



CHIROCONGRESS

BYLAWS

Bylaws Adopted 11/03/2018

# 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 “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

Membership shall consist of Active, Honorary, Associate, Supporting, and Individual 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 ChiroCongress. Following the recommendation from the Membership 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.

**B. *Honorary Membership***

1. Any person this ChiroCongress desires to honor, because of outstanding service rendered to chiropractic, or this ChiroCongress, may be made an honorary member of the ChiroCongress 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 ChiroCongress 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 twenty-five (25) members, may apply to become Associate Members of the ChiroCongress 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 Membership Committee.
3. Associate Members are not eligible to vote or hold any elective office but shall be entitled to Associate Member benefits.

**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 ChiroCongress.
2. The application to become a Supporting Member shall be voted on by the Board of Directors following a recommendation by the Membership Committee.
3. Supporting Members are not eligible to vote or hold any elective office but shall be entitled to Supporting Member benefits.

**E. Individual Memberships**

1. Any member in good standing of any Active Member is eligible to become an Individual Member of ChiroCongress.
2. Individual members shall not be eligible to vote. Individual Members authorized to vote as provided in Article II Section 2 and Article II Section 3 are exempted from this prohibition.

- F. The Board of Directors reserves the right to suspend, revoke and/or not renew membership for cause.
- G. Dues, Fees, and Assessments
  - 1. The Board of Directors will establish a schedule of annual dues and/or assessments for each membership category. This schedule must be set in accordance with any exemptions listed under this Article.
  - 2. The membership term is from January 1 through December 31 of each year.
  - 3. The Board of Directors will establish a schedule of registration fees for annual meeting attendance. This schedule must be set in accordance with any exemptions listed under this Article.

### **Section 2: Delegates**

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

### **Section 3: Voting**

- A. Each Active Member 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 Membership Committee.
- C. Any individual designated by an Active Member, 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 (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 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 (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**

A. The Executive Director at Large shall be actively employed by an Active Member association.

B. The Executive Director must have served at least two (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 (2) consecutive one-year terms.

- E. 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.
- F. The Executive Director at Large serves as a representative of the executive directors of the Active Member associations.
- G. 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 an Active Member Association to fill the remainder of that term.
- H. 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. Unfinished (Old) Business
- K. New Business
- L. District Caucus and Report
- M. Nomination of Officers
- N. Election of Officers
- 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:**

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 Active 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.