

BY-LAWS OF THE CONGRESS OF CHIROPRACTIC STATE ASSOCIATIONS

ARTICLE I Name, Mission, Purpose

Section 1: Name

This organization shall be known as the Congress of Chiropractic State Associations, hereinafter referred to as “the Congress.”

Section 2: Mission

Mission: Advancing the chiropractic profession through service to member organizations.

Vision: Universal understanding and utilization of chiropractic

Values: Professionalism Respect Innovation Transparency

Section 3: Purpose

- A. To form a coalition of official chiropractic state organizations.
- B. To serve as a forum or clearing house to help solve mutual state problems on a non-partisan basis.
- C. To cooperate with other organizations in the advancement of natural health and chiropractic.
- D. To assure that chiropractic attains its rightful place in the healing arts.
- E. To initiate, encourage, and support programs and projects for the advancement of the chiropractic profession.
- F. To enable each state organization to have an input in matters affecting the chiropractic profession.

ARTICLE II Membership, Delegates, Voting

Section 1: Membership

Membership shall consist of Active, Honorary, Associate and Supporting Memberships.

- A. **Active Membership** - All official state chiropractic organizations chartered or incorporated for at least two (2) years in the state they represent, may apply to become members of the Congress. Following the recommendation from the Credentials Committee, the Board of Directors shall vote on all membership applications. To have equal voting rights, a petitioning state organization shall meet the following specific criteria:

1. Hold regularly scheduled elections of its officers at least once every three (3) years.
2. Maintain a membership of at least one hundred (100) state licensed chiropractic members or at least twenty percent (20%) of that state's licensed doctors of chiropractic, whichever is less. A member of the state association shall be defined as a doctor of chiropractic who pays annual dues, maintains full voting privileges, and is a resident of the state represented by the petitioning state association.
3. Each member association shall pay annual dues as determined by the Board of Directors. The fiscal year is from January 1 through December 31 of each year. The Executive Director, under the direction of the Treasurer, shall bill each member association after January 1 but no later than January 31 of each year.
4. The dues structure will be such as to adequately cover the administration, communication and operation costs of the Congress.
5. All member associations, registering for the annual meeting, must pay a registration fee as determined by the Board of Directors.
6. A member organization will be considered lapse in its membership if after ninety (90) days from the first billing performed, dues have not been received by the Congress administrative office.
 - a. The lapsed organization may reinstate its membership during the same calendar year by paying the delinquent dues.
 - b. Organizations that do not pay their dues within the calendar year, and wish to reinstate their membership, must submit a new membership application and are subject to the credentialing process.

B. *Honorary Membership*

1. Any person this Congress desires to honor, because of outstanding service rendered to chiropractic, or this Congress, may be made an honorary member of the Congress at any annual meeting by the affirmative vote of not less than three-fourths (3/4) of the members present and voting.
2. Honorary members shall not be subject to dues, or assessments, but shall be eligible to speak on matters pertaining to the Congress in open meetings. He/she shall not be eligible to vote or hold any elective office.

C. *Associate Membership*

1. National, state, county, or regional chiropractic organizations which do not qualify for active membership under Article II, Section A, but have at least 25 members, may apply to become Associate Members of the Congress by submitting their active membership list, which must include addresses and phone numbers.
2. The application to become an Associate Member shall be voted on by the Board of Directors following a recommendation by the Credentials Committee.
3. Associate Members are not eligible to vote or hold any elective office, but shall be entitled to all other benefits of membership.
4. Associate Members shall pay annual dues as determined by the Board of Directors. The fiscal year is from January 1 through December 31 of each year. The executive Director, under the direction of the Treasurer, will bill each Associate Member after January 1 but no later than January 31 of each year.

5. An associate membership will be considered lapse in its membership if after ninety (90) days from the first billing performed, dues have not been received by the Congress administrative office.
6. If the dues are not paid within this ninety (90) day period, the lapsed organization must reapply for membership under the current bylaws in regards to an associate membership.
7. All associate member organizations, registering for the annual meeting, must pay a registration fee as determined by the Board of Directors

D. **Supporting Membership**

1. Outside vendors who provide products and/or services for associations or the chiropractic profession may apply to become a Supporting Member of the Congress.
2. The application to become a Supporting Member shall be voted on by the Board of Directors following a recommendation by the Credentials Committee.
3. Supporting Members are not eligible to vote or hold any elective office, but shall be entitled to all other benefits of membership.
4. Supporting Members shall pay an annual dues amount as determined by the Board of Directors. The fiscal year is from January 1 through December 31 of each year. The executive Director, under the direction of the Treasurer, will bill each Supporting Member after January 1 but no later than January 31 of each year.
5. A supporting membership will be considered lapse in its membership if after ninety (90) days from the first billing performed, dues have not been received by the Congress administrative office.
6. If the dues are not paid within this ninety (90) day period, the lapsed organization must reapply for membership under the current bylaws in regards to supporting membership.
7. All supporting member organizations, registering for the annual meeting, must pay a registration fee as determined by the Board of Directors.

Section 2: Delegates

- A. Delegates of the state organization to the Congress will be the President or an individual member selected by their representative state organization.
- B. The delegate's name shall be sent to the Congress' administrative office prior to a Congress meeting for notification and verification to authorize voting privileges.
- C. The delegate must reside or maintain a practice in the state he/she is representing.

Section 3: Voting

- A. Each state organization shall be entitled to one vote by the delegate who is present and listed as the voting delegate on the Secretary's Roll Call.
- B. Voting delegates will be certified and seated by the Credentials Committee.
- C. Any individual of an Active Member state association, in good standing with the Congress, is eligible to be a voting delegate representing that state organization, hold any elective or appointive office, or serve on any committee so appointed or so elected.

ARTICLE III

Board of Directors, Executive Director, Parliamentarian

The Board of Directors shall consist of an Executive Committee, five District Directors and one Director at Large.

Section 1: Executive Committee

The Executive Committee of this Congress shall consist of the President, First and Second Vice Presidents, Secretary, Treasurer Executive Director at Large and immediate Past President. The President, First and Second Vice Presidents shall be licensed Doctors of Chiropractic and may be elected to serve a maximum of two consecutive one year terms. The offices of secretary and treasurer may be held by a DC or a non-DC and may be elected to serve a maximum of three consecutive one year terms.

A. *President*

1. Shall conduct all meetings of the Congress.
2. See Policy and Procedure Manual for job description

B. *First Vice President*

1. Shall conduct all meetings of the Congress in the absence of the President.
2. See Policy and Procedure Manual for job description.

C. *Second Vice President*

1. Shall conduct all meetings of the Congress in the absence of the President and First Vice President.
2. See Policy and Procedure Manual for job description.

D. *Secretary*

1. Shall be the recording and corresponding officer of the Congress.
2. See Policy and Procedure Manual for job description.

E. *Treasurer*

1. Shall keep and maintain proper and up-to-date accounts of all receipts, monies, funds, securities, and expenditures of the Congress.
2. See Policy and Procedure Manual for job description.

F. *Immediate Past President*

1. Shall be a member of the Executive Committee with all rights and privileges.
2. See Policy and Procedure Manual for job description.

G. If any member of the Executive Committee, other than the Treasurer, Secretary or the immediate Past President, is unable to continue in their position, the members will ascend to the next position.

H. If the Treasurer or Secretary is unable to continue in his/her position the President, with the approval of the Board, will select someone to fill this position until the next annual convention/business meeting.

I. If the immediate Past President is unable to continue in his/her position the President, with the approval of the Board, will select a previous Past President to fill the remaining term.

Section 2: District Directors

- A. District Directors can be a DC or non-DC of an Active Member state association.
 - 1. A non-DC must be an active employee of an Active Member state association.
- B. There shall be one Director elected from each of the five geographical districts.
- C. District Directors shall be elected for a two year term and may be re-elected for up to three consecutive terms.
- D. If a District Director is unable to continue in his/her position the President, with the approval of the Board, will select an individual from that respective district to fill the remainder of that term.
- E. See Policy and Procedure Manual for job description.

Section 3: Executive Director at Large

- A. The Executive Director at Large shall be actively employed by an Active Member state association.
- B. The Executive Director must have served at least 2 years as an ED for an Active Member.
- C. The Executive Director at large will be elected by the Active Member Association Executive Directors at the annual meeting.
- D. The Executive Director at Large may be elected to serve a maximum of two consecutive one year terms.
- E. The Executive Director at Large must have a minimum of 2 years senior association management experience in the chiropractic profession and must be pre-approved to run by their state association.
- F. The Executive Director at Large serves as a representative of the executive directors of the Active Member state associations.
- G. If an Executive Director at Large is unable to continue in his/her position the President, with the approval of the Board, will select an Executive Director from an ACTIVE MEMBER Association to fill the remainder of that term.
- H. See Policy and Procedure Manual for job description.

Section 4: Executive Director

- A. An Executive Director may be employed, if so desired, by the Board of Directors. His/her duties shall be designated by the President and/or the Board of Directors, as set forth in the Policy and Procedure Manual.

Section 5: Parliamentarian

- A. The Parliamentarian, appointed by the President, shall rule on all questions of order and appeals from a ruling of the chair.
- B. He/she shall be governed by Parliamentary Procedure as described in Article X, in all cases not covered by these Bylaws.

ARTICLE IV

Standing Committees & Task Forces

The President shall appoint annually, within thirty (30) days after his/her induction into office, all Standing Committees authorized by the Congress, or which at his/her discretion are necessary. Should the need arise he/she may appoint a Task Force at any time during the year.

Section 1: Standing Committees

- A. The following shall be the standing committees of the Congress:
 - 1. Executive Committee
 - 2. Credentials Committee
 - 3. Budget Committee
 - 4. Bylaw Committee
 - 5. Ways and Means Committee
 - 6. Guidelines Committee
 - 7. Convention Committee
 - 8. Nominating Committee
- B. See the Policy and Procedure Manual for job descriptions.

Section 2: Task Forces

- A. A Task Force may be appointed by the President at any time to address an issue not covered by a Standing Committee.
- B. The Task Force will cease to exist once it has performed the duty assigned to it by the President and given a report to the Board.

ARTICLE V

Quorum

Section 1:

A quorum of the Congress shall be one-third (1/3) of all member state organizations.

Section 2:

A quorum of the Board of Directors shall be a simple majority of the members of the Board of Directors.

ARTICLE VI

Order of Business

Section 1:

The following is the order of business during the annual meeting of the Congress:

- A. Opening of the Congress
- B. Reading of Anti-trust article
- C. Roll Call of the States
- D. Reading of the minutes (or distribution)
- E. Report of District Directors
- F. Treasurer's Report
- G. Committees Reports
- H. Communications
- I. Reports and Requests from State organizations
- J. Unfinished (Old) Business
- K. New Business
- L. District Caucus and Report
- M. Nomination of Officers
- N. Election
- O. Installation of Officers
- P. Adjournment

Section 2:

This Order of Business may be altered as deemed necessary by the President, or Presiding Officer, as the specific needs of the annual meeting may dictate.

ARTICLE VII

Expenses

Section 1:

The necessary travel, lodging and meals of the Board of Directors may be paid by the Congress (funds permitting) for Congress related meetings, if these expenses are not reimbursable from another source.

Section 2:

Other duly appointed committee members and/or speakers may be reimbursed for expenses as approved by the Board of Directors.

ARTICLE VIII

Amendments of Bylaws

Section 1:

Any proposed changes, amendments, or revisions to the Bylaws shall be sent to all ACTIVE MEMBER state associations thirty days prior to the annual meeting.

Section 2:

All changes will require a two-thirds (2/3) vote of the voting members present at the annual convention/business meeting, provided a quorum is present.

Section 3:

These Bylaws may be amended or revised at any time by a two-thirds (2/3) vote of the Board of Directors, if the amendments or revisions relate to the status of the Congress before any federal or state regulatory body.

ARTICLE IX

Meetings

Section 1: Annual Meeting

- A. The annual regular meeting of the Congress shall be held in the last quarter of each calendar year, or at such other designated time as determined by the Board of Directors. The location, date and time is to be determined by the Board of Directors after receiving a recommendation from the Convention Committee.
- B. Annual meetings are to be scheduled at least one year in advance.
- C. A minimum of sixty days notice will be given to all state organizations.

Section 2: Special Meetings

Special Meetings may be called by the President, if he/she deems it necessary, or by any five members of the Board of Directors, giving reasons for such meetings and a minimum of thirty days notice of same.

Section 3: Board Meetings

The Board of Directors will meet at least two times annually, and at such other times as the Board of Directors determine necessary.

Section 4: Teleconference Meetings

- A. A teleconference meeting of the Board of Directors shall be held as deemed necessary to conduct the business of the Congress.
- B. A teleconference meeting of the Board of Directors may be called by the President and/or Executive Director.

ARTICLE X Parliamentary Procedures

Section 1: Rules of Order

Roberts Rules of Order, Revised, shall govern all parliamentary procedures when not in conflict with these Bylaws and is hereby adopted as the parliamentary manual for the Congress.

Log of Bylaw Actions

This document upon ratification by the Congress will be in full force and effective until changed, amended, or revised.

1. This document was ratified by the Congress of Chiropractic State Associations, on November 5, 1999.
2. This document was amended by the Congress of Chiropractic State Associations on November 4, 2005.
3. This document was amended by the Congress of Chiropractic State Associations on November 6, 2010 at the annual business meeting.
4. This document was amended by the Congress of Chiropractic State Associations on November 9, 2012 at the annual business meeting.
5. This document was amended by the Congress of Chiropractic State Associations on November 12, 2016 at the annual business meeting held at the Wigwam Resort in Litchfield, AZ.