

# BYLAWS

Council of Citizens with Low Vision International

*Adopted July 4, 2018, Last Amended June 25, 2022*

## Contents

Bylaw 1.0: Classes of Membership .....	2
1.1: Members at large .....	2
1.2: Affiliate members .....	2
1.3: Life members .....	2
1.4: Supporting organizations.....	2
Bylaw 2.0: Dues .....	2
2.1: "At large" and CCLVI portion of affiliate dues .....	3
2.2: Life membership .....	3
2.3: Supporting organizations.....	3
Bylaw 3.0: Standing Committee's Duties and Responsibilities .....	4
3.1: Advocacy and Legislative .....	4
3.15: Awards.....	4
3.2: Constitution and Bylaws .....	5
3.3: Resolutions .....	5
3.4: Convention.....	5
3.5: Nominating.....	5
3.6: Credentials.....	6
3.7: eCommunications .....	6
3.8: Finance and Budget.....	7
3.9: Fundraising .....	7
3.10: Membership .....	7
3.11: Public Relations .....	8
3.12: Publications .....	8

## **Bylaw 1.0: Classes of Membership**

### 1.1: Members at large

Members at large are those individual CCLVI members who are not members through a CCLVI affiliate.

### 1.2: Affiliate members

Affiliate members are those CCLVI members who are members of chartered CCLVI affiliates.

### 1.3: Life members

Life members are those who have tendered dues for a CCLVI life membership in accordance with paragraph 2.2 of these bylaws. CCLVI life members shall enjoy all rights and privileges granted to CCLVI "at large" or CCLVI affiliate members.

### 1.4: Supporting organizations

Supporting organizations are entities such as low vision clinics, agencies, service providers, individual practitioners, etc. serving persons with low vision who have paid such amount as is specified in paragraph 2.3 of these bylaws.

## **Bylaw 2.0: Dues**

### 2.1: "At large" and CCLVI portion of affiliate dues

CCLVI "at large" dues and the dues amount to be remitted by any CCLVI affiliate for each member shall be fifteen Dollars (\$15.00), payable on an annual basis.

### 2.2: Life membership

A CCLVI life membership is available for a fee of three hundred dollars (\$300.00), which may be paid over a period of three (3) years. When conferred, a life member no longer has any dues obligation to CCLVI, but such status is without prejudice to the right of any CCLVI affiliate to assess additional annual dues on CCLVI life members to support such affiliate. CCLVI will remit such annual dues to ACB as may be applicable in each case in accordance with the ACB constitution and/or bylaws. CCLVI affiliates will not be required to assess or remit CCLVI dues for CCLVI life members.

### 2.3: Supporting organizations

Supporting organization status is available to those meeting the qualifications of bylaw 1.4 above upon the payment of seventy-five dollars (\$75.00) payable on an annual basis. Supporting organizations shall have only such rights, obligations, privileges, and benefits as shall be granted by the board as reflected in a written policy document, which shall be kept on file together with CCLVI's other corporate records.

## **Bylaw 3.0: Standing Committee's Duties and Responsibilities**

### 3.1: Advocacy and Legislative

The Advocacy and legislative committee shall:

- 1) Develop the annual legislative agenda and advocacy plan;
- 2) Review current legislative matters affecting the rights and/or interest of CCLVI's members and engage in advocacy outreach on those matters;
- 3) Provide information on legislation to the Board of Directors, the CCLVI membership and chapter legislative liaisons.

### 3.15: Awards

The awards committee shall consist of the following: immediate past president, membership committee representative and public relations committee representative. This committee is responsible to establish guidelines, criteria, process and shall select recipients of the following: Bernice Kandarian Service Award and Friend of CCLVI Award.

### 3.2: Constitution and Bylaws

The constitution and bylaws committee shall review, evaluate, and propose amendments to the CCLVI constitution and/or bylaws as deemed necessary for the effective governance of this organization. Any proposed amendments shall be promulgated to the membership in an accessible format in accordance with Article 11 of the Constitution.

### 3.3: Resolutions

The Resolutions Committee shall prepare, or assist in the preparation of, resolutions to be brought before the annual meeting for consideration. It shall review all proposed resolutions to assure conformity with CCLVI's purposes and priorities. The committee shall also, to the extent practicable, encourage and assist CCLVI affiliates in any necessary, appropriate, or desirable follow-up actions on resolutions between annual meetings.

### 3.4: Convention

The convention committee shall arrange all aspects of CCLVI's annual National Convention.

### 3.5: Nominating

A nominating committee shall be formed prior to the annual membership meeting, consisting of one person from each affiliate, two at-large CCLVI members selected by the CCLVI board, and the immediate past president

who shall serve as committee chair. No less than forty-five (45) days prior to the CCLVI annual membership meeting, the committee shall present a slate of candidates to the membership for consideration. Candidates must personally consent to their nomination. Members who are candidates for an officer or director position shall not serve on the Nominating Committee. However, if a member of the committee is nominated for a position during a Nominating Committee meeting, the individual shall be allowed to remain in the meeting. The member shall recuse themselves from any discussions, debates, or votes for a position in which they are a nominee, and such recusal shall be expressly stated in the Nominating Committee's report.

### 3.6: Credentials

The credentials committee shall consist of the Treasurer, Secretary, and Membership chair. The committee shall review affiliate lists for vote certification prior to the meeting, and then announce the total number of votes for each affiliate and the names of each affiliate's official and alternate delegates at the start of the annual meeting.

### 3.7: eCommunications

The eCommunications Committee shall develop, design, implement and continue maintenance of CCLVI's website and social media presence. CCLVI's webmaster shall serve on the committee. The committee will also identify

and create, as necessary, email distribution lists to facilitate CCLVI's ongoing operations.

### 3.8: Finance and Budget

The finance and budget committee shall provide financial oversight for the organization. Typical tasks include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies including, but not limited to:

- 1) Developing an annual operating budget.
- 2) Approving the budget within the finance committee.
- 3) Monitoring adherence to the budget.
- 4) Setting long-range financial goals along with funding strategies to achieve them.
- 5) Developing multi-year operating budgets that integrate strategic plan objectives and initiatives.
- 6) Presenting all financial goals and proposals to the board of directors for approval.

### 3.9: Fundraising

The fundraising committee shall develop and propose strategies for generating revenue for this organization.

### 3.10: Membership

The membership committee shall develop and recommend strategies for enhancing CCLVI's membership. It shall oversee the distribution of

membership renewal notices to all at-large members, lapsed affiliate members (when able to be determined from comparison of yearly affiliate rosters), and supporting organizations no later than November 1st of each year.

### 3.11: Public Relations

The public relations committee shall develop and initiate strategies for effectively marketing CCLVI's activities and programs.

### 3.12: Publications

The publications Committee shall be responsible for overseeing the publication of CCLVI's newsletter and such other publications as this organization may decide to produce.



### 3.13: Genensky Award

The Genensky Award Committee shall procure donations of video magnification devices to assure the continued viability of the program established by our founder Dr. Samuel Genensky, considered to be the father of the CCTV. The committee along with all CCLVI members shall solicit applicants for the annual award through outreach programs to colleges and universities, schools, and low vision specialists.

### 3.14: Scheigert Scholarship

The Scheigert scholarship committee shall assist in the administration of the Fred Scheigert scholarship program by:

(1) developing and promulgating application forms reflecting the specific requirements, qualifications, and deadlines for each scholarship category as outlined in the Fred Scheigert scholarship program guidelines;

(2) developing, in consultation with the CCLVI treasurer, and, where necessary or desirable, the scholarship trust, appropriate policies governing the disbursement of funds to winners in each scholarship category.

The committee shall review and select one winner in each of the three scholarship categories and shall report those winners to the CCLVI board.

#### Bylaw 4.0: Amendments.

##### 4.1: Amendments

Any proposed amendments to these bylaws shall be promulgated to the membership in a format accessible to all members at least forty-five (45) days prior to the established date of the meeting at which such amendments are to be considered. Any amendments to these bylaws shall be adopted upon a majority affirmative vote of those members present and voting at the meeting at which their consideration occurs.

#### 4.2: Effective Date

Any amendments to these bylaws shall become effective immediately after the conclusion of the meeting at which they are adopted unless another time is specified in the motion to adopt or where the language of the amendment itself specifies another effective date or, by its terms, specifies that it becomes effective upon the occurrence of a future event or circumstance.

#### PROVISO

The adoption of these bylaws supersedes and replaces all other Bylaws previously adopted by this Organization. The Secretary, or person or persons responsible for preparing this document for presentation, publication, or distribution are hereby authorized to make such technical, editorial, and/or conforming changes as may be necessary without in any way changing the intent of the original wording contained herein.

#### EFFECTIVE DATE

These bylaws shall be effective as of the date they are adopted by the membership.

(Adopted July 2018.)