



## BY-LAWS 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 “ChiroCongress.”

#### Section 2: Mission, Vision & Values

- A. Mission: Advancing the chiropractic profession through innovation, research, and service to member organizations.
- B. Vision: Universal understanding and utilization of chiropractic.
- C. Values: Professionalism, Respect, Transparency, Inclusion.

#### Section 3: Purpose

- A. To be an effective coalition of official chiropractic state organizations.
- B. To serve as a forum and 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 provide input in matters affecting the chiropractic profession.

### ARTICLE II Membership, Delegates, Voting

#### Section 1: Membership

##### 1. Membership Eligibility:

Membership is composed of Chiropractic State Associations and other individuals who meet eligibility criteria established by the Board of Directors.

## **2. Regular Membership:**

Regular membership is limited to qualified Chiropractic State Associations who pay applicable dues and meet criteria established by the Board of Directors.

## **3. Other Membership Classes:**

The Board of Directors may establish other membership classes.

## **4. Resignation:**

A member may resign by filing a written resignation. Resignation does not relieve a member from liability for the full annual dues or other obligations accrued and unpaid as of the date of resignation.

## **5. Expulsion:**

A member is automatically expelled without action of the Board of Directors for failure to pay applicable dues or failure to meet the eligibility requirements for membership. A member may be expelled by the Board of Directors for other reasons if the member is provided with advance written notice including the reason for the proposed expulsion, an opportunity to contest the proposed expulsion in writing or in person before the Board of Directors within one year of the effective date of the expulsion, and final written notice of the Board's decision.

## **6. Voting:**

Regular Members are eligible to designate one delegate to vote at the annual business meeting on behalf of their association. All other classes of membership do not have voting rights.

## **ARTICLE III**

### **Board of Directors, Executive Director, Parliamentarian**

The Board of Directors shall consist of an Executive Committee, five (5) District Directors and one Executive Director at Large. Board of Directors shall create policy for ChiroCongress.

#### **Section 1: Executive Committee**

The Executive Committee of ChiroCongress 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 (2) 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 (3) consecutive one-year terms.

##### **A. *President***

1. Shall conduct all ChiroCongress meetings.
2. See Policy Manual for job description

**B. *First Vice President***

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

**C. *Second Vice President***

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

**D. *Secretary***

1. Shall be the recording and corresponding officer of ChiroCongress.
2. See Policy 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 ChiroCongress.
2. See Policy 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 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 their 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 their 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 a Regular Member state association and must be pre-approved to run by their state association.

1. A non-DC must be an active employee of a Regular Member state association.

B. There shall be one Director elected from each of the five (5) geographical districts.

C. District Directors shall be elected for a two-year term and may be re-elected for up to three (3) consecutive terms.

D. If a District Director is unable to continue in their 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 Manual for job description.

**Section 3: Executive Director at Large**

B. The Executive Director at Large shall be actively employed by a Regular Member association.

C. The Executive Director must have served at least two (2) years as an ED for a Regular Member.

D. The Executive Director at large will be elected by the Regular Member Association Executive Directors at the annual meeting.

- E. The Executive Director at Large may be elected to serve a maximum of two (2) consecutive one-year terms.
- F. The Executive Director at Large must have a minimum of two (2) years senior association management experience in the chiropractic profession and must be pre-approved to run by their state association.
- G. The Executive Director at Large serves as a representative of the executive directors of the Regular Member associations.
- H. If an Executive Director at Large is unable to continue in their position the President, with the approval of the Board, will select an Executive Director from a Regular Member Association to fill the remainder of that term.
- I. See Policy Manual for job description.

#### **Section 4: Executive Director**

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

#### **Section 5: Parliamentarian**

The Parliamentarian, appointed by the President, shall rule on all questions of order and appeals. They 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 Board of Directors shall establish standing committees to assist with managing the affairs and activities of ChiroCongress. Committees shall be led by committee Chairpersons appointed by the President within sixty (60) days of induction into office subject to ratification by the Board of Directors. The duties and responsibilities of each committee shall be set forth in policy. A Task Force may be appointed by the President at any time to address an issue not covered by a standing committee. See the Policy Manual for committee names and descriptions.

## **ARTICLE V**

### **Quorum**

#### **Section 1:**

A quorum of ChiroCongress 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 ChiroCongress:

- A. Opening of ChiroCongress meeting
- B. Reading of Anti-trust statement
- C. Roll Call of the States
- D. Reading of the minutes (or distribution)
- E. District Directors' Reports
- F. Treasurer's Report
- G. Committee(s) Reports
- H. Communications
- I. Reports and Requests from State organizations
- J. New Business
- K. District Caucus and Report
- L. Nomination of Officers
- M. Election of Officers
- N. Installation of Officers
- O. 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:**

Necessary travel, lodging and meals of the Board of Directors may be paid by the ChiroCongress (funds permitting) for ChiroCongress 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 Regular Member associations thirty (30) 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.

#### **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 ChiroCongress before any federal or state regulatory body.

## **ARTICLE IX**

### **Meetings**

#### **Section 1: Annual Meeting**

- A. The annual regular meeting of ChiroCongress will 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 Education and Events Committee.
- B. Annual meetings are to be scheduled at least one year in advance.
- C. A minimum of sixty (60) days notice will be given to all state organizations.

#### **Section 2: Special Meetings**

Special Meetings may be called by the President, if they deem it necessary, or by any five (5) members of the Board of Directors, giving reasons for such meetings and a minimum of thirty (30) days notice of same.

#### **Section 3: Board Meetings**

The Board of Directors will meet at least two (2) times annually, and at such other times as the Board of Directors determine necessary.

#### **Section 4: Conducting Meetings**

Any ChiroCongress meeting may be conducted in-person, by teleconference, or by other telecommunication means in which all members may hear one another.

## **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 ChiroCongress.

#### **Log of Bylaw Actions**

This document upon ratification by ChiroCongress will be in full force 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.
6. This document was amended by the Congress of Chiropractic State Associations on November 3, 2018 at the annual business meeting held at the Hyatt Regency in Austin, TX.
7. This document was amended by the Congress of Chiropractic State Associations on November 9, 2019 at the annual business meeting held at the Rancho Bernardo Inn in San Diego, CA.