

OCTOBER 2026

COUNCIL ORIENTATION GUIDE

Alberta
Association
of Optometrists



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AAO MISSION STATEMENT

Vision

Advancing the profession of Every Albertan receives lifelong, world-class vision health care by Doctors of Optometry.

Mission

To advance, support, and advocate for Doctors of Optometry to deliver accessible and continual vision health care for all Albertans.

Values

Accountable

Inclusive

Innovative

Excellence

Visionary

ORGANIZATIONAL STRUCTURE

ORGANIZATIONAL CHART



COUNCIL MEMBERS AND BIOGRAPHIES

Dr. Sophia Leung | President



Dr. Sophia Leung is a residency-trained and fellowship-trained optometrist with a clinical emphasis in cornea, advanced glaucoma, and anterior segment disease. She is currently practicing at a surgical referral center in Calgary, Alberta where she performs surgical triage, secondary and tertiary medical management, and surgical co-management alongside ophthalmologists of various subspecialties.

Dr. Leung is a 2014 University of Waterloo School of Optometry alumni, completed an Ocular Disease and Refractive Surgery Residency, and an Advanced Glaucoma and Cornea Fellowship with Oklahoma Medical Eye Group (affiliated with NSUOCO) in 2019-2021. Dr. Leung has been a council member of the Alberta Association of Optometrists since 2015. Dr. Leung is a Diplomate of the American Board of Optometry, Diplomate of the American Academy of Optometry in the Anterior Segment Section, Fellow of the Canadian College of Specialties in Optometry, and an adjunct faculty member for NSUOCO and University of Waterloo School of Optometry.

Dr. Cristy Franco | President Elect



Dr. Cristy Franco was born and raised in Calgary, and after graduating from the University of Waterloo School of Optometry in 2016, she was excited to return home to practice. She joined Airdrie Family Eye Doctors where she provides comprehensive primary eye care and leads a neuro-optometric vision therapy clinic with a clinical emphasis on pediatric, learning-related, and concussion therapy. She continues to be involved in international eye care, with past trips to Romania, Moldova, Mexico, and Guatemala.

Dr. Franco is involved with teaching and education locally within her community and as a conference speaker. She strongly values collaboration with other health care providers for best patient care. When not in clinic, she is learning Spanish, enjoys all things plant-related, traveling, and spending time with her husband and their dog.

Dr. Franco joined the Alberta Association of Optometrists Council in 2020, serving as President-Elect since 2024.

Dr. Andrea Lasby | Past President



Dr. Lasby graduated from the University of Waterloo, School of Optometry and Vision Sciences, in 2013. She went on to complete a Cornea and Contact Lens Residency at Northeastern State University, Oklahoma College of Optometry in 2014. After returning to her hometown of Calgary, she joined Mission Eye Care, continuing to fit all types of contact lenses for both normal and diseased eyes.

Dr. Lasby is a fellow of the American Academy of Optometry as well as the Scleral Lens Society. She served as president of the Calgary Society of Optometrists from 2016-2018. Dr. Lasby is passionate about teaching and regularly lectures for Optometrists. She is involved in teaching the University of Calgary's medical students and family medicine residents. She is also the program coordinator for Mission Eye Care's Cornea and Contact Lens Optometry Residency Program, beginning in July 2023.

She has served on the Alberta Association of Optometry's Council since 2018 and has served as President since 2022.

COUNCIL MEMBERS AND BIOGRAPHIES

Dr. Monica Bell | Council Member



Dr. Monica Bell, born and raised in Calgary, attended the University of Alberta for her Bachelor of Science before graduating with honours from the University of Waterloo School of Optometry. She currently practices in both Calgary and High River. In school, Monica was an active participant in student organizations with her role as president of the Lions Club, Social Affairs Director of the Canadian Association of Optometry Students. Currently, she maintains the role of Past President of the Calgary Society of Optometrists and is serving her fifth term as AAO council member and fourth year as continuing education committee chair.

Monica is passionate about helping others and has participated in numerous vision care clinics globally to provide eye care and establish sustainable clinics and training to local optometrists. Outside of optometry, Monica loves to stay active, enjoys traveling and spending time in the mountains.

Dr. Pamela Giles | Council Member



Dr. Pamela Giles, born and raised in Grande Prairie, graduated with honors from the University of Waterloo in 2005. She has worked throughout Northern Alberta, and practices full scope optometry in rural settings. She, along with 2 partner ODs, started Aurora Eye Care in 2013 and now own private practice clinics in Grande Prairie, Edson, and Jasper. Her passions include patient health advocacy, a critical role in resource limited rural communities.

Pamela and her husband, Ryan, have a great time hiking, skiing, cooking, and traveling with their three children, Emily, Brady, and Josh. She also has an interest in art, taking a variety of courses in oil and watercolor painting.

Dr. Darren Wagner | Council Member



Dr. Darren Wagner was born in Spirit River, Alberta, and studied Biochemistry at Grande Prairie Regional College, and the University of Alberta before graduating with Honours from the University of Waterloo School of Optometry in 2006. Darren has previously volunteered on an eye mission in Guatemala, and has completed a disease externship in Baltimore, Maryland. He is married to Dr. Dallas Wagner, and they own a practice in Brooks, Alberta. He strives to increase public education of eye health in his community by speaking at schools, diabetes expos, and with local physician groups. Darren has a young family, and together they swim, bike, run, curl, windsurf, and sail, in beautiful Southeastern Alberta.

COUNCIL MEMBERS AND BIOGRAPHIES

Dr. Karen Hayward | Council Member



Dr. Karen Hayward was born and raised in Port-au-Port, Newfoundland. She moved to Nova Scotia and completed her Bachelor of Science in 1998 at Saint Mary's University before continuing her studies at the University of Missouri St. Louis, where she earned her Doctor of Optometry in 2002. She also completed an Oral Therapeutics, Glaucoma and Advanced Diagnostic course from the Northeastern State University College of Optometry in 2014.

Dr. Hayward practices at the FYidoctors - St. Albert Centre location, where she passionately works to provide excellent patient care and always ensures her patients and eye care needs are met above and beyond expectation.

Dr. Hayward is currently serving on the Board of Directors for FYidoctors, and is past Chair of the FYidoctors Advisory Committee. She was also Chair of the Enhancing Life Foundation from 2014- 2020 and thoroughly enjoyed her role in leading the charitable arm of FYidoctors.

Dr. Alia Cappellani | Council Member



Dr. Alia Cappellani is a residency-trained optometrist with a clinical emphasis in cornea, dry eye, anterior segment disease and specialty contact lenses. She currently practices at Orbit Eye Centre where she performs surgical co-management alongside the ophthalmology team of various subspecialties and Mission Eye Care for primary eye care, specialty contact lenses, dry eye and myopia management.

Dr. Cappellani earned her Doctor of Optometry from the University of Waterloo and completed a cornea and contact lens residency at the NSU Oklahoma College of Optometry. She is a Fellow of both the American Academy of Optometry and the Scleral Lens Society. She serves as co-chair of the Educational Committee for the Calgary Society of Optometrists and is a member of the Indigenous Optometrists of Canada. Dr. Cappellani is an award-winning author who continues to contribute to journal publications and speaking engagements.

Dr. Troy Brady | CAO Representative



Dr. Brady grew up in Pinawa, Manitoba and graduated from the University of Waterloo in 1999 with a Bachelor of Science and a Doctor of Optometry (Dean's Honours List). Immediately following his graduation, he moved to Edmonton and began practicing at a full scope optometric practice, Optometrists' Clinic Inc. He takes a special interest in ocular disease, contact lenses and family practice. He is a past-president of the Alberta Association of Optometrists, serving on the AAO Council since 2010. He is currently Alberta's representative and Treasurer of the Canadian Association of Optometrists.

Dr. Brady enjoys coaching his two daughters in their sporting activities and remains active in his own right. He is an avid golfer and still plays hockey once a week. This includes playing in the Alzheimer's Faceoff Pro-Am hockey tournament during which he and his team have raised hundreds of thousands of dollars to help find a cure for dementia.

ROLE OF COUNCIL MEMBERS

The board of directors of an incorporated, non-profit organization is legally responsible for the governance of the organization. The role of the AAO Council is to:

1. Act as trustee of members' interests.
2. Establishment of written governing policies which at the broadest levels address:
 - a) Fiduciary Responsibility: Review and approval of the annual budget and the provision of financial oversight. (See page 13 "Understanding AAO Financial Statements")
 - b) Priorities and Objectives: Develops and regularly revisits a strategic plan based on organizational priorities as identified from AAO ENDS. (Page 17)
 - c) Governance Process: Specification of how the Council conceives, carries out and monitors its governance and legal obligations. (Page 20, Policy Section 1)
 - d) Council-CEO Relationship: Hiring the CEO and determining how authority is delegated and its proper use monitored. (Page 30, Policy Section 2)
 - e) Executive Limitations: Constraints on executive authority which establish boundaries. (Page 32, Policy Section 3)
3. The measurement of CEO performance against Council policies, priorities and objectives.

Collectively, the council must:

1. Act in a governance capacity, particularly accountability for the Association's financial status.
2. Appoint counsel for the Association.
3. Appoint the auditor for the Association.
4. Conduct the business of the Association between Annual General Meetings.
5. Determine the time and place of the Annual General Meeting or any Special Meeting.
6. Enter into agreements on behalf of the Association.
7. Establish fees, dues and levies as per AAO bylaws and policies.
8. Fill any Council vacancy for the remainder of any term caused by the resignation or death of any Council member.
9. Make and revise Bylaws (subject to approval by Members) and governance policies.
10. Meet with the Council of the Alberta College of Optometrists to consider matters of joint interest.
11. Prescribe fees, allowances, stipends and expenses for Members of the Association serving on Council or Committees.
12. Prescribe fees, allowances, stipends, and expenses of persons other than Members of the Association for rendering services to the Association.
13. Prescribe the function and duties of Council standing and ad hoc committees, and appoint individuals to Council standing and ad hoc committees.
14. Respond to any matters as may be required by the Act or these Bylaws.

Individually, each council member must:

1. Act in the best interests of the organization.
2. Understand the roles and responsibilities of being a council member.
3. Be familiar with the organization's bylaws, policies and Ends, strategic plan, vision, mission, values, etc.
4. Ensure they avoid conflicts of interest including operating in the best interest of the organization not in self-interest or the interest of a stakeholder group.
5. Respect confidentiality policies that pertain to membership and council discussions.
6. Keep informed about the organization's financial activity and legal obligations.
7. Bring his/her own skills, experience and knowledge to the organization.
8. Attend council meetings regularly and arrive prepared for meetings.
9. Support council decisions once they have been voted on.

COUNCIL MEMBER JOB DESCRIPTIONS AND DUTIES

While the Council acts as a whole, there are specific duties assigned to some officers while more general duties apply to all members of Council.

President

Fulfill the duties of the role of President as laid out in Section 2, Article 7 of the AAO Bylaws and Policy 1 – C of the AAO Policies.

President Elect

Fulfill the duties of the role of President Elect as laid out in Section 2, Article 8 of the AAO Bylaws.

Past President

Fulfill the duties of the role of Past President as laid out in Section 2, Article 9 of the AAO Bylaws.

Principal Duties of all Council Members

Every member of the Council is expected to do the following:

- i. Abide by the by-laws, code of conduct, conflict of interest and other policies that apply to the council.
- ii. Attend and participate in the Annual General Meeting.
- iii. Be an ambassador for the Association – ensure one's involvement is known within their own network of friends and contacts.
- iv. Contribute to the work of council as a member of a council committee.
- v. Help establish, review and monitor governance policies.
- vi. Help the council to monitor the performance of the Association in relation to its bylaws and policies.
- vii. Identify prospective council members and possibly help recruit them.
- viii. Keep informed about optometric and eye health issues relevant to the profession and the eye health industry.
- ix. Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise.
- x. Participate in public speaking opportunities with the members and other groups.
- xi. Participate in the approval of the annual budget and monitor the financial performance of the Association.
- xii. Participate in the evaluation of the CEO.
- xiii. Participate in the evaluation of the council itself (annual council self-evaluation).
- xiv. Participate in the hiring of, and if required, the releasing of, the CEO.
- xv. Participate in the review of the Association's vision, mission, values and Ends, and in the development of a strategic plan.
- xvi. Prepare for and participate in council meetings which take place in various locations in Alberta.
- xviii. Support governance decisions once made.

Council Remuneration – Please see Policy 1-J.

Council Expenses – Please see Policy 1-K.

TIME COMMITMENT

Six hours a month (reading materials, responding to emails, participating in committees and attending special events). Those months when there is a council meeting, time commitment increases due to preparation and travel.

Council meetings are held in February (Multi-day Strategic Planning), April, June, September, October (Annual Conference), December (Open House). Meetings alternate between Calgary and Edmonton.

Committee Overview

Role of Committees as per AAO Bylaws

Section 3: Council Committees

Article 1: Roles and Responsibilities

- 3.1.1 All Council committees are appointed by the Council, and are responsible and accountable to the Council.
- 3.1.2 Council shall approve each Council committee's Chair, mandate, and Terms of Reference.
- 3.1.3 A majority of a Council committee's membership constitutes a quorum.
- 3.1.4 Council committees shall be divided into standing and ad hoc categories.
- 3.1.5 Each Council committee chairperson shall provide a report to the Council in accordance with Council policies.
- 3.1.6 Council committees may make recommended changes to Council policies to the Council.
- 3.1.7 The Council may, by a majority vote, remove a member from a Council committee or dissolve a committee.

Committees of the AAO

2025/2026 AAO Standing and Ad Hoc Committees

Executive Committee of Council – Standing Committee as per AAO Bylaws

Dr. Sophia Leung, *President*

Dr. Andrea Lasby, *Past President*

Dr. Cristy Franco, *President Elect*

Dr. Gabrielle Betts, *CEO (non-voting)*

Standing committees - are permanently established and may be composed of appointed, elected, or exofficio members.

Ad hoc committees - are temporarily established for a special purpose or to complete a particular task.

UNDERSTANDING AAO FINANCIAL STATEMENTS

Finances of the Association are a vital component of the AAO's operations. We are guided by our Bylaws, our policies, and generally accepted accounting principles in how we manage and report our funds. The Finance, Audit and Risk Management (FARM) Committee has a major responsibility in providing oversight and advice to Council when it comes to our finances, however each Council member is responsible for monitoring the financial performance of the AAO. The CEO works with the Chair of the FARM Committee to ensure that the documents are properly prepared and presented to Council at each Council meeting.

Even if you have a strong grasp of how to read financial statements, we felt it might be helpful to provide a guide on what accounts for a significant number of documents sent for review prior to each council meeting.

The AAO has a fiscal year end of December 31. This is important to keep in mind when looking at statements because budget numbers and YTD numbers only make sense if you know this magic date.

Like all responsible organizations, the AAO has to prepare and approve a budget. The budget is integrally tied to the AAO's Business Plan. Draft documents are submitted to council in April or June. A preliminary budget will typically be approved at the September meeting and if changes are required at the October council meeting prior to the AGM. The AGM typically occurs in October. The budget is presented to the membership at the AGM but no longer requires their approval. Don't worry, there will be a calendar to help you with these dates at the end of this document.

As you might recall, the AGM has a number of financial documents that the membership is asked to approve. The most important being the audited financial statements. This document is prepared for us by our auditor and is first approved by council typically at our June meeting and then by the entire membership at the AGM. Additionally, the membership will vote on the communications levy.

At each council meeting, the CEO will provide us with monthly statements that have been finalized since the last meeting. An early September meeting is unlikely to have the most recent August statements.

INCOME STATEMENTS

(If a monthly variance report has been provided, it is recommended you review this first as it will answer most of your questions.)

Monthly income statements provide a detailed breakdown of the AAO's revenues and expenses. The top half will describe all the sources of revenue the AAO receives, the bottom half lists all the expenses. Revenue comes from many areas but we divide it into two main sections: Association Revenue and Vision Care Plans. Eyesafe, our safety vision program, accounts for the bulk of this section and is the largest source of the AAO's non-dues revenue.

A few other interesting items you will notice are what we call "flow through" items. An example of this would be the dues collected by the AAO for the CAO (Canadian Association of Optometrists) and local optometric societies. This amount appears as income, but matches exactly to an outgoing amount in the expenses. Levies for CHEC and donations collected for OGS/CVC/COETF are other examples.

The AAO also owns 75% of the building (ACO other 25%). We therefore gain some rent, but incur building related expenses.

For the Expenses side we start with all the expenses related to the Eyesafe program (vision care plans). First is the Costs of Goods, then all the expenses it takes to operate that part of the business. What you will notice is that some line item descriptions appear duplicated in both the Vision Care Plan section and the Association Revenue section. We split certain expenses between the two main sections. It takes some utilities to operate Eyesafe and some to conduct other AAO administration work. It may seem confusing as Eyesafe is a member benefit.

As you review the line items, look for abnormally high or low amounts compared to previous years. Questions on the financial statements are to be emailed to the CEO a week or so prior to the meeting and the CEO will respond. If you are not satisfied with the answer this issue could be added to the meeting agenda under New Business for discussion.

EYESAFE INCOME STATEMENT

This is another monthly income statement, but with the numbers relating specifically to Eyesafe so we can monitor this important source of non-dues revenue. You can easily compare how our year to date sales are doing. You can check that the Cost of Sales is a reasonable percentage of the total sales, and you can see where our earnings are for the month and year to date. Tracking this to the AAO budget and the previous year can be a strong indicator of the performance of our CEO, as well as the economy.

BALANCE SHEETS

Like the income statements, we will get the latest available monthly numbers. These are harder to analyze as to why there are differences from previous years' numbers. Other than the some of the fixed assets and the retained earnings (carried over from last year end), most of the numbers will change. You should certainly understand any large jumps in fixed assets, as they would require council approval.

The retained earnings from last year plus the profit (found at the bottom of the income statement for that month) gives the Shareholder's Equity amount. If you add the Total Current Liabilities to the equity, it should equal the Total Assets. Watch for atypical shifts in numbers and changes in accounting methods.

BUDGET

The CEO, in conjunction with insight from the FARM Committee will present a draft budget in June or September for council to review. This should be straightforward thanks to the historical information and the comments/assumptions it contains, along with the committee report.

ACTIVITY CALENDAR

FEBRUARY OR MARCH

Strategic Planning session to decide council priorities for following year.

APRIL

Review Audited Financial statements. Auditor may or may not be present, but notes to financial statements are important to review.

JUNE

If audited financial statements were not approved at last meeting they should be at this one.

Initial draft of AAO's 2 year Business Plan – ties priorities from planning session to budget and deliverables.

SEPTEMBER

Review of Business Plan

Review of budget

OCTOBER

At council meeting prior to AGM, approve budget if not approved at previous meeting.

At AGM, membership vote to approve previous year's audited financial statements. Budget shared with membership but not voted on by membership.

NOVEMBER/DECEMBER

Council meeting and Holiday Open House with invited guests.

Auditor appointed by Council on recommendation of the Finance, Audit, and Risk Management Committee.

DECEMBER 31 – FISCAL YEAR END

COUNCIL MEETINGS

AGENDA FORMAT EXAMPLE

AAO COUNCIL MEETING AGENDA

Date	September 2026
Time	10:00 am - 4:30 pm
Place	Calgary

- 1. Call to Order**
- 2. Review of Agenda**
- 3. Treaty Land Acknowledgement**
- 4. Declaration of Conflict**
- 5. Review and Adoption of Minutes**
- 6. Strategic Plan Review**
- 7. CEO Accountability/Monitoring**
- 8. Policy Review**
- 9. Council Committee Accountability**
- 10. New Business**
- 11. Consent Agenda**
- 12. In-Camera Session**
- 13. Next Meeting**
- 14. Adjourn**

AAO POLICIES

June 2025

ASSOCIATION POLICIES

1. GOVERNANCE PROCESS POLICIES

- A. Governing Style
- B. Council Job Description
- C. President's Role
- D. President Elect's Role
- E. Committee Principles
- F. Council Member Code of Conduct and Ethics
- G. Member Consultation and Strategic Planning
- H. Council Member Performance Expectations/Council Meeting Process
- I. In-Camera Meetings of the Council
- J. Role of the Board Development and Nominations Committee
- K. Council Remuneration
- L. Council Expenses
- M. ENDS Development, Review and Completion
- N. Council Risk Management Policy

2. COUNCIL-CEO RELATIONSHIP

- A. Delegation to the CEO
- B. CEO's Job Description and Code of Conduct
- C. Monitoring CEO Performance
- D. Annual CEO Performance Evaluation

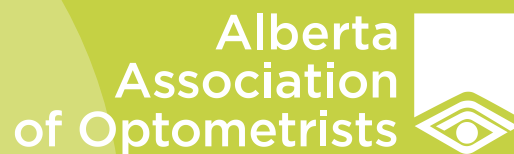
3. CEO LIMITATIONS

- A. General CEO Constraints
- B. Treatment of Members
- C. Staff Treatment
- D. Compensation and Benefits
- E. Financial Planning
- F. Financial Condition and Operational Reserve
- G. Investments
- H. Asset Protection
- I. CEO Succession
- J. Advice to the Council
- K. Media Relations/Crisis Management
- L. Council Information Needs
- M. Hardship Dues Reduction
- N. Donations

4. POLICY MONITORING PROVISIONS AND SCHEDULE

- A. Annual Review Date and Monitoring Provision
- B. Chronology of Amendments to Policies

AAO BYLAWS



**Approved By The Members Of The
Alberta Association Of Optometrists
At The Annual General Meeting Held
October 17, 2025**

ALBERTA ASSOCIATION OF OPTOMETRISTS

Section 1	Definitions
Section 2	Governance of the Association - The Council
Section 3	Association Committees
Section 4	Meetings of the Members
Section 5	Privileges and Responsibilities of Membership
Section 6	Administration of the Association
Section 7	Amendment of Bylaws

SECTION 1

DEFINITIONS AND INTERPRETATION

Article 1: Definitions

- 1.1.1 “Act” means the Societies Act, Chapter S - 14, RSA 2000.
- 1.1.2 “Affiliate” means an Out of Province Affiliate (as defined in Section 5.4.1), a Student Affiliate (as defined in Section 5.5.1), a Resident Affiliate (as defined in Section 5.5.2) or a Retired Affiliate (as defined in Section 5.8.1), all of whom do not have voting privileges at Association meetings.
- 1.1.3 “Annual General Meeting” means the Annual General Meeting of the Association called pursuant to these Bylaws.
- 1.1.4 “Association” means the Alberta Association of Optometrists, established pursuant to the Act.
- 1.1.5 “Ballot” means a ticket, sheet of paper or form, in a physical or electronic format, used to cast a secret vote.
- 1.1.6 “Bylaws” means Bylaws of the Alberta Association of Optometrists, as amended from time to time.
- 1.1.7 “Chief Executive Officer” means a person appointed by the Council to act as the chief executive officer of the Association.
- 1.1.8 “College” means the Alberta College of Optometrists.
- 1.1.9 “Council” means the Council of the Association, which is composed of the Officers and Directors.
- 1.1.10 “CAO” means the Canadian Association of Optometrists.
- 1.1.11 “Deliver” and “delivered” with reference to a notice or other document, includes to mail to or leave with a person, or deposit in a person’s mailbox or receptacle at the person’s residence or place of business, and includes the transmission of electronic mail through the Internet.
- 1.1.12 “Executive” means the Executive Committee of the Council.
- 1.1.13 “Health Information Act” means the *Health Information Act*, R.S.A. 2000, as amended or as replaced by legislation of similar nature and substance.
- 1.1.14 “Mail” means any information sent by post, fax or electronic mail such that a written copy may be produced;
- 1.1.15 “Member” means a Full Time or Part Time member who is an optometrist in good standing with the Association.
- 1.1.16 “New Graduate” means an optometrist practicing in their first or second year of optometry.
- 1.1.17 “Optometrist” means a person licensed to provide optometric care in accordance with the Optometric Profession Regulation under the *Health Professions Act*.
- 1.1.18 “Province” means the province of Alberta in Canada.
- 1.1.19 “Seal” means the official seal of the Association.
- 1.1.20 “Special Meeting” means any meeting of the Association called pursuant to these Bylaws, except the Association’s Annual General Meeting.
- 1.1.21 “Special Resolution” means a resolution passed at a meeting by a vote of not less than 75% of Members entitled to vote.
- 1.1.22 “telephonic or electronic means” means any means that uses the telephone or any other electronic or other technological means to transmit information or data including, without limitation, telephone calls, fax, e-mail, SMS, computer or computer networks.

Article 2: Interpretation

- 1.2.1 The Council shall approve and implement policies to fulfill the requirements of these Bylaws.
- 1.2.2 Where the Act and these Bylaws are silent, the Council approved policies apply.
- 1.2.3 The provisions of these Bylaws are independent and severable. The invalidity of any part of these Bylaws does not affect the validity of the remainder of the Bylaws, which shall continue in full force and effect.

SECTION 2

GOVERNANCE OF THE ASSOCIATION – THE COUNCIL

Article 1: Roles of the Council

- 2.1 Pursuant to the Act and these Bylaws, the Council shall govern, control and administer the Association. The Council's functions include, but are not limited to:
- 2.1.1 conducting the business of the Association between Annual General Meetings;
 - 2.1.2 acting in a governance capacity, particularly accountability for the Association's financial status;
 - 2.1.3 making and revising Bylaws (subject to approval by Members) and governance policies;
 - 2.1.4 establishing fees, dues and levies;
 - 2.1.5 prescribing the function and duties of Council standing and ad hoc committees, and appointing individuals to Council standing and ad hoc committees;
 - 2.1.6 filling any Council vacancy for the remainder of any term caused by the resignation or death of any Council member;
 - 2.1.7 determining the time and place of the Annual General Meeting or any Special Meeting;
 - 2.1.8 appointing the auditor for the Association;
 - 2.1.9 appointing counsel for the Association;
 - 2.1.10 prescribing fees, allowances, stipends, and expenses of persons other than Members of the Association for rendering services to the Association;
 - 2.1.11 prescribing fees, allowances, stipends and expenses for Members of the Association serving on the Council or Committees;
 - 2.1.12 meeting with the Council of the Alberta College of Optometrists to consider matters of joint interest;
 - 2.1.13 entering into agreements on behalf of the Association; and
 - 2.1.14 responding to any matters as may be required by the Act or these Bylaws.

Article 2: Other Powers, Duties, and Functions of the Council

- 2.2.1 Subject to the Act, the Council may, in accordance with its policies, delegate any of its powers, duties, or functions to committees consisting of Members of the Association. Such committees shall, in execution of the power delegated to them, comply with any condition that may be imposed by the Council and shall, in due course, report to the Council.
- 2.2.2 Subject to the Act, the Council shall have power to delegate any power, duty or authority of the Council which may be lawfully delegated to the Chief Executive Officer, to any Committee or to any Officer.
- 2.2.3 The Council shall have the power to pay Council and Committee members and others performing duties on behalf of the Association reasonable remuneration, honoraria, travel and living expenses.
- 2.2.4 The Council shall have the power to set policies for payment to Council and Committees members, and others who perform work on behalf of the Association concerning reasonable remuneration, honoraria, travel, and living expenses.
- 2.2.5 The Council shall have the power and duty to ensure that Association policies are implemented through the monitoring of compliance with policies.

Article 3: Composition of the Council

- 2.3.1 Pursuant to the Act, the Council consists of nine (9) Member optometrists. The nine (9) Council members shall be composed of:
 - 2.3.1.1 the President;
 - 2.3.1.2 the President Elect;
 - 2.3.1.3 the Past President;
 - 2.3.1.4 five (5) elected Council members; and
 - 2.3.1.5 one (1) Member appointed by Council to act as the Association's representative to the Canadian Association of Optometrists.

Article 4: Election of the Council Members

- 2.4.1 Members in good standing shall be eligible for election as Council members, with the exception of those who are members of the Alberta College of Optometrists council or any committee thereof, or any board or committee established under the *Health Professions Act* or *Government Organization Act*.
- 2.4.2 Elections of Council members shall be by ballot and shall be held in conjunction with the Annual General Meeting.
- 2.4.3 The President and President Elect shall be elected by ballot in conjunction with the Annual General Meeting. The terms of office of the President and President Elect shall be until the next Annual General Meeting.
- 2.4.4 All members of the Council, except the President, President Elect, the immediate Past President and any ex-officio members appointed by the Council, may be elected for a term of one (1) or two (2) years as determined by Council.
- 2.4.5 The Council shall appoint the Chair of the Nominating Committee. The Chair of the Nominating Committee shall appoint committee members to the Nominating Committee.
- 2.4.6 The Chair of the Nominating Committee shall inquire among Members of the Association, at least 60 days prior to an Annual General Meeting, or at least 15 days prior to a Special Meeting, if appropriate, as to the persons whom the Members would propose be nominated for the offices of President, President Elect and Council members..
- 2.4.7 Advance nominations must be received by the Nominating Committee in writing. For a nomination to stand, a written nomination must show the name and signature of the Member accepting the nomination. A call for nominations from the floor shall be made, and shall be accepted or declined by those nominated.

- 2.4.8 In the case of an Annual General Meeting or Special Meeting, the list of candidates, if any, shall be delivered by regular postal service or electronic mail to the Members at least 30 days prior to the meeting.
- 2.4.9 Additional nominations for President, President Elect and other Council members may be made from the floor of the Annual General Meeting, if the person so nominated consents to the nomination verbally or in writing.
- 2.4.10 The Chair of the Nominating Committee shall obtain from each candidate on the list, in writing, their consent to the nomination.
- 2.4.11 The Chair of the Nominating Committee shall invite each nominee, or in the nominee's absence, the nominator, to speak on their behalf.
- 2.4.12 The Chair of the Nominating Committee shall act as Chair of that portion of the Annual General Meeting that deals with elections of Council members, and shall appoint scrutineers.
- 2.4.13 In the event that there are more Members nominated for the Council than there are vacancies, the Members who receive the most votes shall be considered elected to the Council. In the event of a 1 or 2 year terms, the individual(s) garnering the greater number of votes shall be assigned the 2 year term(s) or Council.

Article 5: Term of Office of the Council

- 2.5.1 A newly elected Council member takes office immediately following the close of the Annual General Meeting at which they are elected.
- 2.5.2 In the case of any vacancy that occurs on the Council, the person filling such a vacancy or replacing such a member shall hold office until the expiration of the term of the vacancy or the term of the member they replace.

Article 6: Officers of the Association

- 2.6.1 The Officers of the Association shall be:
 - 2.6.1.1 the President;
 - 2.6.1.2 the President Elect; and
 - 2.6.1.3 the Past President.
- 2.6.2 Subject to the Act, any Officer of the Association may delegate any power, duty or function to any appointed or hired personnel of the Association to assist them in carrying out the powers, duties and functions of their office.
- 2.6.3 The Officers of the Association shall constitute the Executive Committee. The Chief Executive Officer shall be an ex-officio, non-voting member of the Executive Committee.
- 2.6.4 The Executive Committee shall:
 - 2.6.4.1 meet at the request of the Council to govern the Association between Council meetings, subject to these Bylaws and any restrictions or limitations imposed by the Council;
 - 2.6.4.2 act on any other matters the Council delegates; and
 - 2.6.4.3 propose all decisions for ratification by the Council.

Article 7: President

- 2.7.1 The President shall:
 - 2.7.1.1 preside at all Annual General Meetings, Special Meetings and Council meetings, and shall be the Chairperson of all such meetings;
 - 2.7.1.2 at every Annual General Meeting, submit a complete report of the Association's operations, and issue a statement of its activities to Members;
 - 2.7.1.3 from time to time, report to Members on relevant matters within the President's knowledge;
 - 2.7.1.4 provide general direction, mentorship, and advice to the Chief Executive Officer or individuals engaged by the Association;
 - 2.7.1.5 have the rights and privileges of voting as provided for in Robert's Rules of Order;
 - 2.7.1.6 hold office until a successor is elected;
 - 2.7.1.7 upon leaving office, assist the President Elect to ensure a smooth transition;
 - 2.7.1.8 be an ex-officio member of all Council committees; and
 - 2.7.1.9 perform other duties assigned to the President under the Act, these Bylaws and Association policies.
- 2.7.2 If the President resigns or is otherwise unable to act, the President Elect shall become President for the remainder of the then current term of the President's office.

Article 8: President Elect

- 2.8.1 The President Elect shall perform the duties of the President in the President's absence or inability, or at the President's request.
- 2.8.2 If the President Elect resigns or is unable to act, the Council shall elect, from among themselves, a person to fill the office for the remainder of the then current term of the President Elect's office. If the Council is unable to agree upon a replacement President Elect from among themselves, the Council shall seek nominations from the Members and the President shall convene a Special Meeting at which the replacement President Elect shall be elected by the Members.

Article 9: Past President

- 2.9.1 If the Past President resigns or is otherwise unable to act, the position shall remain vacant or be filled by a Past President at the discretion of the Council.

Article 10: Council Meetings

- 2.10.1 The Council shall hold at least four (4) Council meetings in each calendar year. Council meetings shall be held by order of the President or at the request of a majority of Council members.
- 2.10.2 Council meetings shall be held at such time and place as may be directed by the Council and, in the absence of such direction, at such time and place as the President shall designate. In addition to in-person meetings, Council meetings may, by order of the President or at the request of a majority of Council members be held by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Council member participating in such a meeting by telephonic or electronic means is deemed to be present at that meeting.
- 2.10.3 All Council members shall be given written notice of the time and place of a meeting at least five (5) days in advance of the meeting. If the meetings are pre-scheduled, this provision may be waived.
- 2.10.4 The Rules of Order and Procedures at Council Meetings shall be those normally accepted Robert's Rules of Order and Procedure governing meetings of a like nature. If a dispute arises, it shall be settled by the Chair of the meeting, whose decision shall be final.
- 2.10.5 A quorum of Council is five (5) Members, one of whom shall be an officer of the Association.
- 2.10.6 Voting on matters by the Council may be conducted:
 - 2.10.6.1 at any meeting of the Council; or
 - 2.10.6.2 with the authorization of the President, by mail or telephonic or electronic means that the Association has made available for that purpose.
- 2.10.7 All members of the Council are eligible to vote on all matters before the Council. The Council's decision shall be made by a majority of those Members participating in the vote.
- 2.10.8 The President shall provide the following to Members, upon request:
 - 2.10.8.1 details of the time and place of a Council meeting; and
 - 2.10.8.2 a copy of the agenda, excluding in-camera items.
- 2.10.9 Meetings of the Council shall be open to Members, with the exception of in-camera discussions, as determined by the Council in accordance with its policies.
- 2.10.10 The Council may exclude any person from any part of a Council meeting, including but not limited to circumstances where the following items may be discussed:
 - 2.10.10.1 financial, personal or other matters of such a nature that the desirability of avoiding public disclosure of them in the interest of any person affected or where the public interest outweighs the desirability of adhering to the principle that meetings be open to the public;
 - 2.10.10.2 where a person involved in a criminal proceeding or civil suit or proceeding may be prejudiced;
 - 2.10.10.3 personnel matters or property acquisitions; or
 - 2.10.10.4 instructions that may be given to or opinions received from legal counsel or other advisors for the Association, the Council, or committees.
- 2.10.11 The Chief Executive Officer shall ensure that minutes are taken at each meeting, signed by the President or Chair of the meeting, and retained on file.
- 2.10.12 A decision approved by Council members, including a motion transmitted by mail, email, facsimile or other electronic means is valid and binding, and of the same effect as if the motion had been duly passed at a meeting of the Council.
- 2.10.13 Upon receipt by any Officer of the Association (as set forth in Section 2.6.1) of a request in writing signed by not less than three (3) Council members, the Council shall within twenty-one (21) days of the date the request is received by any such Officer of the Association, convene a Council meeting.

Article 11: Compensation of the Council, Committee and Other Members

- 2.11.1 The Council may establish a committee to review and establish the amount a member of the Council, a Council committee, individual or committee delegated by the Council is entitled to be compensated and/or reimbursed. Reimbursement will be provided for reasonable travel and living expenses, as well as reasonable disbursements while engaged in the Association's business.

This committee will undertake a review and make recommendations concerning the remuneration rate for the Council and committee members. Per diem rates should be reviewed at least every four (4) years.

- 2.11.2 The President shall be paid an honorarium in addition to a per diem and expenses, in recognition of the added responsibilities and time commitment away from the President's optometric practice.

Article 12: Removal of Council Members

- 2.12.1 A Council member automatically ceases to hold office if they cease to become a Member in good standing.

- 2.12.2 A Council member may be removed from the Council by a resolution passed by a two-thirds (2/3) majority of the remaining Council members. For greater clarification, the Member who is the subject of the removal motion shall not be included in calculating this two-thirds (2/3) majority.

- 2.12.3 The term of a Council member shall be terminated immediately upon:

- 2.12.3.1 submission by that Council member of a written resignation to the Association;
- 2.12.3.2 suspension or expulsion of that Council member from the Association; or
- 2.12.3.3 failure of that Council member to attend three (3) consecutive the Council meetings without prior approval by the Council.

- 2.12.4 A Council member shall be deemed to have vacated the office of the Council member if:

- 2.12.4.1 that Council member becomes incapacitated or dies; or
- 2.12.4.2 that Council member's registration and/or practice permit is suspended or cancelled, including as a result of "unprofessional conduct" under the *Health Professions Act*.

- 2.12.5 If an elected member of the Council, other than the President, President Elect, or immediate Past President resigns or is otherwise unable to retain their office, the Council may appoint another Member to fill the office for the remainder of the term, or leave the position vacant. If the Member appointed by Council pursuant to Section 2.3.1.5 to act as the Association's representative to the Canadian Association of Optometrists resigns or is otherwise unable to retain their office, the Council may appoint another Member to fill the office for the remainder of the term.

SECTION 3

ASSOCIATION COMMITTEES

Article 1: Roles and Responsibilities

- 3.1.1 All Council committees are appointed by the Council, and are responsible and accountable to the Council.
- 3.1.2 The Council shall approve each Council committee's chairperson, mandate and Terms of Reference.
- 3.1.3 A majority of a Council committee's membership constitutes a quorum.
- 3.1.4 Council committees shall be divided into standing and ad hoc categories.
- 3.1.5 Each Council committee chairperson shall provide a report to the Council in accordance with Council policies.
- 3.1.6 Council committees may make recommended changes to Council policies to the Council.
- 3.1.7 The Council may, by a majority vote, remove a member from a Council committee or dissolve a committee.

SECTION 4

MEETINGS OF THE MEMBERS

Article 1: Annual General Meetings

- 4.1.1 An Annual General Meeting of the Members shall be held at least once in every calendar year, at a time and location determined by the Council. The Council may determine that the meeting shall be held by telephonic and/or electronic means that permits all participants to communicate adequately with each other during the meeting.
- 4.1.2 Attendance at Annual General Meetings is limited to Members in good standing, the Chief Executive Officer, and guests invited by the Chief Executive Officer, on behalf of the Council.
- 4.1.3 The following matters shall be considered at an Annual General Meeting:
 - 4.1.3.1 circulation of Minutes;
 - 4.1.3.2 reports of Officers and Committees;
 - 4.1.3.3 annual audited Financial Statements;
 - 4.1.3.4 unfinished business;
 - 4.1.3.5 new business;
 - 4.1.3.6 such other matters or things as may be properly placed before the meeting;
 - 4.1.3.7 election of Council members; and
 - 4.1.3.8 adjournment.
- 4.1.4 Following adoption of a resolution at an Annual General Meeting, the President, or any presiding officer of the meeting, shall provide Members at the next Annual General Meeting with an update on actions arising.
- 4.1.5 Meetings of the Association may be adjourned from time to time by consent of a majority of the Members present. No business shall be transacted at a continued meeting, other than business left unfinished at the meeting from which the adjournment took place.
- 4.1.6 At any meeting of the Association, any two (2) Members may request that the voting on any question before the meeting shall be by ballot. Acceptance of this request shall require a majority vote of those in attendance. The President or other presiding officer of the meeting shall thereupon appoint two adjudicators to take the vote.

Article 2: Notice of Annual General Meetings and Election

- 4.2.1 The Chief Executive Officer shall notify every Member of each Annual General Meeting of the Association by providing by mail notice of the date, time and location of the Annual General Meeting as determined by the Council, at least thirty (30) days prior to the Annual General Meeting.
- 4.2.2 The notice of Annual General Meeting shall contain information for the Annual General Meeting, including but not limited to, an agenda, a description of the nomination procedure and a nomination form, the election procedure for Council members and a resolutions form.
- 4.2.3 The accidental omission to deliver notice of a meeting to, or the non-receipt of a notice by, any Member entitled to receive notice does not invalidate proceedings at that meeting.

Article 3: Mail or Electronic Vote

- 4.3.1 The Council, in accordance with its policies, shall determine whether any matter at a Council meeting, the Annual General Meeting, a Special Meeting or otherwise shall be the subject of a vote via mail or telephonic or electronic means.
- 4.3.2 When the Council decides that a matter or resolution should be the subject of a vote via mail or telephonic or electronic means, it shall, by the most appropriate means possible, notify all Members about:
 - 4.3.2.1 the subject of the vote;
 - 4.3.2.2 information, background or explanation the Council deems appropriate;
 - 4.3.2.3 direction as to voting which the Council deems appropriate; and
 - 4.3.2.4 the date and time specified by the Council for the closing and receipt of the mail vote.
- 4.3.3 Members' mail votes not received on or before the closing date specified by the Council shall be deemed spoiled and shall not be counted as participating in the vote.
- 4.3.4 Immediately following the date specified for the closing of a vote via mail or telephonic or electronic means, one or more scrutineers appointed by the Council shall count the votes and provide the results of the vote to the Chief Executive Officer, who shall notify the Members in writing within 30 days of being advised of the results.
- 4.3.5 All votes made via mail or telephonic or electronic means shall be retained for sixty (60) days following the date specified for the closing of a mail vote, and then such votes will be destroyed by the Chief Executive Officer or designate.

Article 4: Special Meetings

- 4.4.1 Every meeting of the Members, other than an Annual General Meeting, is a Special Meeting. A Special Meeting shall be called by the President following receipt of a written request by thirty (30%) percent of the Members, or at the request of a simple majority of the Council.
- 4.4.2 The Members' request shall include the printed names and signatures of Members requesting a Special Meeting and the reason for the request.
- 4.4.3 A Special Meeting shall be called within thirty (30) days of receipt of the written request, and held within thirty (30) days of the meeting being called.
- 4.4.4 Notice of a Special Meeting shall be provided by mail to each Member at least fifteen (15) days prior to the meeting, and shall include:
 - 4.4.4.1 reasons for which the Special Meeting is being called;
 - 4.4.4.2 the time, date and location of the Special Meeting; and
 - 4.4.4.3 a list of candidates, if applicable to the purpose of an election at the Special Meeting.
- 4.4.5 Business transacted at a Special Meeting of the Association shall be limited to the purpose or purposes for which the Special Meeting has been called, and which is expressly set out in the notice of the Special Meeting.
- 4.4.6 Attendance at Special Meetings is limited to Members in good standing, the Chief Executive Officer and guests invited by the Chief Executive Officer on behalf of the Council.

Article 5: Quorum of Members

- 4.5.1 A quorum for an Annual General Meeting or a Special Meeting shall be constituted by the attendance of at least fifty (50%) percent of Council members plus 25 other eligible Association members.

Article 6: Minutes

- 4.6.1 The Association office shall have custody of the minutes of all meetings of the Association.
- 4.6.2 Minutes of Annual General Meetings and Special Meetings shall be made available to Members in good standing upon request.

Article 7: Voting

- 4.7.1 Only Members in good standing with the Association can vote at an Annual General Meeting, a Special Meeting of the Association or any other matter brought to a vote of the Members..
- 4.7.2 When a quorum is present at any meeting, a simple majority of the votes properly cast upon any question shall decide the question.

Article 8: Rules of Order and Procedures

- 4.8.1 Rules of Order and Procedures at an Annual General Meeting or a Special Meeting shall be those normally accepted Robert's Rules of Order and Procedures governing meetings of a like nature.
- 4.8.2 A dispute shall be settled by the Chairperson of the meeting or by a Parliamentarian as appointed by the Chairperson. The Chairperson or the appointed Parliamentarian's decision is final.

SECTION 5

PRIVILEGES AND RESPONSIBILITIES OF MEMBERSHIP

Article 1: Membership in the Association

- 5.1.1 Membership in the Association is voluntary, and optometrists practicing in Alberta have the option to become members.
- 5.1.2 A Member shall be in good standing only if:
 - 5.1.2.1 no fines, fees, costs, assessments, penalties or levies are owing by the Member to the Association;
 - 5.1.2.2 the Member has a valid and subsisting registration and practice permit to practice optometry in Alberta; and
 - 5.1.2.3 the Member's registration and/or practice permit has not been suspended or cancelled pursuant to the *Health Professions Act*.



Article 2: Full Time and Part-Time Members

- 5.2.1 A doctor of optometry who is a registered practitioner in good standing with the Alberta College of Optometrists and resident in Alberta, is eligible for full-time or part-time membership in the Association on application to the Association and payment of the required dues and/or levies.
- 5.2.2 A Full-Time member is defined as a member practicing more than seventy-five (75) days per calendar year.
- 5.2.3 A Part-Time member agrees to practice not more than seventy-five (75) days per calendar year to be eligible for their part-time status with the Association.
- 5.2.4 A New Graduate may be a Full-Time or Part-Time Member.

Article 3: Full-time and Part-Time Member in Good Standing

- 5.3.1 A Full-Time and Part-Time Member who is in good standing with the Association is entitled to:
 - 5.3.1.1 all privileges and rights of membership in the Association generally;
 - 5.3.1.2 nominate and be nominated for office in the Association;
 - 5.3.1.3 vote at the Annual General Meeting and any Special Meeting, including voting in elections for Council positions;
 - 5.3.1.4 attend meetings of the Association and serve on committees, task forces, sub-committees and panels of the Association;
 - 5.3.1.5 receive a summary of Annual General Meetings, Special Meetings, Association communications, auditor's report and minutes of the immediate previous Annual General Meeting;
 - 5.3.1.6 participate in Association sponsored educational sessions;
 - 5.3.1.7 be eligible to become a member of the Canadian Association of Optometrists;
 - 5.3.1.8 be provided with an annual proof of renewal;
 - 5.3.1.9 be eligible to use the corporate identity of the Association as approved by the Council from time to time; and
 - 5.3.1.10 receive such other benefits as the Council determines from time to time.

Article 4: Out-of-Province Affiliate

- 5.4.1 An Out of Province Affiliate is an optometrist, duly regulated and practicing in another jurisdiction, and a member in good standing with their respective optometric regulatory college and association in that jurisdiction, who wishes to maintain a relationship with the Alberta Association.
- 5.4.2 An optometrist, practicing outside Alberta, may apply for Out of Province Affiliate status by making application to the Association and paying the required fees.
- 5.4.3 An Out of Province Affiliate is eligible to attend Association functions and events, but not to hold office or vote.
- 5.4.4 An Out of Province Affiliate will receive appropriate Association correspondence, information, and member programs as decided by Council.

Article 5: Student and Resident Affiliates

- 5.5.1 An optometry student enrolled in the faculty of optometry at an accredited educational institution (a **"Student Affiliate"**) is eligible to become an Affiliate on application and payment of the required dues.
- 5.5.2 An optometrist participating in an accredited residency program affiliated with an accredited educational institution (a **"Resident Affiliate"**) is eligible to become an Affiliate on application and payment of the required dues. Optometrists participating in a non-accredited residency program would be evaluated for eligibility as an Affiliate on a case-by-case basis. If an Association member completes his or her residency part way through the Association's calendar year, their Full-Time Member dues may be pro-rated.
- 5.5.3 A Student Affiliate or Resident Affiliate may attend Association functions and/or meetings, but does not have voting privileges. A Student Affiliate or Resident Affiliate may be charged the member fee for Association functions.
- 5.5.4 A Student Affiliate or Resident Affiliate shall receive appropriate Association general mailings.

Article 6: Honorary Members

- 5.6.1 The Council may appoint an Honorary Member. An Honorary Member is a person who is not an optometrist and who has rendered to the profession valuable service, or has notably contributed to the advancement of optometry.
- 5.6.2 An Honorary Member is eligible to attend Association functions, but may not vote or hold office.

Article 7: Lifetime Members

- 5.7.1 The Council may appoint a Lifetime Member. A Lifetime Member is an optometrist who has made an exceptional contribution to the advancement of the profession of optometry in Alberta.
- 5.7.2 A Lifetime Member is eligible to attend Association functions, may vote and hold office. They are not required to pay any fees, dues, or levies and will be charged the member fee to attend Association functions, conferences, etc.

Article 8: Retired Affiliates

- 5.8.1 A Retired Affiliate is a former registered optometrist with the Association. They are not required to pay any fees, dues, or levies and will be charged the "member fee" to attend Association functions, conferences, etc.

Article 9: Suspension, Expulsion and Resignation

- 5.9.1 Membership shall terminate with the Association if a Member:
 - 5.9.1.1 ceases to be a member in good standing with the Alberta College of Optometrists;
 - 5.9.1.2 does not pay membership dues, levies and penalties within the timeframe established by the Council;
 - 5.9.1.3 does not respond to all reasonable attempts to collect their outstanding account, and the Council approves the Chief Executive Officer's recommendation for suspension or expulsion;
 - 5.9.1.4 ceases to be a member of the Canadian Association of Optometrists; or
 - 5.9.1.5 resigns by delivering a signed notice to the Chief Executive Officer.

SECTION 6

MANAGEMENT AND ADMINISTRATION OF THE ASSOCIATION

Article 1: Head Office

- 6.1.1 The Association's head office shall be in Edmonton, Alberta or other municipality, at the Council's discretion.

Article 2: Seal

- 6.2.1 The seal of the Association will be kept at the registered office of the Association and the responsibility for its use shall be determined by the Council.

Article 3: Signing Authority

- 6.3.1 The President, President Elect, two (2) Council-designated Council members, the Chief Executive Officer and a second staff member (as determined by a motion of the Council) shall be the Association's signing authorities. The signature of any two signing authorities on a document shall be considered sufficient.

Article 4: Fiscal Year

- 6.4.1 The Association's fiscal year is January 1 of one year to December 31 of the same year.

Article 5: Chief Executive Officer

- 6.5.1 The Council may delegate authority and responsibility for implementation of any Association policies, finances, activities and management to the Chief Executive Officer, as the Association's chief executive officer.
- 6.5.2 The Chief Executive Officer shall carry out their responsibilities in accordance with, and subject to, Council-approved motions and policies. These responsibilities include but are not limited to:
 - 6.5.2.1 prudently managing the Association's operations and finances, in collaboration with Council members, particularly the President;
 - 6.5.2.2 providing secretariat and related support services to the Council;
 - 6.5.2.3 maintaining an inventory and control of all Association property;
 - 6.5.2.4 employing, appointing and/or contracting with one or more individuals to assist in the Association's management and administration, including one or more individuals who, in accordance with Association policy may, in the Chief Executive Officer's absence, exercise the powers and perform the duties of, and have the same authority as, the Chief Executive Officer;
 - 6.5.2.5 on behalf of the Council, coordinating Council committees and their activities;
 - 6.5.2.6 keeping records and Minutes of all proceedings of the Council;
 - 6.5.2.7 notifying all committee members of their appointment;
 - 6.5.2.8 sending a notice of all Annual General Meetings and all Special Meetings to all Members;
 - 6.5.2.9 collecting and keeping all monies due to the Association in a financial institution, and disperse funds for all capital and operating expenses;
 - 6.5.2.10 ensuring that the fees and expenses of Council members, Members and others engaged in Council and committee work are included within the Association's annual budget;
 - 6.5.2.11 presenting an accurate and current set of financial transactions, accounts, books and ledgers showing details of all monies received and distributed by the Association;
 - 6.5.2.12 at the end of each fiscal year, having the books and ledgers of the Association audited by the Association's accountant, who shall be appointed by the Council;
 - 6.5.2.13 preparing a financial report that identifies the Association's financial status as at fiscal year end for presentation at each Annual General Meeting, and providing by mail a copy of the financial report including audited financial statements to each Member;
 - 6.5.2.14 providing by Mail notices of all Annual General Meetings at least thirty (30) days prior to the applicable date, accompanied by an agenda and a summary of the proceedings of the previous Annual General Meeting to all Members; and
 - 6.5.2.15 performing such other duties as the Council may prescribe.
- 6.5.3 The Council shall approve the Chief Executive Officer's position description, with the Chief Executive Officer's input. The Council and the Chief Executive Officer will review the Chief Executive Officer's position description at least every two years.
- 6.5.4 The Chief Executive Officer's salary, benefits and terms of office shall be established by the Council, and shall be reviewed annually. This review process shall occur in conjunction with a formal performance appraisal, assessing the Chief Executive Officer's attainment of agreed-upon goals and objectives.

Article 6: Finances

- 6.6.1 The Chief Executive Officer will present an annual budget to the Council.
- 6.6.2 All Association members will pay the fees, dues and/or levies approved by the Council.
- 6.6.3 Failure to pay the required fees, dues and/or levies will result in cancellation of membership in the Association.
- 6.6.4 The Council shall establish fees by resolution for the following categories of members or affiliates:
 - 6.6.4.1 Full-Time Members.
 - 6.6.4.2 Part-Time Members.
 - 6.6.4.3 New Graduates
 - 6.6.4.4 Student and Resident Affiliates.
 - 6.6.4.5 Out of Province Affiliates
 - 6.6.4.6 Lifetime Members
 - 6.6.4.7 Retired Affiliates
- 6.6.5 The Council may, as a result of a motion passed by the Members at an Annual General Meeting or a Special Meeting, assess a levy for any categories of membership.

In the case of an Annual General Meeting or a Special Meeting, proposals to assess a levy must be provided to the members by the Chief Executive Officer at least fifteen (15) days prior to the Annual General Meeting or Special Meeting.
- 6.6.6 The Council shall determine the penalty for late payment of fees, dues or levies in a fiscal year, which, except for any fees to be paid by a Member upon reinstatement of membership, shall not exceed ten (10%) percent of the outstanding balance. The Council may also assess interest on the outstanding balance, which shall not exceed the current rate of interest charged by the Association's financial institution. Any fees to be paid by a Member upon reinstatement of membership shall be dealt with in accordance with Council policies.
- 6.6.7 The Council may, in accordance with Council policies, waive any or all fees, dues or levies, and may lengthen the time specified for the payment of any fees, dues or levies, to accommodate for Members' extraordinary circumstances.
- 6.6.8 The Council may establish special fees, dues and/or levies for new graduates or any other category of Members it deems appropriate.
- 6.6.9 The Association is entitled to make use of all revenue from fees, dues, levies and other sources of income to conduct the management and administration of the Association.

Article 7: Canadian Association of Optometrists

- 6.7.1 A Member, other than an Affiliate or Lifetime Member, shall at all times maintain his or her membership in the Canadian Association of Optometrists.

Article 8: Banking and Financial Records

- 6.8.1 The Council shall establish and maintain such accounts with one or more Canadian banks or trust companies, as the Council determines necessary from time to time.
- 6.8.2 All payments and withdrawals shall be completed by cheque or other negotiable instrument drawn against monies deposited, and shall be signed by two signing authorities.
- 6.8.3 The Council shall review the Association's financial records at least quarterly.
- 6.8.4 The Association's financial records may be inspected by any member of the Association at any time, upon giving reasonable notice and arranging a mutually satisfactory time with the responsible officer.
- 6.8.5 Resolution of designating bank signing authority shall be made or reaffirmed immediately following an Annual General Meeting or Special Meeting at which an election is held.

Article 9: Payment and Commitments

- 6.9.1 The Chief Executive Officer may approve payments and commitments for the purchase of goods and services in accordance with policies set by the Council
- 6.9.2 The Council must approve all payments and commitments in excess of the limit set by Council policies.

Article 10: Borrowing Powers

- 6.10.1 The Council may raise money, or guarantee or secure the payment of money in the name of the Association, in any manner determined by the Council, in order to carry out the purposes of the Association.
- 6.10.2 The Council may borrow, pledge or encumber property, create a financial instrument and otherwise raise money to finance the acquisition of real or personal property.

Article 11: Investments

- 6.11.1 The Council may set aside a reserve from surplus funds, and invest these funds in the name of the Association, and may change those investments, in accordance with Council policies.

Article 12: Financial and Related Consulting Services

- 6.12.1 Subject to authorities delegated by the Council, the Chief Executive Officer may appoint, hire or retain employees, legal counsel, a Chartered Accountant, consultants, advisors and other paid and volunteer personnel to assist in the Association's governance, management, administration and related activities.
- 6.12.2 The Chief Executive Officer or their designate shall annually arrange for preparation of audited financial statements for the Association, and shall provide the required information to the Association's auditors for that purpose.

Article 13: Liability Insurance

- 6.13.1 Except in respect of an action by or on behalf of the Association to procure a judgment in its favour, the Association shall indemnify a Director or Officer of the Association, a former Director or Officer of the Association, or a person who acts or acted at the Association's request as a director or officer of a body corporate of which the Association is or was a member or creditor (in this Article, the **"Indemnified Person"**), and the Indemnified Person's heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by the Indemnified Person in respect of any civil, criminal or administrative action or proceeding to which the Indemnified Person is made a party by reason of being or having been a Director or Officer of the Association if:
- 6.13.1.1 the Indemnified Person acted honestly and in good faith with a view to the best interests of the Association; and
 - 6.13.1.2 in the case of a criminal or administrative action or proceeding that is enforced by monetary penalty, the Indemnified Person had reasonable grounds for believing that their conduct was lawful.
- 6.13.2 The Association may, with the approval of the Court, indemnify an Indemnified Person in respect of an action by or on behalf of the Association to procure a judgment in its favour, to which the Indemnified Person is made a party by reason of being or having been a Director or an Officer of the Association against all costs, charges and expenses reasonably incurred by the Indemnified Person in connection with the action if the Indemnified Person fulfils the conditions set-out in paragraphs 6.13.1.1 and 6.13.1.2.
- 6.13.3 The provisions for indemnification contained in these Bylaws shall not be deemed exclusive of any other rights to which a person seeking indemnification may be entitled under any other bylaw, agreement, vote of Members or otherwise, both as to an action against an Indemnified Person in such person's official capacity as a director or officer of the Association or related body corporate and as to action in any other capacity while holding such office. This indemnity shall continue for the benefit of any Indemnified Person notwithstanding that such Indemnified Person shall cease to act in the capacity of director or officer and shall enure to the benefit of the heirs and legal representatives of such Indemnified Person.

Article 14: Membership Register and Record

- 6.14.1 A Member shall, upon request of the Chief Executive Officer, provide any information relevant to their category of membership.
- 6.14.2 A Member shall notify the Chief Executive Officer of any change in their information, including a business address, contained in their respective register within twenty-one (21) days of any such change taking place.
- 6.14.3 All information maintained by the Association will be subject to the Health Information Act and relevant privacy legislation, as amended from time to time.
- 6.14.4 Upon written request to the Chief Executive Officer, a Member may have access to their information maintained at the Association office.
- 6.14.5 The register of Members will be kept at the registered office of the Association under the direction of the Chief Executive Officer.

SECTION 7

AMENDMENT OF BYLAWS

- 7.1.1 Proposed changes to these Bylaws must be provided by mail to all Members in good standing at least thirty (30) days prior to an Annual General Meeting, at which time the amendment to the Bylaws shall be considered, or a Special Meeting at which the amendment to the Bylaws shall be considered.
- 7.2.1 These Bylaws may only be amended by a special resolution of Members at the Annual General Meeting or a Special Meeting of the Association.
- 7.3.1 The Council's decision is final and binding in the event any difficulty arises with respect to transition from the former Bylaws or there are any concerns about interpretation of these Bylaws.
- 7.4.1 The Association Bylaws approved by the Members on October 20, 2022, are hereby repealed.

FINANCIALS

EXAMPLE OF AN ANNUAL BUDGET

FOR THE ALBERTA ASSOCIATION OF OPTOMETRISTS

	2025
	Proposed Budget
REVENUES:	
Dues and Levies	\$ 1,178,900
Deduct:	
Donations OGS/CVC	(12,900)
Canadian Association of Optometrists	(335,500)
Optometric Societies	(41,500)
Members annual dues	789,000
Think About Your Eyes	
Communication levy	811,500
	1,600,500
Fees and other:	
Vision Care Plan	2,064,615
Conference	543,750
Eye See Eye Learn program	75,000
Investment Income	158,000
Optometric assistants' division	5,500
Advertising and other	7,550
	2,854,415
Total Revenues:	\$ 4,454,916
EXPENSES:	
Vision Care Plans	\$1,611,915
Conference	655,846
Eye See Eye Learn program	150,000
Executive and administrative	1,317,382
Council and committees	1,525,800
Property operations, net	91,760
Investment expenses	16,300
Total Expenses:	\$ 5,369,003
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ (914,088)



AAO MATERIALS & RESOURCES



Travelers Insurance Company of Canada
Suite 2500, PO Box 11542
650 West Georgia Street
Vancouver BC V6B4N7

MEMORANDUM OF INSURANCE

THIS IS TO CERTIFY THAT insurance has been effected to cover as shown below. The coverage afforded by the policy described herein is subject to all of the terms, conditions and exclusions of the policy. This Memorandum is issued as a matter of information only and confers no rights on the holder and imposes no liability on Travelers Insurance Company of Canada.

MASTER POLICY NO.: 10534145

PROGRAM Marsh Program for Canadian Associations

INSURED: Alberta Association of Optometrists

TYPE OF POLICY: Non-Profit Directors and Officers Liability – Modular Wrap*

MASTER POLICY PERIOD: 12:01 a.m. June 1, 2023 to 12:01 a.m. June 1, 2026
local time both dates at the Principal Address stated in ITEM 1. of the Policy

3rd YEAR INSTALLMENT: June 1, 2025 to June 1, 2026

LIMITS AND DEDUCTIBLES:

Coverage	Limit of Loss	Deductible
Non-Profit Directors and Officers Liability Coverage	\$2,000,000 for all Claims; subject to Shared Limit below	\$Nil for each Claim - Non-Indemnifiable Loss
Employment Practices Liability Coverage Section	\$2,000,000 for all Claims; subject to Shared Limit below	\$Nil for each Claim - Non-Profit Directors and officers Liability Coverage Section
Fiduciary Liability Coverage Section	\$2,000,000 for all Claims; subject to Shared Limit below	\$Nil for each Claim - Employment Practices Liability Coverage Section
Aggregate Limit	\$2,000,000 for all Claims	\$Nil for each Claim - Fiduciary Liability Coverage Section

Signed & dated this April 10, 2025

TRAVELERS INSURANCE COMPANY OF CANADA

Authorized Representative

AAO COUNCIL EXPENSE FORM

All requests for reimbursement for expenses incurred in the conduct of Association business are to be submitted on this form. Please use a separate form for each committee or council function in order that expenses may be charged against the appropriate budget item.

Name:					
Purpose/Event:				Date:	
Expenses	Details	Subtotal	GST	Total	Code (AAO use)
Transportation					
Own car:	Mileage: _____ km X \$0.57/km				
Other Expenses					
Per Diems (Paid thru Ceridian Payroll)					
☐ \$1,000 for full day ☐ \$600 for half day					
☐ \$200 for Council meeting or business call over 1 hour and under 2 hours in length					
☐ \$150 Chair Council Policy Committee Meeting and Report					
Total amount owing			\$		
Signature:			Date:		

OATH OF CONFIDENTIALITY

I _____, being a member of the Alberta Association of Optometrists
(the

“AAO”) Council (the “Council”) or a Committee Member (Committee), acknowledge and agree as follows:

- 1) As a member of the AAO Council or an AAO Committee, I may receive, or have access to, information that is confidential to the AAO, its employees or the Council (“Confidential Information”).
- 2) For purposes of this Oath of Confidentiality, “Confidential Information” means all information and communications pertaining to the AAO that is provided or communicated to you, whether provided or communicated before or after the date of this Oath of Confidentiality, verbally, in writing, by inspection, or through any other means, at Council or Committee meetings or otherwise, regardless of whether specifically identified as being confidential, and regardless of whatever form such information may take after its communication, excluding (a) information, as shown by written records, was already known by me at the time of its receipt by me without a breach of my obligations hereunder, or (b) at the time of its disclosure to me, is in the public domain or which thereafter enters the public domain through no fault of mine.
- 3) As a Council or Committee member, I will not disclose or discuss any Confidential Information received in my capacity as Council or Committee member, unless authorized to do so by majority vote of the Council. This includes, without limitation, disclosing or discussing Confidential Information with the public or the media.
- 4) Video and audio recordings of Council or Committee meetings are not allowed unless authorized by majority vote of the Council.
- 5) As a member of the Council or a Committee, I will at all times act honestly and in good faith with a view to the best interests of the AAO and, in doing so, will act impartially and place the interests of the AAO first, not allowing any of my decisions to be tainted by self-interest or self-dealing.
- 6) Failure to observe this Oath of Confidentiality could result in dismissal from the Council or Committee(s) in accordance with the AAO bylaws.

DATED this ____ day of _____, 20____.

Council or Committee Member (signature)

Council or Committee Member Name (print)

Witness (signature)

Witness Name (print)

CONFLICT OF INTEREST

The Alberta Association of Optometrists (the “AAO”) provides leadership and support for its members, and is prominent and influential in Alberta’s society. To maintain our reputation, we must act with professionalism, accountability, and honesty.

Council and committee members of the AAO may have other interests that could affect a decision made while serving in their capacity on AAO Council or an AAO committee. This duality of commitments can raise the potential for a conflict of interest or a conflict of loyalty. Interests may go beyond personal interests and include interests of a close friend, family member, business associate, corporation or partnership in which they hold a significant interest, or a person whom they owe an obligation. All individuals serving on the AAO Council and its committees are asked to question whether or not their affiliations, activities, interests, and influences are impacting their ability to act in the AAO’s best interest and/or represent the AAO fairly, impartially, and without bias. In addition, all individuals serving on the AAO Council are asked to question whether or not their affiliations, activities, interests, and influences are compatible with the respective duties to the Council.

Definitions

A conflict of interest is when you or someone you know would, or could be perceived to, benefit or be harmed financially from a decision or action of the AAO.

A conflict of loyalties exists when your actions or decision could benefit or harm someone you know or something you care about/believe in. There does not have to be a financial consequence for a conflict of loyalty to exist

It is important to understand that a conflict of interest or loyalties exists if the decision or action could be influenced; it is not necessary that the influence takes place. If a reasonably well-informed person could have the perception that you are making a decision or taking an action on behalf of the AAO that promotes your personal interests, or the interests of someone you know, it is the “appearance” of a conflict of interest.

Requirements

Council and committee members of the AAO are in a position of fiduciary trust with the AAO. As such, they are required to disclose interests, holdings, relationships, etc that might result in a conflict of interest. This would include affiliations with other bodies that do business with the AAO (buying groups, corporations, other associations, etc.), particularly if these affiliations provide a personal benefit to the council member or committee member. This would include being an officer of or holding shares or stocks in such a company, consulting agreements, and other activities that would benefit the council or committee member or those associated with the council or committee member.

This disclosure must occur as soon as the conflict of interest or loyalty is known, even if that is after the discussion has occurred, decision has been made, or action has been taken.

The information contained on this document must be updated annually or sooner if the council or committee member becomes aware of any previously unmentioned or new conflicts.

Updated – April 2022

Procedures

When a conflict arises, the individual should declare the conflict to other Council/committee members immediately. After the disclosure, members of Council will discuss if any action is required. A member of Council or a committee with a real or perceived conflict of interest or loyalty on a particular issue need not necessarily be excluded from discussions or voting unless they choose to do so voluntarily or are asked to do so by the majority of Council members. This exclusion could range from simple silence and voting abstinence to exiting the room, depending on the importance of the issue and collective will of Council and the individual.

Access

In order to facilitate open conversation and to increase awareness of conflicts, the conflicts listed on this document by members of AAO Council will be shared with other AAO Council members as well as with the CEO of the AAO. Conflicts listed on this document by members of AAO committees will be shared with the other members of the same AAO committee, AAO Council and the CEO of the AAO. This information will be kept on file at the AAO office and will not be made available to the general public.

Declaration

I have reviewed the information above and declare:

☐ No conflict of interest or loyalty

OR

The following conflicts of interest or loyalty:

Name or organization related to the conflict	Nature of the conflict

Signature

Full Name

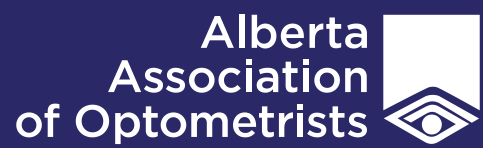
Date of Signature

ACRONYMS REFERENCE GUIDE

Acronym	What it stands for	What it is/What it means
AAO	Alberta Association of Optometrists	Provincial Association
AAO	American Academy of Optometry	American Academy
ABC	Alberta Blue Cross	
ACA	Academic Credential Assessment	
ACO	Alberta College of Optometrists	Regulatory Body for Alberta ODs
ACOE	Accreditation Council on Optometric Education	
ACOCC	Alberta College of Optometrists Competence Committee	
AH	Alberta Health	
AHCIA	Alberta Health Care Insurance Act	
AHCIP	Alberta Health Care Insurance Plan	
AISH	Assured Income for the Severely Handicapped	Social welfare program and service offered only in Alberta
AMA	Alberta Medical Association	
ACOA	Alberta College and Association of Opticians	
AOA	American Optometric Association	The US national optometric body
AOQ	L'Association des optométristes du Quebec	Provincial Association
AQUA	Academic Qualifications Assessment	
ARBO	Association of Regulatory Boards of Optometry (Mainly USA)	
ASB	Alberta Seniors Benefit Program	
BCAO	British Columbia Association of Optometrists	Provincial Association
CAO	Canadian Association of Optometrists	The national office, of which all 10 provincial associations are members
CAOE	Canadian Association of Optometric Executives	The body of all optometric association exec directors
CAOS	Canadian Association of Optometry Students	UW and UM have branches; they prepare an annual booklet
CCPP	Canadian Council of Provincial Presidents	The body of all optometric association presidents
CRA	Canada Revenue Agency	Formerly known as "Revenue Canada"
CE (CEP)	Continuing Education, Continuing Education Program	ODs are required to obtain a certain number of CE hours per three years
CEO	Canadian Examiners in Optometry	Reps from all provinces that oversee the national OD exam

Acronym	What it stands for	What it is/What it means
CJO	Canadian Journal of Optometry	CAO's flagship publication; the national official journal for the profession
CMA	Canadian Medical Association	National Association
CMPA	Canadian Medical Protection Association	National Association
CNIB	Canadian National Institute for the Blind	Provides services and low vision aids to visually impaired persons
COETF	Canadian Optometric Education Trust Fund	Like SOF, but out of the CAO office; national scale
CORA	Canadian Optometric Regulatory Authority	A board of representatives from licensing bodies (colleges) of optometrists
COS	Canadian Ophthalmologists Society	The national body representing ophthalmologists
CPHA	Canadian Public Health Association	National Association
CPSA	College of Physicians and Surgeons of Alberta	
CSA	Canadian Standards Association	National Association
CSAO	Canadian Standard Assessment in Optometry	The national exam all ODs must pass (except in QC) to practice
CVI	Children's Vision Initiative	Promotion to improve eye health for children
DC	Diabetes Canada	With whom we are always trying to forge closer ties
EHCC	Eye Health Council of Canada	The public name of CAO's advertising entity
FAAO	Fellow of the American Academy of Optometry	A professional designation occasionally sought by Canadian ODs
FHP	Federal Healthcare Partnership	Formerly known as "Health Care Coordination Initiative Secretariat"
FOIP	Freedom of Information and Protections Privacy Act	
FIP	Family Income Plan	Benefits for low income working families
FPA	Federal Privacy Act	
GOA	Government Organizations Act	
GWCO	Great Western Council of Optometry	American Congress in Portland, Oregon
HCPA	Health Care Protection Act	
HEAL	Health Action Lobby	Coalition of health groups
HPRAC	Health Professions Regulatory Advisory Council	Ontario Government's advisory board of 7 members
IAO	International Association of Optometric Association	International Association
ICLO	Indicator of Current Learning of Optometric	A bridging program to the CSO exam
ICSO	Indicator of Current Skills in Optometry	
IOBP	International Optometric Bridging Program (acronym was NNATO)	U of W Bridging program for Foreign trained OD's

Acronym	What it stands for	What it is/What it means
IOG	International Optometric Graduate (Previous	
IPHCWG	Integrated Primary Health Care Working Group	Primary health providers working together to improve healthcare delivery
MAO	Manitoba Association of Optometrists	Provincial Association
MRA	Mutual Recognition Agreement	The agreement by which practicing ODs are recognized in other provinces
NAO	Newfoundland Association of Optometrists	Provincial Association
NBAO	New Brunswick Association of Optometrists	Provincial Association
NBEO	National Board of Examiners in Optometry (US)	The American version of CEO
NCVH	National Coalition for Vision Health	National Association
NIHB	Non Insured Health Benefits	Third-party coverage for all First Nations not covered under other programs
NLAO	Newfoundland & Labrador Association of Optometrists	Provincial Association
NSAO	Nova Scotia Association of Optometrists	Provincial Association
OAC	Opticians Association of Canada	National Association
OAo	Ontario Association of Optometrists	Provincial Association
OEBC	Optometry Examining Board of Canada	
OGS	Optometry Giving Sight	International Eye Health Charity supported by the CAO
OHS	Occupational Health & Safety	
OLF	Optometric Leaders' Forum	CAO's annual leaders' meeting in Ottawa (provincial and national leaders)
OSI	Optometric Services Incorporated	A buying group many ODs join; provides marketing support
PEIAO	Prince Edward Island Association of Optometrists	Provincial Association
PIPA	Personal Information and Protection Act	
PIPEDA	Personal Information Protection & Electronic Documents Act	Regulates the private sectors collection, use & disclosure of personal info
PLA	Prior Learning Assessment (Previous ICLO+ICSO+AQUA)	
SAO	Saskatchewan Association of Optometrists	Saskatchewan Association of Optometrists
UM	University of Montreal	One of two Canadian Optometry Schools (and the only French)
UW	University of Waterloo	One of two Canadian Optometry Schools (and the only English)
VCC	Vision Council of Canada	A body that represents large retail optical chains, based in Ontario
WCO	World Council of Optometry	An international optometric body
WHO	World Health Organization	Advocacy body for health issues of national concern



ALBERTA ASSOCIATION OF OPTOMETRISTS

#100, 8407 Argyll Road, Edmonton, Alberta, Canada T6C 4B2

T: 780.451.6824 F: 780.452.9918 TF: 1.800.272.8843

www.optometrists.ab.ca