEEP the visual welfare of the patient uppermost at all times.

TO ENHANCE continuously their educational and technical proficiency to the end that Doctor's patients shall receive the benefit of all acknowledged improvements in visual care.

TO HOLD in professional confidence all information concerning a patient and to use such data only for the benefit of the patient.

TO CONDUCT themselves as exemplary citizens.

TO PROMOTE and maintain cordial and unselfish relationships with members of their own Association and of other paraoptometrics for the exchange of information to the advantage of mankind.