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By Laws

ARTICLE I
Name

SECTION 1.01 Name of Corporation

The name of this corporation is the American Association for Pediatric Ophthalmology and Strabismus (AAPOS).

ARTICLE II
Principal Office of the Corporation

SECTION 2.01 Principal Office of the Corporation

The principal office of the Corporation is located at 655 Beach Street, San Francisco, California. The Board of Directors shall have the power to change the location of the principal office. Any such change of location must be written in the space provided below.

New Office Location

Effective Date:

New Street Address:

New City, State, Zip:

SECTION 2.02 Other Offices of the Corporation

The Board of Directors may at any time establish additional offices wherever this corporation is qualified to conduct its activities.

ARTICLE III
Purpose of the Corporation
SECTION 3.01 Purposes of the Corporation
The purposes of this corporation are as follows:

1. To advance the quality of children’s eye care by
   a. Establishing guidelines of practice at the highest level of competence and ethics
   b. Encouraging the training of ophthalmologists who are primarily concerned with eye care of children
   c. Fostering concepts which benefit children’s eye health through preventive as well as remedial activities.

2. To support training of pediatric ophthalmologists by
   a. Establishing educational goals
   b. Encouraging the establishment and maintenance of post-residency training programs
   c. Encouraging training in pediatric ophthalmology in established residency programs
   d. Sponsoring post-graduate meetings and seminars
   e. Propagating educational materials related to the training of pediatric ophthalmologists

3. To support research activities in pediatric ophthalmology by encouraging and supporting individual and cooperative clinical research.

4. To advance the care of adults with strabismus and threats to binocular vision, through support of research and education and by demonstrating the value of advances in clinical care.

ARTICLE IV
Membership

SECTION 4.01 Classes of Membership
There shall be the following classes of membership in this Association: Charter Member, Active Member, Associate Member, Member Emeritus, International Member, Honorary Member, and Orthoptist Member.

SECTION 4.02 Charter Member
An ophthalmologist who joined the Association at the time of the founding of the Association and who was actively engaged in instruction, research, or patient care in the field of Pediatric Ophthalmology or Strabismus was designated a Charter Member. A list of Charter Members was established and closed by the first Board of Directors.
A Charter Member shall have the right to vote and hold office as long as he or she meets the requirements of Active membership.

SECTION 4.03 Active Member

A physician who is licensed to practice medicine and surgery, residing and actively practicing in the United States or in Canada, and who is certified in ophthalmology by either the American Board of Ophthalmology, the American Osteopathic Association, or by the Royal College of Physicians and Surgeons of Canada, and who is in good standing as an Active Fellow of either the American Academy of Ophthalmology; the American Osteopathic College; or an Active Member of the Canadian Ophthalmological Society, and who has completed one year of fellowship training in pediatric ophthalmology and/or strabismus under direction of an AAPOS Member (for fellowships completed in 1996 or earlier) or who has satisfactorily completed an AAPOS approved fellowship program (for fellowships completed after 1996 and before 2006) or who has satisfactorily completed an Association of University Professors in Ophthalmology Fellowship Compliance Committee compliant fellowship in 2006 or later, and who has completed one year of practice in pediatric ophthalmology and/or strabismus, and whose current practice consists of at least 75% pediatric ophthalmology and/or strabismus is eligible to apply to become an Active Member. In exceptional cases, the board of directors may authorize active membership if the applicant meets most of the requirements.

An Active Member shall have the right to vote and hold office.

SECTION 4.04 Associate Member

A physician who is licensed to practice medicine and surgery in one or more of the United States or in Canada, and who is certified in ophthalmology by either the American Board of Ophthalmology, the American Osteopathic Association, or by the Royal College of Physicians and Surgeons of Canada, and who is in good standing as either an Active Fellow of the American Academy of Ophthalmology; the American Osteopathic College; or an Active Member of the Canadian Ophthalmological Society, and who has made a significant commitment to the field of pediatric ophthalmology and strabismus, and who meets one of the following criteria: (a) completion of a six month fellowship training program in pediatric ophthalmology or strabismus and two years in practice consisting of at least 50% pediatric ophthalmology and/or strabismus; (b) completion of a two year preceptorship with an AAPOS Member and one year in practice consisting of at least 50% pediatric ophthalmology and/or strabismus; or (c) no fellowship training program but five years in practice consisting of at least 50% pediatric ophthalmology and/or strabismus, is eligible to apply to become an Associate Member.

An Associate Member shall not have the right to vote and shall be ineligible to hold office.

SECTION 4.05 Member Emeritus

A Charter Member, Active Member, Associate Member, International Member, Honorary Member, or Orthoptist Member who is in good standing with AAPOS and who is completely
retired from the clinical practice of pediatric ophthalmology and/or strabismus, or who has reached the age of 70 years, is eligible to apply to become a Member Emeritus in his or her previous category of membership. An Emeritus Member who is not yet 70 years of age and who resumes the clinical practice of pediatric ophthalmology and/or strabismus, even on a part-time basis, must notify AAPOS within 60 days, and he or she will no longer be eligible for Emeritus status.

A Member Emeritus shall not have the right to vote and shall be ineligible to hold office.

SECTION 4.06 Inactive Member
A member in any class of membership who is no longer actively engaged in instruction, research, or patient care in pediatric ophthalmology and/or strabismus for at least one year, but who is not permanently retired, and whose license to practice medicine remains valid and unrestricted may request inactive status. Determination of the grounds for eligibility for this status and approval of an individual application shall be at the discretion of the Board of Directors. Upon removal of the grounds upon which this status had been granted by the Board of Directors, an Inactive Member shall resume the class of membership held prior to entering inactive status, or may apply to transfer to another class for which he or she fulfills the eligibility criteria.

An Inactive Member shall not have the right to vote and shall be ineligible to hold office.

SECTION 4.07 International Member
A physician who is licensed to practice medicine and surgery, and who meets one of the following criteria: (a) completion of a six-month fellowship training program in pediatric ophthalmology and/or strabismus and two years in practice consisting of at least 50% pediatric ophthalmology and/or strabismus; (b) completion of a two year preceptorship with an AAPOS Member and one year in practice consisting of at least 50% pediatric ophthalmology and/or strabismus; (c) no fellowship training program, but five years practice consisting of at least 50% pediatric ophthalmology and/or strabismus; or (d) one year of fellowship training in pediatric ophthalmology and/or strabismus under the direction of an AAPOS Member and one year in practice consisting of at least 50% pediatric ophthalmology and/or strabismus is eligible to apply to become an International Member.

An International Member shall not have the right to vote and shall be ineligible to hold office.

SECTION 4.08 Honorary Member
An individual of outstanding caliber, not eligible for another class of membership, and who has made a major contribution in the fields of pediatric ophthalmology and/or strabismus, may be elected to Honorary Membership by the Board of Directors as provided in these Bylaws.

An Honorary Member shall not have the right to vote and shall be ineligible to hold office.
SECTION 4.09 Orthoptist Member
An orthoptist who has been certified by either the American Orthoptic Council or the Canadian Orthoptic Council, or an orthoptist whose country has full membership status in the International Orthoptic Association shall be eligible to apply to become an Orthoptist Member.

An Orthoptist Member shall not have the right to vote and shall be ineligible to hold office.

SECTION 4.10 Affiliate Member
A physician who is licensed to practice medicine and surgery in one or more of the United States or in Canada who a) is certified in ophthalmology by either the American Board of Ophthalmology, the American Osteopathic Association, or by the Royal College of Physicians and Surgeons of Canada and who is in good standing as an Active Fellow of either the American Academy of Ophthalmology, the American Osteopathic College, or an Active Member of the Canadian Ophthalmological Society; or b) a PhD or physician practicing outside the field of ophthalmology; and has demonstrated contributions to the field of pediatric ophthalmology and/or strabismus and is not eligible for another class of AAPOS membership and has been nominated by three active AAPOS members.

An Affiliate Member shall not have the right to vote and shall be ineligible to hold office.

SECTION 4.11 Approval for Membership at Annual Meeting
Candidates for membership as Active, Associate, International, and Orthoptist members shall be voted upon at the Business Session of the Annual Meeting following recommendations by the Board of Directors. Membership approval requires an affirmative vote of seventy-five percent (75%) of the members eligible to vote and voting at the Annual Meeting in person, by electronic ballot or by absentee ballot according to procedural rules. The individual’s vote shall be by written or electronic ballot if negative comment is present in discussion of any candidate.

Section 4.12 Loss of Membership and Other Sanctions; Reinstatement
(a) A member shall lose his or her membership for becoming delinquent in the payment of dues for more than six (6) months, or for the failure to maintain an active and unrestricted license or certificate, as applicable, to practice his or her profession. For purposes of this subsection, a license or certificate ceases to be active and unrestricted if it is in any manner and to any extent whatsoever revoked, conditioned, suspended, limited, qualified, subjected to the terms of probation or restricted by a court, department, board or administrative agency.
(b) A member shall lose his or her membership, or have his or her membership suspended, or shall be subject to a public or a private reprimand if he or she engages in ethical violations or other egregious conduct that would be generally unacceptable to the membership of the Association. Without limiting the foregoing, a final determination of a violation of the Code of Ethics of the American Academy of Ophthalmology shall be presumed to constitute an ethical violation for purposes of this subsection.

(c) In rare cases, a member also may be subject to termination or suspension by a 3/4 vote of the Board of Directors for actions that either are deleterious to the purposes of the Association, or are offensive to the dignity of the Association.

(d) In all matters arising under Section 4.12, the member shall receive at least fifteen (15) days' prior written notice of the proposed termination or suspension and the reasons for it, and shall be entitled to oppose the proposed termination or suspension in whole or in part by written submission to the Board of Directors, which must be received by the Association's Executive Vice President at least five (5) days before the effective date of the proposed termination or suspension. Upon receipt of a timely written submission from the member, the effective date of the proposed termination or suspension or other sanction shall be stayed pending review by the Board of Directors of the submission, and its vote as to whether to affirm, vacate, or modify the proposed termination or suspension or other sanction.

(e) A favorable vote by 2/3 of the Board of Directors shall be required for reinstatement of a former member who has lost his or her membership.

(f) The provisions of this Section shall apply to all classes of membership and to Candidates-in-Training. The Board of Directors may, for sufficient reasons in exceptional cases, set aside the provisions of this Section, subject to any conditions that in its judgment are appropriate.

ARTICLE V
Candidate-in-Training

SECTION 5.01 Candidate-In-Training
A physician who is engaged on a full-time basis in an Association of University Professors in Ophthalmology Fellowship Compliance Committee compliant fellowship shall be eligible to apply for the status of Candidate-in-Training. An individual is eligible for the category of Candidate-in-Training for the duration of the fellowship program plus two years for a total not to exceed four years. Applicants for the Candidate-in-Training category will be reviewed and considered by the Membership Committee with confirmation by the Board of Directors.
Admission as a Candidate-in-Training does not waive any requirement, including maintaining active and unrestricted licensure, necessary for any category of membership.

A Candidate-in-Training shall not have the right to vote and shall be ineligible to hold office.

ARTICLE VI

Officers

SECTION 6.01 The Officers
The Officers shall be as follows: President, Vice President, Vice President-Elect, Immediate Past President, Secretary-Treasurer, and Secretary for Program. Officers shall be Active Members or Charter Members in good standing of the American Association for Pediatric Ophthalmology and Strabismus. The nominated officers, if approved by a majority vote of the Board of Directors, shall be presented for election by the voting membership at the Annual Business meeting as provided in these Bylaws. Additional candidates may be nominated by petition signed by at least fifty (50) Charter Members and/or Active Members. The petition must be received by the Secretary-Treasurer of AAPOS at least thirty (30) days before the Annual Business Meeting.

SECTION 6.02 Term of Office
The President, Vice President, Vice President-Elect, and Immediate Past President each shall serve a term of one (1) year. The Secretary-Treasurer shall serve a term of three (3) years. The Secretary for Program shall serve a term of three (3) years.

SECTION 6.03 Duties of the President
The President shall preside at the Annual Meeting and at all of the meetings of the Board of Directors; shall enforce all rules and regulations of the Association; shall sign all official documents; shall make appropriate committee appointments to the standing committees of the Association and with the consent of the Board of Directors may appoint ad hoc committees as appropriate; and shall be an ex-officio member of all committees except the Nominating Committee.

SECTION 6.04 Duties of the Vice President
The Vice President shall assume the duties of the President in the absence of the President or in the event of the disability or death of the President and shall assume the office of President upon expiration of the President's term.

SECTION 6.05 Duties of the Vice President-Elect
The Vice President-Elect shall preside at the Annual Meeting in the absence of the President, the Vice President, and the Immediate Past President; shall assume the Vice President’s duties in the
event of the disability or death of the Vice President and shall assume the office of Vice President upon expiration of the Vice President's term.

SECTION 6.06 Duties of the Immediate Past President
The Immediate Past President shall preside at the Annual Meeting and at other meetings in the absence of both the President and the Vice President. In the event the Immediate Past President cannot serve, the position will remain vacant until the President completes his or her term.

SECTION 6.07 Duties of the Secretary-Treasurer
The Secretary-Treasurer shall conduct appropriate correspondence and maintain a file of such; shall notify the membership of all meetings and shall publish and distribute the agenda of the Business Session for the Annual Meeting; shall maintain a registry of membership; shall distribute the report of the Membership Committee to the membership no later than thirty (30) days prior to the Annual Meeting; shall bill to and collect from the appropriate members all dues and fees pertaining to the Association; shall render disbursements for authorized official expenses subject to the approval of the Board of Directors; shall maintain a financial ledger which shall be available for an annual audit by an independent accounting firm; shall maintain, at the expense of the Association, a surety bond for the conduct of his/her office; shall present a financial report to the membership at the Business Session of the Annual Meeting.

SECTION 6.08 Duties of the Secretary for Program
The Secretary for Program shall be responsible to the Board of Directors for all scientific programs and exhibits of the Association; shall serve as Chair of the Program Committee; shall assume such other responsibilities as may be determined by the Board of Directors; and shall not be eligible to serve more than one (1) term.

SECTION 6.09 Removal from Office
Any Officer of the Association elected by the voting members may be removed from Office by the affirmative written ballot of two-thirds (2/3rds) of the Directors whenever, in their judgment, the removal will serve the best interests of the Association; provided, however, that the removal shall be without prejudice to the contract rights, if any, of the individual so removed. Election to any Office or other position shall not in itself create contract rights between an Officer and the Association.

SECTION 6.10 Vacancies
A vacancy in any Office other than President and Vice President, whether occurring by reason of death, resignation, or otherwise, shall be filled by the affirmative vote of the majority of the remaining Directors upon the recommendation of the Nominating Committee or any Director until whichever is the earlier to occur: expiration of the Officer's term or the last day of the calendar year in which the next Annual Meeting of the Association is held. At the next Annual Meeting of the Association, a successor shall be elected in the manner set forth herein to fill the vacancy for the portion of an unexpired term that continues after the end of the calendar year in which the Annual Meeting is held.
ARTICLE VII
Board of Directors

SECTION 7.01 Membership of Board of Directors
The voting membership of the Board of Directors shall consist of the President, Vice President, Vice President-Elect, Secretary-Treasurer, Secretary for Program, Immediate Past-President, and three Directors-At-Large. The AAPOS Councilor to the American Academy of Ophthalmology shall be a non-voting member of the Board of Directors, and shall not be counted for purposes of determining a quorum under Section 7.05. Each Director-At-Large shall be elected for a three year term and cannot be re-elected for a consecutive term as Director-At-Large. After being nominated by the Nominating Committee and approved by the Board of Directors, candidates for Director-At-Large shall be presented for election by the voting membership at the Annual Business Meeting as provided in these Bylaws. Terms of the Directors-At-Large shall be staggered so that one Director-At-Large is elected each year. A Director-At-Large may be elected to other offices within the Association upon completion of a term of office. Each Board member shall hold office until a successor shall have been elected or until the Board member's death, resignation or removal.

A Board member, other than an officer, may be removed from office by affirmative vote of the majority of the members taken at a meeting of the membership called for that purpose. A Board member who loses eligibility for office shall be deemed to have resigned from the office of Board member as of the date on which such ineligibility occurs. A Board member may resign at any time by submitting a written resignation to the President of the Association.

Board Members shall be Active Members or Charter Members in good standing of the American Association for Pediatric Ophthalmology and Strabismus. All vacancies on the Board of Directors shall be filled in the same manner as provided in Section 6.10.

SECTION 7.02 Chair of the Board of Directors
The President shall be the Chair of the Board of Directors.

SECTION 7.03 Meetings of the Board of Directors
The Board of Directors shall hold an Annual Meeting to conduct the business and affairs of the Association. An Annual Meeting of the Board of Directors may, but need not, be held concurrently with an Annual Meeting of the Association. Special meetings of the Board of Directors may be called by or at the request of the Chair or Vice President or any two (2) Board members. Notice of each meeting of the Board of Directors shall be given in accordance with Section 7.09 of these bylaws.

SECTION 7.04 Conduct of Meetings of Board of Directors
The Chair, or in the Chair's absence, the Vice President, or the Immediate Past President in the absence of both the Chair and Vice President, shall act as Chair. If the Chair, Vice President and Immediate Past President are all absent, the Board members present may choose one of their
number by a majority vote to call and chair the meeting. The presiding officer may appoint any Board member or other person present to act as Secretary of that meeting.

SECTION 7.05    Quorum
Except as otherwise provided by law or these Bylaws, a simple majority of the Board members shall constitute a quorum for the transaction of business of the Board of Directors.

SECTION 7.06    Manner of Acting
The act of the majority of the Directors present and voting at a meeting at which a quorum is present shall be the act of the Board of Directors unless the act of a greater number is required by law, or by the Articles of Incorporation or these Bylaws.

SECTION 7.07    Authority and Duties of the Board of Directors
The Board of Directors shall oversee the general business and affairs of the Corporation and make certain that the letter and spirit of the Articles of Incorporation and of the Bylaws are carried out. The Board of Directors shall consider all applications for membership presented by the Membership Committee prior to the Annual Meeting and shall hear all favorable and dissenting opinions on applications under consideration. The Board of Directors shall deliver to the Secretary-Treasurer a list of all applicants approved by the Board of Directors for distribution to the general membership thirty (30) days prior to the Annual Meeting. The Board of Directors shall approve the meeting place of the Annual Meeting. The Board of Directors shall meet at least once a year.

SECTION 7.08    Compensation
The Board of Directors will not receive compensation for their services other than their reasonable and necessary expenses incurred in carrying out the business of the Association.

SECTION 7.09    Notice
Notice of each meeting of the Board of Directors shall be given by the Secretary-Treasurer to each Director not less than fourteen (14) days prior to the date on which the meeting is scheduled to be held. Any matters may be discussed and voted upon at any duly called meeting of the Board of Directors.

SECTION 7.10    Written Action
Any action that the Board of Directors can take in a duly called meeting of the Directors may be taken by a Written Action signed by all of the Directors.

ARTICLE VIII
Annual Meeting

SECTION 8.01
There shall be an Annual Meeting of the members, the time and place of which shall be
established by the Board of Directors. The Annual Meeting shall include at least one Scientific Session and one Business Session. At the Business Session, which shall be open to members in any category who are in good standing, all official business shall be transacted including the elections of officers and directors of the Corporation. An item of business not referred to in the notice of the Business Session shall not be considered or acted upon unless it is proposed as an item of new business by a member in good standing upon at least thirty (30) days prior notice to the Executive Vice President. All meetings of the membership, the Board of Directors and of committees shall be conducted in accordance with the latest prevailing edition of Robert's Rules of Order. Upon thirty (30) days advance notice to the membership, special meetings of the membership for any specified purpose may be held at the discretion of the Board of Directors.

SECTION 8.02 Quorum
The number of Charter Members and Active Members present shall constitute a quorum for the Business Session at the Annual Meeting and other official committee meetings unless the number is otherwise specifically stated. Except as otherwise provided by law or by these Bylaws, a simple majority of the votes cast is sufficient to pass a measure.

ARTICLE IX
Fiscal Year and Dues

SECTION 9.01 Fiscal Year
The fiscal year shall be from January 1 through December 31.

SECTION 9.02 Membership Dues
Dues for each class of membership shall be set by the Board of Directors. All continuing membership dues shall be payable in full on January 1 of each year. New members shall have their membership effective upon approval at the Annual Meeting and their first dues shall be payable in full on the subsequent January 1. Any member who is six (6) months in arrears in membership dues shall be considered not in good standing, and unable to exercise any of the rights and privileges of membership. The provisions of this Section shall apply to all classes of membership.

ARTICLE X
Committees
SECTION 10.01
Guidelines for Committee Membership shall be defined in the AAPOS Committee Member Handbook, as amended from time to time, unless otherwise specified in these Bylaws.

SECTION 10.02 Membership Committee
The Membership Committee shall have up to seven (7) members who are approved by the Board of Directors. The President shall annually designate the Committee Chair. The Membership Committee shall review all applications for membership and candidate status and deliver its recommendations to the Board of Directors.

SECTION 10.03 Nominating Committee
The Nominating Committee shall consist of the Immediate Past President and four (4) additional Charter or Active Members who are nominated by the President and approved by a simple majority of the Board of Directors, and elected by the voting members of the Association. The Immediate Past President shall chair the Nominating Committee and shall have a vote.

The Nominating Committee shall be responsible for recommending to the Board of Directors annually one (1) candidate for each of the positions of Director-at-Large to the Board of Directors, Vice President-Elect, and in those years when appropriate, Secretary-Treasurer, Secretary for Program, Member of the Children’s Eye Foundation (CEF) Medical Advisory Board, and Councilor to American Academy of Ophthalmology.

SECTION 10.04 Bylaws and Rules Committee
The Bylaws and Rules Committee shall have up to seven (7) members who are approved by the Board of Directors. The Committee Chair shall annually be designated by the President.

The Bylaws and Rules Committee shall be responsible for the ongoing review of the Bylaws and the Policies and Procedures of the Association. At the direction of the Board, the Committee shall prepare proposed revisions to the Bylaws for consideration in accordance with Article XII of these Bylaws.

SECTION 10.05 Finance Committee
The members of the Finance Committee shall be the Secretary-Treasurer, the Immediate Past President, the Vice President, and additional members by appointment of the President. The Committee Chair shall annually be designated by the President.

The Finance Committee shall be responsible for monitoring the financial affairs of the Association, and shall make and implement recommendations for the safeguarding, prudent use, and investment of its funds, subject to approval of the Board of Directors.

SECTION 10.06 Other Committees
The President, with the consent of the Board of Directors, shall have the authority to appoint
other committees and to determine the composition, responsibility and authority of such committees.

ARTICLE XI

Indemnification

This Association shall indemnify its officers, directors, employees, and agents to the full extent as may be required or permitted by law against expenses and liabilities, and carry and maintain insurance for this purpose, but only under the circumstances, in the manner, and to the extent, from time to time, permitted by law.

ARTICLE XII

Amendment of Articles of Incorporation or Bylaws

SECTION 12.01 The Articles of Incorporation and these Bylaws may be amended by Charter or Active Members submitting a written resolution to the Board of Directors who, in turn, shall present the suggested amendment to the membership at least thirty (30) days prior to the next Annual Meeting. The Board of Directors may also suggest amendments to the Articles of Incorporation and these Bylaws in the same manner. Voting on any suggested amendment shall be conducted as follows:

SECTION 12.02 After each Annual Meeting of the Members at which any proposed amendments or revisions to the Articles of Incorporation or Bylaws have been submitted to the membership in accordance with Article XII of these Bylaws, AAPOS shall cause to be prepared an Official Ballot for a vote of each of the proposed amendments.

SECTION 12.03 The Official Ballot shall designate each proposed amendment and shall contain spaces opposite each designation to provide an opportunity to vote for or against each proposal.

SECTION 12.04 At or as soon as practicable after the Annual Meeting, the President shall appoint Tellers to assist in receiving and tallying the vote by mail and electronic ballot.

SECTION 12.05 Within fourteen (14) days after the Annual Meeting, the Board of Directors shall cause to be mailed or to be sent electronically to each voting member of AAPOS, at the address shown on the records of AAPOS:

(a) a notice specifying (i) the date (not later than thirty (30) days after the date of mailing of the notice) by which an Official Ballot must be received to be counted and (ii) the requirements for a valid mail or electronic ballot;

(b) one statement per amendment, comprising not more than one (1) 8 1/2 by 11 inch typewritten page for mailing or one page electronically that is submitted to or by or on behalf of the Board of Directors in favor of or in opposition to a proposed amendment; this statement will be included
in the mailing only if it is received by the President at least fifteen (15) days before the Annual Meeting;

(c) an Official Ballot;

(d) a return envelope, addressed to AAPOS, with a space for the name and AAPOS membership identification number of the voting member submitting the ballot by mail; and

(e) instructions with respect to the conduct of the vote by mail or electronic ballot.

SECTION 12.06 The instructions given in accordance with Section 12.05(e) shall inform each voting member wishing to vote by mail ballot or electronic ballot:

(a) to mark the Official Ballot by making an appropriate mark in the spaces provided on the ballot to vote either for or against each proposed amendment or revision;

(b) to make no other marks on the Official Ballot;

(c) if voting by mail, to place the Official Ballot in the return envelope provided;

(d) if voting by mail, to insert the name and AAPOS membership identification number of the voting member in the space provided on the return envelope; and

(e) to mail the return envelope or electronically submit to AAPOS in sufficient time to permit its receipt by AAPOS not later than the date specified in the written notice.

SECTION 12.07 Within ten (10) days after the date specified in the written notice, AAPOS shall verify the name and membership identification number of the voting member indicated on the return envelope or electronic ballot, and after verification, the Ballot shall be removed from the return envelope, validated, and placed in a ballot box. Electronic ballots shall be tabulated according to procedural rules. Return envelopes received by AAPOS after the date specified in the notice shall not be opened and shall be discarded. The representative, if any, of a pro or con position in contested votes designated as an observer, shall be entitled to be present.

SECTION 12.08 A returned ballot, even if timely received by AAPOS, shall not be valid for any purpose:

(a) if it is not marked (blank);

(b) if the ballot does not clearly indicate whether the voting member is voting for or against the proposed amendments or revisions;

(c) if the ballot is not the Official Ballot;

(d) if the return envelope contains the Official Ballot(s) for more than one (1) voting member.
SECTION 12.09 Within ten (10) days after the date specified in the written notice, the Tellers shall discard all ballots determined to be invalid and shall tally only the valid Official Ballots.

SECTION 12.10 A proposed amendment or revision of the Articles of Incorporation or Bylaws shall be adopted if it receives the affirmative vote of two-thirds (2/3rds) of the votes cast on timely and otherwise valid Official Ballots for and against the proposed amendment or revision.

SECTION 12.11 The Tellers shall report to the President the results of the vote by mail and electronic ballot as soon as the results are tallied, and the results of the vote shall be announced to the membership as soon as practicable in a manner determined by the Board of Directors.

SECTION 12.12 Notwithstanding the provisions of the preceding paragraph, if any amendment or revision of the Articles of Incorporation of AAPOS or these Bylaws, or both, is required to enable AAPOS to maintain its status as a nonprofit corporation under applicable California law, as that law exists from time to time, or its status as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or as hereafter amended, the Board of Directors shall have the power and authority to amend the Articles of Incorporation or these Bylaws, or both, as the case may be, by adopting the amendments or revision by the affirmative vote of two-thirds (2/3rds) of the Directors present and voting at a meeting; provided, that no amendment or revision shall substantially change the purposes of AAPOS or the rights, privileges, duties, and responsibilities of its members and the Board of Directors unless the amendment or revision is noticed, approved, and adopted in accordance with the provisions of Article XII.

ARTICLE XIII
Executive Vice President

The Board of Directors shall have the power to engage an Executive Vice-President at such times as the Board, in its reasonable discretion, determines that an Executive Vice President is necessary for the optimal conduct of the Board’s responsibilities and of the activities of the Association. The Board of Directors may terminate the employment of the Executive Vice-President for cause or whenever the Board, within its discretion, determines that such services are no longer required.

The Executive Vice-President may be a member of the Association in any category, voting or non-voting, and although participating in its deliberations, shall not be a member of the Board of Directors nor shall be counted in determining the presence of a quorum of the Board.

ARTICLE XIV
Nondiscrimination Policy
In pursuit of its purposes, the American Association for Pediatric Ophthalmology and Strabismus shall not discriminate against any person on the basis of age, race, creed, color, natural origin, sexual preference, or physical handicap.
Guidelines for the Avoidance of Inadvertent Anticompetitive Conduct
Approved 03.29.06

Policy:
The American Association for Pediatric Ophthalmology and Strabismus (AAPOS), with the advice of legal counsel, has adopted guidelines to help prevent inadvertent anticompetitive conduct. These guidelines apply to all of the American Association for Pediatric Ophthalmology and Strabismus members, officers, committee members, representatives to other organizations, and employees.

Background:
Antitrust laws prohibit certain types of behavior and agreements, even among professionals and professional societies. AAPOS members have dedicated years of study and effort to developing their skills and professional reputations, and AAPOS does not want these tarnished by even the appearance of inappropriate behavior. Nor does AAPOS want its members or the Association exposed to criminal penalties (for individuals, up to $350,000 and imprisonment up to three years for each offense, or up to $10,000,000 for organizations) or treble-damage civil lawsuits. These guidelines are intended to help you be aware of the basic rules and protect against the real risk that you, your practice group, or AAPOS could face needless litigation.

The exposure to antitrust litigation and expense – even if you and AAPOS ultimately prevail – is real. For example:

In 1999 the U.S. Justice Department sued the Federation of Certified Surgeons and Specialists, Inc. and obtained a court order preventing it from negotiating with any payor on behalf of its physician members, and from facilitating any agreement or understanding between competing physicians about any competitively sensitive information.

In 1996 the Federal Trade Commission sued the Montana Associated Physicians, Inc. and obtained an order preventing it from negotiating or refusing to deal with third-party payors; determining the terms upon which physicians deal with such payors; or raising, maintaining, or adjusting the fees charged for any physician’s services.

AMA was reminded of the risks in 1990 when chiropractic prevailed in protracted and very expensive litigation. The court ruled that AMA had led an unlawful boycott of chiropractors and that AMA’s conduct could not be justified by patient-care concerns. The court ordered AMA to take specific steps so that physicians could freely decide whether to have professional relationships with chiropractors.
Guidelines:
AAPOS members compete with one another in providing quality care to the public. As competitors, there are certain types of agreements that AAPOS members cannot lawfully make.

Members must not make any agreement to fix, raise, or stabilize prices or fees (or any element of prices or fees) or restrict services that a member can offer.

Example: Dr. Ford and Dr. Callahan, who practice in the same community, run into one another at a social hour sponsored by a pharmaceutical company. After they discuss issues within their respective practices, their conversation turns to the rates that they charge patients. Dr. Ford says that he would like to raise his rates for patients, but he needs to know what Dr. Callahan would do. Dr. Callahan says that it is “a great idea.” Two weeks later, Dr. Ford raises his rates. The following week, Dr. Callahan likewise raises his rates.

Problem: From these facts a jury might conclude that the two members made an agreement to fix prices, which would be a clear violation of the antitrust laws. Although a price-fixing agreement is illegal whether or not it is effective, here the fact that one doctor specifically “needed” to know how the other would respond would probably make it easier to demonstrate that an illegal agreement had been made.

Example: Dr. Freeport has decided to offer free vision screening for children in local daycares. At the local Ophthalmology Society meeting, several members sponsor a resolution condemning the practice of free screenings under penalty of expulsion or disciplinary action.

Problem: This resolution, if adopted, would constitute an illegal agreement to restrict service.

Members must not make any agreement to allocate or divide geographic or service markets, customers, or patients.

Example: Dr. Harris and Dr. Wesley see one another at a lecture program at the medical school. Dr. Harris mentions that over the last several months, two patients have stopped seeing him and have gone to Dr. Wesley instead. Dr. Wesley says that he understands Dr. Harris’s point, and that he will not accept as new patients anyone who was seeing Dr. Harris, and that he knows Dr. Harris will extend the same courtesy, should it ever be needed.

Problem: In addition to the ethical issues that this raises, it also appears to be an agreement to refrain from competing for patients – and thus a violation of the antitrust laws.

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1 A contract, combination, or conspiracy can exist only if there are two or more separate economic entities acting together. Two ophthalmologists with competing, independent practices would each be considered a separate economic entity for this purpose. Those same two ophthalmologists, practicing together in one partnership or professional corporation, would be considered just one economic entity for this purpose. Thus, the two independent ophthalmologists could not agree with each other to fix their fees at specified levels for certain procedures, but the two ophthalmologists in partnership could agree on the prices that their partnership will charge, but they could not make any agreements with a third, independent ophthalmologist.
Members must not make any agreement to collectively refuse (or encourage others to refuse) to do business with a provider, a third-party payor, managed care organization, a supplier, a purchaser, a patient, or any groups of such persons or companies.

Example: At a national conference, presenters discuss collective bargaining and appropriate fees that hospitals contract to pay for the eye examinations of premature infants. It is suggested that pediatric ophthalmologists should refuse to provide certain services to hospitals unless and until the hospitals agree to provide compensation that is commensurate with the inherent liability exposure of examinations of premature infants. Others from around the country say that this is a “great idea” which they also support.

Problem: These members appear to have agreed to be involved in collective bargaining and price fixing with the hospitals in return for service. Although each member had the right to make a unilateral decision about such hospital arrangements, the collective agreement is a per se violation of the antitrust laws.

Members must not make any agreement to discourage entry into or competition in any segment of the health care market.

Example: Dr. Greene and Dr. Waugh are busy pediatric eye surgeons in competing practices. In response to what they perceive to be improper demands from referring optometrists, Drs. Greene and Waugh agree that in the future they will not co-manage with any optometrists.

Problem: Drs. Greene and Waugh have made an illegal agreement to refuse to deal with the optometrists. (Note that the problem here is the agreement – any individual member and any practice group can make unilateral decisions as for the conduct of their own practice, so long as they do not make an agreement with members outside their own practice group.)

Members must not make any agreement to restrict, limit, or prohibit truthful advertising.

An “agreement” does not have to be formal or written in order to be unlawful; it does not even have to be explicit. In fact, what often matters is not whether there actually is an agreement, but whether others might perceive that there is an agreement based on what they see (or think they see). For this reason, AAPOS members should avoid ambiguous situations. For example:

Members should use caution in discussing whether the practices of a particular member or other person (that is, an actual or potential competitor) are “unethical” or “anticompetitive” – this might be perceived as an attempt to unlawfully exclude someone from providing health care services.

Members should also be cautious in any group discussions about the safety, quality or efficacy of the products or services of other health care providers. This does not mean that members should avoid reasonable discussion and assessment of the safety or efficacy of technology, drugs,
devices – but the discussion should not sound like members will collectively refuse to refer business.

Members should not discuss the benefits of jointly withholding business from some firm or group of people, or discouraging others from doing business with one or more people. This, too, can very easily be misconstrued as a group boycott.

All American Association for Pediatric Ophthalmology and Strabismus meetings should be conducted in a manner consistent with these guidelines. Moreover, care should be taken to be able to demonstrate that members followed these guidelines in their meetings. For example, all meetings should follow written outlines or an agenda, and minutes should be prepared and preserved. Except for matters protected by the attorney-client privilege, all discussions conducted and all decisions reached at those meetings should be reflected in the minutes of those meetings. AAPOS representatives to other organizations should take reasonable steps to ensure that such organizations follow the same practice.

Statements made by individuals apparently acting on behalf of AAPOS are particularly dangerous. Such statements (e.g., issuing any statement on AAPOS letterhead or speaking at a conference without stating that the views expressed are solely your own) may be construed as demonstrating an unlawful agreement when in fact no agreement exists at all. AAPOS members should particularly refrain from statements suggesting they have agreed not to deal with a particular group of suppliers or competitors.

The antitrust laws do not prohibit AAPOS or its members from asking the legislature or other governmental bodies to establish rules affecting the profession, even if those rules when adopted may have some effects on competition – because petitioning the government is one of our fundamental rights and duties as citizens. But just because citizens can ask the government for something does not mean that they can “jump the gun” by agreeing to adopt the requested measure among themselves before the government acts. AAPOS members should be careful to ensure that their discussions do not look like a prohibited form of private agreement. AAPOS members should not use AAPOS’s name in connection with collective political action unless it has been approved by the AAPOS Board or an appropriate Board committee.

AAPOS members are strongly encouraged to consult with competent antitrust counsel before undertaking any collective activity that might have competitive implications. AAPOS members, especially those in leadership positions, may also benefit from attending antitrust compliance programs.
Committee Member Handbook
Mission Statement

*The mission of AAPOS is to promote the highest quality medical and surgical eye care worldwide for children and for adults with strabismus.*

American Association for Pediatric Ophthalmology & Strabismus
Mission Statement

VISION FOR THE FUTURE

- All children attain their maximum eye and vision health
- All children and adults with strabismus are optimally treated
- AAPOS serves as the principal resource for education and advocacy in the field of pediatric ophthalmology and strabismus
- AAPOS effectively serves the professional needs of its members
- Pediatric ophthalmologists are recognized as the leaders in achieving our vision

GOALS

1. Advocate for patients’ best interests
2. Advance for global pediatric eye care
3. Improve the public’s understanding of strabismus and pediatric eye health care
4. Provide comprehensive scientific and professional education
5. Assure an adequate supply of pediatric ophthalmologists
6. Advocate for members’ professional interests, including fair compensation
7. Communicate and collaborate effectively with organizations having shared interests
Committee Member Handbook

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B. AAPOS Representative to the AAP ............................................................................ 5 (28)
C. Guidelines for Committee Members .......................................................................... 6 (29)
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Board of Directors

Nine Voting Members:
President, Vice President, Vice President-Elect, Secretary-Treasurer, Secretary for Program,
Immediate Past-President, 3 Directors-At-Large
Terms of office: July 1 through June 30 of the following year.

One Non-voting Member:
AAPOS Councilor to the American Academy of Ophthalmology

The Executive Vice President is designated as the official board liaison/representative to the
AAP section on Ophthalmology. Responsibilities include attending the AAP Section on
Ophthalmology executive meeting at the AAO, AAP, or at the AAPOS annual meeting when the
AAP does not conflict with other AAPOS duties and responsibilities. If the Executive Vice
President is unable to attend, he/she will appoint another representative.
AAPOS Representative to the AAP
Approved 11.11.09

The AAPOS representative to the AAP Section Meeting will be the Executive Vice President. The AAP Ophthalmology Section head may be invited to the Board Meetings during the AAPOS and AAO Annual Meetings to present information of interest to both groups. He/she may also be invited to stay for the Council of Chairs meeting in the afternoon.
Guidelines for Committee Membership
Approved 06.15.11

- All committee members must be members of AAPOS.

- Consultants will be appointed on the basis of expertise that enables the individual to make a significant contribution to the committee. AAPOS membership is not a requirement for appointment as a consultant. Consultants are non-voting members of their committee.

- Each committee will include both a chairperson and a vice-chairperson.

- Committee membership will consist of the appropriate number of members necessary to fulfill the mission of the individual committee.

- Committee chairpersons, committee members and consultants are appointed for one year, with reappointment based on significant contributions to the committee.

- Committee chairpersons, committee members and consultants may be reappointed to serve a maximum of four one-year terms on a committee. Program Committee members may be reappointed to serve a maximum of three one-year terms on a committee. If a committee member is appointed as chairperson or vice-chairperson, that member is eligible to serve a maximum of an additional four years in those positions.

- The President, in consultation with committee chairperson as appropriate, will submit to the Board of Directors for approval a list of individuals to serve on their committee.

- Members will simultaneously serve on no more than two AAPOS committees.

- Term of membership is July 1 through June 30 of the following year for all committees except the Professional Education Committee. Term of membership for this committee is January 1 through December 30 of the following year.
Responsibilities of Committee Members

Each committee member should:

- Be receptive to the concerns, interests, and ideas of AAPOS members.

- Devote the time and effort required to accomplish the committee’s objectives.

- Attend all committee meetings and participate in all committee conference calls unless excused by the chairperson.

- Fulfill committee assignments on a timely basis.

- Provide assistance as requested by SF-AMS staff.

- The AAPOS Guidelines for the Avoidance of Inadvertent Anticompetitive Conduct must be reviewed and understood by all committee members.
General Information for Committee Chairpersons

- The committee chairperson should have a clear picture of the budget process.

- The committee chairperson should have a clear picture of how their committee relates to the vision and mission of AAPOS, CEF and other committees. The Chairperson will sit on a “Council of Committee Chairpersons” which will meet at both the AAO and AAPOS annual meetings.

- The committee chairperson should submit their annual (calendar year) budget upon request by the Secretary-Treasurer and no later than August of the prior calendar year.

- The committee chairperson should submit the committee report 6 weeks prior to the AAPOS Board meeting during the AAO Annual Meeting.

- The committee chairperson should submit the committee report 6 weeks prior to the AAPOS board meeting during the AAPOS Annual Meeting.

- Minutes of committee meetings (whether by conference call or other source) are due within one month following the meeting.

- The committee chairperson will write articles for the AAPOS newsletter as requested.

- The committee chairperson is expected to present and discuss committee reports during the AAO and Annual AAPOS Board meeting, if necessary.

Committee meetings will be conducted in accordance with the latest edition of Robert’s *Rules of Order* for parliamentary procedure.
Board of Directors:
Term through July 2014
A. EVP: Christie L. Morse, MD - AAP Liaison
B. President: - Sharon F. Freedman, MD - Council of Committee Chairpersons
C. Vice President: - Sherwin J. Isenberg, MD - International Affairs
D. Vice President Elect: M. Edward Wilson, MD, Jr - Named Lectures (except Costenbader)
Corporate Relations
E. Secretary Treasurer: Katherine A. Lee, MD, PhD - Finance and Audit
F. Past President: K. David Epley, MD - Bylaws and Rules, Nominating, Online Media, Young Ophthalmology
G. Secretary for Program Annual Meeting and AAO Sub-day: Stephen P. Christiansen- Program and Costenbader
H. Director at Large: Derek T. Sprunger, MD - Legislative, Inter-organizational Relations and Public Information
I. Director at Large: Mohamad S. Jaafar, MD - Vision Screening and Socioeconomic
J. Director at Large: R. Michael Siatkowski, MD - Fellowship Training and Compliance, Research and Professional Education
L. Children’s Eye Foundation Representative: George R. Beauchamp, MD
AAPOS Honor Points
Approved 08.10.11

AAPOS uses Honor Points to recognize members who have contributed to its mission. SF-AMS records the Honor points for the current year and presents the names of those who have sufficient points for an Award to the Board of Directors for approval at the January Board of Directors meeting. One point is awarded for effective participation, up to a maximum of 3 points/year. The Awards include the following and are presented at the Annual Meeting.

<table>
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<th>Award</th>
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<tr>
<td>Honor Award</td>
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<td>Lifetime Achievement Award</td>
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The areas in which a member may receive an Honor Point are given below.

Participation in the Annual Meeting with points recorded after the meeting. The Scientific Program Coordinator provides a list of participants at the Annual Meeting and SF-AMS records the Honor Point.

- Presenters and all authors of scientific papers
- Discussants of papers
- All workshop/symposium presenters
- Presenters and all authors of posters
- The annual meeting program coordinator

Participation in the organizational structure of AAPOS and its Foundation, with recommendations solicited every June.

- Participation as a committee chair
- Participation as a committee member if the committee chairs deems the member’s contributions appropriate for an Honor Point (excluding Interorganizational Relations Committee if role is duplicate role (ie Chair of Committee)- participants in this committee are not awarded honor points)
- Participation on the Board of Directors (BOD), if approved by the President and the Executive Vice President (EVP)
- Participation as Executive Vice President of AAPOS
- Participation on a task force appointed by the president of AAPOS
- Participation as representatives to other organizations, if approved by the BOD (after consultation with the EVP)
  - Councilor to the American Academy of Ophthalmology
  - Liaison to the Section on Ophthalmology of the AAP
  - Representative to the American Orthoptic Council (AOC)
- Editor-in-Chief of the *Journal of AAPOS*
  - Participation on the *Journal of AAPOS* Editorial Board and Associate Editors if the Editor-in-Chief deems the member’s contributions deserving of an Honor Point
  - Participation on the CEF Board of Directors if the Chairmen of the CEF Board deems the member’s contribution as appropriate for an Honor Point

Other forms of participation deserving of an Honor Point

- Presentation of a lecture re: pediatric ophthalmology and/or strabismus to school nurses, upon submission of an agenda, program or similar documentation to the SF-AMS office
- Participation in other activities as approved by the AAPOS Board of Directors
- Presentation at an AAPOS supported International Symposium
AAPOS Board Review of AAPOS Policy Statements
Approved 12.04.05

- Performed in 3 year cycles

- Initial Policy is reviewed by the appropriate AAPOS committee, where appropriate edits and updates are made.

- Reviews performed prior to the AAO annual meeting.

- The reviewing committee sends the policy to the Board of Directors for final approval 1 month prior to the AAO annual meeting.

- All policies are reviewed on the same cycle as the year of the incoming Secretary-Treasurer of AAPOS, i.e. 2007, 2010, 2013 etc.
AAPOS Councilor to the American Academy of Ophthalmology (AAO)
Approved 03.09.06

**Duties:**
The Councilor provides periodic written reports detailing the major concerns and actions of AAPOS to the AAO, and represents the position of the AAPOS Board of Directors at meetings of the Council of the AAO on questions of mutual concern to both organizations. The AAPOS Councilor to the AAO is a non-voting member of the AAPOS Board of Directors.

**Process:**
The Councilor is proposed by the AAPOS Nominating Committee during appropriate years, approved by the AAPOS Board of Directors with final approval by the voting members of AAPOS.

**Term:**
The Councilor serves a term of three years and is eligible for a second term of three years if nominated and approved by the AAPOS Board of Directors and voting members.

**Reimbursement:**
The Councilor is reimbursed by AAPOS only for Mid-Year Forum registration fees. By present AAO policies, other expenses of the Councilor are covered by the American Academy of Ophthalmology. If additional unforeseen expenses are incurred by the AAPOS Councilor, those expenses will also be reimbursed by AAPOS.

**Alternate Councilor:**
The AAPOS Board of Directors, at its discretion, may appoint an alternate Councilor when necessary.
Annual Meeting Policies

Program Committee
Approved 06.15.11

Mission Statement:
The purpose and responsibility of this committee is to facilitate and coordinate the scientific program for the AAPOS annual meeting, for AAPOS-sponsored symposia, for AAPOS International Meetings, and for the Pediatric Subspecialty Day held at the annual AAO meeting.

Recruitment Process for Committee Members:
The Secretary for Program will comprise a list of potential Program Committee members based upon the needs of the committee with respect to practice emphasis area, type of practice, prior experience in research performance/evaluation, and geographic and demographic diversity. This group of potential committee members will be submitted to the BOD and EVP on an annual basis for discussion, modification, and approval. The Program Committee members may be reappointed annually to serve a maximum of three one-year terms on the committee. The Program Committee may have sub-committees to aid in planning specific meetings and symposia, and this sub-committee will follow the same recruitment rules as the Program Committee.
Requests for Committee Meeting Space
Approved 07.13.2011

Using an online application called FORMSTACK, the Client Services Coordinator of AAPOS creates and distributes the electronic link of the committee meeting space request form to committee chairpersons. The form includes:

Name of Committee Group

Contact Person

Phone

Email

Available Dates and Times

Additional Requirements:
Continental Breakfast
Boxed Lunch
Dinner
AM Refreshment Break
PM Refreshment Break
Coffee Break
Audio Visual

The Client Services Coordinator of AAPOS works with the SF AMS Meetings Manager to schedule and confirm meetings with committee chairpersons. Meeting requests are sent to committee chairpersons at least four months in advance of the AAPOS and AAO annual meetings. The Clients Services Coordinator will send a confirmation to the entire committee with a request to RSVP to the chair.
Extra Meeting Requests during the AAPOS Annual Meeting
Approved 11.09.05

- Meeting space will be provided at no charge to organizations that request it, if space is available and there is no expense incurred by AAPOS. Any food and beverage used during such a meeting would be included with the AAPOS food and beverage hotel guarantee.

- AAPOS discourages meetings by any groups during the scientific sessions, poster sessions, workshops, or the opening or closing reception events. If a group chooses to meet during any of the above times, that meeting will in no way be advertised by AAPOS.

- If an AAPOS committee requests a meeting in addition to their one scheduled meeting, it will only be allowed if within the budget of that committee.

- If an organization (for profit or non-profit) wishes to put on a scientific symposia, then the content will be approved by the program committee of AAPOS. An appropriate fee for the meeting space will be charged by AAPOS to that organization.
Annual Meeting Concessions
Approved 11.11.09

Contracts negotiated by AMS will contain as many room concessions (complimentary rooms/upgrades) as allowed by the hotel.

Concession assignments (including complimentary suites/rooms, airport transfers) will be made by the AMS meeting planner in conjunction with the EVP of AAPOS.

It is not feasible to divide a complimentary room concession among >1 individuals (e.g., upgrade of 5 nights cannot be assigned to one person for 3 nights and for 2 nights to another).

The rooms assigned as complimentary according to filled room block (e.g., 1 night/50 rooms booked) will be used for meeting guests.

Guidelines for assigning concessions:

• The President gets a complimentary suite

• The Program Chair gets a complimentary suite if available

Then the concessions (complimentary rooms/suites or upgraded room/suites at group rate; airport transports, etc.) for room upgrades at ROH rate are assigned in the following order:

• Secretary-Treasurer

• Immediate Past President

• Vice President

• Vice President-Elect

• Executive Vice President

• Director at Large who has been on the Board for three years

• Director at Large who has been on the Board for two years

• Director at Large who has been on the Board for one year

• Councilor to AAO
### Named Invited Lectures

Approved 06.14.06

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‡Parks selection committee is comprised of Vice President of AAPOS (President at the time of the presentation), Chairperson of the AAPOS Program Committee, Costenbader Society President

**Any invitation to present a workshop is extended at the discretion of the Program Committee Chair with consultation with his/her committee as needed.

†Split 50-50.

The Apt Lecture is supported completely by the Section on Ophthalmology, American Academy of Pediatrics. They do have episodic corporate support. Contact is the Manager, Committees and Sections at AAP.
The Costenbader Society President Conducts the Introduction of the Marshall M. Parks Lecture and the AAPOS President conducts the award ceremony.
Disclosure and Resolution of Conflict of Interest Policy
Approved 11.15.2013

Policy
AAPOS ensures that all leaders, volunteers, staff, or any individuals in planning and production of AAPOS activities will disclose any and all potential conflict of interest and resolve them prior to the activity.

Procedure
The process for ensuring compliance with this policy applies a multi-step approach including prevention and monitoring/evaluation.

Identification
All individuals who are involved with planning activities must sign and submit a financial disclosure form prior to planning the activity. All financial relationships with any commercial interest must be disclosed. Individuals subject to this requirement include, but are not limited to activity course directors and program chairs, planning committee members, faculty/speakers/presenters, authors, editors, expert reviewers, moderators, panel members, and AAPOS staff in position to control content. All financial disclosures must be provided through the AAPOS online disclosure form or in another pre-approved format. Relevant financial relationships must be disclosed to learners prior to the continuing education activity. Information provided in this manner includes the name of the individual, the name of the commercial interest, and the nature of the relationship the person has with the each commercial interest. Information that an individual has no relevant financial relationship must also be disclosed in advance to the learning audience.

Resolution
All faculty and non-faculty involved with the planning or instructing an activity who discloses a conflict of interest must resolve that conflict prior to the activity. Appropriate mechanisms for resolution will be identified by the planning committee and can include the following:

Non-Faculty Resolution
A non-faculty member e.g. staff, who has an identified conflict of interest will be asked to recues themselves from any discussion/decision making process where the conflict of interest would come into play.

Faculty Member Resolution
Peer Review: A faculty member with a conflict of interest must submit his/her work to a panel for peer review. Recommendations of the panel, as it related to conflict, must be taken. If the faculty member refuses the recommendation they will be asked to resign and a new faculty member will be appointed.
Or Evidence Based: Material to be presented must be the best available evidence in the literature, supported by the grade or level of that evidence and by identifying the conclusions that the evidence is supports.

Or
Other methods deemed appropriate by AAPOS.

**Refusal to Disclose**

*Non-Faculty*
If a non-faculty member refuses to disclose conflicts of interest then that person will be asked to step down from the position requiring disclosure of conflicts of interest.

*Faculty Member*
If a faculty member refuses to disclose they will be replaced and not considered to present until such disclosures are made.

**Additional Information**
Additional information may be requested of faculty/non-faculty to assist in the resolution of conflict of interest. Resolution of the conflict of interest must also be disclosed to the audience to the audience in advance.

**Off-Label Disclosure**
In addition, all faculty members are required to disclose to learners off-label and/or investigational use of a product and any limitations on the information presented, including preliminary data, anecdotal evidence or unsupported opinion.

**Evaluation/Monitoring for Bias**
CME activity participants are surveyed about perceived commercial bias as part of the post-activity evaluation.
Moderator’s Responsibilities
Approved 06.06.12

- Meet 15 minutes before your scheduled time to decide seating arrangements, to touch base with the AV person, and to review the use of the timed warning light system.

- A moderator table is adjacent to the podium.

- Maintain the general time schedule for the session in order that the overall program remains on track with the times published in the program.

- Invite speakers publically to sit at the moderator table prior to their individual talk.

- Make appropriate announcements at the beginning of the session.

- Provide each speaker with instructions regarding slide initiation and advancement, utilization of the mouse pointer and the warning light system.

- Introduce the speakers at the session or symposium. This introduction should be made from the microphone at the moderator’s table. The preferred format is:

"The next paper, (complete name of paper), will be presented by Dr. (or appropriate title) (full name)" on behalf of co-authors (last names of co-authors).

Or

"The previous paper will be discussed by Dr. (discussant’s name)."

- Set the warning light system to time the speaker's presentation.

- Should a speaker talk more than 1 minute past his or her allotted time, stand next to speaker and emphasize the need to finish quickly.

- Moderate the panel discussion session as necessary to keep within the allotted time. Give each speaker whose talk was discussed a chance to respond to that discussion. Take questions from the audience that are relevant to the presentation. Please familiarize yourself with each paper in your session, so that you can provide a question if there are not enough of them from the audience.
Timed Warning Light
Approved 06.06.12

The warning light has three color display panels:

- **green (talk):** This remains on from the start of the presentation until two minutes remain.
- **yellow (sum-up):** This is displayed during the closing two minutes of the presentation.
- **Red flashing (close, stop):** This is displayed at the conclusion of the assigned time until the timer sequence is interrupted by the chairperson or presiding officer.

The timer is equipped with:

- Time display panel.
- 3 buttons for setting the desired minutes.
- Button for clearing the time display on the panel.
- Button to repeat (display the same time as use for the preceding presentation).
- Green, yellow and red signal lights corresponding to the display of the warning light on the speaker's lectern.
- Buttons to set the method of signaling by the red stop (blinking light or beeping sound) (should be set in the position for the blinking light).

To operate the timer device:

- Push the clear button so that it reads 0 on the timer display panel.
- Set the described time assigned for the presentation by pushing the appropriate button under the units for minutes.
- Set the switch for sum-up at two minutes.
- Set the switch for the red close signal to blink.
- As soon as the speaker begins the presentation, push start button.
- At the conclusion of the presentation, press stop, then reset to use the same time sequence.
- If the next presentation has a different duration, push the clear button, set desired time and activate the start button at the start of the presentation.
Annual Meeting Duplicate Journal Submissions

Presenting and Senior authors will be considered in violation of AAPOS policy if any of the following occur:

- The manuscript is not submitted online prior to the platform presentation.
- An incomplete manuscript is submitted.
- The Editor-in-Chief determines that a submitted article is so poorly written that it was submitted in a form intended to preclude acceptance.
- A significant portion of the data in the submitted manuscript has been published previously in a "tabloid" publication.
- A manuscript has been or will be submitted simultaneously to a peer-reviewed journal.
- A manuscript is submitted that does not have necessary releases from prior copyright restrictions.
- A manuscript is submitted without Institutional Review Board approval of the study.

Individual exceptions to the simultaneous submission policy may be considered for articles that will be submitted to non-peer-reviewed transactions publications.

AAPOS must be notified of this duplicate submission at the time the abstract is submitted, or the authors will be considered in violation of AAPOS policy as noted above. Both the Presenting and Senior authors in violation of this policy will not be listed in any part of the AAPOS meeting program for 2 years after the first occurrence and 6 years after any subsequent occurrence.
CME Violations

When a potential violation of ACCME rules occurs during a CME-generating activity at an annual AAPOS meeting, the Secretary for Program, if he/she has not personally witnessed the violation, will initiate an investigation into the occurrence by speaking with selected members of the audience, as well as the speaker(s) charged with the violation. The Secretary for Program may require consultation with the CME-accrediting body to determine if a violation has occurred. If it is determined that a violation exists, the Program Secretary will communicate directly with the offender to educate him/her on the nature of the violation, review ACCME rules, and issue a warning that potential penalties for future violations may include inability to present at future meetings. Copies of all communication in this regard will be filed with the CME accrediting body.

If an individual commits a second violation, the Secretary for Program will convene the Program Committee to review the details of both violations and to issue a recommendation to the AAPOS BOD regarding an appropriate penalty for the individual. The AAPOS BOD may accept, deny, or modify the Program Committee recommendations. The Secretary for Program [or in combination with AAPOS president] will then communicate this final decision to the offending individual.
**Guidelines for Ordering Mailing Labels**

Approved 11.09.05

American Association for Pediatric Ophthalmology
and Strabismus

GUIDELINES FOR ORDERING MAILING LABELS

The American Association for Pediatric Ophthalmology and Strabismus (AAPOS) is comprised of approximately 1300+ members residing in the United States and abroad. Mailing labels are available for purchase on a one-time usage basis. Additional information regarding mailing label orders appears below.

**Advance Planning:** Although most orders are shipped within less than two weeks, there are specific times during the year when AAPOS must adhere to its policy of 4-6 weeks for delivery.

**Placing an Order:** Orders can be placed by telephone, fax, e-mail or by written order. The order will be placed immediately, but will not be shipped until both the sample mailer and payment are received at the AAPOS San Francisco headquarters office.

**Fee Structure:** The fee structure is outlined below. Payment must be received prior to shipment of the order.

- $200/per set – Non- or Not-for-Profit
- $800/per set – For Profit

**AAPOS Members:** Mailing Labels will be supplied to AAPOS members at no cost for use in practice announcements, studies or general information (approval is required).

**Review of Mailer:** A sample of the intended mailer must be approved by AAPOS prior to release of the mailing labels. Please forward a sample as soon as possible to expedite your order. An AAPOS staff member will contact you if there are any concerns regarding the mailer.

**Label Selections:** Pressure sensitive or Electronic file (e-file), sorted alphabetically or by zip code. There is no price reduction for partial orders.

**Shipment:** Pressure sensitive label orders will be shipped via first-class mail. Overnight mail shipments can be accommodated only if the purchaser provides AAPOS with a Fed Ex account number or a credit card to cover the mailing costs. E-files will be sent in a spreadsheet format to the indicated e-mail address.

Questions regarding this information should be directed to AAPOS at the address and phone number listed below.

*AAPOS's mailing labels and e-files are licensed for one time use. Any other or additional use constitutes copyright infringement.* P.O. Box 193832 • San Francisco, CA 94119-3832 • (415) 561-8505 • FAX (415) 561-8531 • aapos@aoa.org
American Association for Pediatric Ophthalmology and Strabismus

Name: ____________________________________________
Company/Institution: ____________________________________________
Phone #: ____________________________________________
E-Mail: ____________________________________________

Labels For: □-All Members □-Physicians Only (All-includes Int’ls)
□-Physicians Only (US and Canada) □-All Annual Meeting Pre-Registrants
Label Format: □-First Class Mail (no charge)
□-Fed Ex (charged to recipient’s account)
□-Priority Overnight □-Standard Overnight □-2 Day
Shipping: (Although most pressure sensitive label orders are shipped within less than two weeks, there are specific times during the year when AAPOS must adhere to its policy of 4-6 weeks for delivery.)
□-3-up Pressure Sensitive (peel-off)
□-Electronic File (e-file, Excel spreadsheet)
□-Alphabetical Order
Sort Order: □-First Class Mail (no charge)
□-Fed Ex (charged to recipient’s account)
□-Priority Overnight □-Standard Overnight □-2 Day

Exp. Date ____________________________________________
Method of Payment:
□-Check payable to: AAPOS
$200 per set – Non- OR Not-for-Profit
$800 per set – For Profit
□-Visa □-MasterCard
CC# ____________________________ Exp. Date ____________________________
Cardholder Name: ____________________________________________
Ship Labels To:
Name: ____________________________________________
Address: ____________________________________________
City/State/Zip: ____________________________________________
Phone #: ____________________________________________
E-Mail: ____________________________________________

Be sure to enclose the following when placing your order:
✓-Completed Order Form ✓-Payment ✓ Copy of your Mailing Piece
Send to: AAPOS Coordinator • P.O. Box 193832 • San Francisco, CA 94119
(415) 561-8505 FAX: (415) 561-8531 aapos@aaao.org
Media Attendance at AAPOS Annual Meeting
Approved 04.11.12

Periodically, SF-AMS receives requests from journalists to attend and provide coverage at the AAPOS Annual Meeting.

Procedure:
Upon receiving a written request from a journalist, SF-AMS will verify their policy on allowing the interviewee final written review prior to publication. SF-AMS will forward the request, with final written review policy verification, to the Executive Vice President.

After approval by the Executive Vice President, the request will be forwarded to the AAPOS Program Committee Chair and the Scientific Program Coordinator, for final approval. Upon arrival at the AAPOS Annual Meeting, the journalist will meet with the Program Committee Chair to review the program and reporting process.
American Orthoptic Council
Approved 05.12.10

AAPOS Contribution: $3000.00 per year

Use of Contribution:
• Helps to run this small organization which promotes the career of orthoptics
• Reviews site visits and accredits orthoptic programs
• Sets ethical and educational standards for orthoptists
• Certifies and recertifies orthoptists
• Reviews and approves courses for continuing education credits
• Offers a course at AAPOS as a workshop
• Organizes and sponsors the Sunday Night Symposium which is the combined symposium of the AAO/AACO and AOC at the Academy Meeting
• Acts in an advisory capacity to the AACO
• Prints informational brochures and videos, etc.

Annual Report:
• Written and submitted to AAPOS at the time of the AAO annual meeting
• Outlines the past year’s activities
• Outlines the roles played by the individual AAPOS representatives to AOC and any future plans or requests which would be of interest to AAPOS
AAPOS Representatives to AOC

Duties:
• AAPOS representatives provide one annual written report, detailing the major relevant actions of AAPOS, to the AOC, upon request by the administrator of the AOC, prior to the annual AOC meeting.

• Other duties include committee service as member or chair, supporting the certification and accreditation mission of the AOC, participating in certifying exams for the Orthoptic students, attending Council meetings, responding to AOC emails, participating in conference calls, and soliciting new Orthoptist memberships within AAPOS.

• The President of the AOC, or his/her designee, will provide one written report to the AAPOS Board of Directors by the deadline requested by the Association Management Services and/or four weeks following the annual AOC meeting.

Process of Appointment:
• Every year, the American Orthoptic Council will submit a list of three (3) proposed AAPOS member AOC representatives for every vacancy to the AAPOS Board of Directors by July 1 of the calendar year. The AAPOS Board of Directors will inform the American Orthoptic Council of the approved representatives by August 1 of the same calendar year.

• The AOC will be notified of the representatives approved by the AAPOS Board of Directors.

Term of Appointment:
• There are six AAPOS representatives to the AOC, three pediatric ophthalmologists and three certified orthoptists.

• The terms of each AAPOS representative are two years in length.

• Terms of each AAPOS representative begin upon approval by the AAPOS BOD, soon after the annual AOC meeting.

• A maximum of six appointments are allowed for a total of twelve years on the AOC as an AAPOS representative and must be re-appointed and approved by the AAPOS Board prior to the expiration of each term.

• The President of the AOC may request of the AAPOS Board of Directors the extension of an AAPOS representative term under special circumstances.

• The terms should be staggered with three terms beginning every year
Reimbursement:
• Reimbursement from AAPOS is provided for travel by the AAPOS representatives to the AOC, up to a maximum of $1000 per AAPOS representative. When travel, lodging, or meal reimbursement is appropriate, reimbursement will cover:
  • Economy airfare. Individuals traveling on AAPOS business are required to purchase tickets sufficiently in advance to take advantage of discount fares.
  • Standard lodging in a meeting hotel.
  • Per Diem of $42.00 for meals that are not arranged and paid for by AOC.

Alternate Representative:
• The AAPOS Board of Directors, at its discretion and with AOC Executive Council approval, may appoint an alternate Representative, as necessary when a representative is not able to fulfill their duties or complete their term.
Policy Regarding Reimbursement to AAPOS Members for Meeting Expenses
Approved 08.10.11

General Policy:
No reimbursement for travel, lodging, or meals will be made to any board member, committee chair or member, or any representative to other organizations when the meeting of that body takes place at the annual AAPOS meeting or the annual AAO meeting with the following exceptions:

- Lodging is provided for AAPOS president at annual AAPOS meeting.
- Lodging may be provided for AAPOS program chair and/or for AAPOS secretary-treasurer at annual AAPOS meeting.
- Negotiated hotel concessions may be allocated to AAPOS board members for the AAPOS annual meeting.

All of these individuals should understand when accepting their positions that they will be expected to attend these annual meetings at their own expense.

When travel, lodging, or meal reimbursement is appropriate, reimbursement will cover:

- Economy airfare. Individuals traveling on AAPOS business are required to purchase tickets sufficiently in advance to take advantage of discount fares.
- Standard lodging in a meeting hotel.
- Per diem of $42.00 for meals.

AAPOS representatives to other organizations:
AAO council meets two times per year, once at the annual AAO meeting and once at the AAO mid-year forum. The AAPOS councilor will be reimbursed by AAPOS only for the registration fee for the mid-year forum.

AAPOS representative to the AMA:
No reimbursement.

AAPOS representative to the AAP:
The AAPOS representative to the AAP will meet with the section of Ophthalmology AAP board annually at the AAP national meeting. The AAPOS representative will not be reimbursed for travel expenses if the AAPOS representative is a member of the AAP section board.

AAPOS members on AOC:
Reimbursement from AAPOS is provided for the AAPOS representatives to the AOC, up to a maximum of $1000 per AAPOS representative.
AAPOS representative to the AUPO Fellowship Compliance Committee (AUPO FCC):
The AAPOS representative to the AUPO FCC should preferably be a Residency Program Director or Chair of Department. If the representative is a Program Director or Chair (and would be expected to attend the annual AUPO meeting) the expenses of the AUPO meeting would be an expense of that Department. If an additional night’s stay is required specifically for AAPOS business, the standard hotel expense for the additional night and meal per diem for one day is reimbursable from AAPOS.

If the AAPOS representative to the AUPO FCC is not a Program Director or Chair of a Department, AAPOS will reimburse the AAPOS representative for travel, lodging, and meals, in accordance with this policy, only for the following two meetings:

- AUPO Annual Meeting
- AUPO FCC meeting at ARVO (one night lodging)

AAPOS representative to the AAO Performance Measure Development Workgroup:
This group meets twice per year, once at the AAO annual meeting and once at the AAO Mid Year Forum. The AAPOS representatives will be reimbursed for airfare and hotel and will be allowed per diem for meals during the Mid Year Forum only.
Instructions: The following payments will be paid on a quarterly basis:

- Salary and Benefits
- Operating Expenses
- Stipend for Editor-In-Chief
- Children’s Hospital Ophthalmology Foundation
- Lock Box Address (TBD)
- Travel and Miscellaneous requires the completion of an AAPOS non-employee reimbursement form

All payments will be processed automatically through SF-AMS accounting at the end of the quarter.

Payment schedule is provided by the editorial office upon approval of their budget.

All checks amounts over $5,000.00 will be sent be via email consent approval with all backup documentation in a PDF format to the treasurer of AAPOS for the required approval before processing.

Finances and Reports

I. The Editor-in-Chief shall submit an annual budget to the Board of AAPOS two months prior to the fall meeting at the Academy for approval by the Board.

II. The Editor-in-Chief shall provide a written progress report to the Board’s the fall and spring meetings for review.
Editorial Board Policies for the Journal of the American Association for Pediatric Ophthalmology and Strabismus
Approved 05.14.08

Mission Statement:
The mission of the Journal of AAPOS Editorial Board is to publish the highest caliber research and clinical information of relevance to AAPOS members, physicians, researchers, and healthcare workers worldwide.

Overview:
The Journal of AAPOS publishes original clinical and experimental research that has undergone a rigorous peer-review process. Articles and case reports published in the journal reflect important research and clinical information. Other published materials, including editorials and letters, serve as an open forum for specialists to further enhance the necessary dialog to promote academic and innovative approaches to the discipline of pediatric ophthalmology and strabismus. Information is distributed by publication in the printed and online versions of the Journal of AAPOS.
Composition of the Editorial Board

I. Editor-in-Chief
   a. Qualifications
      i. Current or former member of the Editorial Board
      ii. Member in good standing of AAPOS
   b. Selection
      i. The Editor-in-Chief is selected by a vote of all current and former members of
         the Editorial Board, hereinafter referred to as “voting members.”
      ii. At least six months prior to the end of his or her term, the Editor-in-Chief
         shall contact all voting members requesting permission to place each voting
         member’s name on the ballot. Voting members who have previously served as
         Editor-in-Chief shall not be eligible to be placed on the ballot.
      iii. The ballot is sent to all voting members, who are asked to vote for five
           candidates (non-ranked).
      iv. The ten individuals with the largest number of votes are reviewed by the
          Executive Committee of the Editorial Board. If there are fewer than ten
          eligible individuals, all of these shall be reviewed. Any of the nominees may
          be removed from the ballot by a majority vote of the Executive Committee.
      v. The Editor-in-Chief shall contact the remaining individuals on the ballot to
         confirm their stated interest in serving as Editor-in-Chief.
      vi. A ballot containing the names of these ten or fewer individuals is sent to all
          voting members, who are asked to vote for two candidates (non-ranked). In
          the event more than two candidates have an equal number of votes, additional
          ballots shall determine the top two candidates.
      vii. The two candidates receiving the most votes shall prepare a vision statement
           that is circulated to the voting members, who shall vote for one of these
           candidates. If only one candidate has been identified under subsection (1) (b)
           (7), this step is not required.
      viii. The individual receiving more votes shall be designated the Editor-In-Chief
           after approval by the Board of Directors of AAPOS. In the event of a tie,
           additional ballots shall be taken until one candidate prevails.

   c. Term:
      i. The Editor-in-Chief’s term of office is 3 years renewable for a second 3 year
         term at the discretion of the AAPOS Board.
      ii. The AAPOS Board of Directors must decide prior to the Editor-in-Chief’s
          completion of 2.5 years in office whether to offer the current Editor a second
          term.
      iii. The term limit for the Editor-in-Chief is 2 terms encompassing a total of 6
           years.
      iv. All terms will begin on July 1 and end on June 30th of the appropriate year.
         If, during a term, the Editor-in-Chief can or will no longer serve, the AAPOS
         Board of Directors will appoint a current or former member of the Editorial
Board as Acting Editor-in-Chief regardless of prior term limits. The Acting Editor-in-Chief will then immediately initiate the process to select a new editor. The Acting Editor-in-Chief may be listed as a candidate unless he or she has already exceeded the term limit due to prior service.

d. Duties:
i. The Editor-in-Chief determines the composition and size of the Editorial Board, according to the guidelines noted below.
ii. The Editor-in-Chief may appoint one member to the position of Senior Associate Editor and one or more members to the position of Associate Editor and/or Assistant Editor.
iii. The Editor-in-Chief may appoint up to 3 members who are not AAPOS members as needed for programmatic reasons.
iv. The Editor-in-Chief reports to the Board of Directors of AAPOS and supplies reports as designated in the “Finances and Reports” policy herein.

II. Senior Associate Editor
a. Requirements
i. Member in good standing of AAPOS
b. Selection
i. Selected by the Editor-in-Chief and approved by the Board of Directors of AAPOS
c. Term
i. The term limit for the Senior Associate Editor is 2 terms encompassing a total of 6 years.
ii. Time served as Senior Associate Editor does not accumulate toward the term limit of Editorial Board service.
iii. All terms will begin on July 1 and end on June 30th of the appropriate year.
iv. Duties - The Senior Associate Editor acts as an Associate Editor and in addition handles any manuscript or decision if it is determined that there may appear to be a conflict of interest if that manuscript is handled by the Editor-in-Chief.

III. Associate Editors
a. Requirements
i. Member in good standing of AAPOS,
ii. Associate Editors MUST be serving or have served as Editorial Board members
b. Selection
i. Selected by the Editor-in-Chief and are approved by the Board of Directors of AAPOS.
c. Term
i. The term of the Associate Editor is 1 year, renewable for up to 6 years.
ii. Time served as Associate Editor does not accumulate toward the term limit of Editorial Board service.
iii. All terms will begin and end at the same time as other committee appointments (July 1 to June 30th).
d. Duties
i. The Associate Editor(s) will assist the Editor-in-Chief by assigning reviewers, reconciling reviews, and making manuscript decisions subject to final approval by the Editor-in-Chief.

ii. Associate Editors do not simultaneously serve as reviewers for J AAPOS

iii. Associate Editors have full committee privileges, including the right to vote at committee meetings

IV. Editorial Board Members

a. Requirements
i. AAPOS member in good standing.

b. Selection
i. Members are selected by the Editor-in-Chief and are approved by the Board of Directors of AAPOS.

c. Term
i. Term is 1 year, renewable for up to 9 years.
ii. At the end of each term, the Editor-in-Chief will decide whether or not to reappoint the member.
iii. If any member leaves office within a term for any reason, the Editor-in-Chief may appoint a replacement, which must be approved by the AAPOS Board of Directors

iv. All terms will begin and end at the same time as other committee appointments (July 1 to June 30th)

d. Duties
i. Editorial Board Members provide peer-review of manuscripts as assigned by the Editor-in-Chief or Associate Editors. In most cases, it is suggested that manuscripts submitted to J AAPOS should be reviewed by at least one Editorial Board Member (or the Editor Emeritus). The Editor-in-Chief or Associate Editor may make exceptions to this guideline on an as-needed basis. Editorial Board Members serve as voting members of the Editorial Committee, and they are encouraged to attend the annual Editorial Committee meeting at the annual AAPOS meeting.

V. Editor Emeritus

a. Requirements
i. Member in good standing of AAPOS

b. Selection
i. The retiring Editor-in-Chief will serve on the Editorial Committee/Board as Editor Emeritus

c. Term
i. The term limit is 6 years.
ii. All terms will begin and end at the same time as other committee appointments (July 1 to June 30th)

iii. 

d. Duties
i. The Editor Emeritus will have full committee privileges, including the right to vote at committee meetings

VI. Executive Committee
a. The Editor-in-Chief, Senior Associate Editor, and Associate Editors constitute an Executive Subcommittee of the Editorial Committee; this committee may convene as needed to handle specific decisions of relevance to the Journal where full approval of the Editorial Board or AAPOS Board is not required.
Obituaries

I. For all obituaries, the Editor-in-Chief will ask an appropriate colleague to submit an obituary to J AAPOS.

II. All obituaries will be published in the December issue of J AAPOS.

III. Past Presidents, past Costenbader lecturers, past Editors-in-Chief, past Secretary-Treasurers, and past Program Chairs receive a one page treatment with photograph. The submission may need to be further edited after it is typeset to assure that the one page limit is met.

IV. Other members (all member categories) receive 1/2 page (approximately 100 words) with photograph.

V. If no obituary is submitted by a member/colleague, information will be compiled by the AAPOS office staff and forwarded to J AAPOS. The one-paragraph obituary will be written by a member of the editorial board.

VI. Exceptions: Some members have significantly contributed to AAPOS but have not qualified for full-page treatment according to the above criteria. A committee composed of the Editor-in-Chief, President-elect designate, and first year Director-at-Large will make a final determination for these exceptional members.

VII. J AAPOS will have no obligation to seek out knowledge of member deaths.
Audit Committee
Approved 04.14.10

Organization:
The Committee assists the Board in fulfilling its responsibility for oversight of the quality and integrity of the accounting, auditing, internal control and financial reporting practices of AAPOS.

The membership of the Committee shall consist of at least three individuals, who are each free of any relationship that, in the opinion of the Board, may interfere with such member’s individual exercise of independent judgment. The Committee shall maintain free and open communication with the independent auditors, who are contracted with SF-AMS. Committee members are appointed by the AAPOS president for a one year term.

One member of the Committee shall be appointed as chair. The chair shall be responsible for leadership of the Committee, including scheduling and presiding over meetings, preparing agendas, and making regular reports to the Board. The chair of the Audit Committee will be an ex officio member of the AAPOS Finance Committee.

The Committee shall meet at least once a year, or more frequently as the Committee considers necessary. At least once each year the Committee shall have a private meeting with the independent auditor’s management.

Responsibilities of the Audit Committee:

- Obtain annually from the independent auditors a statement describing all relationships between the auditors and AAPOS;
- Review the audited financial statements and discuss them with management and the independent auditors;
- Provide the auditors full access to the Committee and the Board, and to report on any and all appropriate matters.
- Review audit fees with SF-AMS;
- Address any and all management comments identified by the independent auditors;
- Oversee the reliability of financial reporting including effectiveness of internal controls over financial reporting;
- Review and discuss the annual financial statements and determine whether they are complete and consistent with operational and other information known to Committee members;
- Understand significant risks and exposures and management’s response to minimize the risks;
- Understand the audit scope
Responsibilities of American Academy Ophthalmology (AAO) and SF-AMS:

- Properly record transactions in the accounting records, establish and maintain internal controls sufficient to permit the preparation of financial statements in conformity with Generally Accepted Accounting Principles (GAAP);
- Prepare the financial statements;
- Make available to the auditors, on a timely basis, all of AAPOS’s original accounting records and related information and AAO & SF-AMS personnel to whom they may direct inquiries;
- Provide written representations to the auditor regarding the financial statements and the effectiveness of internal controls over financial reporting.

Responsibilities of the Auditors:

- Confirm expectations with the Audit Committee and managements;
- Conduct the audit in accordance with auditing standards generally accepted in the United States;
- Meet with the Audit Committee to communicate matters required by processional standards and other matters of interest;
- Support the Audit Committee's fiduciary responsibility to ensure the effectiveness of internal controls. Provide observations regarding key business practices and recommendations for improving internal controls;
- Discuss issues and concerns with management as they arise. Report significant matters as soon as they are confirmed;
- Provide management with proactive accounting and regulatory technical advice and provide timely access to accounting and reporting experts to address unusual and non-routine items;
- Provide an accessible, experienced team with appropriate industry and technical expertise.

AAPOS Audit Committee Procedure:
AAO accounting staff communicates regularly throughout the year with the audit partner at the designated audit firm for the AAPOS audits. New accounting pronouncements, specific accounting treatment for more complex transactions (i.e. the Elsevier Journal agreement) and the timing of the fiscal year-end audits are discussed.

During January, February and early March of the year, AAO accounting staff begin the year-end closing process.

- All accounts payable and accounts receivable transactions processed during this time are reviewed to ensure that revenue and expense is being recorded in the proper fiscal year.
- Bank and investment year-end audit confirmations are prepared by AAO staff and forwarded to the audit company for independent mailing.
• AAO accounting staff prepares fiscal year-end audit schedules and investment roll-forwards in preparation for the annual audit.

• Draft fiscal year-end financial statements and footnotes are prepared for accounting staff and reviewed by AAO's Accounting Manager, Director of Finance, Chief Financial Officer and by the Client Services Manager and the Director of SF-AMS.

The auditors, generally two auditors and the audit partner are physically in the San Francisco office for two weeks at the end of March conducting audit field work. During the fieldwork, they review the various processing cycles for Accounts Payable, Accounts Receivable and the General Ledger/Financial Statements. They gain an understanding of Aapos's business cycles and obtain and review AAO's risk assessment and related internal controls. They evaluate the risk of material misstatement to the Financial Statements and perform tests of controls to evaluate results. They have already identified the following significant account and transaction cycles that will be tested thoroughly:

• Personify (database) transactions and reporting
• Membership (dues) income and deferred revenue
• Annual meeting income
• Net Assets and contributions
• Cash and cash equivalents
• Investments
• Accounts payable and disbursements
• Journal entries

During April, the audit company partners and concurring partners review the audit-format financial statements and footnotes and relay any further questions to AAO and SF-AMS staff for their responses. The audit company also communicates any findings or comments regarding the audit to AAO and SF-AMS staff for their response.

Prior to May 10th, the audit company provides AAO & SF-AMS staff the final bound audited financial statements along with their formal management comments of audit findings.

During this time, AAO staff begins to prepare the various schedules for AAPOS’s 990 tax return and forward the schedules to the tax department at the audit company for the preparation of the 990's. The draft version of the 990 tax return is prepared by the audit company and forwarded to AAO staff during the late Summer, early Fall for the AAPOS Board's review. The tax returns must be filed by 11/15 of each year.

During a date set in late May to mid-July, the AAPOS audit committee meets with AAO and SF-AMS staff to review the audited financial statements. After this initial meeting, the audit committee will meet with AAO, SF-AMS staff and with the audit partner from the audit company to again review the financial statements and receive the formal communication from the auditors.
Children’s Eye Foundation

Corporate Partnership Guidelines
Approved 09.14.05

The following details the policies and guidelines for all corporate and other support of AAPOS events and activities.

- No corporation or foundation will be formally solicited for corporate Support, partnership or other arrangement without prior approval from the AAPOS Board of Directors.
- All solicitation of partnerships or other endorsements will be presented in written format. A Board Member or agent of AAPOS shall not present an offer of Support or other partnership orally.
- Offers of Support or partnership for AAPOS activities will only be offered by an AAPOS authorized Board Member.
- Supporters and other partners may receive certain marketing benefits from the Board of AAPOS. These will be written and approved by the Board prior to presentation to any prospective or existing Supporters or partners.
- Corporate Supporters and or partners may be presented with certain acknowledgement and marketing opportunities depending on their levels of support: banners at conferences, display tables, video, and acknowledgement from the podium, table tents, napkins, use of logos, hand-outs or other giveaways, etc.
- Once terms of Support have been agreed upon, AAPOS will send a letter to the sponsor reconfirming the details and privileges presented to that sponsor.
- Supporter’s financial commitment must be received prior to any AAPOS event or activity the sponsor wishes to have a presence.
- Supporters and or other partners shall receive prompt thank you letters from the appropriate AAPOS members
- All policy-making decisions of AAPOS will be made without any influence from any corporate sponsor and or partner.
AAPOS/CEF Liaison Committee
Approved 05.10.06

The liaison between the AAPOS Board of Directors and the CEF Advisory Board will be maintained by the Immediate Past-President of AAPOS, President of AAPOS, and Vice-President of AAPOS as members of both boards. The chair of this group will be the Immediate Past-President.
Costenbader Lecture Committee
Approved 11.11.09

Mission Statement:
The Costenbader Lecture was established to honor Frank D. Costenbader, the founder of Pediatric Ophthalmology in North America, who dedicated his talents to obtaining recognition of this subspecialty and to training the next generation of pediatric ophthalmologists according to his ideals. Each year the AAPOS Costenbader Lecture Committee selects a distinguished Pediatric Ophthalmologist to deliver a major lecture on his or her research and experience in Pediatric Ophthalmology.

Timeline:
The Committee considers Costenbader Lecture candidates and forwards a first choice to the AAPOS Board of Directors prior to the Board meeting held during the Annual Meeting of the American Academy of Ophthalmology in the fall. The Board, in turn, informs the Committee of action taken on the suggested candidate. Once the BOD has finalized selection of the lecturer, the Secretary for Program will invite the lecturer and communicate to him/her details on lecture format and concessions.

Policy for assigning new Committee Chair:
The Costenbader lecture committee consists of six Active members of AAPOS who have been in that membership category for at least one year. One of these is the former Chair who functions as a Consultant and does not vote. Service on the Committee is renewable each year for a maximum of four consecutive years. One new Committee member is selected by the President of AAPOS each year, to replace a Committee member. The President of AAPOS also assigns the Chair of the Committee each year.
Draft Letter for Costenbader Lecturer
Approved 11.09.05

(Date)
Name/Address

RE: Costenbader Lecture, (insert date)

Dear (Name):
Congratulations on your selection by AAPOS to present the Costenbader Lecture at the (insert year) meeting in (insert location). This lecture will be given on the morning of (insert date). Your talk should be 25 minutes in length.

The meeting registration fee, guest registration, $1000 honorarium, airfare as well as four nights at the Westin Copley Place, are covered by AAPOS. You will need to submit the original receipts for airfare to the AAPOS office in San Francisco with a form that will be provided to you.

I will need an abstract of your talk by late November for the Program book so that it may be sent to the printer with all of the other abstracts for the meeting. We also need a photograph of you by that time, to be used in the Program book. Please send the title of your talk by Early November. Each of these items may be sent to Maria Schweers, the Scientific Program Coordinator at maschweers@mchsi.com.

I also need to know the name of the person whom you would like to introduce you for this lectureship. You can give me that name and I will invite that person, or you can make the invitation yourself. Let me know that he or she has agreed to do so. This person should have a copy of your CV to facilitate the lecture’s introduction. From this information, we will be able to list your introducer in the Program, and ask this person to also help furnish the write up that goes in the lectureship bio.

Finally, a manuscript should be submitted to the Journal of AAPOS. It will undergo editorial review. Questions regarding policy should be directed to (insert editor) about the date (he/she) would like to receive it, as well as any special format information. Please feel free to contact me, or any of the other meeting organizers, with questions. Thank you for your help and congratulations once again on this honor.

Sincerely,
(Insert Name)
Chair, Program Committee
Cc:  Ms. Maria Schweers  
810 NE Keystone Drive  
Ankeny, IA  50021  

(Insert Name/Contact Info for Editor, JAAPOS)  

AAPOS Administrative Office  
P.O. Box 193832  
San Francisco, CA  94119-3832
Draft Letter for Costenbader Lecturer
Approved 11.09.05

(Date)

(Name/Address)

Dear (       )

On behalf of the Board of Director’s of the American Association for Pediatric Ophthalmology and Strabismus (AAPOS), I want to congratulate you for being selected and thank you for accepting the honor of presenting the Costenbader Lecture at the AAPOS Annual Meeting to be held in (location) on (date). AAPOS will waive the registration fee for the meeting; provide four (4) nights in the meeting hotel, and a $1,000 honorarium.

The presentation is to be twenty five minutes on a subject of your choice, to be subsequently submitted to the Journal of AAPOS for consideration for publication.

The Program Chair will be sending you more details in the fall of (year prior to lecture).

Best Wishes,

(Insert name)

President AAPOS

Cc: (Program Committee Chair)
Fellowship Training Compliance Committee
Approved 09.17.07

Mission Statement:
The charge of this committee is to:

- Ensure that fellows training in AAPOS-approved fellowship programs meet the guidelines for training established by the Board of Directors and the membership and required by AAPOS for Active Membership.

- Ensure that fellows training in Association of University Professors of Ophthalmology Fellowship Compliance Committee (AUPO FCC) compliant fellowship programs in pediatric ophthalmology and strabismus receive training required to practice in this field as defined by the AAPOS Fellowship Training Guidelines (FTCC) and those of the AUPO FCC based upon up-to-date educational and technical requirements. Periodic changes may include but shall not be limited to new techniques and/or technology, new treatment methods, and new diagnostic modalities as well as requirements for number and type of surgical cases, number and type of educational activities including journal clubs, grand rounds presentations and other scientific activities. The Committee will be proactive in its approach in recommending changes.

- Recommend to the AAPOS Board of Directors the specific guidelines and any changes that the AUPO FCC will use in assessing compliance by fellowship programs.

- Act as a consultant to the AUPO FCC Review Committee when that committee requests interpretation of the Guidelines and review of other concerns that may arise.

The Chairperson will be one of AAPOS’s two representatives to the AUPO FCC Board of Managers, and will receive reimbursement for attending required meetings subject to AAPOS’s Reimbursement Policy. These meetings occur during the annual meeting of the AAO, AUPO, and ARVO. The immediate past Chairperson shall serve as a consultant member. The Committee shall meet face-to-face at least once each calendar year; typically this meeting will take place in the morning on the same day as the Board meeting, so the Chair can present proposed guideline changes to the Board during its afternoon session. The Chairperson will convene a meeting of the fellowship program directors during AAPOS’s Annual Meeting and report to them any proposed/enacted changes to the Guidelines used by the AUPO FCC Review Committee, and solicit comments and suggestions from the Directors.
Finance Committee
Approved 09.09.09

The AAPOS Finance Committee is structured to develop an enduring and stable base of financial expertise for the Association.

**STRUCTURE:**
Chair (appointed by the President/Board)
Vice-Chair (appointed by the President/Board)
Chair, Audit Committee (appointed by the President/Board)
Secretary-Treasurer (Elected)
Members-At-Large (appointed by the President/Board)

Ex-officio:
AAPOS President
AAPOS Vice President
AAPOS Vice President Elect
AAPOS Immediate Past President
EVP

Committee terms are one year, possible re-appointment for up to five (5) consecutive terms. Chair could have up to 3 additional years in that position alone, exceeding the 5-year limit. For the Finance Committee, the four ex-officio elected officers, as well as the EVP, have voting rights on the committee.
Investment Policy Statement, Asset Allocation Plan and Plan for Performance Measurement

Approved 11.07.2007
Revised 11.09.2011

I. Introduction
   A. The Board of Directors of AAPOS has fiduciary responsibility for the investment of funds used for running the operations of the association and for reserve (investment) accounts.
   B. The assets governed by this document are the funds of the association proper, specifically all funds not held in the operating account.
   C. The Finance Committee of AAPOS is charged with periodically and regularly reviewing the investment goals and performance of the association’s funds and making recommendations to the AAPOS Board of Directors regarding suggested changes in the investment policy. It is expected that this document will be both detailed enough to be useful, yet retain sufficient flexibility to be practical and enduring.
   D. Specifically, this document will:
      - Set forth an investment policy that is prudent, responsible and relatively easy to administer and follow.
      - Establish an allocation model
      - Describe policy guidelines for measurement of performance relative to accepted market indices.
      - Be a resource for the Board of Directors to assist in ongoing assessment of the investment activities of the association.

II. The Funds
   A. Financial Objectives of the Fund
      1. The objective of the reserve funds are to serve:
         a. to serve as a safety net to allow for ongoing operations of the association in case of unforeseen adverse financial events.
         b. As a source of organizational support. Funds in excess of the amount determined to be prudent for the safety net above, are available for use by the organization at the discretion of the Board.
      2. These financial objectives are intended to balance the needs of current and future members of the association.
      3. The investment goal for the funds is to earn inflation (CPI)-adjusted (real) total return of at least 5% per annum, net of fees over the long-term (rolling 10-year period). It is recognized that this long-term objective will require a significant investment in equity securities which will allow for an expected greater long-term rate of return, but at the expense of higher volatility and periods of short-term negative return.
Fund Diversification

1. The funds will be diversified both by asset class and within asset class. The purpose of diversification is to provide reasonable assurance that no single security or class of securities will have a disproportionate impact on the total funds. The fund’s asset allocation guidelines are summarized in Table 1. The finance committee, with approval of the Board of Directors, may change any of these guidelines at its discretion, but it is anticipated these changes will be infrequent.

2. The purposes of the equity investments are to provide long-term capital appreciation in order to facilitate the generation of growing spending capacity and to diversify the funds.

3. The Finance Committee shall ensure that the equity investments are diversified across different types of assets with return patterns that are expected to be not perfectly correlated (i.e., the returns of which do not always move “in tandem”).

   a. The equity portion will typically represent 70% of the fund’s assets.

4. The purposes of the fixed income investments are to provide a hedge against deflation and to help diversify the funds.

   a. The fixed income portion should normally represent 30% of the fund’s assets at market value.

5. Cash equivalents are maintained for short term investment while the funds are waiting further disposition and will be considered a part of the fixed income allocation.

C. Guidelines for the equity investments

1. The equity investments will generally be diversified among domestic stocks including large, mid and small caps, international developed market stocks, emerging markets and inflation – hedging assets, e.g. real estate, gold, etc.

2. The use of options and/or margin trading is prohibited.
D. Guidelines of the fixed income investments

1. The primary purpose of the fixed income investments is to provide a hedge against deflation and offer benefits of diversification.

2. To provide a hedge against an extended deflation, the fixed income investments should maintain a high credit quality, i.e. normally a weighted average credit rating of “AA” or better and never less than “A” as determined by nationally recognized rating agencies.

   It is expected that a large portion of fixed income funds will be allocated into diversified bond funds, but in no circumstance can more than 10% of the fixed income portfolio be invested in the securities of any single issuer except for the United States government.

3. Money Market Funds and other cash instruments will be considered part of the fixed income allocation.

E. Use of derivatives (except ETF’s) is prohibited. However, it is recognized that the Association has no discretion over security selection by certain commingled funds and when this is the case, this prohibition will not apply.

F. Performance measurement standards

1. The performance of the various portions of the total fund will be measured by appropriate benchmarks for that asset allocation. Specifically, the following benchmarks will apply:
   - US common stocks – Russell 1000 and Russell 2000
   - Foreign common stocks – MSCI EAFE and MSCI Emerging Markets
   - Real Estate – Wilshire Real Estate Securities Index
   - Fixed income – Barclay Aggregate Bond Index

G. Monitoring and rebalancing

1. The Finance Committee will normally review the funds’ asset allocation and performance at least annually in order to evaluate diversification and progress toward long-term objectives. While short-term results will be monitored, it is understood that the objectives for the funds are long term in nature and that progress toward
these objectives will be evaluated from a long-term prospective.

2. At least annually, the Finance Committee will review rebalancing activities. The Committee will re-balance asset allocation to the ranges set forth in table 1 by selling funds that have relatively out performed in favor of purchasing funds in relatively underperforming market sectors.

Table 1

<table>
<thead>
<tr>
<th>Equity Investments: 70%</th>
<th>Target</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Equities – Large Cap Growth</td>
<td>20% (of the total equity allocation)</td>
<td>15-25%</td>
</tr>
<tr>
<td>Domestic Equities – Large Cap Value</td>
<td>30%</td>
<td>20-40%</td>
</tr>
<tr>
<td>Domestic Equities – Small/Mid Cap Growth</td>
<td>12.5%</td>
<td>5-15%</td>
</tr>
<tr>
<td>Domestic Equities – Small/Mid Cap Value</td>
<td>7.5%</td>
<td>5-15%</td>
</tr>
<tr>
<td>International Equities</td>
<td>30%</td>
<td>25-35%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fixed Income: 30%</th>
<th>Target</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Term Bonds</td>
<td>50%</td>
<td>35-65%</td>
</tr>
<tr>
<td>Intermediate Term Bonds</td>
<td>30%</td>
<td>15-45%</td>
</tr>
<tr>
<td>Long Term Bonds</td>
<td>20%</td>
<td>10-30%</td>
</tr>
</tbody>
</table>

Note: Within equity investments the 1) allocation for the preceding year vs. target will be reviewed and 2) target for the next year will be set for the sub asset classes of real estate, natural resources/hard assets, developed International, and emerging markets on an annual basis.
Second Signature Policy
Approved 03.15.06

- Standard AAO policy requires a second signature for dollar amounts above $5,000.00
- Wells Fargo does not have a second signature limit instituted.
- AAPOS second signature policy requires a signature for dollar amounts over $5,000.00
- This will be adhered to and implemented by SF-AMS/AAO accounting departments.
AAPOS Account Overdraft Protection Policy
Approved 08.10.05

- AAPOS will maintain a minimum of $75,000 in their operating bank account.
- In the event that the minimum balance falls below $75,000, the AAPOS manager/finance department will notify the treasurer so that an appropriate amount could be drawn from the investment accounts.
- Enough money will be held in investment accounts to prevent overdraft.
Delinquent Dues Policy

- Dues are due January 1
- Dues become delinquent February 15
  - If you remit your payment after February 15 and are a Full, Charter, or Associate member, then a late fee of an additional $100 will be imposed and is payable.
  - If you remit your payment after February 15 and are an International, Orthoptist, or Candidate-in-Training member, then a late fee of an additional $25 is payable.
Surgical Scope Fund
Approved 07.22.09

The AAPOS BOD decides if AAPOS will make a donation to the AAO Surgical Scope Fund, and if so, the amount to be donated ($15,000 in 2007-09).

The donation is made in December to be credited to AAO in January.
International Affairs Committee  
Approved 11.09.05  

Mission Statement:  
To identify ways AAPOS might assist in improving the care of children’s eye problems internationally, to facilitate participation in AAPOS by our international members, and to identify other ways this group might share their skills and knowledge with AAPOS. The mission is also to serve as an informational conduit for pediatric/strabismus national/international organizations and to identify suggested names for the Knapp Lecturer for the year that it will occur.
International Affairs Committee International Fellow Travel Grant

Purpose:
The International Fellow Travel Grant is established in an effort to encourage broad international participation in the Annual Meeting of the American Association for Pediatric Ophthalmology and Strabismus by providing financial assistance for travel to the location of the AAPOS annual meeting.

Application Process:
The International Affairs Committee developed an application (attached) and appropriate content for posting on the AAPOS Web site.

The International Affairs Committee will submit the proposed e-blast text to the AAPOS Board of Directors for approval at least 10 months prior to the annual meeting.

The IAC will notify those writing letters of recommendations specifics for inclusion in the recommendation.

SF-AMS will electronically notify AAPOS members of the program and application which will be available with instructions on the AAPOS Website.

All applications and supporting documents will be returned to the chair of subcommittee of the International Affairs Committee of AAPOS for review.

All applicants are responsible for obtaining their individual recommendations.

All applicants are responsible for ensuring that they have a valid passport.

Application Review:
A subcommittee of the International Affairs Committee of AAPOS will review the submitted applications and supporting documents and forward a first choice and an alternate to the AAPOS Board of Directors at least 8 months prior to the annual meeting date.

Upon approval by the AAPOS Board of Directors, the chairperson of the International Affairs Committee will notify the award recipient a minimum of 6 months prior to the annual meeting date.

The Chairperson of the International Affairs Committee will notify all other applicants that they will not receive the travel grant. The Chairperson will encourage all applicants to re-apply for the grant in the future.
**Application Funding:**
All funding will be provided through the Children’s Eye Foundation, who will be responsible for ensuring that payment of the grant is given to the award recipient.

The grant amount will not exceed $1000.00 US dollars.

AAPOS will waive the annual meeting registration fee and housing costs at Annual Meeting hotel for one grant recipient.

AAPOS and CEF will supply any documents necessary for the recipient to obtain a travel visa.
AAPOS MEETING INTERNATIONAL TRAVEL GRANT
APPLICATION

1. Name:__________________________________________________________
   First Middle Last

2. Address:________________________________________________________
   Street and Number
   ______________________________________________________________
   City State/Province Country

3. Current email address___________________

4. Do you have a valid passport?________

5. Date of Birth:______ ______ ______ Gender: M _____ F_____
   Day     Month     Year

6. Nationality: _______________________

7. Phone:_______________ Fax: ______________ E-mail:_____________

8. Hospital/ Clinic (name, address) where you work:__________________

9. Appointments/Position held: _____________________________________

10. Member of a local/ national/ international Ophthalmological Society?: Yes:__No:___
    Which one:_________________________________________________________________

11. Leadership positions?: ___________________________________________

12. Did you receive any formal training in Pediatric Ophthalmology?:
    Yes: ___No:____
    Where?:______________ Mentor: _____________ Duration?:________

13. What percentage of your practice is dedicated to Pediatric Ophthalmology and Strabismus?
    25% _____ 50% _____ 75% ________ 100% _____

14. How would you describe your knowledge of the English language?:
    Understand: _____________  Speak: _____________  Write: _____________

15. AAPOS Member reference:
    1. _______________________

16. Are you involved in any teaching/ blindness prevention activities? YES__ NO__
If YES, please describe in less than 150 words (How often: Hours/day/week/months; where; what group/audience/population; what do you think the impact of your activity is on your students/colleagues/patients? etc.)

17. How will you / your patients/ your country benefit from an AAPOS travel grant to attend the Annual meeting?
Inter-organizational Relations Committee
Approved 08.15.13

Mission Statement:
The mission of the Inter-organizational Relations Committee (IRC) is to maximize relationships between organizations in ophthalmology, and to foster new relationships with medical, allied health and other organizations that may have interest in children’s eye health or adults with strabismus. By creating these relationships and building coalitions, the IRC will support the mission of AAPOS “To promote the highest quality medical and surgical eye care worldwide for children and for adults with strabismus”.

To fulfill its mission, members of the IRC will be active members of other committees of AAPOS and of the American Academy of Ophthalmology.

Membership of the IRC will include:
Chair – an AAPOS member who also has active participation in AAO committees or activities and who has served on AAPOS committees represented in the IRC

Members:

- President, AAPOS
- Immediate Past-President, AAPOS
- Chair, Legislative Committee
- Chair, Public Information Committee
- Chair, Professional Education Committee
- Chair, Online Media Committee
- Member, American Orthoptic Council
- Member, AAP Section on Ophthalmology
- Member, AAO Secretariat for State Affairs
- Member, Booth Outcomes
- Members, At-large
- AAPOS Councilor to the AAO
- Staff, AAPOS EVP
- Staff, AAO State Affairs
- Staff, AAPOS
Booth Travel
Approved 07.13.2011

The AAPOS/CEF/AAO/AAP SOOp, AACO booth will travel to various meetings, as determined by the Inter-organizational Relations Committee and approved by the Board of Directors of AAPOS. The goal is to educate other professionals about pediatric ophthalmology and eye care of children and to develop relationships with other professional organizations with the possibility of future collaboration.

Selection of meetings: Determined by the Inter-organizational Relations Committee and approved by the AAPOS Board of Directors, depending on interest, keeping in mind costs of shipping, setting up/taking down booth, exhibit fees, materials, and honoraria. The Booth Outcomes representative to the IOC, along with the Client Services Manager, will provide feedback to the committee on the previous year’s outcomes of Booth travel.

Booth coordination: The Client Services Manager of SF-AMS will secure coverage of the booth during exhibition hours. Up to two volunteers will be scheduled per shift.

Meeting materials: The Executive Vice President will work with the Client Services Manager of SF-AMS to provide sufficient materials for distribution to attendees at the meeting to which the booth travels.

Stipend: Each AAPOS member staffing the booth for a minimum of 2 hours will receive $200 to be used towards meeting associated expense reimbursement and time spent at the booth. The stipend for 1 hour of coverage will be $100.

AMS staff travel: AMS staff will be reimbursed according to travel policy when staff is asked to cover the booth.

Expenses: A detailed listing of expenses will be presented by AMS to the AAPOS Executive Vice President.

Miscellaneous Those staffing the booth will be recognized in the AAPOS newsletter.
Legislative Committee
Approved 11.10.10

Mission Statement:
The mission of the Legislative Committee is to influence public policy according to best practices for patient care and safety and in accordance with AAPOS Policy Statements and direction from the AAPOS Board of Directors. Working in conjunction with individual State Eye Societies, the American Academy of Ophthalmology, the American Academy of Pediatrics, and other interest groups, the Committee and its state contacts will work with public officials at the national, state, and local levels to ensure access of children and adults with strabismus to quality ophthalmologic care. In addition, the committee will work with other AAPOS Committees to establish a matrix for collection of information and distribution of materials relevant to public policy.
Membership Committee
Approved 05.10.06

Mission Statement:
The committee members review applications for all AAPOS membership categories in a timely fashion, and record a positive or negative vote with comments. The Committee is responsible for being proactive in suggesting changes in Bylaws and in the website in issues pertaining to membership. Committee members are expected to attend committee meetings which are held during the annual meeting of AAPOS. Committee members are also expected to participate in conference calls and assignments by the Chair of the committee. Members are appointed by the President of AAPOS for 1 year terms. Consultants to the committee are active in all aspects of committee activities, but they do not vote on candidates’ applications.

Responsibilities of the Committee:
Review requests for emeritus status, respond to requests from the AAPOS home office, prepare Board of Directors report, prepares budget, request meeting time and space. Query applicants when incomplete/conflicting data are given, review votes and comments of committee members to arrive at a final vote of approval/rejection of applicant for presentation to Board of Directors. Prepare newsletter articles, prepare minutes of meetings, distribute to committee members for edits, and submit revised copy to secretary of AAPOS. Be prepared to present report at meeting of Board of Directors, and present short report to membership of AAPOS at Business Meeting at annual meeting. Chair also serves as consultant to the Fellowship Training Compliance Committee.
Membership Committee Procedures
Approved 05.10.06
Revised 08.10.11

Deadlines:

July 1  Online application system opens on AAPOS website.
Candidate-in-Training (CIT) applications are accepted and reviewed throughout the year.

Nov 30  Close of online application system.

60 d. before AM   Last day for list of applicants approved by membership committee to go to board of directors.

30 d. before AM  Last day for list of approved applicants to be circulated to general membership (circulate to all, even to those who are not voting; must be postmarked by this day)

Process for Applications:

- Links to the online application system are posted on the AAPOS website on July 1. The membership committee periodically logs into the application review system to review and approve/reject applications. The Client Services Coordinator confirms affiliations and certifications indicated on application forms. After all membership committee members have voted, the Client Services Coordinator compiles a list of approved applicants for approval by the board of directors.
- Periodically, the Client Services Coordinator needs to review incomplete applications and attempt to solicit missing information. After all votes are cast, the Client Services Coordinator provides a tally by category for number reviewed and number approved. This goes to the Chair for the committee report. The Chair also needs to know the total number of members in AAPOS.
- Applicants who are approved receive a new member ribbon at the new member reception during the annual meeting.
- Invite all new members (including CITs and new Honorary Members) to New Members Reception at annual meeting.

Following the Annual Meeting, the Client Services Coordinator sends a welcome letter to approved applicants. Approved members are considered members at the time of approval but do not pay dues until the following January.
Note:

Letter of reference and letter from fellowship director cannot come from the same person. The applicant needs to send another letter if this happens.
Candidate-in-Training Membership Process
Approved 02.10.11

Process:

- CIT applications are open all year round.
- By mid-July, Membership committee will send invitations to Fellows to apply for CIT membership.
- CIT applications are voted on a monthly basis by the Membership committee.
- Committee-approved CIT list will be presented at monthly meeting for BOD approval.
- Regardless of month in which CIT is approved by the BOD, all will be invoiced in January of their fellowship year. Those late-applying CITs approved in January – June of the fellowship will be billed immediately.
- All CITs will then go on the usual billing cycle in January for their year after fellowship.
- Only those CITs approved by the BOD by December will be listed in the newsletter. Those who are late-applying and approved can be listed in an e-blast.
Timeline for Membership Committee Chair
Approved 08.10.2011

January
SF AMS sends list of approved candidates to BOD 60 days before AAPOS Annual Meeting

February
SF AMS reviews membership letter with Membership Committee Chair to include in non-member annual meeting registrant packets

Submit committee report with action items to SF AMS 6 weeks prior to the AAPOS board meeting during AAPOS Annual Meeting

March
Prepare presentation to members at AM Business Meeting (see template) (Get total number of members to date from SF AMS office)

July
Write committee report for September newsletter

- SF AMS sends e-blasts to: CIT’s to encourage full member application submission
- Fellows about CIT membership benefits/how to apply.
  Monthly reminders are sent out to both groups through Nov.
  SF AMS tracks applications and communicates any issues with Membership Committee Chair

August
Submit annual (calendar year) budget upon request by the Secretary Treasurer

September
Submit request for meeting space at AAO Annual Meeting
Submit committee report with action items to SF AMS 6 weeks prior to the AAPOS Board Meeting at the AAO Annual Meeting (Include approved CIT’s and any other change in membership, e.g., associate to full, inactive, etc.; update the membership table to include with report)

November
SF AMS sends reminders to incomplete applicants

December
Reminder to committee members to have votes submitted by 1/1
SF AMS reviews applications and e-mails applicants with missing info
Submit request for meeting space at AAPOS annual Meeting
Write committee report for February newsletter
Report at the Business Meeting
Approved 05.10.06

Recognize efforts of committee members, listed in the program.

There are currently ______ members in our organization. This compares to _____ one year ago.

[Last year the Membership Committee was given the charge of __________________________or statement of what committee is working on.]

This year, the Membership Committee reviewed and approved _____ Candidate-in-Training applications. In addition, the Committee reviewed and approved ______ applications for other types of membership, the names of whom were circulated to you prior to the Annual Meeting. This compares with _____ applications approved last year. This year’s list includes

_____Full

_____Associate

_____International

_____Orthoptist

Applicants are listed on these slides.

The voting members here are asked to give final approval to this list of candidates for membership. (President of AAPOS then asks for motion of approval, second, discussion, and call for hand vote.)

Please welcome to our newest members!
Inactive Membership Policy
Approved 05.10.06
Renewed 07.26.12

- Available to any dues paying member that is no longer actively engaged in instruction, research, or patient care in pediatric ophthalmology and/or strabismus for at least one year, but who is not permanently retired, and whose license to practice medicine remains valid and unrestricted, or to any member who has a special hardship.
- The individual can still receive the *Journal of AAPOS* by paying AAPOS directly the membership subscription rate.
- The individual will continue to receive AAPOS e-newsletters and Annual Meeting information.
- If an inactive member attends the Annual Meeting, the individual will pay the “non-member” registration fee.
- Individuals will be re-assessed after three (3) years in the “Inactive Membership” category by the Membership Committee. If for maternity or paternity leave, Inactive status would be considered for those not engaged in the practice of Ophthalmology for less than one (1) year.
- If the individual wishes to re-apply for full membership, they will contact SF-AMS for elevation of their status.
- The “Inactive Members” will be listed on the member accessible side of the online AAPOS directory.
- The Membership Committee will review and approve requests for inactive status. After approval from the Membership Committee, the Board of Directors will review and determine final approval of the request.
Honorary Membership Policy
Approved 05.10.06

1. Guidelines for candidate for Honorary Membership in AAPOS include:
   
a. Substantial contribution to pediatric ophthalmology & strabismus
b. Recognition of such contribution by a large segment of the AAPOS membership
c. Adheres to Bylaws Section 4.08
d. The nominee is not eligible for another membership category

2. Letter of nomination and 2 supporting letters are sent to the Chair of the Membership Committee by Members of AAPOS not then serving on the Membership Committee at least 60 days before a meeting of the Board of Directors. The letters should state why the individual qualifies for consideration for this membership category (see Bylaws section 4.08), and a current copy of the nominee’s curriculum vitae should be attached. Electronic submission is preferred.

3. The Chair of the Committee will circulate the letters and CV to the Committee for review.

4. Proposed individuals receiving no more than one unfavorable vote by Members of the Membership Committee will be presented for approval to the Board of Directors with the tally of Membership Committee votes and the anonymous comments of any dissenting Committee member.

5. The nomination must be approved by the AAPOS Board of Directors by a 7 of 9 Board votes in favor of the nomination.

6. The President of AAPOS personally communicates with the approved Honorary Member to notify him/her of the nomination and approval. The letter will include the benefits and responsibilities of Honorary Membership as listed in Heading #9.

7. The Honorary Member is included in the list distributed to the general membership and is invited to the New Member Reception at the Annual Meeting.

8. The Chair of the Membership Committee writes a short article for the newsletter announcing the election of the Honorary Member.

9. The Honorary Member is not charged annual dues, receives the newsletter of AAPOS, and is listed in the AAPOS Directory. The Honorary Member will be responsible for applicable registration fees for the AAPOS Annual Meeting. Subscription to the Journal of AAPOS is not included in Honorary Membership.
Emeritus Membership Policy

- Available to Charter, Active, Associate, International, Honorary and Orthoptist members who are in good standing with AAPOS.
- The member is either completely retired from clinical practice, or has reached the age of 70 years.
- The individual can still receive the *Journal of AAPOS* by paying AAPOS directly the membership subscription rate.
- If an Emeritus member attends the Annual Meeting, the individual will pay the Emeritus registration rate.
- An Emeritus Member who is not yet 70 years of age and who resumes clinical practice of pediatric ophthalmology and/or strabismus, even on a part-time basis, must notify AAPOS within 60 days, and she/he will no longer be eligible for Emeritus status.
- Emeritus Members will be listed on the member accessible side of the online AAPOS directory.
- The Membership Committee will review and approve requests for Emeritus status. After approval from the Membership Committee, the Board of Directors will review and determine final approval of the request.
Nominating Committee
Approved 03.30.11

Membership:
The Nominating Committee shall consist of the Immediate Past President as Chair and four additional Charter or Active Members. The four additional Charter or Active Members are proposed by the current AAPOS President, and if approved by a simple majority of the Board of Directors, and elected by the voting members of the Association, will serve a one-year term as the AAPOS Nominating Committee.

Eligibility to Serve on Committee:
Eligible Charter and Active Members to serve on the Nominating Committee must meet any of the following criteria:

- A Charter or Active Member of AAPOS for a minimum of six (6) years.
- A Charter or Active Member who has earned an Honor Award with AAPOS.
- A past AAPOS Committee Chair or Vice-Chair.
- A past AAPOS Board of Director member.

The committee should be as diversified as possible in regard to geography, fellowship training program, age, practice pattern, and gender.

Each member should be advised that, by virtue of being on the committee, he or she is not eligible for any office under consideration.

Sequence of Selecting the Nominees:
The committee will select the nominees in this order:

- Vice President- Elect
- Secretary-Treasurer (in those years when appropriate)
- Director-at-Large
- Secretary for Program (in those years when appropriate)
- Councilor to the American Academy of Ophthalmology (in those years when appropriate)

If the nominee for any position declines the nomination, then the sequence of selecting the nominees may be changed at the discretion of the Committee Chair.

Candidates for Consideration:
Vice President-Elect: the nominee for Vice President-Elect must be chosen from a list of past or current board members, or past or current eligible and approved committee chairpersons. This list is maintained by SF-Association Management Services.
All other positions are open to all charter or Active members of AAPOS. Each member of the Committee may suggest any number of candidates for consideration for the position under consideration.

Procedure:
Members of the Nominating Committee will discuss among themselves the proposed candidates. This may be by email, in person, or via conference call. All discussions are confidential and should not be discussed outside the committee during or anytime after the process. When discussion has ended, a vote is held.

Voting Process:
Each committee member is asked to vote for one candidate. The votes will be sent to an AMS employee designated by the chair of the nominating committee. If one candidate receives a majority of the votes, he/she is the nominee. If no candidate receives a majority, then all candidates receiving votes advance to the next round.

Each subsequent round of voting is preceded by a discussion of the remaining candidates. The winner is determined by the following rules:

- If a candidate receives a majority of votes cast, he/she is the winner.

- If no candidate receives a majority, then the two highest vote getters advance to the next round.

- If there is no separation between the second and third place vote getters, then the lead vote getter advances to the next round and a run-off vote is held among the remaining tied candidates to determine who else advances to next round.

- If at any time in the voting process an impasse is reached, the President is asked to cast a tie breaking vote.

Notification of the Nominee:
The Chairperson of the Nominating Committee (Immediate past president) will present to the AAPOS Board of Directors the slate recommended by the Committee. If a simple majority of the Board of Directors approves each candidate, the nominee will be asked by the Chairperson of the Nominating Committee if he or she is willing to serve. If the selected person declines the nomination, the nominating committee reconvenes to make another selection. If the selected person accepts the nomination, the nominee is presented to the voting members of AAPOS as provided in the bylaws.
Corporate Relations Guidelines
Approved 09.14.2005

The following details the policies and guidelines for all corporate and other sponsorship of AAPOS events and activities:

- After initial oral solicitation of partnerships or other endorsements for AAPOS activities, final agreements will be presented in written format.

- Offers of sponsorship or partnership for AAPOS activities can only be made by the Corporate Relations Committee, which has been delegated that duty by the AAPOS Board of Directors.

- Sponsors and other partners may receive certain marketing benefits from the Board of AAPOS. These will be written and approved by the Board prior to presentation to any prospective or existing sponsors or partners.

- Corporate sponsors and or partners may be presented with certain acknowledgement and marketing opportunities depending on their levels of support: banners at conferences, display tables, video, and acknowledgement from the podium, table tents, napkins, use of logos, hand-outs or other giveaways, etc.

- Once terms of sponsorship have been agreed upon, AAPOS will send a letter to the sponsor reconfirming the details and privileges presented to that sponsor.

- Sponsors financial commitment must be received prior to any AAPOS event or activity the sponsor wishes to have a presence.

- Sponsors and or other partners shall receive prompt thank you letters from the appropriate AAPOS members.

- All policy-making decisions of AAPOS will be made without any influence from any corporate sponsor and or partner.
Professional Education Committee
Approved 08.10.2011

Mission Statement:
It is the mission of the Professional Education Committee of AAPOS to ensure that members of AAPOS are recognized by all healthcare professionals as being the best source of information and clinical care for children and adults with ocular and/or visual abnormalities. It is our goal to make certain that members of AAPOS have at their disposal the latest information regarding new diagnostic modalities and treatment regimens for pediatric ocular diseases. This is accomplished by courses and workshops held annually at the AAO meeting and at AAPOS in which the latest scientific literature is summarized and presented by members of the PEC. By educating our members regarding the most current standards of practice regarding the care of children with ocular problems, the PEC will help make certain that AAPOS is recognized as the organization which advocates for the needs of children, prevents blinding ocular conditions, and preserves and restores vision to adults and children affected by ophthalmic disease.

Development of “What's New and Important in Pediatric Ophthalmology”:
The first “What's New and Important in Pediatric Ophthalmology” course was developed for the 1996 AAO meeting in Chicago. Dr. Ed Wilson, then chair of the committee, presented the idea to the committee as a way to have a co-sponsored offering at the AAO. Attendance was improved by partnering with the AAO and announcing the event in the program book as a co-sponsored event between the AAO Program Committee and the AAPOS. The Professional Education Committee of AAPOS was confident that the handout would be the most valuable part of the course so they spent dedicated time and effort to producing an excellent handout. The handout and the course presentation were separated into topic sections---peds retina; peds cornea; cataract; strabismus; amblyopia; etc… It was a lengthy handout that included opinion and interpretation of the impact of the chosen articles. Some attendees paid for the course just to receive the handout. The event sold out! The original Professional Education members for the first course were Drs. Wilson, Alcorn, Engel, Spedick, Wagner, & Crouch.

The course was repeated at the AAO 1997 in San Francisco, AAO 1998 in New Orleans, and AAO 1999 in Orlando. Dr. Wilson, former chair of the Professional Education committee rotated off of the committee in the year 2000. He does not recall that this course applied to the AAPOS meeting as a workshop. The vision and development of the course was a way to get an AAO audience up to speed on the AAPOS interpretation of the most important publications about kids every year. The target audience was a mix of general ophthalmologists, pediatric specialists and general folks who did not routinely go to the AAPOS annual meetings. It also drew pediatric ophthalmologists who were looking for convenience and were interested in what the AAPOS Professional Education committee researched and selected from journals they didn't usually read. All of the research and organization of the course and handout was done at a time when computer searches were not prevalent.
Public Information Committee
Approved 08.09.06

Mission statement:
The purpose of the Public Information Committee is to provide the general public with information regarding topics in pediatric ophthalmology and strabismus. The information disseminated will be accurate, current, and easily accessible to the general public.
Assignment of Rights and Authorization of Use and Disclosure of Information

Approved 08.09.06

I/We_______________ the legal guardian of ___________________________ OR I, ________________, an adult of eighteen years of age or older, do hereby assign to________________________________ and forever release the rights to photos, film, videotapes, or other visual images of ____________________ (who or what) taken on or about ____/_____/_____ as part of patient care services obtained. I/We understand that the intended use of the visual images is for educational purposes and may include publication at presentations and in journals or placement of websites for the purpose of teaching pediatric ophthalmology and strabismus. I/We understand that I/We will have no claim to future compensation, benefits, rights, or royalties.

I/We do hereby authorize ____________________ to use all medical record information that relates to the condition and/or treatment depicted in the visual images noted above for all of the educational purposes described above. I hereby authorize _________________ to disclose such medical record information to all persons attending or administering such educational programs. I/We understand that certain persons with knowledge and information about the patient depicted may be able to identify the patient and that such identification is not a breach of confidentiality.

I/We do release and hold harmless ___________ from any claim, suit, or action based on the use or publication of the visual images authorized in this “Assignment of Rights and Authorization of Use and Disclosure of Information.” I/We have executed this document voluntarily and understand that I may refuse to execute this document, and such a refusal will not affect the care received or access to patient care.

I/We understand that I/We may revoke this authorization by writing to_____________________. I/We understand that we may not revoke this authorization to the extent the use or disclosure of the medical record information has already been made. This authorization does not expire unless I revoke it.

I understand that information disclosed under this authorization may be re-disclosed by the recipients. The federal privacy rules may not protect the medical record information once it is received by the recipients.
BY SIGNING BELOW, I/WE ACKNOWLEDGE THAT I/WE HAVE READ AND
THAT I/WE UNDERSTAND THIS AUTHORIZATION FORM.

Executed this _____ day of ______________, 200__ by:

______________________________
Signature of Adult Participant

OR

______________________________
Signature of Legal Guardian of Participant

______________________________
Address

______________________________
City State Zip Code Phone Number

A COPY OF THIS SIGNED AUTHORIZATION
MUST BE PROVIDED TO THE PARTICIPANT
Research Committee
Approved 12.04.05

Mission Statement:
To serve as a global forum for dissemination and exchange of information about pediatric ophthalmology and strabismus research, to meet the needs of pediatric ophthalmology researchers, and to facilitate the advancement of vision research that particularly pertains to the pediatric population and patients with adult strabismus.

To organize smaller interdisciplinary meetings and develop educational programs that will help pediatric ophthalmology researchers stay current and obtain the knowledge and skills needed to do effective research.
Fellowship Research Award
Approved 12.04.05

- To be awarded annually if a suitable candidate is identified
- Winner to receive a cash award of $750
- Annual Meeting registration fees are waived
- Recipient can only win the award once
- Applicant must be current fellow, or within one year following completion of fellowship
- Applicants must be from an approved fellowship position
- Applicants can apply by checking the abstract form at the time of submission
- Research committee to select top candidates for review, final selection, and winner announcement at the annual meeting
**Young Investigator Award**
Approved 04.17.09
Revised 01.10.13

AAPOS has established the Young Investigator Award, the recipient of which is decided by the Research Committee.

**Eligibility criteria for the award are:**

- Applicant is within a 12 years of completing a pediatric ophthalmology fellowship or a doctoral degree if a non-clinician.
- Concentration of research efforts in the field of pediatric ophthalmology or strabismus.

Nominations for the award are solicited by the AAPOS Research Committee from the Members of AAPOS. The recipient of the award is determined by the AAPOS Research Committee after consideration of the extent of contributions to pediatric ophthalmology or strabismus and after reviewing letters of reference. AAPOS Board of Directors will provide final approval of the selected recipient.
**Socioeconomic Committee**

Approved 12.04.05

**Mission Statement:**

To educate and assist the members of AAPOS with the “business” aspect of pediatric ophthalmology. The committee addresses and responds to issues such as coding, reimbursement of services, insurance company denials, policy statements and implementation of new regulations.
AAPOS SEC Practice Manager Google Group

Group participation and guidelines:
Pediatric ophthalmology practice management has become increasingly complex, requiring knowledge and expertise in a number of areas.

Just as pediatric ophthalmologists depend on continuing education and college correspondence to maintain and improve their clinical skills, it is equally important that pediatric ophthalmology practice managers do the same. When it comes to practice management, ignorance is not bliss.

This Google group has been created as a venue for pediatric ophthalmologists and their practice managers to share questions and solutions that affect the management of their practice. Members should refrain from posting forwarded emails, contests and other emails that are not relevant to the business aspects of pediatric ophthalmology practice.

Use a descriptive subject line. Avoid general subjects such as “question” or “coding question”. Participators may decide whether they want to read a discussion based on the content of the subject line and vague subject lines make it difficult to search for relevant information

Be forthcoming in your messages about any potential financial conflict(s) of interest.

If you repost something from another source, give credit to the original poster along with the full citation.

Please DO NOT post any copyrighted material to the group unless you have acquired permission to do so from the holder(s) of the copyright.

Keep your messages short to encourage others to read your messages; lengthy messages are not as engaging to readers as shorter messages.

Any criticism, personal attacks, and use of profanity are unacceptable and will result in your removal from the group. You are accountable for what you post.

Participants in this group are doing so as approved members of an organization that is viewed as a competitor in the eye care market. Pricing issues cannot be discussed in a forum sponsored by a professional society. The government views such pricing and other economic discussions as a way that competitors can fix prices, supply costs, salaries, and other economic measures in a noncompetitive manor that violates state and federal antitrust laws.

I have read the above guidelines. I understand and will adhere to these guiding principles for the duration of my participation in the list serve.
Vision Screening Committee
Approved 05.10.2006

Mission Statement:
The Vision Screening Committee reviews vision screening technology, protocols, and policies and recommends actions steps to the American Association for Pediatric Ophthalmology and Strabismus Board of Directors.
Website Committee
Approved 11.09.05

Mission Statement:
The goal of the Website Committee is to organize material derived from other AAPOS committees and a variety of AAPOS activities and place this information on the AAPOS website. The website should serve as a site for education of AAPOS members as well as the public. In addition, aids to help AAPOS members disseminate information to patients, students and fellow physicians should be available. The website should also allow for efficient communication between the AAPOS administration and its membership.
Dissemination of Information to Members: E-blast and E-mail Address  
Approved 07.13.2011

The following guidelines are intended to clarify AAPOS policy regarding use of its facilities, including electronic announcements (“e-blasts”), for the dissemination of information to its members:

E-blasts are intended for dissemination of news or announcements of particular relevance to AAPOS members about AAPOS business or activities or, in rare instance, for announcement of matters of special significance or potential interest to AAPOS members.

Commercial and other announcements regarding matters that are not scientific or educational will not be accepted. Approved scientific or educational announcements that are not affiliated with AAPOS shall contain a non-affiliation disclaimer at the bottom of the e-blast.

Member’s e-mail addresses will be used only for official AAPOS communications and will not be released, rented, sold, or otherwise shared with any other entity for any reason. A member’s e-mail addresses, at the member’s option, may be included in the printed directory, with the understanding that AAPOS cannot and does not control access to the directory once it is distributed to members.

All requests for such use of AAPOS facilities are subject to approval by the Executive Vice President.
Diversity Policy
Approved 09.10.08

The Board of Directors of the American Association for Pediatric Ophthalmology and Strabismus recognizes that this organization is best served by representation from the broadest possible diversity of member background, experience, and professional activities setting. As a policy, the Board of Directors is committed to diverse representation on the Board and its committees and staff without regard to race, religion, national origin, sexual orientation, age, gender, or physical disability.
**Conflicts of Interest**

Approved 09.10.08

It is the policy of the Board of Directors of the American Association for Pediatric Ophthalmology and Strabismus (hereafter “AAPOS”) that its Directors disclose and, depending on the circumstances, avoid any and all possible conflicts of interest. A Director has a conflict of interest when person or a member of his or her family has a relationship with or an interest in another entity that does business with AAPOS or is a competitor of AAPOS. For purposes of this policy, “family” shall include a Director’s spouse, parents, children, brothers or sisters, or spouses of the Director’s children, brothers or sisters.

It is the intent of the Board of Directors that this Policy be implemented and enforced so as to prevent the judgment of the Board from being influenced by an economic relationship in which a Director or his/her family is personally involved.

Directors shall satisfy two obligations in regard to this Conflict of Interest Policy:

1. Ascertain and disclose their own and their family’s conflicts.
2. Determine whether another involved person should participate in deliberations and/or voting on an issue with respect to which he/she has a conflict.

To accomplish and fulfill this policy, all Directors shall annually submit a disclosure statement, and shall be responsible for updating the statement if changes occur during the year.

**AAPOS DIRECTORS CONFLICT OF INTEREST DISCLOSURE STATEMENT**

NOTE: this form relates only to service on the Board of Directors. Completion of this form does not eliminate your responsibility for filing other disclosures as they relate to scientific/educational presentations or participation.

OUTSIDE INTERESTS: Identify any interests (other than investments) with respect to you or your immediate family, in which you directly or indirectly hold a position or material financial interest in any entity from which AAPOS obtains, or might reasonably in the future obtain, goods or services, or which is or might reasonably expect in the future to be engaged in activities that compete with existing or anticipated functions of AAPOS.

I have nothing to disclose -OR-

Investments: List and describe with respect to you or your immediate family all investments constituting a material financial interest in any outside entity as described in question 1 above. A “material financial interest” is defined as holdings of one hundredth of one percent (.01%) or
more of stock in a corporation. For purposes of this disclosure, stock options are considered to be the ownership of an interest in an entity even if they have not been exercised or are not currently exercisable.

I have nothing to disclose -OR-

Outside Activities: Identify any outside activities with respect to you or your immediate family in which you render directive, managerial or consultative services to any concern which does business with or competes with AAPOS.

I have nothing to disclose -OR-

Other: List any other interests or activities in which you or members of your immediate family are engaged which might be regarded as constituting an actual or potential conflict of interest.

I have nothing to disclose -OR-
Advocacy Ambassador Program Policy
Approved 10.15.10

Overview:
AAPOS and the Section on Ophthalmology of the AAP are partners with the American Academy of Ophthalmology’s Advocacy Ambassador Program.

This program allows Fellows training in a pediatric ophthalmology and strabismus fellowship programs and/or ophthalmology residents intending to pursue pediatric ophthalmology and strabismus fellowship training to attend the AAO’s Mid-Year Forum in Washington, DC. AAPOS typically selects up to two Fellows and/or Residents, and the AAP Section on Ophthalmology typically selects up to one Fellow and/or Resident.

Process:
SF-AMS sends out an e-blast to Fellowship Program Directors and to the Fellows announcing the program in January. Those Fellows who are interested complete an application that requires the signature of their Program Director. The application form is on file in the SF-AMS office. All applications are returned to the SF-AMS office which then sends them to a review committee to select up to two applicants for AAPOS sponsorship and one applicant for AAP sponsorship. All applicants are notified of their application status by the SF-AMS office.

Review Committee:
The committee to review the applications for an AAPOS or AAP supported Advocacy Ambassador is composed of:

- Chair: Current AAPOS Councilor to the AAO
- Three Directors-at-Large sitting on the AAPOS Board of Directors
- Up to two members appointed by the Section on Ophthalmology of the AAP

The Chair of the Section on Ophthalmology of the AAP will provide the names and contact information of these two committee members to SFAMS.

Reimbursement:
The AAPOS and AAP supported Advocacy Ambassadors are responsible for submitting receipts to either the SF-AMS office(AAO) or the AAP, respectively, for reimbursement within 60 days of the Mid Year Forum. SFAMS will provide the correct reimbursement procedure for the AAPOS supported Ambassadors, and the AAP Section on Ophthalmology will provide the correct reimbursement procedure for the AAP supported Ambassador. Travel expenses will be
reimbursed, by the supporting organization, up to three night’s hotel and air and/or ground transportation to the meeting hotel, up to a maximum of $1200 per ambassador. Reimbursement is contingent upon receipt of a written report from each sponsored Ambassador.

**Reporting:**
Each AAPOS and AAP Advocacy Ambassador will provide a photo and contact information to SF-AMS upon request from the SF-AMS office at least 4 weeks prior to the MYF in order to facilitate communication with AAPOS and AAP members attending the MYF. The AAP Section on Ophthalmology will alternate yearly with AAPOS to provide the contact information in the format of a brochure to all Mid Year Forum participating pediatric ophthalmologists. The AAP Section on Ophthalmology Chair will be responsible for ensuring the development of this brochure in odd years and the AAPOS Executive Vice President will be responsible for this in even years. In those years in which AAPOS in responsible for development of this brochure, SF-AMS will solicit electronically from the AAPOS membership the names of those members attending the Mid Year Forum. Each AAPOS and AAP Advocacy Ambassador will provide a summary about their experience to their sponsoring organization within 30 days following the Mid Year Forum.
Knapp Lecture
Approved 03.10.10
Revised 05.8.13

Mission Statement:
The Knapp Lecture was established to honor Philip Knapp, MD, one of the early academic strabismologists in North America who dedicated his talents to research in strabismus and to training future academic leaders in his field. The AAPOS International Affairs Committee (IAC) selects a distinguished International Pediatric Ophthalmologist/Strabismologist to deliver a lecture at the Annual Meeting in even-numbered years. The lecturer will present his or her research and experience in pediatric ophthalmology - especially ocular motility disorders.

Selection Criteria:
The Knapp Lecturer is selected from senior pediatric ophthalmologists and strabismologists residing outside The United States of America and Canada who have made significant research, teaching or patient care contributions to the field. Candidates for the Knapp lecturer are nominated by members of the IAC. Candidates may also be nominated for consideration at the request of the IAC Chair by other international organizations such as, the International, European or other Strabismological Associations. Because of Dr Knapp’s interest in strabismus, preference is given to candidates who have made a major contribution in this area. Ability to present a lecture in fluent English is also considered. The opportunity to hear speakers from different parts of the world is also a consideration in the selection of the Knapp lecturer.

Timeline:
Every other year, at the direction of the IAC Chair, members of the IAC nominate candidates for the Knapp lecturer and a ballot is then circulated to the IAC membership. The IAC chair tabulates the vote and forwards a first choice and an alternate selection to the AAPOS Board of Directors at least 9 months prior to the Annual Meeting of AAPOS during which the lecture will be given. The Board, in turn, informs the IAC Chair of action taken on the nominated candidates. Once the BOD has finalized selection of the lecturer, the Secretary for Program will invite the lecturer and communicate with him/her details of lecture length, format and concessions. The lecturer may also be asked to present/ chair a workshop at the discretion of the program committee. The Secretary for Program, in consultation with the IAC chair and the selected lecturer, will also select an appropriate person to introduce the lecturer.
Draft Letter for Knapp Lecture

Dear XXXX,

I couldn’t be more pleased that you were selected by the International Affairs Committee to give the 20XX Knapp Lecture at the AAPOS Annual Meeting in XXXX. I am delighted that you have accepted. Below are some details that should help you in your planning and preparation.

1. The Lecture is scheduled for XXX, and is allotted 20 minutes. Please send your final abstract and a photo to Maria Schweers (copied on this e-mail) in early December, 20XX.

2. As the Knapp Lecturer, you have the option (i.e. not required) of doing a workshop on a topic of your choice. If planned, the workshop abstract should be submitted by September XX, 20XX through the electronic abstract submission form on the AAPOS website.

3. In recognition of your contribution, AAPOS will waive your registration fee, as well as registration fees for your spouse or guest. We will reimburse your airfare at the prevailing coach rate with a 30 day advance purchase. In addition, AAPOS will cover 4 nights lodging at the XXXX. The Client Services Coordinator at AAPOS will be your contact for expenses (also copied).

Thanks again for accepting this Lectureship. I’m very much looking forward to seeing you in XXXX. Please feel free to contact me with any questions you may have. (I would appreciate a return e-mail that you received this.)

AAPOS Program Secretary
AAP, SOOp: The Leonard Apt Lecture- Criteria & Procedures
Approved 03.27.07

History:
The Leonard Apt Lecture was established and first presented in 2000 by the American Academy of Pediatrics (AAP) Section on Ophthalmology (SOOp) to honor Leonard Apt, MD, for his dedication and contributions in the fields of pediatrics and pediatric ophthalmology. Dr. Apt was the first physician to be board-certified in both pediatrics and ophthalmology. The Leonard Apt Lecture pays tribute to Dr. Apt not only for his educational and scientific contributions, but also for his pioneer role in helping to create pediatric ophthalmology as a new medical subspecialty.

Eligibility:
The Leonard Apt Lecturer (hereafter referred to as “the lecturer”) should be nationally or internationally recognized as an expert in a field that is considered relevant to understanding disease processes and/or treatments in pediatric opthalmic patients.

Frequency:
Initially, the Leonard Apt Lecture should be given every other year at the American Association for Pediatric Ophthalmology and Strabismus (AAPOS) annual meeting alternating with the Knapp lecture. The frequency may be changed from time to time according to the needs of the involved organizations.

Presentation:
The lecturer is expected to deliver a lecture at the AAPOS annual meeting, at a time to be determined by the AAPOS Program Chairperson. The lecturer also is expected to present a workshop on his or her given topic at the AAPOS meeting.

Selection Process:
Only one (1) individual will be chosen to present the Apt Lecture. Potential candidates will be chosen by the Apt Lecture Committee. The committee will consist of a chairperson and two section members selected by the Executive Committee, and the Section Chair. The AAPOS program chair will serve as a voting member of the committee if they are a SOOp member and a non-voting member if they are not a section member. The SOOp members will have the opportunity to suggest candidate names to the Committee and these may be anonymously submitted. The SOOp staff will collect suggested names for the Apt Lecturer and provide them to the Committee.

All names for consideration must be received 18 months prior to the AAPOS meeting at which the lecturer would speak. The Committee will rank the names by secret ballot. The first and second choices will be submitted to the AAPOS Board of Directors for approval. After approval from the AAPOS board of directors, the current SOOp Chairperson will offer the candidate receiving the highest score the lectureship, with a short deadline for decision. If that candidate
declines the invitation, the second-choice candidate will be offered the position. The AAPOS program chair will send a letter to the lecturer after the invitation is accepted. No candidate should be approached with an invitation to speak before the AAP and AAPOS approval processes are completed.
The AAPOS Board has requested that there be at least 36 months between the named pediatric ophthalmology lectures (Costenbader, Knapp and Apt lectures at the AAPOS meeting and the Parks lecture at the American Academy of Ophthalmology meeting).

**Honorarium:**
A $1,000 honorarium will be awarded to the lecturer at the time of the lecture.

**Plaque:**
A plaque will be awarded to the lecturer at the time of the lecture

**Travel Expenses:**
A maximum $2,000 stipend to cover travel expenses will be awarded to the lecturer. The lecturer may use the AAP Travel Office to make airfare arrangements. If the lecturer desires, the amount of the ticket will be covered by AAP funds and that airfare will be subtracted from the $2,000 stipend amount. The lecturer will initially pay additional travel expenses, such as hotel, meals, taxis, etc. The lecturer can submit expense receipts after the meeting to the SOOp Manager for reimbursement not to exceed $2,000. The honorarium is not included in the $2,000 travel stipend.
The Apt Committee has the prerogative to modify the travel stipend, if necessary and appropriate.

**Registration**
The registration fee for the lecturer will be waived by AAPOS. They will need to complete a meeting registration form and write in "fee waived - Apt Lecturer" so that they will have a registration packet prepared for him/her at the meeting. If they plan to bring a spouse or a guest they will need to register that person in the spouse/guest category and that expense is reimbursable by AAP.

**Funding:**
Expenses and honoraria for all Apt lectures (effective 2005) will be funded by the Leonard Apt Endowment.

*Written and approved by the Apt Lecture Committee and SOOp Staff: February 26, 2003*
*Revised and approved by Dr. Apt and the SOOp Executive Committee: March 24, 2003*
*Revised and approved by the Apt Nominating Committee and the SOOp Executive Committee: March 27, 2007*
Marshall M. Parks Medal Policy

Eligibility:

(1) An individual who has made a substantial contribution to pediatric ophthalmology/strabismus will be eligible to receive a Marshall M. Parks Medal. The substantial contribution may be based in basic research, clinical research, clinical care, educational activities, organizational activities, or social welfare.

(2) Silver medals will be reserved for individuals who have made significant and far-reaching contributions to science, understanding, or education in pediatric ophthalmology/strabismus and/or to the patients, families, and communities that AAPOS members serve.

In the spirit of Dr. Parks’ legacy, bronze medals will be awarded to individuals who have made their mark in the realm of pediatric ophthalmology/strabismus by demonstrating excellence through leadership, innovation, dedication, outstanding contribution, and/or lifetime achievement.

(3) Past AAPOS presidents will receive bronze medals.

Nomination and Award Procedure:

(1) A Parks Medal application will be established by the CEF and made available to any person or group who would like to nominate an individual fulfilling the criteria of a Parks Medalist (as delineated above). Applications will be submitted to the Chair of the Research/CEF Advisory Committee at least 90 days prior to the AAPOS annual meeting.

(2) Upon approval by a two-thirds majority of Research/CEF Advisory Committee members, the committee Chair will recommend the nominee(s) to the CEF Board of Directors at least 30 days prior to the AAPOS annual meeting.

(3) Members of the CEF Board of Directors will review the recommended nominations prior to the AAPOS annual meeting. During the AAPOS annual meeting, they will then vote on the status of each nominee at the CEF Board meeting. A two-thirds majority vote of the Board members will be required for approval.

(4) The approved medal recipient(s) will be notified by the CEF Chairman of the Board as soon as possible after the AAPOS annual meeting. The medal recipient(s) will be invited to attend the next AAPOS annual meeting, where a medal award ceremony will be held.

(5) The CEF will offer to pay the expenses of travel, hotel accommodations, and registration to the AAPOS annual meeting for Parks Medal recipients, with the exception of AAPOS past presidents receiving Bronze medals. These funds will be a budgeted CEF item.
Whistleblowers Policy
Approved 02.08.12

This Whistleblower Policy of the American Association for Pediatric Ophthalmology and Strabismus (AAPOS) hereinafter referred to as the “Organization”: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Encouragement of reporting
The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization’s policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate topics to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Organization has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Organization’s human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. Protection from retaliation.
The Organization prohibits retaliation by or on behalf of the Organization against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

3. Where to report
Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Organization’s Executive Vice President; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the President of the Society. The Organization will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously. There is no financial reward associated with whistle blowing.
AAP-SOOp/AAPOS Subday Proposal
Approved 09.28.2012

Purpose (Agreement is for 2013 Meeting)
Create more efficient planning and implementation of Pediatric Subspecialty Day at the AAO annual meeting. The goal is accomplished by utilizing a single Scientific Program Manager and pediatric ophthalmology organization.

Proposal
1. AAPOS and AAP commit to co-sponsorship of an annual pediatric ophthalmology and strabismus Subspecialty Day program at the AAO annual meetings.

2. The sub-day program is planned through the AAPOS Program Committee structure with the Scientific Program Manager, currently Maria Schweers.

3. The AAPOS Program Committee forms a new subcommittee for planning of Subspecialty Day. All members of this subcommittee are active members of AAPOS. Fifty percent of the members of the subcommittee who also are also members of the AAP Section on Ophthalmology are nominated and approved by the AAP Section Executive Committee which will send these recommendations to the AAPOS Board of Directors for final approval. (This is consistent with the current practice of the AAPOS Board approving members of all committees). The AAPOS Board of Directors nominates and approves the remaining members of the planning sub-committee and sends these recommendations to the AAP Section Executive Committee for final approval. (This is consistent with the current practice of the AAP Section Executive Committee approving members of all committees).

4. The Subday Program subcommittee reports to the AAPOS Program Chair. The AAPOS Program Chair and Scientific Program Manager report to the AAO Subspecialty Day Advisory Committee. These communications will be copied to the AAP Ophthalmology Section Chair.

5. AAP Section on Ophthalmology and AAPOS equitably distribute any profits from Subspecialty Day, with 50% of the profit going to AAPOS and 50% of the profit going to the AAP Section on Ophthalmology.

6. When organizational logos are used, both the AAPOS and the AAP logo will be displayed.

7. The AAPOS Board of Directors and the AAP Section Executive Committee agree to discuss, in good faith, ways to have all members of AAPOS become members of the AAP Section of Ophthalmology.