



Asociación Latinoamericana de Optometría y Óptica

BY - LAWS

*Of the
Latin American Association of
Optometry and Optics
(ALDOO)*

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Asociación Latinoamericana de Optometría y Óptica

CHAPTER I

GENERAL DISPOSITIONS

ARTICLE 1

The Latin American Association of Optometry and Optics (ALDOO) is a civil and professional organization which is non-profit, has a legal status and its own assets, with all the rights, duties and attributions which are outlined by law in its host country.

The Association will act according to these By-laws and rules to work on behalf of the development of Optometry and Optics; to safeguard the decorum, prestige and dignity of the profession; to stimulate bonds of fraternity between optometric and optical Associations, Colleges, Federations and/or Societies currently existing or to be established in the future officially recognised by authorities in Latin American and Caribbean countries.

ARTICLE 2

The Secretariat for ALDOO will be set permanently, and it will be located in the Commonwealth of Puerto Rico. This will be the headquarters of the Secretary/Treasurer, which will be the Dean of the School of Optometry of the Interamerican University of Puerto Rico or whomever the Dean may appoint for this purpose with the agreement of the Association's President.

ARTICLE 3

The duration of the Association shall be for a period of ninety nine years, which will automatically be extended, except if the General Assembly, expressly summoned to that effect, decides to the contrary in the manner set down in these Bylaws.



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ARTICLE 4

The association will represent its affiliate members internationally before both public and private organizations, in accordance with the terms of these by-laws and within the limits that the laws may establish.

SINGLE PARAGRAPH: The autonomy and the sovereignty of the Associations, Colleges, Federations and/or affiliated Societies, will in any case be preserved within the framework of regional free exercise.

ARTICLE 5

The Latin American Association of Optometry and Optics, with no political, partisan, ideological, racial or religious purposes, guarantees that its affiliates will have the rights and obligations established in these Bylaws, abiding by the laws issued in each particular country.

CHAPTER II

GOALS OF THE ASSOCIATION

ARTICLE 6

The Latin American Association of Optometry and Optics has these goals:

- a) To be the representative body and the voice of expression of optics and optometry in the Latin American and Caribbean world, enhancing the exercise of the professions of optometrists and opticians, in every aspect.
- b) To ensure the scientific and professional improvement of its members
- c) To maintain honesty, caring for the honor and dignity of those exercising the profession of optometrist and optician, while promoting and increasing decorum, ethics, discipline, solidarity, union awareness and loyalty among optometrists and opticians in the world particularly among its members
- d) To issue opinions, devise strategies and develop action plans on matters of professional Optometry and Optics.
- e) To cooperate with campaigns for the prevention and maintenance of vision, programs for epidemiological assessment of visual health, to collaborate with the World Health Organization (WHO), the International Association for



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the Prevention of Blindness (IAPB) and the World Council of Optometry (WCO) and institutions that combat preventable blindness.

- f) To ensure that the organization and conduction of the Latin American Congress of Optometry and Optics (CLOO) and the ALDOO Central American Congress and the ALDOO South American Congress, are consistent with these by-laws. These scientific/academic events are to be organized by the host organization with Aldoo's supervision to ensure their success, including a budget proposal supported with proposals from aspiring caterers
- g) To publish a professional and scientific bulletin, contributing to the improvement of the knowledge and skills of its members.
- h) To Maintain an Internet website as well as other mechanisms for spreading the activities of the Association and the profession in particular.
- i) To provide support to all measures in favor of the establishment of Higher Education programs in Optometry and Optics within Latinamerican and Caribbean Universities. To collaborate with each country's educational authorities when they ask for help in this regard, suggesting basic programs in agreement with those forwarded by the Latin American Association of Schools of Optometry for training optometrists and opticians.
- j) To work in favor of legislation of the professional practice of optometry in Latin American countries and to collaborate, whenever asked to do so, in the elaboration of a bill for the practice of optometry and optics, which is suited to the realities of each country
- k) To establish and encourage relationships within the Latin American and Caribbean professional entities which contribute to scientific development and progress of Optometry and Optics in the world . .
- l) To encourage the development of partnerships, associations, federations and / or professional societies of optometrists and opticians, in Latin American and Caribbean countries where they don't exist, and also striving for them to seek affiliation with the Latin American Association of Optometry and Optics .
- m) To assume a proactive role in supporting the work of the World Council of Optometry (WCO), maintaining its domain as a region and actively taking part in the administrative work as members of the Governing Board of the World Council of Optometry (WCO).



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CHAPTER III

MEMBERSHIP

ARTICLE 7

The Latin American Association of Optometry and Optics has three classes of membership: Associate members, Affiliate members and Honorary members.

ARTICLE 8

Associate members are: Associations, Collegiate Bodies, Federations, and Societies of optometrists and/ or opticians in Latin America and the Caribbean, who express their desire to belong to ALDOO.. A given country may be represented by more than one member in ALDOO, there being only one vote per country in the General Assembly and for the designation of dignataries. All Associate members who are up to date in their fees are entitled to speak and vote in the ALDOO Assembly.

In order to become an Associate ALDOO member, an application filled in the official format must be forwarded to the President, with a copy to the Secretariat, adding the supportive legal documentation; this will be first approved by the ALDOO Governing Board and then ratified at the General Assembly and then by paying the corresponding fees respecting the financial calendar of the institution. Dues are US\$ 500.00 for initial registration fee and US\$ 500.00 per year (total US\$ 1000.00) and these fees may be modified by the General Assembly.

Paragraph: The institution's financial year closes on June 30. Associate members will have 6 months (from January to June) in order to pay their fees and be in good standing for the General Assembly



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ARTICLE 9

Affiliate members may be all visual health-related organizations, universities which have optometry or optical programs in their curricula, non-governmental organizations (NGOs) which express their interest in belonging to ALDOO, for which they will forward an application as described in the preceding article.

Affiliate members are entitled to speak but are not entitled to vote in the ALDOO Assemblies. Affiliate members pay US\$ 300 yearly, modifiable by the Assembly

Honorary members will be those individuals whom due to their outstanding and brilliant scientific, professional accomplishments on behalf of optometry, optics or science in general, have attained the honor of receiving such a distinction. In order to be designated as an honorary member it is required to be postulated by the Governing Board or by the General Assembly and to be approved by the General Assembly. Honorary members have a right to speak but not to vote in general Assemblies

ARTICLE 10

Associate, Affiliate and Honorary members will be accredited with a Certificate signed by the President and the Secretary/Treasurer of the Latin American Association of Optometry and Optics

ARTICLE 11

The Latin American Association of Optometry and Optics, is respectful of the legal and juridical status of Optometry and Optics in each country, and will work with local institutions to achieve the professional recognition, enhancement and development of Optometry and Optics in each country according to the changes generated within the framework of professional skills and performance worldwide which are outlined by the Strategic Planning Committee of the World Council of Optometry (WCO)



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CHAPTER IV

MEMBERS' RIGHTS AND DUTIES

ARTICLE 12

Members Duties are to:

- a) Collaborate in the resolution of problems which pertain to the optometrists and the opticians and to visual health in general.
- b) Comply with the established annual and extraordinary fees .
- c) Ensure the credibility of the association and collaborate with its progress .
- d) Contribute and collaborate scientific, social, ethical and other researches to the Association, in relation to the discipline of Optometry
- e) Comply with the provisions of the by-laws, and with the decisions and agreements of the General Assembly, and the Governing Board .
- f) Attend in good time to the meetings and other events to which they are summoned .
- g) Collaborate with the Association in the application, encouragement and safeguard of the ethical, humane and professional principles required for the practice of optometry at the local, regional and global levels.
- h) Name their representative in the Ethics Committee whenever the President or the Governing Board so require, as established in the presen Bylaws

ARTICLE 13

Associate members' Rights are to:

- a) Participate in the discussions of the general assembly .
- b) Elect and be elected to the Governing Board
- c) Submit Union and Professional problems confronted in the Latin American and Caribbean region to the consideration of the Governing Board..
- d) Present to the Governing Board project initiatives aimed at the improvement of the Association

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- e) Receive assistance, advice and professional guidance from the Association in accordance with the objectives set out in the by-laws
- f) Perform the dignities that the general assembly or the governing board assigns to them .
- g) Display membership to ALDOO as a member Association, so long as their fees are covered and only with professional and scientific purposes. Any other use of the name of ALDOO must be authorized previously. A written request should be sent to the Governing Board and once an official approval has been received in writing it will be possible to use ALDOO'S name

ARTICLE 14

Membership status to the Association is lost for any of the following causes:

- a) By self request
- b) Due to the liquidation, disappearance or cancellation of the legal status of the Association, Collegiate Body or Federation affiliated to ALDOO.
- c) By failing to pay 2 ordinary fees, prior warning to the interested party. In order to reinstate themselves they must request a new membership, which shall be considered first by the Governing Board and then by the Assembly in order to accept them again
- d) Due to removal because of an ethical trial against a member of the Governing Board of the member association; ALDOO may demand of the member association that that person will not represent it in ALDOO and that person will be definitely banned from any post in the Governing Board or in any of the working committees dependent of ALDOO.



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CHAPTER V

THE ORGANIZATION

ARTICLE 15

The organizational structure of the Latin American Association of Optometry and Optics (ALDOO) consists of:

- a) The General Assembly.
- b) The Governing Board

ARTICLE 16

The General Assembly is the supreme authority of the Association and shall be constituted by all the Associations, Collegiate bodies, Federations and Societies of Optometry and Optics in Latin America and the Caribbean who are in good standing with their obligations. It has competency over the resolution of all matters that by their nature or by mandate of these bylaws may not be solved by the Governing Board.

ARTICLE 17

The Governing Board is the executive body of the association, which will be composed of:

- a) A President
- b) A President –Elect
- c) A Past President
- d) A Secretary- Treasurer
- e) Three subregional representatives
 - 1- Central America /Mexico
 - 2- Caribbean
 - 3- South America



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CHAPTER VI

THE GENERAL ASSEMBLY

ARTICLE 18

The General Assembly shall meet in ordinary session every year, and in extraordinary session, as the occasion warrants .

Summons to the Ordinary or Extraordinary General Assembly meeting will be issued with 60 to 50 days of anticipation, by way of a letter sent to each member association, by certified mail, to the address ALDOO has registered of each member. The notification by certified mail may be replaced by an email notification so long as there is a constancy that the member association received this notification prior to the expiration of the 50 day deadline. The summons must also be published in the Association's website.

The summons must include a Table with the points at issue. In case it is an Ordinary Assembly it must include a point called "others". In case of Extraordinary Assemblies only the points in the table may be addressed.

The Ordinary General Assembly in which dignataries are elected will be held during the Latin American Congress of Optometry and Optics (CLOO), and the rest of Ordinary and Extraordinary General Assembly meetings will be held at the location of ALDOO meetings or of local meetings of its members when the occasion warrants.. The meeting will start upon first call if 50% plus one of the active members are present; and upon the second call, fifteen minutes after the first call, with the simple majority of those present.

In case of an Ordinary Assembly meeting without the election of dignataries, the Governing board may request that the Assembly be held virtually, respecting the deadlines for summons established in these bylaws and elaborating on the motives of such a request.



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During the Ordinary meetings of the General Assembly the following points will be treated:

- a) Presentation of the delegates' credentials
- b) The review and the approval of the previous meeting's minutes.
- c) Governing Board Activities' report
 - President's report
 - Secretary/Treasurer's report
- d) Delegates' reports from the different organizations of each country.
- e) Only in case of an Assembly meeting which includes the election of dignataries there will be a formal presentation of candidate's nomination forms contemplating the procedures and deadlines for previous presentation; no candidate may be elected without being nominated formally and on time
- f) Only in case of an Assembly meeting which includes the election of dignataries the Assembly will proceed to the election of the President Elect.
- g) Only in case of an Assembly meeting which includes the election of dignataries will the Assembly proceed with the election of subregional delegates
- h) Selection of the location and second Choice location of the future congresses.
- i) Other topics

Paragraph: Every two years, there will be the election of the next governing board by secret ballot, The new governing board will take oath at the closing ceremony of the Congress.

Once the current President's period expires, he/she may be reelected for only one more period, in which case the president elect and past president remain in office with their same functions for another period. New Subregional delegates and the third representative in WCO's governing board will be elected. Candidacy nomination forms and motions for reelection must be sent within the times and formats heretofore established.

When the reelected president's period is over, he will become Past President and the President Elect shall assume the Presidency.



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ARTICLE 19

During the Ordinary or Extraordinary General Assembly sessions all Optometry and Optics organizations of Latin American countries and Caribbean who are active members in good standing with their regular and special membership dues, and not under any regulatory penalties may participate and vote. Organizations that are late in their membership dues with respect to the Institution's fiscal calendar as defined in Article 8, are entitled to speak but not to; members who are not in good standing for more than a year may not speak or vote.

The quorum of the General Assembly shall be composed of one half plus one of the member countries according to the first calling by a simple majority if performed in the second calling.

ARTICLE 20

The agreements and resolutions of the General Assembly, shall be adopted by a majority vote exercised by duly accredited delegates of each organization which is in good standing with its fees. In case of a tie the President will decide with his vote.

Neither the former presidents of the association, except the one who is in the Governing Board, nor the general coordinator of the Latin American congresses will have the right to vote.

ARTICLE 21

THE GENERAL ASSEMBLY'S FUNCTIONS ARE:

- (a) To reform the Bylaws, for which purpose the favorable vote is required of two thirds of active members in good standing who comply with the conditions of the present Bylaws.
- (b) To adopt such decisions as it considers necessary for the good march of ALDOO and to approve its own standing orders.
- (c) To decide upon the issues submitted to its consideration by the Governing board-
- (d) To consider and decide upon elected dignataries' resignations should the case occur.



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- (e) To study the reports presented to it by the President, the Secretary/treasurer and the auditors and to decide about them.
- (f) To elect and remove the Association's President Elect following the procedure contemplated in these bylaws
- (g) To elect and remove members of the Board following the procedure contemplated in these bylaws.
- (h) To elect and remove ALDOO'S designate to WCO following the procedure contemplated in these bylaws.
- (i) To dispose of ALDOO'S assets.
- (j) To determine the annual fee, in US dollars, for the diverse categories of members, and their initial dues; it shall also authorize and determine the amount of extraordinary fees requested by the Governing Board,
- (k) To name auditing committees or a Controller when circumstances warrant it,
- (l) Whatever other functions assigned by the present bylaws.

ARTICLE 22

The general assembly meetings shall abide by the following rules and procedures:

- a) Only motions which have been previously seconded will be discussed.
- b) Each motion, upon being widely discussed, will be approved or rejected.
- c) No unrelated issues to the current discussion may be forced on the president to consider, unless the previous issue has been resolved. The simple fact of off-topic discussion, authorizes the president to place the motion out of order.
- d) Any member placing a motion has the right to speak in support of his motion twice during the discussion, for a time of no longer than three minutes.
- e) An issue is considered sufficiently well discussed in the opinion of the president when at least each delegate on the floor has been given the opportunity to talk within the time prior to closing discussion,
- f) The Minutes cannot be modified, unless the following General Assembly so decides.



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CHAPTER VII

THE GOVERNING BOARD

Only people who are members in good standing of the Member Association to ALDOO may be members of the governing board (in representation of a country or a region), having passed the selection procedure established in the nomination forms for submitting candidacies and elected as established in the present bylaws.

ARTICLE 23

The governing board will meet in ordinary session each month and extraordinarily when it deems necessary or upon request in writing by five members of the Assembly. The meeting may held on a site or virtually/online when using an electronic system for it. The quorum for the governing board meeting will be achieved by participation of the President or his designate, plus two additional members. A minute must be drafted in which the meeting's agenda is stated, which will be available for ALDOO members.

ARTICLE 24

The Governing Board should maintain close communication with the organizing committee of the next Latin American Congress of Optometry and Optics, which will be chaired by the ALDOO President to ensure that their organization, advertising and development, meet the requirements of these by-laws.

ARTICLE 25

The attributions and duties of the Governing Board are::

- a) To direct and decide ALDOO's business, in keeping with the General Assembly's instructions
- b) To consider, apply, comply with and enforce compliance of the present bylaws.



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- c) To Propose to the General Assembly whatever reforms of the Bylaws and Standing Orders it deems necessary.
- d) To direct and supervise the Association's publications
- e) To ensure the compliance with the agreements and provisions of the General Assembly and Governing Board
- f) To name working committees at will in order to collaborate with the chores agreed upon by the General Assembly and the Governing Board.
- g) To ask the President to call an Extraordinary meeting of the General Assembly, putting forward the agenda and justifying the case.
- h) To consider requests and situations and to solve them, these issues must be later ratified by the General Assembly.
- i) To inform of any irregularity committed by a member of ALDOO's Governing Board
- j) To name standing and special committees for the best performance of ALDOO
- k) To enforce penalties upon those members whom it considers incur in them, after researching, studying and deciding the case, abiding by the present bylaws and informing them to the General Assembly.



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CHAPTER VIII

THE PRESIDENT

The President of the Governing Board of the Latin American Association of Optometry and Optics, is the legal representative of the Association

ARTICLE 26

The attributions and duties of the President are:

- a) To represent the Latin American Association of Optometry and Optics in all official events or otherwise to appoint his legal representative.
- b) To chair and lead meetings of the Governing Board and General Assembly.
- c) To call ordinary and extraordinary meetings of the Governing Board and the General Assembly
- d) To develop, along with the Secretary-Treasurer, the budget of the Association.
- e) To authorize, along with the Secretary-Treasurer, the Association's expenses.
- f) To cast a double ballot when voting, only to decide in case of a draw
- g) To appoint ALDOO Coordinators in member countries taking into account the nomination made by each active member and thus respecting their own acquired rights
- h) To abide by and enforce compliance of the present Bylaws
- i) To inform of any irregularity incurred by any member of ALDOO's Governing Board.
- j) To submit to the General Assembly a yearly report of his activities and any other report required of him.
- k) To call an extraordinary Assembly to decide any action involving a legal process or conflict between parties



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CHAPTER IX

THE PRESIDENT – ELECT AND THE PAST PRESIDENT

ARTICLE 27

The attributions and duties of the President Elect are:

- a) To collaborate in the development of the Association's activities.
- b) To replace the President temporarily or permanently in case of sickness, resignation or penalization .
- c) To take part in committees to which he/she is appointed.
- d) To inform of any irregularity incurred by any member of ALDOO's governing board

ARTICLE 28

The attributions and duties of the Past President are:

- a) To collaborate in the development of the Association's activities.
- b) To offer his experience and the relationships gathered during his office to the Governing Board.
- c) To take part in committees to which he/she is appointed.
- d) To inform of any irregularity incurred by any member of ALDOO's governing board.



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CHAPTER X

THE SECRETARY-TREASURER

The Secretary/ Treasurer will be the Dean of the School of Inter American University of Puerto Rico School of Optometry, which is ALDOO's Secretariat location, or any person appointed by the Dean with the participation of the ALDOO President.

ARTICLE 29

Duties of the Secretary/Treasurer:

- a) To keep due record of meeting minutes.
- b) To verify and give faith of the accreditation of members who are apt for taking part and voting in each meeting of the General Assembly, as well as verifying the quorum.
- c) Maintain a current membership roster.
- d) To lease authenticated copies of documents that ALDOO has in its archives
- e) To prepare the Associations Budget, along with the President
- f) Organize and attend to the official correspondence and the associations' files and documents.
- g) To deliver the Registered Minutes, documents and archives of the Association corresponding to his/her term of office, to the appointed Governing Board.
- h) To Collect fees as established by the General Assembly.
- i) To execute the expenditures of the Association. As the bank account of the Association is located in San Juan, Puerto Rico, the signature of the Secretary-Treasurer will be sufficient as long as an authorization in writing is presented by the President for such expenditure.
- j) To Keep track of income and expenses, registering the corresponding invoices in their original or digital copies in the archive
- k) To present a financial statement of the association at the ordinary meetings of the General Assembly, and to submit the corresponding written report with a copy to all members present in the Assembly
- l) To deliver to the appointed Governing Board the final Treasurer's report approved by the General Assembly, the Bank Account's present balance



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leased by the branch where the account is, the complete archives of his term, the registered Minutes or electronic minutes and the complete membership roster

- m) To report any irregularity incurred by any member of ALDOO's Governing Board.

CHAPTER XI

THE REGIONAL REPRESENTATIVES

The Board will have three regional representative members, one for each Sub-region: Central America, The Caribbean and South America, which will be nominated by their respective member countries who are active members of ALDOO and elected by the General Assembly

ARTICLE 30

The attributions and obligations of the regional representative members are:

- a) They may be the delegate of the country organizing the following CLOO or sub-regional meeting, their main job consisting in being the liaison between ALDOO's Governing Board and the Organizing Committee of the Meeting.
- b) They must constitute themselves in net representatives of the subregion they come from and see to it that there is an active work for the development of the profession in each one of them, maintaining a fluid communication between with each ALDOO member in their sub-region.
- c) They will take part in the Committees to which they are assigned by the Governing Board.
- d) They shall report all their activities to the President and to the Governing Board.
- e) They may not start any action that has not been previously approved by the President and/or the Governing Board.



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- f) They will report any irregularity incurred by any member of ALDOO's Governing Board

CHAPTER XII

DELEGATES TO THE GOVERNING BOARD OF THE WORLD COUNCIL OF OPTOMETRY (WCO)

ARTICLE 31

The attributions and obligations of the Delegates to WCO are:.

1. ALDOO Delegates at the Governing Board of the World Council of Optometry (WCO) shall consist of: ALDOO President, ALDOO President-Elect, and a third representative elected by the General Assembly from amongst the three sub-regional representatives.
2. The representation in WCO corresponding to the President and the President Elect will last as long as their terms and the elected delegate may be re-elected for only one period,
3. It is mandatory to comply with WCO Bylaws' ruling that delegates can only proceed from countries that are members of WCO.
4. Delegates to WCO must orient their activities in benefit of the inclusion of latin American optometry in World Policies and Projects for the prevention of avoidable blindness.
5. The delegates will have the duty to attend special petitions to mediate with international organisms on behalf of ALDOO members, informing their action to the Governing Board for assessment.
6. Delegates to WCO must submit a yearly report including plans, goals and accomplishments to the General Assembly, for its assessment and approval .



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CHAPTER XIII

ASSETS

ARTICLE 32

The assets of the Latin American Association of Optometry and Optics, will consist of:

- a) Real estate or non real estate acquisitions of any nature it may have
- b) The membership fees established by the General Assembly
- c) Donations and grants to be agreed on their behalf.
- d) Incomes obtained through the Association's activities or by rents and interests produced by the associations assets

CHAPTER XIV

THE LATINAMERICAN CONGRESS (CLOO) AND THE SUB-REGIONAL ALDOO CONGRESSES

ARTICLE 33

The Latin American Congress of Optometry and Optics (CLOO) will be held every two years in the country designated by the General Assembly or in the secondary country in case the first could not do it. This event will allow, through its profits, to finance ALDOO activities. ALDOO will receive up to a 10% benefit of the net income of the event.

The same procedure will apply to ALDOO's subregional Optometry and Optics congresses which will be held in odd years in relation to the CLOO, as long as a member country from the sub-region asks the Governing Board in writing to host it, by the President's mediation, and that the said request be approved.



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ARTICLE 34

Having been elected as the host country, it is necessary that the group or local organization designated for the organization, advertising and implementation of the congress; ratifies in writing and within three months claiming its responsibility to do so, otherwise the secondary member country will be notified.

It will be a necessary requirement that the institution in charge of Congress, has legal recognition in their country (legal status), as well as being current in their standard and additional membership dues.

They must additionally submit the corresponding budget including hotel expenses, general event organization, trips, any special expenses, all according to the requirements of the Organizing committee and the specific bylaws regulating the organization of ALDOO meetings

ARTICLE 35

The aims of the Latin American Congress of Optometry and Optics are:

- a) To Encourage the professional and scientific advancements of the Latin American and Caribbean optometrists and opticians.
- b) To Disclose optometric and optical developments in Latin America Caribbean and the world, and their applications for the visual benefit of the population
- c) To promote and enhance the moral and ethical values of optometrists and opticians, in their professional practice
- d) To promote the solidarity of the profession, to promote the human and professional relations among its members.
- e) To collaborate with ALDEFO in promoting the establishment of higher education optometric and optical services in Latin America and Caribbean Universities
- f) To encourage the achievement of laws and regulations of professional practice for optometrists and opticians in line with progress attained in these disciplines, and universally similar to those of other professionals.



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ARTICLE 36

The organization, advertising, development and administration of the Latin American Congress of Optometry and Optics (CLOO), will be carried out and under the responsibility of the organizing committee, which will be comprised of members of the Host Country's Association and, as ALDOO delegates, the sub-regional member of the Board and the ALDOO coordinator designated for this end. This committee will be chaired by ALDOO's president.

In any case, the board will act as consultant and supervisor, while retaining its authority to intervene to assure the smooth functioning of the event

ARTICLE 37

The development of the Latin American Congress of Optometry and Optics (CLOO) is governed by:

- a) The current By Laws
- b) The rules for the sessions of the Scientific Event Program and the Roundtable discussions.
- c) The rules for the presentation and the classification of Scientific Papers.
- d) The rules for the Commercial Exhibit.
- e) The Latin American Congress of Optometry and Optics' rules.



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CHAPTER XV

CONCERNING THE USE OF THE NAME AND IMAGE OF ALDOO

ARTICLE 38

No member (except those authorized to display their membership – Art 13 g), save the President and the Secretary/Treasurer may use the name or image/logo of ALDOO. When any other member, belonging to the Governing Board or to the Assembly, wants to use them, he/she must submit a signed written request which must be duly approved by the President or by the Secretary/Treasurer.

ARTICLE 39

The use of official ALDOO letterhead is of the exclusive competence of the President and the Secretary/Treasurer and the only exceptions to this will be when

- (a) The President or the Secretary/Treasurer authorizes it in a written and signed form (sent by email)
- (b) Whenever someone is commissioned to do so by the President or the Secretary/Treasurer



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CHAPTER XVI

**ETHICAL FAULTS
PROCEDURE AND PENALTIES**

ARTICLE 40

Faults in which members may incur are the following:

1. Violation of these Bylaws, of the agreements of the General Assembly, of the Governing Board's Resolutions and any other direction emanated from ALDOO's governing organs.
2. To compel or induce members to act contrary to the principles that govern all organizations, professional and ethical principles, and to act against their conscience.
3. To slight, slander, insult or physically or verbally mistreat a member, independently of the corresponding civil or penal lawsuit
4. Non compliance with the duties and obligations established in these bylaws.
5. Not informing about any legal or statutory impediment to assume appointments within ALDOO's governance or within the representations ALDOO has before organisms created by law
6. Incurring in false representation
7. The inadequate or unauthorized use of official marked paper, of ALDOO's name or image, will cause not only suspension, but also legal actions that ALDOO may initiate against the person or persons responsible for this felony under the laws of the country where it is domiciled or of international law according to the jurisdiction.

ARTICLE 41

PROCEDURE

When any member, be it a person or an institution, commits an ethical breach, the corresponding denunciation should be taken to the President, who must then give out the Offices which will open the fitting procedure.



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1. Each member country with a right to vote in the latest General Assembly will name a representative that will take part in the special Committee that will analyze the situation.
2. A process will be started, to last for 15 calendar days, for the apportionment of proof by the defense. Once this deadline is past there will be a period of 10 calendar days for the Committee to analyze all proofs presented by the parties.
3. The Committee will elaborate its assessment and make known its Judgement by way of certified mail, to the domicile registered in ALDOO or informed by the member organization and by email.
4. The accused will have the right to appeal to the Governing Board within ten calendar days after officially being informed of the sentence.
5. The Governing Board will have 10 calendar days upon receiving the appeal, to notify if it is accepted or not..

ARTICLE 42

PENALTIES

The Governing Board may apply the penalties it considers adequate according to the gravity of the deeds informed:

- Suspension
- Fine (from 50 up to 599 US dollars)
- Expulsion

Fines must be deposited in ALDOO's account within 20 days after the penalty is informed. If the fine isn't paid the person or member being fined could be expelled permanently from ALDOO.

If a member of the Governing Board is penalized due to an Ethical fault, he /she must leave the post immediately and will be banned from being part of the Board forever.

The Governing Board is hereby authorized to establish Rules for internal procedures of ALDOO, which will be communicated to each member country.

FINAL DISPOSITION

The present Bylaws will be in force after being duly approved by ALDOO's General Assembly and may not be modified within the next 60 months except with the vote of 75% of those active members with a vote in the latest Ordinary Assembly.