

**THE COUNCIL OF CHIROPRACTIC ACUPUNCTURE OF THE
AMERICAN CHIROPRACTIC ASSOCIATION, INC.**

BYLAWS

ARTICLE I NAME

Section 1: This organization shall be known as the Council of Chiropractic Acupuncture of the American Chiropractic Association, Inc., and shall be abbreviated as the CCA hereinafter referred to as the Council.

ARTICLE II OBJECTIVE

The Council is a professional not-for-profit association comprised of individual members. The Council shall provide its membership educational programs in acupuncture and its applications whenever possible. The Council shall promote chiropractic acupuncture at the world, national, state and local levels whenever possible. The Council shall encourage improved inter-professional and intra-professional relations and the sharing of knowledge with all doctors of chiropractic for the benefit of the public and the profession. The CCA is affiliated with the ACA as a Council. The CCA operates under the bylaws of the ACA and the bylaws of the CCA which are subordinate to the ACA bylaws. The American Board of Chiropractic Acupuncture (ABCA), within the framework of the Council, is the recognized certifying organization for the Council.

ARTICLE III MEMBERSHIP

Section 1: Any doctor of chiropractic, who meets the licensure requirements of his state and is a member of the ACA in good standing, may be accepted for membership in this Council upon approval by the Committee on Credentials of this Council.

Section 2: Types of Membership:

A. **ACTIVE MEMBERSHIP:** Upon approval, of a completed application, and with all appropriate fees collected, the Executive Council shall record said membership and that member shall be entitled to all rights and privileges accorded any other active member.

B. **LIFE MEMBERSHIP:**

1. The Executive Council may grant by unanimous vote of all its members, a life membership to any actively practicing chiropractor who is at least seventy (70) years of age and has been a member in good standing for at least the last ten (10) consecutive years.

2. Life members in good standing have all the privileges of active members in good standing except they shall not hold elected office.

3. Life memberships may be given to active member who in the opinion of the Executive Council has provided outstanding and/or meritorious services to the Council. These memberships must be chosen by unanimous vote of all members of the Executive Council.

4. Annual dues for life membership are fifty percent (50%) of the active membership dues. The dues may be changed by a majority vote of a quorum of the Executive Council.

C. STUDENT MEMBERSHIP: A chiropractic college student who is a student member of the ACA (SACA) in good standing shall be eligible for student membership in the Council. Student members may not vote or hold elected office. Dues for this type of membership shall be set by a majority vote of the Executive Council.

D. HONORARY MEMBERSHIP: Any person or organization, who has rendered any special service to the cause of chiropractic, chiropractic acupuncture or the Council, may be an honorary member. This is upon recommendation of the Executive Council and by a majority vote of the voting members present at the annual meeting. Honorary members shall not have the right to vote or hold elected office. Honorary memberships shall be exempt from all dues and assessments.

E. RETIRED MEMBERSHIP: Any Doctor of Chiropractic who has been a general member of the Council for ten (10) years and who has retired from active practice shall be eligible for retired membership status. Annual dues for retired membership are fifty percent (50%) of the active membership dues. Retired members shall have all the privileges of active members in good standing except they shall not hold elected office.

Section 3: Applications for membership shall be on a form furnished by the Executive Council.

Section 4: The Executive Council Secretary shall issue to each member a certificate of membership and a copy of the bylaws. The Executive Council may choose to make bylaws available by electronic means in lieu of a paper copy.

Section 5: Dues: The annual dues for the Council shall be determined by the majority vote of the Executive Council. Annual dues shall be payable on or before the first day of October, which shall be the beginning of the

fiscal year. If a member fails to pay dues within sixty (60) days after said notice, he shall be suspended from membership without further notice.

Section 6: A MEMBER IN “GOOD STANDING” is defined as having met his financial, moral, educational, and ethical obligations to this Council as outlined in the said bylaws.

Section 7: Conduct of Members: Conduct of members of this Council must be in accordance with the standards, rules and regulations as outlined in Article IV of these bylaws, and the ACA bylaws, policies and Code of Ethics.

ARTICLE IV STANDARDS, RULES AND REGULATIONS

Membership in the Council is a privilege, not a right. Therefore, it is the duty of member to conduct themselves at all times according to those accepted ethical and moral standards. Members must maintain and improve their professional knowledge by attending educational seminars, and strive to improve and maintain their professional image.

ARTICLE V MEETINGS

Section 1: Annual Meeting: An annual meeting of the membership of the Council shall take place-conjunction with the annual Council symposium.

Section 2: Notice of Annual Meeting: The Executive Council shall mail to each member a written notice of the annual meeting at least thirty (30) days prior to the said meeting.

Section 3: Special Meeting of Members: A special meeting of the members may be called by the Executive Council President, a majority of the Executive Council, or may be called by the Executive Council upon a written request of at least thirty percent (30%) of the members in good standing. The written request must specify the purpose for which the meeting has been requested. The meeting notice must give the date, time, place and purpose. Business not mentioned in the notice shall not be conducted, unless a majority present at the meeting so desire to bring up other business. For other business to be conducted those present must represent at least thirty percent (30%) of the Council members in good standing. The Executive Council shall correspond with each Council member by written notice or email at least 30 days prior to any Special Meeting.

Section 4: Meeting of the Executive Council: Regular meetings of the Executive Council may be held at such times and places as deemed necessary by the Executive Council, or such time and place designated by the President of the Executive Council. Each Executive Council member must be given at least thirty (30) days written or email notice before such meetings.

Section 5: Special Meetings of the Executive Council: Special meetings of the Executive Council may be called by the President or a majority of the members of the Executive Council after giving seventy-two (72) hours' notice to each member of the Executive Council. Less notice may be given if all members of the Executive Council are in agreement before said meeting is finalized.

Section 6: Fiscal Year: The fiscal year of the Council shall be October 1st to September 30th of the following year.

ARTICLE VI QUORUM

Section 1: Quorum of the Council Membership: Ten (10) Council members present, three (3) of which are officers, in good standing, shall constitute a quorum at any regular or special meeting of the members of this Council.

Section 2: Quorum of the Executive Council: A majority of the Executive Council present shall constitute a quorum.

ARTICLE VII OFFICER ELECTION

Section 1: Nominations and Elections: Nominations for the four (4) Executive Council officers shall be made by the Nominating and Bylaws Committee that shall consist of the three proximate past presidents of the Executive Council with the immediate past president as chair of the committee. If three (3) past presidents are not available to serve on this committee, alternates will be chosen by the Nominating and Bylaws Committee. Alternates must be members of the Council in good standing and have served as an officer of either the Executive Council or the ABCA. Alternates shall not be seeking an officer position on the Executive Council at the same time they are serving. The Nominating and Bylaws Committee shall file a report of its nominations with the Secretary and Treasurer of the Executive Council not less than sixty (60) days prior to the annual Council membership meeting. At least thirty (30) days prior to the annual Council membership meeting, ballots shall be mailed or delivered to all Council members listing the selections of the Nominating and Bylaws Committee and providing for write-in candidates. All ballots must be returned to the Council Secretary postmarked/dated at least seven (7) days before the annual Council membership meeting. All ballots received late or with erasures or changes on the ballot form will be voided. The ballots are to be opened and counted in the presence of a representative of the ACA Board of Governors, or Tellers Committee, or the ACA liaison to the Council. Except as the bylaws may provide, each Council member in good standing is entitled to one (1) vote on all matters.

Section 2: The officers of the Executive Council shall be President, Vice-President, Secretary, and Treasurer. These officers and the Immediate Past President (President Emeritus) shall constitute the Executive Council. Council members desiring to run for an officer position must be a member in good standing in the Council for a minimum of two (2) consecutive years prior to election and must have served on a Council committee, served as an event coordinator, a state representative, or an ABCA officer for at least two (2) years. In order to run for the office of Executive Council President, a Council member must have met the above requirements and must have served a minimum of two years on the Executive Council or as an officer of ABCA. Advisors may be appointed by the newly elected President, with approval of the Executive Council. All Past Presidents may serve as advisors. Advisors shall have no vote in Executive Council meetings unless to resolve a tie. Advisors may serve a term of one year and may serve an unlimited number of terms, with the approval of the Executive Council. Advisors may be selected from the Council members who meet either of the following:

- a. Expertise in the area of acupuncture
- b. Has previously served on the Executive Council

Section 3: Term of Office: The President shall be elected for a term of one (1) year but may be elected for up to two (2) consecutive terms. The Vice-President, Secretary, and Treasurer shall be elected for a term of two years. The Secretary shall be elected in even numbered years and the Vice-President and Treasurer shall be elected in the odd years.

Section 4: President: The President shall be the chief executive officer of this Council. He shall preside over all meetings of the members of the Council and the Executive Council. He shall be an ex-official member of all committees of the Council and shall have the general powers and duties of supervision and management usually vested in the office of the Executive Council President. He shall name and appoint all committees with the approval of the Executive Council. The President shall report the activities of his office to the other officers on a quarterly basis. Quarterly reports from the Council shall be made to the ACA Board Liaison by the President as provided in the ACA bylaws. The President shall preside over all Council meetings not otherwise specified in these bylaws. In the event that an Executive Council President is elected to two (2) consecutive terms, the Immediate Past President will continue to serve on the Executive Council until the second term has expired.

Section 5: Vice-President: The Vice-President shall take over in the absence of the President and preside over all meetings not otherwise specified in these bylaws, and act as program/convention chairman. In addition, he shall preside as Chairman of the Membership and Educational Committee, and

carry out all other duties given to him by the President and the Executive Council. The Vice-President shall report all activities of his office to the other officers on a quarterly basis. The Vice-President shall prepare a complete list of Council officers and members along with their status. This report shall be submitted by the Council President to the ACA Board Liaison prior to the annual ACA meeting per ACA bylaws.

- Section 6: Secretary: The Secretary shall keep in the books of the Council; a record of all approved motions at meetings and shall keep records of minutes of all Executive Council meetings and general membership meetings. The Secretary shall assist in the editing of minutes of all meetings, membership/ mailing lists, written materials and publications. The Secretary shall notify the Council members and the Executive Council of the purpose and results of all Council meetings. The Secretary shall issue authorized membership certificates as provided by Article III Section 4 of these bylaws. The Secretary shall be responsible for producing an annual report on Council activities. The Secretary shall serve as the historian for the Council. The Secretary shall report the activities of his office to the other officers on a quarterly basis.
- Section 7: Treasurer: The Treasurer shall serve as the chairman of the Finance Committee. The Treasurer shall have custody of the funds of the Council and shall keep a ledger belonging to the Council as a record of all receipts and disbursements. The Treasurer shall deposit all monies in a depository as may be designated by the Executive Council and render to the Executive Council an accurate accounting of such deposits. The Treasurer shall distribute the monies of the Council as directed by the Executive Council, and render an accurate account of such disbursements. The accounting books shall be a part of the minutes of the Council. All disbursements shall be made by check, and checks shall have the signatures of the Treasurer and President. The Treasurer shall be responsible for reviewing the annual budget, all financial reports, and filing of appropriate taxes. The Treasurer shall be bonded and the fee to be paid by the Executive Council. The Treasurer shall report the activities of his office to the other officers on a quarterly basis
- Section 8: Immediate Past President: The Immediate Past President shall preside as chairman of the Nominating and Bylaws Committee and serve as Chief advisor to the President of the Executive Council. The Immediate Past President will vote only in the case of a tie during Executive Council meetings.
- Section 9: Executive Council: The Executive Council shall have the full authority between meetings of the Council, except to legislate or change the bylaws of this Council. The Executive Council shall authorize the purchase of all books, and other supplies for the use of the Council and its officers. The

Executive Council shall have the authority to hire and fire employees and to enter into contracts not to exceed the current balance of the treasury. The Executive Council shall cause all articles, which are published in the name of the Council to be edited by qualified members of the Membership and Educational Committee. The Executive Council shall be responsible for formulating and maintaining a five year plan.

Section 10: Vacancies: A vacancy occurs if an elected officer is unable or unwilling to complete his term. If an Executive Council officer is unable to complete his term for any reason, the office shall remain vacant until the next election. The remaining Executive Council officers may choose by majority vote to make an interim appointment to fill the vacant office. The appointee must meet the same requirements for those being elected to the office they are to fill.

Section 11: Robert's Rules of Order, Newly Revised Current Edition (or as delineated by the Council) shall govern all questions of order and regularity where the same do not conflict with the bylaws of the Executive Council, Council or of the ACA.

ARTICLE VIII DUTIES OF THE EXECUTIVE COUNCIL TO THE ACA

Section 1: The ACA House of Delegates (HOD) is the legislative body of the ACA and determines specific ACA policies, aims and purposes. The ACA Council of Chiropractic Acupuncture and the American Board of Chiropractic Acupuncture function as a subordinate arm of the ACA, operating only within their specific delegated fields. The Council and Board must act pursuant to and in conformity with ACA policy.

Section 2: The Council shall not act on a major issue on which ACA policy has not been adopted, until an applicable ACA policy has been adopted. The ACA President with the approval of the ACA Executive Board of Governors may authorize the Council to act in the interim in the absence of ACA policy and set forth the conditions under which such actions may occur. This may occur when the Executive Council President presents a written application to the ACA President stating why it is necessary and desirable to act in the absence of ACA policy, and setting forth in detail the proposed policy.

Section 3: The Council shall have the following duties:

- A. The Executive Council shall submit a complete list of Council officers, and members and their status to the ACA Board of Governors (BOG) at least thirty (30) days prior to the mid-year and annual ACA meetings.
- B. Each Executive Council officer shall report the activities of their office to the other Executive Council officers on a quarterly basis.

The Council President shall in turn submit quarterly reports to the ACA Board Liaison on a quarterly basis.

- C. The Executive Council shall submit a complete set of Council bylaws biennially, except when the amendments are approved by the ACA House of Delegates (HOD). Then the Executive Council shall submit a complete up-dated set of bylaws within sixty (60) days of the close of the Annual ACA Meeting. Amendments shall be made in accordance with Article XII, Section 3.
- D. The Executive Council shall have an accountant's review or report conducted through the ACA home office on its finances, including income and expenses, on an annual basis and submitted to the ACA prior to the mid-winter ACA Executive Board of Governor's (BOG) meeting.

Section 4: The Executive Council shall place appropriate disclaimers on all published materials.

ARTICLE IX COMMITTEES

Section 1: All committees shall be appointed by the Executive Council President with the approval of the Executive Council officers except as otherwise provided by these bylaws.

Section 2: Committee on Quality Assurance: This committee shall follow the Code of Ethics of the ACA and Article IV, Section 1 of the Council bylaws. This committee shall also hear such questions of breach of ethics and unprofessional conduct as may be submitted to the Council President in writing. The Council President shall forward complaints to this committee within ten (10) business days after receipt. The Committee will recommend to the Executive Council a course of action to be taken no later than thirty (30) days after receiving the complaint from the Council President.

Section 3: Membership and Educational Committee: This committee shall promote the membership of this Council. This committee shall provide educational programs leading to certification, re-certification, license renewal, public relations and membership recruitment. This committee shall make recommendations to the Executive Council concerning programs for the Annual CCA Symposium or at the request of the Executive Council. The chairman of this committee shall be the Executive Council Vice-President.

Section 4: Nominating and Bylaws Committee: This committee shall present a slate of candidates for the Council annual meeting for each of the offices to be elected. This committee shall be responsible for maintaining the bylaws for the Council and submitting proposed bylaw changes to the Council

membership and to the ACA in a timely manner for approval and ratification. The Immediate Past President, if available, will be the chairman with two (2) appointed members in good standing.

Section 5: Finance Committee: The Finance Committee shall be responsible for the aforementioned financial reports and any other reports delegated to it by these bylaws. The Finance Committee shall be responsible for insuring the Council is in compliance to the bylaws of the Council and ACA in all financial matters. The Treasurer of the Executive Council shall serve as the chairmen of the Finance Committee.

Section 6: Research Committee: This committee shall promote chiropractic acupuncture research.

Section 7: All committees shall consist of not less than three (3) members and all committees shall be duly bound to submit a written report at least sixty (60) days prior to the Council annual meeting. The President with the approval of the Executive Council may name other committees as needed to conduct the business of the Council. Committees will be appointed for a one (1) year term. Any member in good standing may serve on a committee as many terms as desired by the Executive Council. Members in good standing may serve on more than one (1) committee if desired by the Executive Council.

Section 8: Credentials Committee: The Credentials Committee shall review and verify applications for Council membership.

ARTICLE X SPECIAL EXPENSES

All officers shall be entitled to be reimbursed for expenditures authorized in carrying out the duties of their office. All Executive Council member expenses shall be reimbursed for authorized expenses. All authorized expenses will only be reimbursed upon submission of receipts and expense reports. Any trips or expenses not previously approved by the Executive Council must be submitted to the Executive Council for approval. The Treasurer of the Executive Council shall authorize the payment of all operating expenses of the Council members and have the ability to refuse payment of any such expenses subject to approval by the Executive Council.

ARTICLE XI ORDER OF BUSINESS

The order of business shall be that as outlined in Robert's Rules of Order, Newly Revised, Current Edition or as outlined by the Executive Council.

ARTICLE XII AMENDMENTS

Section 1: These bylaws may be amended by a two-thirds (2/3) vote of the mail ballots received from the members in good standing provided the proposed amendment has been filed with the Executive Council Secretary at least sixty (60) days prior to the meeting.

Section 2: All proposed amendments are to be mailed/delivered to the Council members at least thirty (30) days prior to the annual meeting. All ballots must be returned (in envelopes provided) to the Executive Council Secretary post marked at least seven (7) days before the Council annual general membership meeting. All ballots received late or with erasures or changes on the ballot form will be voided. The ballots are to be opened and counted in the presence of a representative of the ACA Board of Governors, Tellers Committee or the ACA Liaison to the Council.

Section 3: Amendments are not in effect until approved by the ACA House of Delegates (HOD).

Note: Previously Article XII was concerning district directors and this has been deleted

RULES FOR DISPOSITION OF COMPLAINTS

If a complaint or dispute arises questioning a Council or Board action, the following actions are to take place:

1. The ACA shall be notified of the activation of this section of the Bylaws.
2. Administrative adjudication of a complaint/dispute. The complainant shall specifically state his complaint in writing for response by the Executive Council. The Executive Council shall respond within thirty (30) days to the submitted complaint. The complainant shall then have thirty (30) days to respond to the report of the Executive Council, and submit additional information supportive of his complaint. The Executive Council shall then have thirty (30) days to respond to the complaint and additional information being submitted.

If the administrative adjudication is unsuccessful, then a Review Board shall be formed consisting of:

1. A Diplomat of the ABCA designated by the ABCA who is neither a member of the ABCA nor a member of the Executive Council.
2. An individual who is either an attorney or trained in the law, such as an arbitrator or hearing officer, designated by the Executive Council.
3. An individual designated by the complainant.

The chairman of the Review Board shall be the person designated by the Executive Council.

The Review Board shall remain neutral, and shall act as a judicial tribunal to hear the dispute. The Review Board shall set a date for a hearing and conduct a hearing at which time the ABCA shall make a presentation concerning the dispute and the complainant or representative thereof shall make a presentation concerning the dispute. Witnesses, testimony and other evidence shall be presented to the Review Board for consideration. The Review Board shall make a finding of facts and conclusions, binding on all parties, within sixty (60) days of the hearing.

All costs for the Review Board proceeding shall be borne and paid by the non-prevailing party, including but not limited to attorney's fees and per diem expenses and remuneration of Review Board members and witnesses. In order to initiate the proceedings, the complaining party shall post with the Executive Council a bond in the amount of fifteen thousand dollars (\$15,000.00), unless, upon a showing of good cause, the Executive Council determines that a lesser amount is appropriate. If the complaining party prevails the bond shall be returned. If the complaining party does not prevail, the bond amount shall be applied to the Executive Council's and ABCA's costs and attorneys' fees, and any balance shall be returned; any costs and attorneys' fees exceeding the bond amount shall be paid by, and may be recovered against, the complaining party.

Ethics: All charges of misconduct, violation of ethics, fraud, deception, untruthfulness, or other allegations against members of the Council shall be adjudicated pursuant to ACA procedures. Refer to ARTICLE IX, Section 2

Signing of the application for membership, filling out the required questionnaire and acceptance by this Council with issuance of a certificate of membership constitutes an agreement that the member accepts the standards, rules and regulations of the Council of Chiropractic Acupuncture, is acquainted with its contents and adheres to its terms.

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