

ARTICLES OF INCORPORATION OF  
THE PEDIATRIC CORTICAL VISUAL IMPAIRMENT SOCIETY  
*A Non-Profit Corporation*

## BYLAWS

### ARTICLE I — OBJECTIVES

The Pediatric Cortical Visual Impairment Society (PCVIS), also called the Society, exists for and is dedicated to the following purposes:

The mission of the Pediatric Cortical Visual Impairment Society (“the Society”) is to advocate for improvement in the quality of life of children with vision loss due to brain disorder, disease or injury. The mission is restricted to matters concerning the sense of vision.

#### Goals

The mission of the Society will be fulfilled through the pursuit of the following goals:

1. Advance interdisciplinary education and research.
2. Enhance dissemination of information and its communication among and between professionals, parents, government and educational institutions, and other groups whom impact children with cortical visual impairment.
3. Advocate for the appropriate allocation of resources to allow for improved medical and educational vision services for children with cortical visual impairment.
4. Improve public and professional awareness of cortical visual impairment in children.
5. Advocate for governmental policy that improves quality and quantity of vision services available to children with cortical visual impairment.
6. Engage in fund raising activities that will allow for advancement of the Mission and the Goals of the Society.

### ARTICLE II — MEMBERSHIP

#### Section 1 — Active Membership

Active membership in the Society can be achieved by meeting the following criteria:

1. Age 19 years of age or greater at the time membership dues are paid.
2. Payment of dues.

#### Section 2 ---- Term of Membership

The term of membership will be for one year from July 1 to June 30 of the following year.

#### Section 3 — Procedure for Application to Membership

Application for membership shall be made in writing on the application form provided by the Executive Office, supplying in detail all information required as the name is to appear in the membership records. Completed applications will be forwarded to the Secretary of the Society for inclusion in the membership roster.

#### Section 4 — Fees, Dues and Assessments

- 1) The dues, assessments, and other fees shall be established annually by the Executive Board. Partial year dues may be allowed as decided jointly by the President and the Treasurer of the Society.

- 2) Annual dues shall be established on the basis of the fiscal year. The dues for a year shall be payable at the annual meeting of the Society. Membership will not be continued without payment of dues. The dues cycle will coincide with the fiscal year of the Society, which will be from July 1 to June 30 of the following year. Assessments and fees shall be payable at the time or times that the Executive Board shall determine.
- 3) Assessments, or other fees shall be payable by Active Members at the discretion of the Executive Board.

#### Section 5 — Voting and Holding Office in PCVIS

Only Active Members are entitled to vote on any matter in person or by proxy during any Annual or Special Business Meeting of the Society. Active Members who have the right to cast votes in person or by proxy will be designated as “eligible voters” and the group of eligible voters may be referred to as the “Voting Membership” in these Bylaws and in official Society documents. Voting privileges may be suspended at the discretion of the Executive Board if an eligible voter is found to be in violation of the PCVIS ethics statement.

Only Active Members are entitled to hold elected office in the Society. They must also meet the criteria of having attended at least 1 annual meeting within the 3 year period prior to the year for which they are running for office. Violations of the PCVIS ethics statement will render Members ineligible for holding an elected PCVIS office until otherwise decided by the Executive Board. Elected officers found to be in violation of the PCVIS ethics statement may be removed from office at the discretion of the Executive Board.

#### Section 6 — Termination of Membership

Policies regarding late or non-payment of dues, including penalties and suspension or termination of membership, shall be established by the Executive Board.

#### Section 16 — Disciplinary Action

The Executive Board shall have the duty to consider disciplinary action for any violation of the PCVIS Ethics Statement or for any professional misconduct on the part of any Member of for which similar disciplinary action has been taken by a State, County, or official governmental Board of Medical Examiners, Board of Professional Medical Responsibility, or like body. Such disciplinary action may be in the form of censure, suspension or expulsion from the Society; and if the Member be an Officer of the Society, that Member shall be removed from office regardless of whether the Member is otherwise censured, suspended or expelled. For purposes of this section, the word “censure” means that the individual shall be advised in writing that his or her professional conduct is not consistent with the objectives of the PCVIS and that such conduct should be changed. The word “suspended” means that the individual shall be advised in writing that his or her privileges as a Member of the Society has been temporarily suspended or terminated until the professional misconduct has been corrected to the satisfaction of the State Board of Medical Examiners, Provincial, or other professional bodies supervising professional conduct; “expulsion” means that the Member shall be advised that the Member’s membership in the Society is terminated. A Member suspended or terminated, as a result of disciplinary action, may apply to have Membership reinstated after a period of one year.

### ARTICLE III — MEETINGS AND VOTE OF FELLOWS AND MEMBERS

#### Section 1 — Annual Meetings

Annual Meetings of the Society shall be held each year at the place or places and on the date or dates designated by the Executive Board. The primary purpose of the Annual Meetings shall be to provide educational courses and forums for the presentation of scientific papers. There shall be not less than one (!) business session at each annual meeting of the PCVIS for the purpose of election of Executive Board Members and such other business as is appropriate.

#### Section 2 — Special Meetings

Special scientific and business meetings of PCVIS may be called by the Executive Board for the times and places it may designate.

### Section 3 — Notice

Notice of each Annual Meeting of the Society shall be given to all Society members, as provided in Article VI, Section 2, not less than 90 days prior to the date on which the meeting is to begin. Notice of special scientific and business meetings of the Society shall be given as provided in Article VI, Section 2, at least 30 days prior to the date on which the meeting is to begin.

### Section 4 — Order of Business

The order of business at the annual business meeting shall be:

- 1) Reading of minutes of preceding meeting
- 2) Reports of Officers and Executive Board
- 3) Reports of Committees
- 4) Unfinished Business
- 5) New Business
- 6) Report of Nominating Committee and Elections

### Section 5 — Quorum

At any annual or special business meeting of the Society, a quorum shall consist of not less than, 10% of the voting membership, except as required by further provisions in these Bylaws.

### Section 6 — Vote

If a quorum is present, a majority vote of the eligible voters present shall be required to constitute an action by the eligible voters on any matter, unless otherwise provided by applicable law, the Articles of Incorporation, or these Bylaws. A member may vote either in person or by proxy executed in writing and signed by the member. Every proxy shall be dated, but need not be sealed, witnessed or acknowledged. No proxy shall be valid after 11 months from its date, unless otherwise provided in the proxy. At all meetings of members, the proxies shall be filed with a verified by the Secretary of the Society.

The Voting Members may vote electronically on special matters as approved by the Executive Board. For purposes of electronic voting, the entire Voting Membership shall be deemed present during the voting process. Notice of special matters subject to an electronic vote shall contain a detailed explanation of the matters to be voted on by the Voting Membership and shall be provided electronically to all Voting Members as provided in Article VI, Section 2, at least thirty days prior to the date on which the vote is to be held. An adequate time period will be offered to submit an electronic vote, and the dates for submitting an electronic vote will be clearly stated. Appropriate security measures will be employed to ensure a fair and accurate balloting process.

### Section 7 — Standing Rules

The Standing Rules of the Society are contained in the document attached to these Bylaws in effect on the effective date of the adoption of the Bylaws. The Standing Rules of the PCVIS may be amended or revised from time to time as provided therein, but may not be inconsistent with the Articles of Incorporation or Bylaws of the PCVIS.

### Section 8 — Parliamentary Authority and Rules of Order

The deliberations of the Society, its Executive Board, and all committees shall be governed by the rules contained in the then current edition of Robert's Rules of Order Revised (Robert's Rules) except in instances where Robert's Rules are contrary to or otherwise inconsistent with the Articles of Incorporation Bylaws, Standing Rules, or the customary practices and procedures of the Society. In such event the Articles of Incorporation, Bylaws, Standing Rules, or the customary practices and procedures of the Society shall govern.

## ARTICLE IV — OFFICERS

### Section 1 — Elected Officers of the Society shall be:

President  
Vice President  
Treasurer/Secretary

Other Members of the Executive Board [of which there shall be at least five (5) and no more than ten (10) including the immediate past president].

### Section 2 — Election

Election of Officers shall be held at the Annual Business Meeting of the society during even-numbered years, serving a term of two (2) years, commencing on July 1 following the Annual Meeting at which they were elected. The affirmative vote of a majority of the eligible voters present and voting shall be required for election to any office, except that if there are more than two (2) candidates for one office, a plurality vote of the eligible voters present and voting shall be sufficient for election to that office. Voting shall not be cumulative.

Board Members shall serve for a term of two (2) years, or until a successor is elected, commencing on July 1 following the Annual Meeting at which they were elected.

Other Members of the Board, of which there shall be five to ten, with the exception of the President, may be nominated for consecutive terms in the same office.

One Member may be designated Parliamentarian by the Chair of the Executive Board. The Parliamentarian shall be responsible for ensuring adherence to the stated Parliamentary Authority and Rules of Order during all Executive Board and Annual Business Meetings. If a Parliamentarian is not designated, the President will be responsible for adhering to Robert's Rules of Order.

### Section 3 — Nominations

Prior to each annual meeting at which elections are to be held, the Executive Board, shall nominate Active Members of the Society for each vacancy that occurs on the Executive Board. A Nominating Committee can be designated by the Executive Board and their recommendations considered. PCVIS Members shall be notified of the names of all nominees at least thirty days prior to the Annual Meeting. In the event of death or withdrawal from candidacy of any of these nominees, the Executive Board shall designate a substitute nominee at any time before the election and shall announce that designation before the election. In addition, nominations for positions on the Executive Board may be made from the floor of the meeting provided that a written petition, signed by twenty (10) or more eligible voters, has been filed with the Chair of the Executive Board together with an acknowledgment by the nominee setting forth willingness to serve if elected.

### Section 4 — President

The President shall preside at all business sessions of the membership of the Society; shall act as chief spokesman of PCVIS to the public, the press, legislative bodies, the medical community at large and federal, state, and local governmental and private agencies and organizations; shall act as the Chair of the Executive Board to ensure that basic PCVIS policies and programs are formulated and executed; shall not serve consecutive terms as President; is responsible for making appointments to replace members rotating off standing committees; and may create ad hoc committees and appoint PCVIS representatives to civic, professional, and governmental organizations as may be required to execute the business and affairs of the PCVIS.

### Section 5 — Vice President

The Vice President shall, in the event of a vacancy in the office of both the President and the President-Elect, however occurring, have and perform the duties of the President; shall have all other duties and responsibilities that the President or Executive Board may determine.

The Vice-President shall automatically become the President of the PCVIS upon expiration of the President's term; shall, in the absence or disability of the President, have and perform the duties and responsibilities of the President; shall in the event of a vacancy in the office of President, however occurring, fill the vacancy in the office of President for the unexpired portion of the President's term and

also serve a full term as President; shall assist the President in the performance of his or her duties whenever requested to do so; and shall have all other duties and responsibilities that the President or the Executive Board may determine.

#### Section 6 — Secretary-Treasurer

The Secretary-Treasurer shall ensure that the PCVIS maintains accurate financial records; review PCVIS expenditures and financial status on a regular basis to ensure overall financial integrity; submit the financial accounts of the PCVIS to an annual independent audit; submit annual state and federal tax returns to the Internal Revenue Service; develop and present financial recommendations to the Executive Board; and perform other duties assigned by the President or Executive Board. The Secretary-Treasurer will have the authority to form a Finance Committee populated by designees of the Secretary-Treasurer.

The Secretary-Treasurer shall ascertain that records are maintained for all business meetings and Executive Board meetings of the Society; ensure that copies of the minutes of each meeting are provided to the President and other Officers and Directors as appropriate; maintain current copies of the Association Rules and Bylaws for use by the President and the Executive Board; perform other duties assigned by President or Executive Board.

#### Section 7 — Members of the Executive Board (other than Officers)

Members of the Board shall have all duties and responsibilities that the President or the Executive Board may determine.

#### Section 8 — Immediate Past President

The Immediate Past President shall be a member of the Executive Board and shall have all duties and responsibilities that the President or the Executive Board may determine.

#### Section 9 — Vacancies

In the event of incapacitation, withdrawal, demise, resignation or removal of any Officer or Member of the Executive Board, except the President-Elect, the President, with a majority approval of the Executive Board, shall appoint a successor who will hold the appointed office until a successor has been elected.

In the event of incapacitation, withdrawal, demise, resignation or removal of the President-Elect, the Executive Board or Nominating Committee shall be reconvened to name a nominee for that position to present for election by the voting membership of PCVIS at the next annual business meeting.

#### Section 12 — Removal from Office

Any Member of the Society elected by the Voting Membership may be removed from office by the affirmative written ballot of two-thirds of the Board Members whenever, in their judgment, the removal will serve the best interests of the Society. Ratification of removal from office of such Member must be approved by a majority vote of eligible voters in attendance at the next Annual Meeting.

### ARTICLE V — EXECUTIVE BOARD

#### Section 1 — Authority

The Executive Board shall manage all the business and affairs of the PCVIS. The President of the Society will serve as Chair of the Executive Board, will be a current member of the Executive Board and will be elected every two years by a majority vote of the Members of the Board. The Executive Board shall have all powers and responsibilities conferred upon the Board of Directors of a nonprofit corporation by the State of Nebraska, as now or hereafter amended, except as those powers or responsibilities may be limited by the Articles of Incorporation or these Bylaws. The Executive Board shall have the final responsibility and authority for all actions and policies that are recommended or adopted by any and all standing and ad hoc committees, sections, representatives to professional and governmental organizations, agents, and employees; and no action or policy shall be the action or policy of the PCVIS unless and until it is adopted, ratified, or approved by the Executive Board.

The Executive Board shall employ, when in its opinion the affairs of the PCVIS justify such action, a Chief Operating Officer, who shall function in the usual capacity of such office when those functions are not

contrary to the Articles of Incorporation and Bylaws of the Society. The Executive Board shall determine the duties and salary of such a Chief Operating Officer, and policies pertaining to that office.

#### Section 2 — Members of the Executive Board

The members of the Executive Board shall number not more than thirteen (13) elected members and shall consist of all the Officers and other Members of the Board elected by the voting membership. The Chief Operating Officer may or may not be a Member of the Executive Board. A married couple may serve as a single voting member of the Executive Board.

#### Section 3 — Meetings

The Executive Board shall meet during the Annual Meeting. Special Meetings of the Executive Board may be called by the President or at the written request of four (4) Members of the Board addressed to the Secretary at no less than twenty (20) calendar days' notice in advance of the proposed special meeting. Such a meeting may occur in person, or via agreed upon tele-media.

#### Section 4 — Notice

Notice of each Meeting of the Executive Board shall be given, as provided in Article VI, Section 2, by the President, or, if such position is vacant, by a designee of the Executive Board, not less than fifteen (20) calendar days prior to the date on which the meeting is scheduled to be held. The matters to be discussed and voted upon at any duly called meeting of the Executive Board shall not be limited to those set forth in the Notice of the Meeting.

In the event that an electronic vote shall be held for the Election of Executive Board members, the Voting Membership shall be notified of the names of all nominees at least sixty days prior to the date on which the vote is to be held, as provided in Article IV, Section 3.

#### Section 5 — Quorum

Five (5) Voting Members of the Executive Board shall constitute a quorum for the purposes of transacting Executive Board business and affairs on behalf of the PCVIS.

#### Section 6 — Manner of Acting

A majority vote of the Executive Board Members present and voting at a meeting at which a quorum is present shall be the act of the Executive Board, unless the vote of a larger number is required by the applicable law, the Articles of Incorporation, or these Bylaws.

#### Section 7 — Written Action

Any action that the Executive Board could take at a duly called meeting of the Board may be taken by a written action signed by two-thirds of the Board Members. The same written action need not be signed by all Board Members, and each may sign a separate counterpart of the written action, but all Board Members shall be notified in writing at least twenty (20) calendar days in advance of the matter to be voted on. Email may suffice as "written action."

#### Section 8 — Telephone Conference

Any action that the Executive Board could take at a duly called meeting of the Board may be taken during a telephone conference of the Board Members. A quorum must participate in the telephone conference in order to transact business. A minimum notice of two (2) business days is required to all Executive Board members in order to schedule a telephone conference of the Board for the purpose of transacting PCVIS business.

### ARTICLE VI — MISCELLANEOUS

#### Section 1 — Fiscal Year

The fiscal year of PCVIS shall be from July 1 to June 30.

#### Section 2 — Notice and Waiver of Notice

Notice is deemed given by a Member of the PCVIS to the PCVIS or to an Officer of the PCVIS when it is in writing and mailed or delivered to the Society or to the Officer at the principal executive office of the PCVIS. In all other cases, notice is deemed given to a Member of the Society when it is communicated to

the Member orally, in person or by telephone, or in writing by mail, fax, email, telegram or otherwise delivered to the person at the person's last known address. Notice by mail is deemed to be given when it is deposited with the official government postal authority with sufficient postage affixed. Whenever any notice is required to be given by law, the Articles of Incorporation, or these Bylaws, a waiver of the notice may be executed, whether before, during, or after the time stated therein, and the waiver shall constitute the equivalent of receiving the notice.

### Section 3 — Indemnification

To the full extent permitted by any applicable law, any person who is or was a director, officer, employee or agent of the PCVIS shall be indemnified by the Society against any and all liability and reasonable expense incurred by reason of the person being or having been a director, officer, employee or agent of the PCVIS, or by reason of any action taken or not taken in the course and scope of the person's service as such director, officer, employee or agent of the PCVIS, in the event that such person was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, wherever brought, whether civil, criminal, administrative or investigate, other than an action by or in the right of the corporation. Such person shall be entitled to reimbursement by the Society of reasonable expense in advance of the final disposition of a proceeding in accordance with, and to the full extent permitted by, any applicable law.

The rights of indemnification provided in this section shall not limit, but shall be in addition to, any other right to which such director, officer, employee or agent may otherwise be entitled by contract, law or statute, or otherwise; and in the event of such person's death, such rights shall extend to such person's heirs, legal representatives, or successors. The foregoing rights shall be available whether or not the claim asserted against such person is based upon matters which antedate the adoption of this section.

The PCVIS, its Directors and Officers, shall be fully protected in making any determination under this section, or in making, or refusing to make any payment under this section, in reliance upon the advice of counsel.

The Society may, to the full extent permitted by applicable law, purchase and maintain insurance on behalf of any person who is or was a Member of the Executive Board, an officer or employee of this corporation or a Member of a Committee of this corporation against any liability asserted against such person in such capacity.

If any provision of this section shall for any reason be determined to be invalid, the remaining provisions hereof shall not be affected thereby but shall remain in full force and effect.

## ARTICLE VII — AMENDMENTS

These Bylaws may be amended, altered or repealed at any meeting, annual or special, by the vote of at least two-thirds of the eligible voters, present and voting, provided that any proposed amendment 1) has been submitted in writing to the Executive Board and 2) notice thereof has been mailed to each Voting Member at least one month prior to the session at which it will be acted upon. Bylaw amendments may be proposed only by Members of the Society who are eligible voters as defined by these Bylaws. These Bylaws shall be subject to a complete review every ten years.

## ARTICLE VIII — PUBLICATIONS

### Section 1 — Publication Committee

A Publications Committee shall be established at the discretion of the Executive Board.

## ARTICLE IX — USE OF THE SOCIETY NAME, INITIALS AND LOGO

Regulation of the use of the Name of the Society (Pediatric Cortical Visual Impairment Society), its initials (PCVIS) and its Logo shall be determined by the Executive Board. Use of these without written consent of the Board is strictly prohibited. Penalties for unapproved use of the Society name, initials and logo shall be determined by the Executive Board.

## STANDING RULES OF THE NORTH AMERICAN NEURO-OPHTHALMOLOGY SOCIETY

### CREATION OF STANDING COMMITTEES OF THE PEDIATRIC CORTICAL VISUAL IMPAIRMENT SOCIETY

Standing Committees of the PCVIS may be created by a majority vote of the Executive Board. These Standing Committees shall provide the ongoing functions vital to the Society on a long term basis. The scope of responsibility of each Standing Committee shall be established by the President on the advice of the Executive Board.

The Chair of a Standing Committee shall be appointed by each new President when taking office. Chairpersons of all Standing Committees, except for the Nominating Committee, shall be appointed by the President to serve a two-year term, and may be re-appointed for two additional terms to serve a maximum of six years. An incoming President, at his/her sole discretion, may elect to extend the maximum term of an outgoing Committee Chair to allow such outgoing Committee Chair to serve in the capacity of a member of such committee for one additional two-year term.

Members of the Nominating Committee shall include one Past President of NANOS, two Chairpersons of Standing Committees, three Executive Board Members, and three additional Members who will be Members of the Society.

Members of Standing Committees shall be subject to re-approval as each new President takes office. Members of Standing Committees shall serve for a maximum of six years, or three two-year terms, and terms of membership shall be staggered so that no more than one-third of the Committee Members have terms ending in the same year.

## II. EXAMPLES OF POSSIBLE STANDING COMMITTEES OF PCVIS

Archives: Compiles, researches and maintains the written archives of PCVIS.

Bylaws: Develops and recommends changes in the PCVIS bylaws to the Executive Board.

Continuing Medical Education: Develops and maintains a continuing medical education program for all PCVIS meetings; develops recommendations and monitors all activities related to PCVIS continuing medical education activities.

Meeting Management: Develops and recommends policies for structure, format and operation of the Annual Meeting; recommends meeting sites to Executive Board; coordinates planning with PCVIS staff.

Education: Develops and maintains an effective educational program for the PCVIS Annual Meeting; develops recommendations and monitors activities related to other educational issues of importance to PCVIS.

Ethics: Serves to facilitate awareness and discussion of ethical issues that may arise in the study and clinical practice pertaining to pediatric cortical visual impairment, and to educate, consult, and advise on ethical issues.

Executive Committee: Serves to advise the Executive Board in the management of all the business and affairs of PCVIS.

Finance and Audit: Prepares yearly budget for review and approval of Executive Board; supervises investments and accounts; reviews existing fiscal policies and develops recommendations for improving the financial status of PCVIS. Reviews annual independent audit and presents recommendations to the Executive Board.

International Relations: Develops and recommends policies and procedures for fostering cooperative relationships between PCVIS and physicians and organizations outside the United States and Canada.



Membership: Assures that proper membership status is provided for all present and potential PCVIS members; recommends methods for strengthening membership activities within PCVIS.

Nomination: Nominates a slate of Executive Board members consistent with PCVIOB Bylaws for election as allowed by the voting membership of PCVIS.

Research: Promotes and facilitates research endeavors and advises the Board in the selection of recipients of specific PCVIS research awards.

### III. CREATION OF AD HOC COMMITTEES OF THE PCVIS

Ad Hoc Committees may be appointed as the need arises by the President to carry out a specific task that is not the assigned function of an existing Standing Committee of PCVIS. The Ad Hoc Committee's charge and date of expected report should be specified by the President, The Ad Hoc Committee and Members of all Ad Hoc Committees shall be appointed at the discretion of the President.

Ad Hoc Committees shall submit to the President reports as deemed appropriate by the President. The Chair of each Ad Hoc Committee shall be responsible for all reports.

### IV. COMMITTEE LONGEVITY

Standing Committees will continue to exist indefinitely at the discretion of the Executive Board. When, in the judgment of the Executive Board, a Standing Committee is no longer necessary, it may discharge the Standing Committee by majority vote of all Executive Board Members.

Ad Hoc Committees are discharged automatically 1) upon the acceptance of their final report by the Executive Board or 2) upon completion of the current President's term of office. Ad Hoc Committees may be discharged at any time by the President.

### V. REPRESENTATIVES TO CIVIC, PROFESSIONAL, AND GOVERNMENTAL ORGANIZATIONS FROM NANOS

Representatives shall be appointed by the President to organizations as deemed necessary.

A position taken or expressed by a representative shall not be deemed the position of the PCVIS unless and until it is adopted, ratified, or approved by the Executive Board. The term of such an appointment will be 2 years.

A manifest of these representatives will be maintained by the Secretary/COO of the organization.

Representatives shall submit to the Executive Board an annual report and special reports as deemed appropriate by the representatives or as requested by the President.

### VI. ELIGIBILITY REQUIREMENTS FOR COMMITTEE MEMBERS AND REPRESENTATIVES

All Members of the PCVIS Committees and PCVIS representatives to organizations shall be PCVIS Active Members.

If other classes of PCVIS Membership are developed, they may, upon receipt of approval from the PCVIS Executive Board, be appointed by the President to serve on PCVIS Standing Committees and PCVIS Ad Hoc Committees and PCVIS representatives to organizations.

Nonmembers of the PCVIS may, with the specific approval of the President, serve as consultants on committees; however, they shall not vote on matters of administration or policy affecting PCVIS.

### VII. ANNUAL AND SPECIAL REPORTS OF STANDING COMMITTEES, SPECIAL COMMITTEES, AND REPRESENTATIVES TO ORGANIZATIONS

Standing Committees, Ad Hoc Committees, and representatives to organizations shall submit to the Executive Board an annual report and such special reports, from time to time, as deemed appropriate by the Committee, representatives or the Executive Board.

The chair of each Committee and representative to each organization shall be responsible for submitting all reports. All reports shall be in writing.

### VIII. AMENDMENTS AND REVISIONS

These Standing Rules may be amended or revised by the Executive Board of PCVIS.

Draft 8-9-2015  
Richard Legge, MD