

SASKATCHEWAN OPTICIANS ADMINISTRATIVE BYLAWS
These Bylaws are made pursuant to the Opticians Act

Interpretation

1. In these bylaws:

- (1) "Act" means "the Opticians Act";
- (2) "Fees" means the fees paid for licensing of qualified members in good standing as provided for in Section 2 of the Regulatory bylaws;
- (3) "Licence" means a licence issued by the Saskatchewan College of Opticians;
- (4) "Penalty fee" means the amount charged as a penalty fee or late payment fee as set out in these bylaws;
- (5) "Past President" means the past sitting president immediately following general elections; and
- (6) "Year" means the period commencing on April 1 in one year and ending on March 31 of the following year;

Property

- 2(1) The college may acquire, hold, mortgage, lease, sell or dispose of any property.
- (2) All fees, fines and penalties receivable or recoverable pursuant to this Act are the property of the college.
- (3) The college may:
 - (a) invest its funds in investments in which trustees are authorized to invest pursuant to The Trustee Act; and
 - (b) sell or otherwise dispose of those investments and reinvest the proceeds in similar investments.

Meetings

- 3(1) Meetings of the College shall be held at such time and place and upon such notice as the council deems appropriate.
- (2) An annual meeting of the college shall be held at a time and place determined by the council.
- (3) A special meeting of the council for the transaction of the business that is specified in the resolution or demand shall be held:
 - (a) on resolution of the council; or
 - (b) on the demand, in writing, of a minimum of fifteen members.

- (4) The procedure at an annual or special meeting is to be determined by the council and if necessary, disseminated to the members at least thirty days prior to the meeting or, in the case of a special meeting at least fifteen days prior to the meeting.
- (5) The council shall send a notice of an annual meeting or special meeting to each member in writing or by electronic mail at least thirty days prior to the meeting.
- (6) Notwithstanding subsection (4), the council shall give notice of a special meeting within 60 days after a resolution or demand for a special meeting

Council

- 4(1) The council shall manage and regulate the affairs and business of the college.
- (2) The council shall consist of:
 - (a) five members, elected by the membership in accordance with the Opticians Act and Regulatory bylaws; and
 - (b) a maximum of three public persons appointed pursuant to section 9 of the Act.
- (3) Pursuant to subsection 8(5) of the Act each member of council pursuant to clause 8(2)(a) of the Act shall hold office for the term prescribed in these bylaws.
- (4) Pursuant to the Act, no member is eligible to be elected to council unless that member is a resident of Saskatchewan.
- (5) Members of the council elected pursuant to clause Subparagraph 8(2)(a) of the Act are entitled to remuneration and reimbursement for expenses in the amounts to be determined by the council.
- (6) Three elected members to the council elected pursuant to Subparagraph 8(2)(b) of the Act shall hold office for a period of two years.
- (7) Two elected members to the council elected pursuant to Subparagraph 8(2)(b) of the Act shall hold office for a period of two years.
- (8) Each member elected to council may at the end of their respective terms be re-elected to the council, if that member agrees to be nominated again, and if that member is re-elected by the membership in the form and manner required by the Act.

FEES

- 5(1) Fees for a licence are due by April 1 in each year.
- (2) Where a member is in arrears of payment pursuant subsection (1) for a period of not more than 30 days, he may become a member in good standing upon payment of the fee for the licence and of the penalty fee.
- (3) Where a member fails to make payment within the period set out in subsection (2), the registrar shall strike that member's name from the registrar, and the registrar shall only reinstate that member:
- (a) upon the member's making application to the council;
 - (b) subject to any terms and conditions that the council may prescribe; and
 - (c) upon payment of the penalty fee.

Fees re: contact lens Practitioner

- 6(1) The fee for a licence as a contact lens practitioner is due on or before April 1 in each year.
- (2) Subsections 9(2) and (3) apply mutatis mutandis to a contact lens practitioner.

Fees generally

- 7(1) All fees required by the Act or these bylaws are adjusted annually and must be forwarded to the registrar by the due date. Current fee schedule "A" is attached..
- (2) (a) initial registration as an optician is \$100.00
- (b) a opticians licence as per schedule "A"
- (c) a contact lens practitioner's licence as per schedule "A";
- (d) a inactive optician and an inactive contact lens practitioner as per schedule "A";
- (e) initial registration as a student \$10.00
- (f) membership as a student is \$30.00 annually
- (g) late payment of any fee mentioned in clauses (a) to (f) is \$75.00.
- (3) Where, after July 1 in any year, an optician:
- (a) becomes registered pursuant to the Act; or
 - (b) returns from inactive to active status; The licence fee for that year is required to be paid on a pro-rated quarterly basis.

- (4) Where, after July 1 in any year, an optician:
- (a) becomes registered as a contact lens practitioner pursuant to the Act, or
 - (b) returns from inactive to active status;
- The licence fee for that year is required to be paid on a pro-rated quarterly basis.
- (5) Student Seminars, examination fees, prior learning assessment fees or any other fees or costs that are determined appropriate by the council, shall be adjusted annually in accordance with Subsection 7(1) of these bylaws and included in the attached fee Schedule "A".

Examinations

- 8(1) Subject to subsection (2), optician's examinations shall be held at a time and place determined by the council; and
- (2) Examinations pursuant to subsection (1) shall be held at least once per year where any person has applied for and is eligible to take the examination.

Contact Lens Examination

9. Examinations in contact lens technique shall be conducted at least once a year at a time and place determined by the council.

Examination Subjects

- 10(1) Examination subjects are:
- (a) with the respect to ophthalmic dispensing:
 - (i) anatomy of the eye;
 - (ii) visual disorders;
 - (iii) terminology and definitions in ophthalmic dispensing;
 - (iv) the use of lenses to correct visual;
 - (v) practical aspects of ophthalmic dispensing; and
 - (vi) any other subject approved by the council
 - (b) with respect to contact lens technique, for the written portion:
 - (i) anatomy and physiology of the eye;
 - (ii) terminology and definitions;
 - (iii) optics of the contact lens system;

- (iv) soft contact lenses and their use;
- (v) hard contact lenses and their use; and
- (vi) any other subject approved by the council.

(c) with respect to the contact lens technique, for the practical portion:

- (i) keratometry and its application;
- (ii) inspection and modifications;
- (iii) use and application of the slit lamp;
- (iv) corneal staining and the use of fluorescein; and
- (v) any other contact lens technique as determined appropriate by the council.

Pass Mark

11. Passing grades shall be determined from time to time in collaboration with other Canadian opticians regulatory bodies to ensure compliance with the Mutual Recognition Agreement on Labour Mobility and the New West Partnership Trade Agreement between Alberta, Saskatchewan and British Columbia.

Eligibility for examinations for practicing opticians and contact lens practitioners.

- 12(1) No person shall take the NACOR licensing examination in opticianry or contact lens technique unless that person has successfully completed a course in ophthalmic dispensing and other ophthalmic or other opticianry program that have been accredited by the NACOR and approved by the council, or an educational program deemed equivalent by council or, has received a waiver of that requirement from the council.
- (2) As provided for in Subparagraph 3(1)(d), a student shall be permitted three attempts to pass the NACOR licensing examination in opticianry or contact lens technique. Where a person is unsuccessful on the third attempt, that person shall be required to take a further course of training approved by the council and upon completion shall be granted permission from the council to again take the NACOR licensing examination.

- (3) Where a person has completed the approved course and not attempted the NACOR examination for a period of three years, the person shall be required to take a future course of training approved by the council and upon completion shall again be granted permission from the council to take the NACOR licensing examination.

Right to be examined more than once

13. A person who fails to obtain the marks prescribed by the council may apply to re-write the examination at a time and place to be determined by the council.

Eligibility to write the Contact Lens Technique Examination

14. No person shall take the contact lens technique examination unless that person has successfully completed a NACOR approved course in contact lens technique or other course in contact lens technique approved by the council.

Examination Fees

15. Examination fees shall be set at the beginning of each course year and shall be paid at the time of registration.

Payment of fees

16. Examination fees are to be
 - (i) paid to the registrar;
 - (ii) accompany the application form for examination; and
 - (iii) submitted not less than five days prior to the date of the first examination

Equipment at examinations

- 17(1) Persons being examined may bring to the examination a scientific calculator and other equipment necessary for the exam however, the examiner must approve all equipment brought prior to the start of the exam;
- (2) The council shall provide any other reference material, equipment, lenses, frames or tables necessary for the examination.

Examination Dates

18. The council reserves the right to assign an examination date, time and location for each student to be examined.

Licensing Renewal Requirements

19. Subject to Subsection 5(5) of the Regulatory bylaws, any person who has not practiced as a practicing member or contact lens practitioner for a period of three years or more shall be required to meet the following requirements:

- (1) Any person who has not practiced as a practicing member for a period exceeding (3) years but less than 4 years, shall be required to practice under the supervision of a licensed practicing member approved by the council, for a period of not less than 60 days or, for a period exceeding 60 days where council deems it appropriate.
- (2) Any person who has not practiced as a practicing member for a period of more than (4) years, shall be required to complete a refresher course as determined and approved by the council and pass any written or oral examination that the council may approve or, at the discretion of the council, where the council determines that the PLAR (Prior Learning Assessment and Recommendations) can be appropriately substituted for the refresher course and examination, complete the PLAR.
- (3) Any person that does not successfully complete the requirements set out in Subsections 19(1) to (3) may on the recommendation of the council be required to take any additional training or seminars as the council deems necessary and pass any written or oral examination that the council may approve.
- (4) Any person that is registered as a member and who has let their license lapse shall be subject to a penalty of one years license fees and shall be required to pass the NACOR licensing examination.

Past Presidents and Former Members of Council

20. For the purpose of continuity or other reasons as determined by the council, the council may from time to time retain the services of the past president or former members of the council.

21. Any person retained by the council shall be entitled to reasonable remuneration and reimbursement for expenses as determined and approved by the council.

Accredited Educational Institutions

22. It shall be the policy of the College, to accept for licensing purposes, only those persons that have graduated from the following educational institutions:
- (i) The Northern Alberta Institute of Technology NAIT; Alberta
 - (ii) Seneca College, Ontario;
 - (iii) Georgian College, Ontario; and
 - (iv) Douglas College BC
23. Any person not meeting the requirements of Section 22, may upon receiving a prior learning assessment and license from another province, apply to the college for a practicing members licence in Saskatchewan in accordance with the provisions as set out in the Mutual Recognition Agreement of the Agreement for Internal Trade.

This is a certified true copy of the Administrative Bylaws as approved by the Council of the Saskatchewan College of Opticians on _____2011.

Dated: _____

Signed: _____

Kenneth H. Sorensen
Registrar
Saskatchewan College of Opticians