Regional Chapters
Of The Ophthalmic Photographers’ Society

The Board of Directors of the Ophthalmic Photographers’ Society wishes to promote the objectives and mission of the organization by encouraging fellowship and education through Local Chapters. Loose guidelines have existed for the formation and support of Local Chapters, but those guidelines have failed to accommodate diversity of activity among Local Chapters. While the purpose of some Local Chapters has been mostly social in nature, others have become sophisticated organizations which run elaborate educational programs. This broad scope of objectives results in an equally broad range of financial obligations which have proven to be a stumbling block in the formation of a unified policy on Local Chapters.

Allowing Local Chapters the use of the OPS tax number permits those organizations to make commitments on behalf of the parent organization for which the parent organization is financially and legally responsible. Only the Board of Certification is currently granted this level of financial autonomy. The Board of Directors should maintain some control over how such commitments were made by Local Chapters, and this control might be counterproductive to the Local Chapter.

The Finance Committee believes that a structure can be implemented which will accommodate this broad scope of Local Chapter objectives. The structure would consist of two categories of Local Chapters, identified primarily by their financial activities.

- **Category 1 Chapters** are OPS Chapters with no financial assets or liabilities and therefore no tax reporting responsibilities. Category 1 Chapters exist completely within the structure of the OPS, may elect officers and conduct chapter membership meetings, but may not open bank accounts or enter into contracts on behalf of the Ophthalmic Photographers’ Society without the written permission of the OPS Board of Directors.

- **Category 2 Chapters** are OPS Chapters with financial assets and/or liabilities. Category 2 Chapters of the OPS are independent tax-exempt corporations which are affiliated with the OPS through mandatory clauses in their bylaws. Category 2 Chapters may collect dues, may charge registration fees for meetings, and may enter into contracts. The OPS parent organization will provide financial and administrative assistance for the formation of Category 2 Chapters.

**Guidelines for the formation and operation of Category 1 Chapters of the OPS.**

1. Category 1 Chapters must adhere to the bylaws of the Ophthalmic Photographers’ Society.
2. A written petition to the Board of Directors by three or more members is necessary to apply for Chapter formation. The Board of Directors must consider all such petitions at the next regular meeting of the Board of Directors following submission of the petition.

3. Category 1 Chapters must be approved by the OPS Board of Directors before conducting business in the name of the Chapter.

4. Category 1 Chapter officers shall be elected by the Chapter, which determines length of terms and qualifications.

5. Category 1 Chapters must file an Annual Report in writing to the Board of Directors at the Annual Business Meeting of the Ophthalmic Photographers’ Society. Failure to report shall be grounds for the dissolution of the Chapter by the Board of Directors.

6. Category 1 Chapters may use the OPS logo providing it is accompanied by the Chapter name.

7. Category 1 Chapters may apply to the Board of Certification for Continuing Education Credit for educational programs which they produce.

8. If Category 1 Chapters conduct programs which require the collection and disbursement of funds, a financial plan shall be approved in advance by the Board of Directors. After approval, the financial plan shall constitute a revision to the OPS annual budget, all deposits of funds shall be presented to the OPS Treasurer for deposit into the OPS accounts, and all non-cash disbursements shall be made by the OPS Treasurer from the OPS accounts.

9. Chapters shall inform the Chair of the Board of Education in advance of all Chapter Educational Programs.

10. Category 1 Chapters may not use the tax number of the Ophthalmic Photographers’ Society.

11. Category 1 Chapters may accumulate no funds, and may hold no bank accounts.

12. Category 1 Chapters may make no financial or legal commitments on behalf of the Ophthalmic Photographers’ Society without the expressed, written permission of the OPS Board of Directors.

Guidelines for the formation and operation of Category 2 Chapters of the OPS.

1. Category 2 Chapters must be incorporated. It is recommended that the Chapter incorporate in the primary State in which they conduct business.

2. Category 2 Chapters must obtain 501(c)3 or 501(c)6 tax exemption prior to generating or disbursing funds.

3. Category 2 Chapters shall include the following statements in their bylaws:
   - *Chapter Name* is a regional chapter of the Ophthalmic Photographers’ Society, Inc. and will adhere to the objectives and mission of the Ophthalmic Photographers’ Society, Inc.
   - No bylaw, bylaw amendment, or policy shall be enacted which places *Chapter Name* in conflict with the bylaws of the Ophthalmic Photographers’ Society, Inc.
• *Chapter Name* will file an Annual Report of Chapter Activity to the Ophthalmic Photographers’ Society, Inc. at the Annual Business Meeting of the Ophthalmic Photographers’ Society, Inc.

4. Category 2 Chapters shall include the following dissolution clause in their Articles of Incorporation:

• Upon dissolution and after settlement of all liabilities, all remaining assets of *Chapter Name* shall be transferred to the Ophthalmic Photographers’ Society, Inc.

5. Before incorporation of the Category 2 Chapter, the chapter organizers shall select corporate officers as required by law for incorporation. A written petition to the Board of Directors by the officers elect shall then be made to the OPS Board of Directors prior to the initiation of incorporation proceedings. The Board of Directors must consider all such petitions at the next regular meeting of the Board of Directors following submission of the petition.

6. Category 2 Chapters must be approved by the OPS Board of Directors.

7. Category 2 Chapters define officers and directors, set term limits, and establish election procedures within the Articles and Bylaws of the Chapter.

8. Category 2 Chapters may use the OPS logo providing it is accompanied by the Chapter name.

9. Category 2 Chapters shall establish and maintain financial accounts which are independent of those maintained by the Ophthalmic Photographers’ Society.

10. Category 2 Chapters are requested to inform the Chair of the Board of Education of the OPS in advance of all Chapter Educational Programs.

11. Category 2 Chapters may not use the tax number of the Ophthalmic Photographers’ Society.

12. The Ophthalmic Photographers’ Society will aid in the incorporation and tax exemption process, and will pay all initial application and filing fees.

**Implementation of Category 1 Chapters.**

Any three OPS members may petition the OPS Board of Directors to form a Local Chapter of the OPS. The OPS Board of Directors acts upon the petition. Upon approval the name of the Chapter is entered in the Standing Rules of the OPS, the Chapter and appropriate contacts are listed on the OPS web page, in the OPS Directory, is announced in the OPS Newsletter, and other publications as deemed appropriate.

When chapters are listed in OPS publications, there is no distinction between Category 1 and Category 2 chapters.

Once approved, the Category 1 Chapter may conduct membership meetings or educational meetings at it’s discretion. Collection and disbursement of non-cash funds shall be made through the Office of the Treasurer of the OPS.

The Secretary of the OPS shall notify the Chapter President in advance when Annual Reports are due.
Implementation of Category 2 Chapters.

It is recommended that new chapters first organize as Category 1 Chapters so they may begin conducting organizational meetings in preparation for incorporation and tax exemption application.

Incorporation will require the election of corporate officers and directors. The chapter organizing committee will choose those officers and directors, who will be named in the application for formation of the chapter to the OPS Board of Directors.

The Ophthalmic Photographers Society will choose an active chapter with assets and liabilities to undergo the incorporation and tax exemption process. The OPS will fund the formation of the chapter.