

Table of contents

BL 1.0	Definitions
BL 1.1	Interpretation
BL 2.0	Objectives of the College
BL 2.1	Location of Head Office
BL 2.2	Seal of the College
BL 2.3	College Administration
BL 2.4	Finances
BL 2.5	Expenditure of Funds
BL 3.0	Authority of Council
BL 3.1	Composition of Council
BL 3.2	Terms of Office
BL 3.3	Eligibility for Nomination
BL 3.4	Election of Council
BL 3.5	Election by Mail Vote
BL 3.6	Notification of Results
BL 3.7	Interruption of Mail Service/Omissions in the Giving of Notice
BL 3.8	Meetings & Quorum of Council
BL 3.9	Votes of Council
BL 3.10	Vacancy or Disqualification of a Council Member
BL 3.11	Approval of By-laws
BL 4.0	Officers of the Council of the College
BL 4.1	Duties of the President
BL 4.2	Absence or Resignation of the President or Vice-President



- BL 4.3 Duties of the Vice-President
- BL 4.4 Duties of the Finance Chair
- BL 5.0 Registrar
- BL 5.1 Duties of the Registrar
- BL 5.2 Assistant Registrar
- BL 5.3 Duties of the Assistant Registrar
- BL 5.4 Executive Director
- BL 5.5 Duties of the Executive Director
- BL 5.6 Hearings Director
- BL 5.7 Complaints Director
- BL 6.0 Committees & Tribunals Formed
- BL 7.0 Remuneration & Per Diems
- BL 8.0 Annual Meeting of the College
- BL 8.1 Special Meeting of the College
- BL 8.2 Interruption of Mail Service/Omissions in the Giving of Notice
- BL 9.0 Applications for Registration on the General Register
- BL 9.1 Applications for Registration on the Courtesy Register
- BL 9.2 Applications for Practice Permit Renewal
- BL 9.3 Members in Good Standing
- BL 9.4 Letters of Reference/Letters of Good Standing
- BL 9.5 Non-practicing & Lapsed Practitioners
- BL 9.6 Reactivation of a Practice Permit (except under Part 4 of the HPA or Part 6 of the Chiropractic Professions Act)
- BL 10.0 Fees, Costs, Dues, Assessments & Levies



- BL 11.0 Record of Professional Corporations
- BL 11.1 Approval and Registration of Professional Corporations
- BL 11.2 Business Conducted and Powers Exercised by a Professional Corporation
- BL 11.3 Names of Professional Corporations
- BL 11.4 Application for Annual Permit
- BL 11.5 Annual Permit Renewal
- BL 12.0 Limited Liability Partnerships
- BL 13.0 Publication of Hearings
- BL 14.0 Code of Ethics & Standards of Practice
- BL 15.0 Use of the Term Specialist



BL 1.0 Definitions

Approved by Council November 2005
Effective March 1, 2007

In these by-laws:

- 'Act' means the Health Professions Act;
- 'ACAC' means the Alberta College and Association of Chiropractors;
- 'College' means the Alberta College and Association of Chiropractors;
- 'costs, fees, levies and assessments' are the costs, fees, levies and assessments referred to in the Health Professions Act;
- 'Council' means the Council of the College;
- 'Council member' or 'Councilor' means a member of the Council;
- 'HPA' means the Health Professions Act;
- 'Majority' in reference to Council means a number more than half of the total members;
- 'Member' means a regulated member or an other member;
- 'Officers of the Council' mean the President in accordance with Section 7 of the HPA and the Vice President in accordance to Part 4 of the by-laws;
- 'Other member' means a member as described under clause 9.5 of these by-laws;
- 'Registrar' means the Registrar of the College appointed in accordance with the HPA;
- 'Regulated member' means a person whose name is entered in the General Register, Courtesy Register or the Academic & Teaching Register pursuant to the Registration section of the Chiropractic Regulation and who engages in the practice of chiropractic;
- 'Regulation' means the Chiropractic Profession Regulation enacted under the HPA;
- 'Seal' means the official seal of the College as prescribed in section 2.2 of these by-laws.

BL 1.1 Interpretation

Approved by Council November 2005
Effective March 1, 2007

- (a) Words importing a masculine gender include the feminine gender.
- (b) A reference in these by-laws to Council, an officer, person or a committee include any delegate of the Council, officer, person or committee.



BL 2.0 Objectives of the College

Approved by Council November 2005
Effective March 1, 2007

The College is a not-for-profit organization with the following objectives:

- (a) to generally carry out the intent of the HPA and the Regulation;
- (b) to establish, maintain and enforce standards for registration, as well as the Standards of Practice, Code of Ethics and Continuing Competence Program;
- (c) conduct the activities, affairs, management and governance of the College consistent with the by-laws and College policies, procedures and directives;
- (d) promote generally the practice of chiropractic in a manner that protects the public interest;
- (e) provide public education and information as it pertains to the chiropractic profession.

BL 2.1 Location of Head Office

Approved by Council November 2005
Effective March 1, 2007

The head office of the College shall be located at such address or premises as may be determined from time to time by the Council.

BL 2.2 Seal of the College

Approved by Council November 2005
Effective March 1, 2007

- (a) the seal of the College ('Seal') shall be the official seal of the College.
- (b) the seal shall be in the custody of the Registrar of the College.
- (c) subject to these by-laws, the seal shall be affixed to all certificates, permits, or documents or instruments executed on behalf of the College, in accordance with College policy and section 3.0(j) of these by-laws.

BL 2.3 College Administration

Approved by Council November 2005
Effective March 1, 2007

The Council may appoint and/or hire personnel to assist in the activities, administration, affairs, conduct, management, and governance of the College and for the implementation of policies, procedures and directives of the College. Such personnel may include:

- (a) a Registrar to perform those duties as may be required by the Act, Regulation, by-laws and from time to time by any officers of the College or Council;
- (b) an Assistant Registrar to perform duties as may be required;
- (c) an Executive Director, who shall have such powers as are designated by Council;
- (d) administrative staff and other support staff as may be required, and
- (e) any other appointed or hired personnel as may be required from time to time.



BL 2.4 Finances

Approved by Council November 2005
Effective March 1, 2007

- (a) the fiscal year of the College shall be from July 1st to June 30th in each year.
- (b) the accounts and financial transactions of the College shall be subject to annual audit by the auditor(s) appointed or re-appointed annually by Council.
- (c) the College shall forward to members by ordinary mail an audited statement of the finances of the College for the preceding fiscal year prior to the annual meeting of the College.
- (d) College funds may only be deposited in a recognized Canadian financial institution.
- (e) investment of College funds must occur as per approved College investment policy.

BL 2.5 Expenditure of Funds

Approved by Council November 2005
Effective March 1, 2007

- (a) Council shall apply and cause to be applied the funds of the ACAC in any manner Council may decide in carrying out or promoting the objects of the ACAC.
- (b) in the event of dissolution or winding up of the ACAC, all its remaining assets after payment of its liabilities shall be used to promote chiropractic in the Province of Alberta or for such other charities or educational purposes as Council shall deem appropriate.



BL 3.0 Authority of Council

Approved by Council November 2005
Effective March 1, 2007

The governing body of the ACAC is the Council. The Council shall manage and conduct the business and affairs of the College and exercise the rights, powers and privileges of the College in the name and on behalf of the College. In addition, Council is empowered to:

- (a) establish, revise and approve policies, procedures, by-laws and directives which govern the activities of the members, Council, officers of the College and committees;
- (b) ensure that ACAC policies, procedures and directives are implemented;
- (c) appoint or hire personnel to assist in the activities, affairs, conduct, management, and governance of the College and to implement policies, procedures and directives of the College;
- (d) delegate authority and responsibility for implementation of ACAC policies, procedures and directives to the Registrar and/or Executive Director and/or officers of the College;
- (e) appoint any committees, in addition to the committees referenced in this by-law or HPA, as Council may consider necessary or advisable and may, by resolution and without requirement of further by-laws, designate such further committees and the powers and duties of any committee;
- (f) provide for the appointment of individuals in accordance to the HPA;
- (g) conduct reviews or appeals in accordance to the HPA;
- (h) establish a continuing competence program in accordance to the HPA;
- (i) establish and oversee the financial structure of the ACAC including the auditing of the finances for the College;
- (j) determine from time to time who shall have the authority to sign documents required to be signed on behalf of the College.

BL 3.1 Composition of Council

Approved by Council November 2005
Effective March 1, 2007

The Council shall consist of:

- (a) six (6) and not more than eight (8) regulated members each elected in accordance with these by-laws;
- (b) the number of public members required to be appointed pursuant to section 5(2)(c) and 12(1) of the Act, and
- (c) any ex-officio members appointed by Council.

BL 3.2 Terms of Office

Approved by Council November 2005
Effective March 1, 2007

The term of office for each Council member elected shall be for three (3) years.



BL 3.3 Eligibility for Nomination

Approved by Council November 2005
Effective March 1, 2007

In order to be eligible for nomination, a candidate must be:

- (a) a regulated member on the General Register;
- (b) in good standing with the ACAC or any other Alberta colleges of regulated health professions that he/she are a member of;
- (c) engaged for a minimum of five (5) years in the active practice of chiropractic in Alberta at the time of his or her election;
- (d) has not been found to have committed unprofessional conduct pursuant to Part 4 of the Act for a five (5) year period immediately prior to his or her nomination;
- (e) not engaged, by a firm, corporation (except a professional corporation under the Act), government agency or other entity, for the purpose of providing chiropractic service, advice or expertise to the entity by whom he is engaged or considered; and
- (f) nominated in accordance with the provisions of these by-laws.

BL 3.4 Election of Council

Approved by Council November 2005
Effective March 1, 2007

- (a) the election of Council members shall be held at the annual meeting at such time and place as decided by Council in each year.
- (b) there shall be elections for such Council positions as may be vacant at the time of the meeting.
 - (i) the Registrar, or Executive Director of the College, shall, not less than thirty (30) days before the date set for the election of Council members, post by ordinary prepaid mail to the address of each regulated member contained in the records of the College who is in good standing with the ACAC and eligible to vote:
 - 1. a notice of the time and place fixed for the election of Council members;
 - 2. a nomination paper, together with a notice as to the date by which the completed nomination papers must be received by the Registrar in order to be valid.
 - (ii) in order to be valid, a nomination must be either:
 - 1. (a) evidenced by a duly completed nomination paper, received by the Registrar no later than the date prescribed in the notice provided for in subsection (b.i.1);
(b) made by at least two (2) regulated members on the General Register qualified to vote at the election; and
(c) consented to in writing by the nominated person
or
 - 2. made from the floor of the meeting, provided that it is made by two (2) regulated members on the General Register qualified to vote at the election, and the nominated person is present and signifies his consent to accept office if elected.



- (iii) for each vacancy, a regulated member who is eligible to vote, may nominate only one (1) regulated member, who qualifies for nomination.
- (c) elections shall be conducted and votes taken in accordance with the parliamentary rules of order as set forth in session rules approved by Council;
- (d) voting by proxy at an annual meeting shall not be permitted in any circumstances.

BL 3.5 Election by Mail Vote

Approved by Council November 2005
Effective March 1, 2007

The Council may decide to hold an election by mail rather than at the annual meeting.

- (a) in the event of an election of Council by mail, not later than ten (10) days before the date fixed for the election of Council, the Registrar or Executive Director shall forward to every regulated member on the General Register who is in good standing with the ACAC and eligible to vote:
 - (i) a statement of the number of vacancies on Council to be filled;
 - (ii) a ballot paper containing the names of all persons duly nominated;
 - (iii) an envelope marked 'ballot', and
 - (iv) a return envelope addressed to the College's head office on which has been placed the regulated member's name and address.
- (b) a member voting in the election shall:
 - (i) mark the ballot with a cross (x) opposite the name of the candidate or candidates for whom he is voting;
 - (ii) enclose his or her single ballot in the envelope marked 'ballot';
 - (iii) seal and enclose it in the return envelope; and
 - (iv) mail or deliver the return envelope to the Registrar or Executive Director of the College no later than the date and hour fixed for the holding of the election.
- (c) any envelope marked 'ballot':
 - (i) received by the Registrar or Executive Director after the hour fixed for holding the election; or
 - (ii) marked for more names than the number of Council members to be elected; or
 - (iii) not marked in accordance with the instructions in the previous subsection;
 - (iv) contains more than one ballot;shall be disqualified.
- (d) the Registrar or Executive Director shall keep unopened all return envelopes until the hour set for the election, at which time the ballots are to be handed unopened:
 - (i) to two (2) appointed by Council;
 - (ii) to two (2) scrutineers appointed by the President, if no appointment has been made by the Council.
- (e) the scrutineers shall:
 - (i) satisfy themselves by checking the names on return envelopes that all names are on the list of members eligible to vote;
 - (ii) remove the envelopes marked 'ballot' from the returned envelope and place them together unopened in such a manner that they cannot be identified;
 - (iii) open the 'ballot' envelopes, scrutinize the ballot papers, count the votes cast for each of the candidates and record the results; and



- (iv) following the counting and recording of all votes, place the ballot papers in an envelope, securely seal it, and deliver it to the Registrar or Executive Director.
- (f) the Registrar or Executive Director shall retain the ballots for a period of sixty (60) days from the date of the election, and if on the expiry of sixty (60) days no proceedings have been taken in Court to set aside the election, shall destroy the ballot papers.
- (g) any candidate or any regulated member entitled to vote is entitled to be present at the opening of envelopes, the scrutinizing of ballots, and the counting of votes.
- (h) in the event of a tie between any candidates in an election, the President of the College may, following the counting of the ballots, declare which of the persons affected by the tie is elected.

BL 3.6 Notification of Results

Approved by Council November 2005
Effective March 1, 2007

The Registrar or Executive Director shall forthwith after the election, either at a meeting or by mail, or other means of communication, notify the candidates and membership of the outcome.

BL 3.7 Interruption of Mail Service/Omissions in the Giving of Notice

Approved by Council November 2005
Effective March 1, 2007

- (a) when there is an interruption of mail service during a nomination or election, the Registrar or Executive Director shall extend the holding of nominations and election for such minimum period of time as the Registrar or Executive Director considers necessary to compensate for the interruption.
- (b) an accidental oversight or omission in the giving of a notice required for an election at the annual meeting or an election by mail does not render an election void.

BL 3.8 Meetings & Quorum of Council

Approved by Council November 2005
Effective March 1, 2007

- (a) a quorum for a meeting of Council exists when a majority of Council members are present, excluding ex-officio members.
- (b) Council or panels of Council may meet for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as required or subject to the provision of the HPA.
- (c) if the President or the Vice-President is not present within thirty (30) minutes after the time appointed for holding such meetings, the Council present shall designate one of their members to act as chair.
- (d) a Council member or a member of a committee may participate in a meeting of Council or of a committee of Council by means of telephone or other communication facilities that permit all persons participating in the meeting to hear each other.
- (e) the President shall have the power to call special meetings of Council when necessary or desirable or subject to the provisions of the HPA.



- (f) a majority of members of Council, excluding ex-officio members, may by a requisition in writing signed by them require the President to convene a special meeting of Council, which requisition shall state the object of the meeting so required.
 - (i) two days notice of such meeting shall be given to all Council members.
 - (ii) in the event that the President does not cause a meeting to be held within fourteen (14) days after receipt by him/her of a requisition, the requisitioners may themselves convene a meeting, in which case not less than six (6) business days of notice in writing shall be provided to all Council members.
 - (iii) in the event that the President is not in attendance within thirty (30) minutes after the time appointed for holding such a specially requisitioned meeting, the members of Council present shall choose one of their members to preside as chair.

BL 3.9 Votes of Council

Approved by Council November 2005
Effective March 1, 2007

- (a) all Council members, including the President, present at the Council meeting shall each be entitled to one vote.
 - (i) in the event of a tie vote at any meeting of the Council, the President or designate may cast the deciding vote.
- (b) written, fax or e-mail resolutions of Council shall be deemed to have the same effect as resolutions passed in person by Council members at a Council meeting.
- (c) decisions by a quorum of Council shall be made as follows:
 - (i) at a Council meeting, by a vote of a majority of those present and voting at the meeting;
 - (ii) during a telephone conference, by a vote of a majority of those Council members participating in the conference and who vote;
 - (iii) a vote held by mail, fax, or e-mail must be unanimous, or the resolution shall be returned to Council for further discussion.
- (d) voting by proxy at Council meetings shall not be permitted in any circumstances.

BL 3.10 Vacancy or Disqualification of a Council Member

Approved by Council November 2005
Effective March 1, 2007

- (a) a member of Council may at any time resign from the Council by a letter directed to the College;
 - (i) in the event of the resignation of a Council member, or in the event of a vacancy occasioned by death or otherwise, the remaining members of Council may elect, by simple majority of Council, a regulated member, with the consent of that member, to fill the vacancy for the balance of the term of the vacant position.
or
 - (ii) the position may remain vacant until the next election.
- (b) a member of the Council may be removed from office where the remaining two-thirds of the voting members of Council vote to remove this individual. The circumstances



where an elected Council member can be removed from Council pursuant to this section include that the individual:

- (i) is found to have committed an act of unprofessional conduct pursuant to Part 4 of the Act or is incapacitated as that term is defined in section 1(1)(s) of the Act;
- (ii) fails, without reasonable cause, to attend two consecutive meetings of the Council or of a committee or of a subcommittee in which he or she is a member;
- (iii) fails, without reasonable cause, to attend a hearing or review of a panel for which he or she has been selected;
- (iv) ceases to be a regulated member in active practice;
- (v) becomes an employee of any professional chiropractic association;
- (vi) becomes a member of the Council or a committee of the College of any other health profession;
- (vii) fails, in the opinion of the Council, to discharge properly or honestly any office to which he or she has been elected or appointed.

BL 3.11 Approval of By-laws

Reviewed by Council January, 2009
Effective January 1, 2009

- (a) Council may by resolution of Council and with a two-thirds vote of Council enact amend or repeal any by-laws of the ACAC necessary for good governance.
- (b) Prior to final discussion and a decision of Council held for the purpose of enacting, amending or repealing any by-laws, Council may circulate the proposed changes for member consultation.
 - (i) such circulation will be by paper or electronic communication to each regulated member on the general register who is in good standing with the ACAC and would be eligible to vote at an annual meeting.
- (c) Council shall take due account of, but shall not be bound by the views of the member consultation if it is contrary to the well being or good governance of the College.
- (d) when there is an interruption of paper or electronic communication that would prohibit eligible members on the general register from receiving a notice of proposed changes to the by-laws, the Registrar or Executive Director shall take all reasonable actions to notify the membership through other means of communication.
- (e) no proposed changes to the ACAC by-laws shall be made void because of an accidental oversight or omission in giving notice.



BL 4.0 Officers of the Council of the College

Approved by Council November 2005
Effective March 1, 2007

- (a) the officers of the College shall be:
 - (i) President
 - (ii) Vice-Presidenteach of whom holds office for a one (1) year term.
- (b) the President and the Vice-President shall be elected by secret ballot, by and from Council on an annual basis and shall hold office for one (1) year.
- (c) the President and the Vice-President must be regulated members.
- (d) officers of the Council are eligible for re-election upon the expiry of their term as officers, but shall not be entitled to serve more than three (3) consecutive terms in such office. Upon re-election in accordance with these by-laws and, in circumstances where Council believes it to be in the best interests of the College, the membership and the profession, the term of the officer may be extended beyond the prescribed three (3) years. No officer shall serve more than six (6) consecutive terms.
- (e) on an annual basis, Council will designate one (1) member of Council to act as a Finance Chair.
 - (i) the Finance Chair shall hold office for one (1) year.

BL 4.1 Duties of the President

Approved by Council November 2005
Effective March 1, 2007

- (a) the President provides overall leadership to the ACAC, and as such shall exercise general supervision and administration over the activities and affairs of the College.
- (b) execute certificates and documents on behalf of the College in accordance with these by-laws.
- (c) it shall be the duty of the President to preside at all meetings of the ACAC and of Council.
- (d) the President shall have the power to call special meetings of Council when necessary or desirable or subject to the provisions of the HPA.
- (e) the President shall perform such other duties as Council may from time to time direct.
- (f) the President carries out the functions required by the HPA.

BL 4.2 Absence or Resignation of the President or Vice-President

Approved by Council November 2005
Effective March 1, 2007

- (a) the Vice-President shall upon the request of the President perform the duties of the President during his absence, illness, or incapacity, or assume the duties of the President for the remainder of the year in the event the President resigns.
- (b) in the absence of both the President and the Vice-President, the duties of the President may be performed by some other member of the Council as determined by the Council.
- (c) in the event of the resignation of the President or Vice-President or in the event of a vacancy of the President or Vice-President occasioned by death or incapacity or otherwise, the remaining members of Council may elect by a majority of the remaining



members of Council, a President on an interim basis.

BL 4.3 Duties of the Vice-President

Approved by Council November 2005

Effective March 1, 2007

- (a) in the absence of the President or in the event the President resigns, the Vice-President shall perform the duties of the President.
- (b) the Vice-President performs such other duties as may be assigned by the President or as Council may from time to time direct.

BL 4.4 Duties of the Finance Chair

Approved by Council November 2005

Effective March 1, 2007

The duties and powers of the Finance Chair of the Council include:

- (a) the Finance Chair oversees processes relating to the financial affairs of the College.
- (b) the Finance Chair performs such other duties as may be assigned by the President or as Council may from time to time direct.



BL 5.0 Registrar

Approved by Council November 2005
Effective March 1, 2007

- (a) Council shall appoint a Registrar as specified in the HPA and in accordance with College policy.
- (b) the Council may appoint on behalf of the College such persons as it deems necessary to assist the Registrar.

BL 5.1 Duties of the Registrar

Approved by Council November 2005
Effective March 1, 2007

The Registrar shall:

- (a) carry out any of the powers and duties of the Registrar as specified in the HPA, Regulation and these by-laws;
- (b) receive applications for registration or practice permit renewals;
- (c) approve, defer or refuse applications for registration or applications for practice permit renewals;
- (d) keep and maintain all regulated member registers and records of the College;
- (e) keep and maintain a record of professional corporations;
- (f) execute certificates and documents on behalf of the College in accordance with these by-laws;
- (g) provides representation on behalf of the College on specific committees, agencies, organizations or bodies as delegated and assigned by Council;
- (h) perform such other duties as assigned or delegated by Council;
- (i) carries out duties as directed by these by-laws.

BL 5.2 Assistant Registrar

Approved by Council November 2005
Effective March 1, 2007

The Council may appoint and hire on behalf of the College an Assistant Registrar.

BL 5.3 Duties of the Assistant Registrar

Approved by Council November 2005
Effective March 1, 2007

- (a) the Assistant Registrar shall perform duties as assigned or delegated by Council.
- (b) the Assistant Registrar shall have all of the powers and perform all of the duties of the Registrar under the HPA, the Regulation and by-laws when the Registrar is absent or unable to act or when there is a vacancy in the office of the Registrar.



BL 5.4 Executive Director

Approved by Council November 2005
Effective March 1, 2007

The Council may hire as an employee of the College an Executive Director who reports to the Council and shall have such powers as are designated by the Council.

BL 5.5 Duties of the Executive Director

Approved by Council November 2005
Effective March 1, 2007

The Executive Director:

- (a) acts as the chief executive officer of the ACAC and is responsible for the implementation of policy established by Council;
- (b) reports to and takes direction from Council;
- (c) assists Council in the management and conduct of the College's affairs;
- (d) oversees the activities, administration, affairs, conduct, and management of the ACAC office and the implementation of policies, procedures and directives of the College as delegated by Council;
- (e) assists or oversees in the planning, development and implementation of programs and processes to support College regulatory functions as delegated by Council;
- (f) is responsible for the overall management of the financial resources of the College and monitors the annual audit process;
- (g) provides representation on behalf of the College on specific committees, agencies, organizations or bodies as delegated and assigned by Council;
- (h) carries out duties as directed by these by-laws.

BL 5.6 Hearings Director

Approved by Council November 2005
Effective March 1, 2007

- (a) Council shall appoint a Hearings Director for the purposes of the HPA.
- (b) this appointment shall be conducted in accordance with the policies of the College that are approved by Council.

BL 5.7 Complaints Director

Approved by Council November 2005
Effective March 1, 2007

- (a) Council shall appoint a Complaints Director for the purposes of the HPA.
- (b) this appointment shall be conducted in accordance with the policies of the College that are approved by Council
- or
- (c) Council may delegate the duties and responsibilities of the Complaints Director to the Registrar.



BL 6.0 Committees and Tribunals Formed

Approved by Council November 2005
Effective March 1, 2007

- (a) in accordance with the *Health Professions Act*, the regulatory committees, tribunals, and committees of the College will be the:
 - (i) competence committee
 - (ii) complaint review committee and
 - (iii) hearings tribunal.
- (b) in accordance with the HPA, the Council shall appoint a chair for the Competence Committee. These appointments shall be conducted in accordance with the policies of the College that are approved by Council.
- (c) the policies of the College that are approved by the Council shall include, but not be limited to the duties and responsibilities, terms of reference, eligibility requirements, term of office, removal of an officer, filling of vacancies for all committees and shall be consistent with the Act and Regulation where applicable.
- (d) Council may establish such other committees from time to time as may be necessary or desirable for the effective conduct of activities and affairs of the College. Council shall provide direction as to each committee's function and responsibility.



BL 7.0 Remuneration & Per Diems

Approved by Council November 2005

Effective March 1, 2007

- (a) Council shall have the power to pay a member of Council, appointees, committees and tribunals, and regulated members performing work on behalf and at the request, of the College reasonable honorariums, per diems or fees and/or reasonable travel and living expenses;
- (b) the honorariums or per diem allowances referred to in these by-laws shall be set by Council and reviewed from time to time;
- (c) a member of Council, committees and tribunals, and other regulated members performing work on behalf of the College who are paid a per diem or charge a fee shall be issued a receipt for tax purposes. Remuneration paid for these purposes are considered income and as such are taxable and to be reported via a T4 or T4A slip.
- (d) all claims for expenses incurred:
 - (i) shall be submitted on an expense account form approved by Council;
 - (ii) shall be signed by the person submitting the same for payment;
 - (iii) authorized by Council or the President, or by an authorized agent of the Council.



BL 8.0 Annual Meeting of the College

Approved by Council November 2005
Effective March 1, 2007

- (a) there shall be at least one meeting of the membership of the College in each calendar year.
- (b) Council may fix the time and place thereof and the Registrar or Executive Director of the College, shall, not less than thirty (30) days before the date set for the meeting, post the notice of the meeting by ordinary prepaid mail to each regulated member on the general register who is in good standing with the ACAC.
- (c) the President of the College, and in his absence the Vice-President of the College, shall preside over any meeting of the College. In the absence of both the President and the Vice-President, a member of Council elected by the meeting shall preside.
- (d) the annual meeting shall occur for:
 - (i) receiving the annual reports of the activities and proceedings of the College;
 - (ii) conducting elections in accordance with section 3.4 of these by-laws;
 - (iii) transacting such other business as may be properly brought before it.
- (e) each regulated member of the ACAC on the general register, who is in good standing, shall be eligible and entitled to one vote per question or election of a candidate at any annual or special meeting;
- (f) the quorum for all meetings of the College shall be fifteen percent of regulated members who are eligible to vote on the date of the meeting and are present at the meeting
 - (i) in the event that there is not quorum within thirty (30) minutes of the scheduled commencement time of the meeting as prescribed in the notice issued by Council, the Chair, with reason, will have the discretion to delay the start of the meeting by up to an additional thirty (30) minutes.
 - (ii) if after the delay of the additional thirty (30) minutes a quorum is not reached, the annual meeting will not proceed and the Chair may convene a meeting of the Committee of the Whole for member consultation of the matter or matters set out in the notice issued by Council.
 - (iii) once a meeting of the Committee of the Whole has been convened, the annual meeting of the College cannot proceed regardless of quorum present at a later time.
 - (iv) Council shall be authorized to proceed with the business which was to be conducted at the annual meeting, and the Council is not required to call a further meeting of the College for that calendar year.
- (g) in the event there is a request for confirmation of quorum, the meeting shall be halted while the Registrar determines if quorum is present at that time. In the event that quorum is not present, the Council:
 - (i) may call a short recess for the purpose of achieving quorum;
 - (ii) convene a meeting of the Committee of the Whole to continue the business set out in the notice to the members; or
 - (iii) adjourn the meeting.
- (h) all meetings of the College shall be conducted and votes taken within the framework of Robert's Rules of Order Revised.
- (i) voting by proxy at an annual meeting shall not be permitted in any circumstances;



- (j) any resolution, motion or matter carried at an annual meeting of the College shall be considered at the next meeting of the Council but shall not bind the Council if contrary to the well being or good governance of the College.

BL 8.1 Special Meeting of the College

Approved by Council November 2005

Effective March 1, 2007

- (a) the Council shall call a special meeting of the members upon written request of fifteen percent (15%) regulated members on the general register who are in good standing with the ACAC at the time of the request.
 - (i) such a request shall set out the purpose for calling the special general meeting; and
 - (ii) the meeting shall be held within forty-five (45) days of such request.
- (b) the Council may, whenever it thinks fit, call a special meeting of the members of the College to be held at such time and place as the Council may determine.
- (c) at least two (2) weeks before a special meeting, the Registrar or Executive Director shall cause to be mailed by ordinary pre-paid mail notice of such special general meeting.
- (d) the quorum for all meetings of the College shall be fifteen percent of regulated members who are eligible to vote on the date of the meeting and are present at the meeting:
 - (i) in the event that there is not quorum within thirty (30) minutes of the scheduled commencement time of the special meeting as prescribed in the notice issued by Council, the Chair, with reason, will have the discretion to delay the start of the meeting by up to an additional thirty (30) minutes.
 - (ii) if after the delay of the additional thirty (30) minutes a quorum is not reached, the special meeting will not proceed and the Chair may convene a meeting of the Committee of the Whole for member consultation of the matter or matters set out in the notice issued by Council.
 - (iii) once a meeting of the Committee of the Whole has been convened, the special meeting of the College cannot proceed regardless of quorum present at a later time.
 - (iv) Council shall be authorized to proceed with the business which was to be conducted at the special meeting, and the Council is not required to call a further special meeting.
- (e) only the matter or matters set out in the notice of a special meeting shall be dealt with at the special meeting.
- (f) any resolution, motion or matter carried at a special meeting of the College shall be considered at the next meeting of the Council but shall not bind the Council if contrary to the well being or good governance of the College.



BL 8.2 Interruption of Mail Service/Omissions in the Giving of Notice

Approved by Council November 2005

Effective March 1, 2007

- (a) when there is an interruption of mail service that would prohibit eligible members on the general register from receiving a notice of an annual meeting or special meeting, the Registrar or Executive Director shall:
 - (i) take all reasonable actions to notify the membership through other means of communication: or
 - (ii) delay the holding of the meeting for such minimum period of time as the Registrar or Executive Director considers necessary to compensate for the interruption.
- (b) no annual meeting or special meeting of the ACAC shall be made void because of an accidental oversight or omission in giving notice.



BL 9.0 Applications for Registration on the General Register

Approved by Council May, 2008
Effective June 1, 2008

- (a) the information collected at registration shall be received in the form of an application approved by Council.
- (b) in accordance with the HPA and Regulation, the Registrar shall enter on the appropriate register, all required information.
- (c) in accordance with the HPA and Regulation, the Registrar can correct or remove any information on a register if he/she determines it is based on out of date, incorrect, or inaccurate information or that an entry was made in error.
- (d) for the purposes of the HPA, Regulation and these by-laws, every regulated member on the general register shall maintain a business address for providing chiropractic services in Alberta and shall advise the Registrar in writing of that address and business or clinic name and of any change in that address or business or clinic name forthwith after the change occurs.

BL 9.1 Applications for Registration on the Courtesy Register

Approved by Council November 2005
Effective March 1, 2007

The information collected at registration shall be received in the form of an application approved by Council.

BL 9.2 Applications for Practice Permit Renewal

Approved by Council February 2007
Reviewed by Council May 2007
Effective July 1, 2007

- (a) regulated members on the general register must submit to the Registrar by the last business day of June, as specified by Council:
 - (i) a complete application for a practice permit in a form approved by Council;
 - (ii) with payment of the annual fees and dues determined by Council dated no later than the last business day of June, As specified by Council: and
 - (iii) payment of all outstanding financial obligations to the ACAC.
- (b) in the event a regulated member fails to submit the required payments and complete application by the last business day of June, as specified by Council, then that member shall be assessed a late fee determined by Council.
- (c) the College may collect membership dues for other organizations.
- (d) the Registrar shall inform Alberta Health and Wellness, WCB, the professional liability insurance carrier and any other organization deemed appropriate on the first business day of July when a member's practice permit has not been renewed.



BL 9.3 Members in Good Standing

Approved by Council November 2005
Effective March 1, 2007

A member is in good standing in the College for the purpose of these by-laws where:

- (a) he/she is not in default of any fees, costs, dues, assessments, levies or fines prescribed by the Act, Regulation and by-laws;
- (b) his/her practice permit or annual permit is not under suspension or cancellation for any reason; and
- (c) his/her practice permit, or annual permit are not subject to a term, condition or limitation imposed pursuant to Part 4 of the Act.

BL 9.4 Letters of Reference/Letters of Good Standing

Approved by Council November 2005
Effective March 1, 2007

Requests for letters of reference or good standing shall contain the following information about a regulated member or other member of the ACAC:

- (a) the information contained in section 9.3 of the by-laws;
- (b) in accordance with the Regulation established under section 131(1)(p) of the HPA;
- (c) the information the College must make available to the public in accordance with sections 33(3), 85(3), and 119(4) of the HPA;
- (d) whether the member or practitioner is currently the subject of a complaint, investigation, or disciplinary hearing that has not yet been disposed of and, if applicable, what the allegations are; and
- (e) any other information requested.

BL 9.5 Non-practicing & Lapsed Practitioners

Approved by Council November 2005
Effective March 1, 2007

- (a) The ACAC shall maintain a register of other members that includes:
 - (i) non-practicing practitioners who, while in good standing with the ACAC and not the subject of any investigation, disciplinary or incapacity proceedings, voluntarily cease to be members of the ACAC and no longer hold a practice permit.
 - (ii) non-practicing life membership practitioners granted by Council.
 - (iii) lapsed practitioners who have failed to maintain their active registration/licensure status and whose registration and practice permit have been cancelled under the former Act, except under Part 6 or the HPA, except under Part 4.
- (b) non-practicing practitioners must provide an undertaking that he or she shall not engage in the practice of chiropractic in Alberta.
- (c) a non-practicing or lapsed practitioner may apply to the Registrar to have their practice permit reactivated.



BL 9.6 Reactivation of a Practice Permit (except under Part 4 of the HPA or Part 6 of the Chiropractic Professions Act)

Approved by Council November 2005
Effective March 1, 2007

- (a) a non-practicing or lapsed practitioner may apply to the Registrar to have their practice permit reactivated.
- (b) before reactivating a practice permit renewal, the Registrar shall require:
 - (i) payment of a fee determined by Council;
 - (ii) payment of any outstanding fees, costs, dues, assessments, levies and/or fines;
 - (iii) proof of continuing competence;
 - (iv) proof of professional liability insurance;
 - (v) if applicable, proof of compliance with any outstanding or previous requests, conditions, requirements, directives or orders of a hearing tribunal, the Registrar and/or the complaints director;
 - (vi) other information required to insure the non-practicing or lapsed practitioner meets current registration requirements.
- (c) pursuant to Section 45(1) of the HPA, the Registrar may on a reactivation of a practice permit:
 - (i) approve it unconditionally;
 - (ii) refuse with reasons; or
 - (iii) defer approval of the application until the applicant has successfully completed any requirements prescribed by the Registrar; or
 - (iv) impose conditions in accordance with the Regulation.



BL 10.0 Fees, Costs, Dues, Assessments & Levies

Approved by Council February 2007
Effective March 1, 2007

- (a) Council may establish fees, costs, dues, assessments or levies for the following:
 - (i) submitting applications for registration;
 - (ii) registration fees;
 - (iii) registration review fees, costs and expenses;
 - (iv) fees for approval and registration of a professional corporation;
 - (v) fees for an annual permit for professional corporations;
 - (vi) annual permit renewal fees for professional corporations;
 - (vii) practice permit fees, to include all members on the general register and courtesy register;
 - (viii) practice permit review fees;
 - (ix) late payment assessment;
 - (x) costs, expenses and fees for appeals of decision under Part 4 of the HPA;
 - (xi) fees with respect to extra practice visits;
 - (xii) fees with respect to practice visits for satellite offices;
 - (xiii) mailing fees for non-practising practitioners;
 - (xiv) reinstatement of a practice permit and/or annual permit;
 - (xv) costs and expenses of conducting a reinstatement hearing;
 - (xvi) registration, approval and reviews of an onsite radiology facility in compliance with the X-ray quality assurance program and in accordance with the Radiation Protection Act and subsequent Regulation;
 - (xvii) review and approval of continuing competency courses and seminars;
 - (xviii) applications for extensions;
 - (xix) levies for public education and information;
 - (xx) College services.
- (b) Council may establish such other fees, costs, dues, assessments and levies as it deems appropriate for anything it considers necessary for services provided by the ACAC.
- (c) at the option of Council, member input may be sought at the annual meeting of the College for the consideration of Council in establishing annual fees.
- (d) Council may establish refund policies for members who change their status.
- (e) the Council may designate a person who has given meritorious service to the College as a life member of the College, and the granting of a life membership shall be on such terms and conditions as Council may prescribe.



BL 11.0 Record of Professional Corporations

Approved by Council November 2005
Effective March 1, 2007

- (a) the Registrar shall keep and maintain a record of professional corporations containing the following information with respect to each professional corporation:
 - (i) the name and registered office of each professional corporation and the unique registration number on the record attributed to that corporation;
 - (ii) the date of issuance of the annual permit or permits to the professional corporation;
 - (iii) the respective dates of the renewal of the annual permit or permits of the corporation and the number on the register attributed to the professional corporation; and
 - (iv) such further particulars as may be directed by Council.
- (b) the Registrar can correct or remove any information on a record of professional corporations if he/she determines it is based on out of date, incorrect, or inaccurate information or any entry was made in error.

BL 11.1 Approval and Registration of Professional Corporations

Approved by Council November 2005
Reviewed by Council January 2010
Effective February 1, 2010

- (a) the information collected shall be received in the form of an application approved by Council.
- (b) a regulated member or regulated members of the ACAC proposing to incorporate a professional corporation may submit to the Registrar executed articles of incorporation in duplicate containing the name approved by the Registrar of Corporations.
- (c) the Registrar must satisfy him or herself that the articles of incorporation (and articles of amendment if applicable) comply with the HPA and these by-laws, and in particular:
 - (i) each of the subscribers to the Articles of Incorporation is a regulated member of the Alberta College and Association of Chiropractors;
 - (ii) satisfies the Registrar that the professional corporation is a corporation in good standing with the Registrar of Corporations;
 - (iii) satisfies the Registrar that the professional corporation is not restricted from providing professional services regulated by the College or from carrying out its powers, duties and functions under the HPA;
 - (iv) the name of the professional corporation meets the requirements of the HPA and section 11.3 of these by-laws;
 - (v) satisfies the Registrar that the legal and beneficial ownership of all the issued shares of the professional corporation are consistent with the requirements set out in the Health Professions Act (HPA) section 109 *Professional corporation registered*.
 - (vi) the articles do not derogate from the member's liability that is created pursuant to section 109(1)(f) of the HPA;
- (d) if the Registrar is satisfied that the articles of incorporation meets the requirements of the HPA, and these by-laws and the Registrar has received the fee determined by Council, the Registrar shall:



- (i) endorse upon the original and duplicate copy of the Article of Incorporation the following:

“Each of the subscribers to these Articles of Incorporation is a regulated Chiropractor and is a member of the Alberta College and Association of Chiropractors. These Articles of Incorporation comply with the requirements of the Health Professions Act respecting Professional Corporations.”

and shall return the same to the regulated member or members:

- (ii) register the professional corporation;
- (iii) assign a unique registration number to the professional corporation;
- (iv) enter the name of the professional corporation in the record of professional corporations and;
- (v) with an application in accordance with Section 110 of the HPA and Section 11.4 of these by-laws, issue an annual permit to the professional corporation.

BL 11.2 Business Conducted and Powers Exercised by a Professional Corporation

Approved by Council November 2005
Effective March 1, 2007

The business that may be conducted and the powers, functions and duties that may be exercised by a professional corporation shall include the following:

- (a) to engage in every phase and aspect of rendering the same chiropractic services to the public that a registered member, being an active member of the Alberta College and Association of Chiropractors is authorized to render;
- (b) to purchase or otherwise acquire, and to own, mortgage, pledge, sell, assign, transfer or otherwise dispose of, and to invest in, deal in, and with, real and personal property and other assets in the course of the management of the corporation;
- (c) to contract debts, and borrow money, issue and sell or pledge bonds, debentures, notes and other evidences of indebtedness and execute such mortgages, transfers of corporate property or other instruments to secure the payment of corporate indebtedness as required; and
- (d) to enter into partnerships, consolidate or merge with or purchase the assets of another corporation or individual rendering the same professional chiropractic services.

BL 11.3 Names of Professional Corporations

Approved by Council November 2005
Effective March 1, 2007

- (a) the name of the professional corporation shall contain only the surname, or the surnames and any combination of the given names or initials, of one or more regulated members of the ACAC, who are shareholders of the corporation followed by the words ‘Professional Corporation’, Professional Chiropractic Corporation, or the abbreviation ‘P.C.’ or P.C.C.’
- (b) except as provided in Section 114(3), all shareholders of a professional corporation must carry on the practice of chiropractic under its corporate name.



BL 11.4 Application for Annual Permit

Reviewed by Council January, 2009

Effective January 1, 2009

- (a) if a shareholder or a designated contact shareholder if more than one, of a professional corporation to which a unique registration number has been assigned under section 109(2) of the HPA submits:
 - (i) an application in the form as determined by Council;
 - (ii) a copy of the certificate of incorporation certified correct by the Registrar of Corporations;
 - (iii) a copy of the articles of incorporation; and
 - (iv) the fees determined by Council.the Registrar shall issue an annual permit to the shareholder or the designated contact shareholder, if more than one, of the professional corporation in the form prescribed by Council.
- (b) a professional corporation must inform the Registrar within 15 days in a form prescribed by Council of any change in the ownership or directors of the professional corporation or to the name of the professional corporation.

BL 11.5 Annual Permit Renewal

Reviewed by Council January, 2010

Effective February 1, 2010

- (a) annual permits for professional corporations shall expire on September 30th of each year.
- (b) a shareholder or designated contact shareholder, if more than one, of a professional corporation, that wishes to have its annual permit renewed must submit to the Registrar on or before the last business day of September, as specified by Council of each year:
 - (i) complete application documents in the form as prescribed by Council (application for permit renewal and most recent Annual Returns for Alberta and Extra-Provincial Corp. – Proof of Filing); and
 - (ii) payment of the renewal fee in the amount determined by Council dated no later than on or before the last business day of September, as specified by the Council.
- (c) in the event any shareholder of a professional corporation fails to submit the required fees and complete application documents for renewal of the annual permit by the last business day of September, that permit shall expire.
- (d) the Registrar shall not issue an annual permit for a professional corporation if he/she has not received the complete application documents for renewal of the annual permit and the accompanying fee.
- (e) the Registrar shall inform the WCB on the first business day of October when an annual permit for a professional corporation has not been renewed.
- (f) the Registrar shall inform Corporate Registries 30 days after the expiry date when an annual permit for a professional corporation has not been renewed.
- (g) a reactivation fee of \$50 plus the submission of the complete application documents for renewal of the annual permit and renewal fee must be received by the ACAC to reactivate an expired permit for a Professional Corporation.



BL 12.0 Limited Liability Partnerships

Approved by Council November 2005
Effective March 1, 2007

No person may practice the profession of chiropractic in a limited liability partnership under Part 2.1 of the Partnership Act.



BL 13.0 Publication of Hearings & Ratified Settlements

Approved by Council November 2005
Effective March 1, 2007

Subject to the HPA, the College may publish or distribute any information in any manner, with respect to a complaint, the professional conduct process, hearings and ratified settlements in accordance with Section 60(6) and 119(1) of the *Health Professions Act*.



BL 14.0 Code of Ethics & Standards of Practice

Approved by Council November 2005
Effective March 1, 2007

Council shall, in accordance with the *Health Professions Act*, develop a code of ethics and Standards of Practice.



BL 15.0 Use of the Title Specialist

Approved by Council September 2006

Effective March 1, 2007

A regulated member on the general or courtesy register may use the title of 'specialist' as well as the appropriate abbreviations and initials in compliance with the Standard of Practice approved by the Council.

