



INTERNATIONAL CHIROPRACTORS ASSOCIATION BY-LAWS

As Amended Through March 7, 2006

ARTICLE I GOVERNANCE

Section 1 - Board of Directors

The Board of Directors shall, as provided in the Constitution, manage the business affairs of the Association. The Board shall in accordance with such responsibility provide for adequate agenda time at each regular meeting to plan and develop all ICA programs. Planning shall be formalized and conveyed to the President and staff in sufficient detail that each may undertake and assume the responsibilities of promoting and carrying out such planned programs. The Board of Directors and all committees shall likewise lend full effort and cooperation to all such Association commitments.

Policies or programs recommended by officers, directors or others shall be considered by the Board in the planning and development of ICA programs.

Section 2 - The President

The President of ICA shall be the spokesman for the Association. It is the duty of the President to carry forth exclusively the policy and programming of the Association as developed by the Board of Directors.

Section 3 - The Staff

ICA staff shall support the Board of Directors and the President in carrying forward the programs authorized by the Board of Directors. It is expected that the staff shall make recommendations to the Board with regard to the implementation of programs and the budgetary requirements.

ARTICLE II MEMBERSHIP

Section 1 - Members of Association

- A. Members of the Association shall be entitled to all the rights and privileges of membership, except as provided in special instances by the Board of Directors or by virtue of specific provisions of the Constitution and By-Laws.
- B. Dues shall be assessed the members as follows: (Effective December 1, 2005)

1st year after graduation:	
Former Student ICA member	Free
Non Student ICA member	\$200 (\$50 per quarter)
2nd year after graduation:	
Former Student ICA member	\$200 (\$50 per quarter)
Non Student ICA member	\$400 (\$100 per quarter)
3rd year after graduation:	
Former Student ICA member	\$400 (100 per quarter)
Non Student ICA member	\$600 (\$150 per quarter)
4th year after graduation, and thereafter, all general members	
\$ 600 (\$150 per quarter)	

Section 2 - General Membership Requirements

The following applicants may be considered for full active membership in the Association: Any licensed Doctor of Chiropractic of good moral character, possessing the requisite qualifications and diploma from an accredited chiropractic college and who is eligible to sit for examination for licensure in the U.S. or other jurisdiction where chiropractors are licensed is eligible to apply for membership in the Association. Former Student ICA Members shall, upon conversion to first-year DC member status, have full voting, nomination and other member-in good-standing rights and privileges.

Section 3 - International Membership

Any active member of the Association living outside the United States of America may be designated as an International Member and shall be entitled to all privileges and benefits of full, active members. The dues for this voting membership are \$150 annually (to be paid in U.S. funds).

The voting by international members shall be governed by the Bylaws and Constitution of the Association. International members may vote by facsimile or other electronic means (as determined by the Board), provided such voting is otherwise within such voting structure. Voting by facsimile or by other electronic means constitutes waiver of the voter's right of privacy.

Section 4 - Faculty Membership

- A. College faculty members at accredited colleges teaching eight or more academic hours per week are eligible for non-voting affiliate memberships at the rate of \$110.00 per year.
- B. College faculty members at accredited colleges teaching eight or more academic hours per week and who are eligible for full active membership may become full voting, active members at one-half ($\frac{1}{2}$) the annual dues' rate assessed general members, \$75/Quarter, \$300/Year.

Section 5 - Membership Emeritus

Any Active member of the Association who has held continuous Active membership for a period of not less than fifteen (15) years, and who has retired from active practice on account of age or illness shall be awarded a membership emeritus. Upon such award the said member shall be liable for Emeritus dues of \$110.00 per year, and shall be entitled to receive the official publication of the Association for life, and shall be retained on the Association roster to receive such other communications as are distributed to Active members. Said member shall also be entitled to full voting privileges.

Section 6 - Military Membership

Any member engaged in, or who enters active military duty shall have their dues altered to be \$150 per year, provided this does not constitute and increase in their dues structure for that member.

On a case by case basis, the Board may consider combat duty and other service circumstances and may vote to grant a temporary complimentary membership which shall entitle such member to receive the publications of the Association during his/her term of military service.

Section 7 - Lay Membership

A lay person may join the Association at the rate of \$85.00 per year. This membership includes such categories as faculty non-DC's, Chiropractic Assistants and interested individuals. Lay memberships do not include voting privileges or formal participation in the affairs of business of the Association.

Section 8 - Student Membership

The fees for Student Membership as provided in Article IX, Section 2 of the Constitution shall be assessed as follows:

- A. ICA Student Membership - \$30.00 - that covers all dues to graduation.
- B. A Student member transferring to general field membership within one year after the date shown on his/her chiropractic diploma shall be assessed in accordance with the schedule in Section 1 above. Such members who do not respond to the first and second conversion notice from ICA with the application and conversion fee payment and updated membership information, shall forfeit that portion of the one-year of free membership as would otherwise be available to them equal to the time from the date on his/her chiropractic diploma to the date of conversion.
- C. Post Graduate students enrolled full time may be granted an extension of student member status during such period of post-graduate, full-time enrollment not exceeding two (2) years.

Section 9 – Lifetime Membership

A doctor of chiropractic otherwise qualified for membership, may obtain a lifetime membership upon the payment of a one-time fee of \$5,000 for United States residents and \$1,500 (\$US) for doctors outside the United States.

Section 10 - Other Associations

The conditions upon which Chiropractic Associations may become affiliated with ICA as provided in Article XII, Section 1, of the Constitution shall be as follows:

- A. Charter Application Fee - \$ 25.00
- B. Annual Dues - \$600.00
- C. Agree in principle with the purposes of the International Chiropractors Association as specified in the Constitution, By-Laws and Policy Statement.
- D. The Application must be in writing and come from the affiliating organization. The Application should contain information as to the membership and purpose of the affiliating organization and express an intent to adhere to and promote the purposes and ideals of the ICA. Such applications shall also include the constitution and by-laws of the affiliating organization and a statement regarding the legal/organizational status of the organization.
 1. The Application should be addressed to the International Chiropractors Association.
 2. Said Application shall be placed on the agenda of the next meeting of the Board of Directors of ICA in appropriate time that if approved it may be submitted to the Representative Assembly if in session and if not to the Representative Assembly at its next meeting.
 3. It is understood that varying memberships and locations create dissimilitude in organizations and that principles in general shall be the controlling factor to be considered by the Board of Directors and the Representative Assembly in approving affiliations.

Section 11, Affiliated Chiropractic Educational Institutions:

Chiropractic Educational Institutions may make application for the status of official affiliate of the ICA, as referenced in Article XII, Section 2 of the ICA Constitution. Such affiliate status shall be for a period of five years, with unlimited opportunity for renewal of said status. The conditions upon which Chiropractic Educational Institutions may become affiliated with ICA, on a

comparable basis with “Associations” as provided in Article XII, Section 1, of the Constitution, shall be as follows:

1. Agree in principle with the purposes of the International Chiropractors Association as specified in the Constitution, By-Laws and Policy Statements.
2. Submit a formal application or letter of application, seeking affiliate status. The Application must be in writing and come from the authorized officer or board of the affiliating institution. The Application should contain information as to the location, student population and purpose of the affiliating institution and express an intent to adhere to and promote the purposes and ideals of the ICA. Such applications shall also include the charter, constitution and by-laws of the affiliating institution and a statement regarding the legal/organizational status of the institution.
 - a. The Application should be addressed to the International Chiropractors Association.
 - b. Said Application shall be placed on the agenda of the next meeting of the Board of Directors of ICA for consideration and approval by majority vote.
 - c. It is understood that varying memberships and locations create dissimilitude in organizations and that principles in general shall be the controlling factor to be considered by the Board of Directors in approving affiliations.
3. The Board of Directors shall develop a statement of rights and responsibilities for affiliated educational institutions, and such affiliations shall be reviewed upon each renewal.

Section 12 - Suspension and Lapse of Membership

Any member suspended for nonpayment of dues shall be considered a member not in good standing and shall accordingly be ineligible to participate as a candidate, officeholder or voter during any such period of suspension or subsequent to any lapse in membership. A member may regain status during a period of suspension by the payment of all arrearage including any special assessments that may have been levied. A member regaining membership after the full period of suspension, whether by full payment of all arrearage or as a new member shall not regain status other than as a new member.

Section 13 – Special Memberships

The Board of Directors may authorize the establishment of a temporary non-voting membership status, in relation to a special campaign or promotion, with the goal of converting such special non-voting members into full-time, full dues paying members.

ARTICLE III ELECTIONS

Section 1

Regional Directors shall be elected in accordance with Article XVIII, Section 1 of the Constitution. The regions from the U.S. and Canada are constituted as follows:

- Region 1 - **Western:** Montana, Wyoming, Idaho, Utah, Arizona, California, Nevada, Oregon, Washington, Hawaii, and Alaska.
- Region 2 - **Northeastern:** Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Pennsylvania, Ohio, Delaware, Maryland, Virginia, West Virginia, and District of Columbia.
- Region 3 - **Central:** Indiana, Michigan, Wisconsin, Illinois, Minnesota, Iowa, Missouri, Kansas, Nebraska, North and South Dakota, and Colorado.
- Region 4 - **Southern:** North Carolina, South Carolina, Kentucky, Tennessee, Georgia, Florida, Alabama, Mississippi, Louisiana, Texas, Arkansas, Oklahoma, and New Mexico.
- Region 5 – **Canada:** Includes all Provinces and territories of Canada

Section 2

The regular term of office of any duly elected officer, Regional Director, and member of the Board of Directors of the Association shall commence immediately upon the conclusion of the Convention at which said member, or members of the Board of Directors, were elected. Provided, however, that newly elected members of the Board of Directors shall not take office until the final adjournment of the Board of Directors meetings held in conjunction with the Annual Convention, and provided further that no traveling expenses of newly elected members shall be paid until the next meeting of the Board. Newly elected Board members shall be invited to sit in on the Board Meetings immediately following their election.

Section 3

In the event that the duly elected President of the Association shall die, resign, fail or discontinue to act for any reason whatsoever, during the term for which

said President was duly elected, the Vice-President shall assume the office of President and complete the un-expired term. Vacancies in the office of Vice-President or Secretary-Treasurer shall be filled by the Board of Directors and serve until the next regular election.

Section 4

A member of the Board of Directors may succeed himself at expiration of term of office. In the election of members of the Board of Directors as provided for in Article IV, Section 1 of the Constitution, the Representative Assembly shall nominate as many candidates as they desire, and proceed to vote by written ballot to fill the vacancies. The nominees receiving a plurality of all votes cast shall be considered to be elected for a full two year term. In the event of a tie vote for any vacancy, with the exception of those declared elected by plurality vote on the first ballot, a second ballot shall be cast immediately and the candidates who were tied on the first ballot shall be the sole nominees on the second ballot. The nominee or nominees receiving a plurality of votes cast on the second ballot shall be declared elected. In the event of a vacancy on the Board of Directors or in the office of Regional Director for reason other than the expiration of the regular term, said vacancy shall be filled for the un-expired term by the Board of Directors prior to or at the next Mid-Year Meeting or Annual Convention.

Section 5

The election of officers, Regional Directors and any others to be elected by the membership shall proceed upon the same time schedule and in accordance with the same procedures as those hereinafter provided for election of Assembly Representatives; and may when feasible be coordinated with such elections.

Section 6

The election of the Assembly Representative as specified in Article VI, Section 1 of the Constitution shall be conducted by mail ballot during the month of October each year. Members shall vote and hold office in the state or province wherein they maintain their principal office. No officer or member of the Board of Directors shall be eligible to hold the office of Representative. The number of Assembly Representatives to be elected will be determined by membership count of those members in good standing on or before the 15th day of June.

- A. Any candidate, electee or officeholder, elected or appointed, not in good standing, who fails to promptly regain good standing, shall be deemed to have vacated such candidacy or office. The vacancy occasioned thereby shall be filled in accordance with the applicable provisions of the Constitution and By-Laws. In the event no such provisions are applicable, the Executive Committee is authorized to resolve the matter by decision or procedure.
- B. Notice of election - Not less than sixty (60) days notice of election shall be given the membership in one or more ICA publications.

Section 7

The following procedure shall be employed to elect the Assembly Representatives:

- A. On or before the 1st day of August of each year, the ICA Executive officers shall mail to each member in good standing in the jurisdiction in which said member is entitled to vote an explanation that any member desiring to be elected and serve as ICA Representative for his or her state must personally notify the ICA office in writing of his or her intent to run prior to September 1. Such mailing shall be advisory as to the number of Representatives to be elected and contain any other pertinent information necessary to implement the elective process. Candidates shall be voting members of the Association in good standing for a minimum of one year prior to running for election or being appointed to office, unless there is no other available candidate in that jurisdiction that has held ICA membership for a minimum of one year.
- B. On or before the 1st day of October of each year, the Secretary-Treasurer shall mail to each member an official ballot including the names of members who have notified the home office of their desire to serve as Representative as outlined under (A) above. This ballot will be mailed to members in the jurisdiction in which said member is entitled to vote, together with a special carrier envelope for use in returning the ballot to the business office of the Association. Ballots shall be mailed to the membership only in those jurisdictions where there is a contest. Only those ballots received from members in good standing shall be counted.
- C. Members in good standing on or before the 1st day of October of each year shall be eligible to vote. Members joining the Association subsequent to the date of the membership count shall not affect the count with respect to number of Assembly Representatives to be elected. October 1 of each year shall be the cut-off date for mailing ballots. Exceptions to the procedures established herein shall be permissible only with the unanimous consent of the Executive Committee.
- D. The polls shall close at 10 A.M. on November 1st, of each year unless that date shall fall upon a Saturday/Sunday, in which event they shall close at 10 A.M. on the following Monday. The Secretary-Treasurer shall carefully preserve all ballot envelopes unopened until the polls are closed. Ballots received in other than ballot envelopes or ballots received after the closing of the polls shall not be accepted whether delivered by mail or hand.
- E. On or before October 1st of each year the President shall appoint two (2) responsible persons to serve with the Executive Director or the Controller of the Association as tellers to count the ballots immediately after the polls have been closed. When the ballots have been counted, the results shall

be certified in writing to the Secretary-Treasurer. Ballots shall be preserved for one year, after which time they shall be destroyed.

- F. The candidate having a plurality of all votes cast shall be declared elected to the office of Assembly Representative, but in the event no candidate has a plurality, a new election shall be held and the two candidates who received the highest number of votes on the first ballot shall be the nominees in the second election. Two (2) weeks shall be allowed for voting on the second ballot, and the polls shall close at 10 A.M. on the 15th day following the mailing of the second ballot. In the event of a tie vote on the second ballot, the President shall cast the deciding vote.

In an election to fill multiple vacancies, those candidates receiving the highest number of votes shall be elected. If a tie for election shall occur on second ballot, the President shall cast the deciding vote or votes.

Section 8

The term of office of each Assembly Representative shall begin on January 1st of the year following that in which he is elected, and he shall serve for a term of two (2) years. At expiration of elected term, a vacancy will occur only if the membership count then authorizes a vacancy. Elected officers of the Assembly are empowered to review election procedures and to make provisions for maintaining numerical balance in the annual elections. This may require occasional one (1) year terms for filling some vacancies. All such changes and procedures must be subject to Assembly approval and forthwith 1) published in an ICA publication or 2) released to the voting membership by letter or other direct form of communication.

Section 9

On or before the 30th day of October the ICA office shall determine the number of Student Assembly Representatives allowable to each student chapter by a count of its respective membership and then notify each chapter by November 15. The term of office of the Student Assembly Representatives shall be one year from January 1 to December 31. The chapter shall submit the name(s) of the Student Assembly Representative(s) to the Secretary-Treasurer by December 15. The Student Assembly Representatives shall be elected in accordance with Article VI, Section 5 of the Constitution. To be eligible for financial assistance via officer stipends, student chapters must maintain a minimum membership of 25 members in good standing. Student Assembly Representatives shall constitute a Congress of SICA Representative. Any current or previous SICA Chapter officer shall be eligible to seek office as Congress President or hold any other position of leadership within the Congress.

Section 10

The Secretary-Treasurer shall cause to be issued a certificate of election which shall be mailed to each Assembly Representative immediately after his/her

election together with a notice of the annual meeting of the Representative Assembly.

Section 11

In the event that a Representative so elected cannot attend the Representatives Assembly, he shall designate an alternate from the same state or province and provide said alternate with proper credentials such as a letter; or send a letter, fax or email or make a personal telephone call to the Chairman of the Assembly naming his/her designee; and, that a notice to this effect be sent by the Chairman of the Assembly to each Assembly Representative fifteen (15) days prior to any meeting of the Assembly; and, that after the enactment of this resolution any request for seating of an alternate that is not supported by proper credentials must be declared out of order by the chair.

In the event of a vacancy in the office of Assembly Representative, the President of the Association shall appoint a successor which said appointment shall be subject to approval by the elected officers of the Representatives Assembly. Said appointee shall serve pending election of an Assembly Representative to serve the un-expired term of the vacated Representative.

Sums allocated for the expenses of Assembly Representatives residing outside the United States of America shall be limited to one-half of the gross annual dues for that year from that country, region or other geographical entity, represented by the one or more Assembly Representative(s). Subject to this limitation, such Representative or Representatives shall receive per diem reimbursement on the same basis as Assembly Representatives residing within the United States, and shall be limited to a maximum of \$500 per Representative for air travel.

When meeting in formal session outside the United States of America, a quorum for the Representative Assembly shall consist of not less than one-third of all those eligible to attend.

Section 12

The Representative Assembly shall elect, in the even year, five (5) Directors-at-Large from the membership. In the odd year, the Assembly shall elect, the International Regional Director from the membership outside the U.S. and Canada.

The Representative Assembly shall elect four (4) members of the Nominating Committee as follows: the four (4) members to be elected shall be from the six (6) different regions of the U.S. Region, Canada, or International from the Assembly Representatives of said regions so that no two elected members of the nominating committee are from the same Region.

The Representative Assembly shall elect a Chairman {who has served as a member of the Representative Assembly for a minimum of one (1) full term, 2 years} who shall conduct all meetings of the Assembly, appoint all Committees,

attend all Board of Directors meetings, act as liaison officer to the Board and report all requests and actions taken by the Assembly; a Vice-Chairman who{who has served as a member of the Representative Assembly for a minimum of one (1) full term, 2 years,} shall, in the absence or disability of the Chairman, act as Chairman; and, a Secretary {who has served as a member of the Representative Assembly for a minimum of one (1) full term, 2 years,} who shall be the recording officer to keep proceedings of the Assembly. These officers shall be elected for a term of two (2) years, and shall take office immediately after adjournment of the annual business meeting. The Representative Assembly shall be conducted in accordance with procedures of its own adoption, in harmony with the Constitution and By-Laws and supplemented by Robert's Rules of Order.

Section 13

In the event of the following occurrences:

1. A non-incumbent nominee shall withdraw, die or otherwise become ineligible for election at any time prior to the mailing of the election ballots;
2. An incumbent nominee withdraws as a candidate, dies or becomes ineligible subsequent to the mailing of the election ballots but prior to the counting; or
3. An elected nominee becomes ineligible, withdraws or dies before taking the oath of office.

The ICA Board shall meet in person or by telephone conference within fifteen (15) days following knowledge of the eventuality. An accelerated special election shall be called to fill the subject office, with time scheduling to be determined by the Board. A new nominee shall be selected by the Nominating Committee. In the event the new nominee selected by the Nominating Committee shall have no opposition, the Election Committee may confirm the election of such nominee by unanimous vote and such nominee may then take the oath of office and assume the privileges and duties thereof. If such nominee shall not receive the unanimous Executive Committee vote, ballots shall be provided to all Board members including members of the Executive Committee and confirmation shall take place by a two-thirds vote. Should such confirmation not take place, then the Nominating Committee shall reconvene and submit a successor nominee and the confirmation process repeated, until the office is filled.

A nominee selected by petition shall remain in contention until such nominee or an opponent is elected and takes office. In situations where a subsequent nominee is selected by the Nominating Committee, the membership shall have the required time to nominate one or more additional nominees by petition.

The Board may in an emergency elect an eligible member of the Association to fill an office pro tempore.

No member of the Nominating Committee may vote for him or herself and must recuse themselves from any vote on nomination(s) for any position for which they are a candidate. The Representative Assembly shall, in addition to the four regular members of the Nominating Committee which are elected thereby, elect at least one alternate who shall serve on the Nominating Committee in place of the recused member or members.

ARTICLE IV OFFICERS

Section 1 - Obligations of Office

The President, Vice-President, Secretary/Treasurer, Chairman of the Board, and members of the Board of Directors shall, upon standing for election or appointment to such positions, pledge themselves to the accomplishment of the missions and goals of the Association as established in Article I, Section 3 of the Constitution and to upholding the official policies of the Association as established under Article II of the Constitution. All persons attaining election to any office within the Association shall not be considered as holding that office until having taken an official oath of office, either verbally or in writing.

The oath of office, as set out herein, may be executed and delivered to the secretary prior to or after an election or appointment. Alternatively, said oath may be administered verbally and in person by any member of the Executive Committee. The oath shall not infringe upon any person's right to work for the betterment of the Association through proper procedures in the Representatives Assembly and the Board of Directors.

I _____ being a candidate for election or appointment as _____ in the International Chiropractors Association, Inc. do hereby take the following pledge:

As an officer of the Association, I shall commit myself to the promotion of the principals and policies of ICA as enunciated in Article I, Section 3 of the Constitution and as established through official policies under Article II of the Constitution. I subscribe to this oath in good faith and acknowledge my right to work for the enhancement of ICA principals and policies only through established procedure. In accepting the privileges, I agree to undertake and fulfill the duties and obligation of my office.

SIGNATURE

DATE

ARTICLE V

ICA Stationery and Indicia

The utilization of ICA stationery or indicia implies certain authority of the Association. Such use carries with it the responsibility of observing certain constraints, legal, ethical and moral. In keeping with these principles, the following rules shall apply:

1. ICA stationery and indicia shall be used in good conscience and good taste for the free exchange of information within the Association and to carry out the programs and purposes of the Association.
2. Other than within the membership, such stationery and indicia shall be used only in the furtherance and enhancement of ICA programs and policy. Within the membership they shall not be used for the purpose of airing personal grievances.
3. ICA stationery and indicia shall never, without specific authority of the Board of Directors or the Executive Committee, be used in arranging, negotiating or contracting in such manner as to possibly incur responsibility or liability on the part of the Association.
4. ICA stationery and/or indicia shall not be used to infer or imply that a candidate for office in ICA has official ICA backing. Any soliciting by and for candidates shall be accomplished through personal efforts and not as an Association official. Abuse of discretion in campaigning or soliciting of support is unethical and not in accordance with the standards of ICA membership.

ICA stationery and indicia shall not be used to promote personal programs for personal monetary gain or aggrandizement. Under no circumstances should

such programs or enterprises be made to appear as being sponsored or approved by ICA, unless specifically authorized.

ARTICLE VI

CHIROPRACTOR OF THE YEAR

The Board of Directors shall, in Executive Session, and in accordance with Article XI, Section 1 of the Constitution, elect a Chiropractor of the Year and shall make known the electee at a time and place specified.

Not less than ninety (90) days prior to the Annual Meeting of the Association, members of the Association shall be notified of the annual election of the Chiropractor of the Year. During the ensuing thirty (30) days, nominating ballots for Chiropractor of the Year shall be printed and circulated to the membership in one or more of the ICA official publications. Members shall be invited to complete ballots indicating a preference for Chiropractor of the year and the reason for naming such person. Such ballots should be submitted not less than ten (10) days prior to the annual Meeting.

The Board of Directors and the Representative Assembly shall be polled by mailed ballots which must be returned to the Secretary-Treasurer at the office of the Association not less than ten (10) days prior to the Annual Meeting. Such ballots shall be tabulated along with the ballots submitted by the members.

The results of all polling and nominations shall be given to the Distinguished Fellows of the ICA at the start of the Annual Meeting of ICA. The Distinguished Fellows of ICA shall at their annual function, have those in attendance review all information and nomination results and shall choose from among those nominated a worthy individual to be the recipient of the ICA "Chiropractor of the Year." Such award shall be made at a convention event or at the annual meeting as may be determined by the Board.

ARTICLE VII

HERBERT ROSS REAVER LIFETIME ACHIEVEMENT AWARD

The Association shall present an annual Dr. Herbert Ross Reaver Award to an individual who has dedicated a significant portion of their chiropractic career to service to ICA and the chiropractic profession. This individual shall be a member of the ICA. The Board of Directors shall determine a worthy recipient for this award at the Annual Board of Directors Meeting. Such vote shall be via secret

ballot. The results of this process and the name of the recipient shall be announced prior to the announcement of the ICA Chiropractor of the Year, at the Annual Meeting of the Association.

ARTICLE VIII STANDING COMMITTEES

Section 1

The President shall appoint the following standing Committees which shall report and be responsible to the Board of Directors.

- A. Budget - This Committee shall supervise the financial affairs of the Association. It shall formulate and submit to the Board of Directors annually, for approval, a detailed budget for the ensuing fiscal year. It shall provide for an outside audit of the books of the Association not less than once each year. All Committees and/or departments, shall upon request of the Budget Committee, submit a detailed statement of anticipated expenditures for such department or committee during the ensuing fiscal year. The Secretary/Treasurer shall chair this Committee.

The Budget Committee shall be required to structure expenditures to assure the continued functioning of the Association and its activities. The addition or deletion of Association activities at the expense of previously established programs are subject to Board approval. The Budget Committee shall be responsible for reviewing and recommending to the Board of Directors approval of expenses incurred by officers of the Association as per Article XX of the Constitution, and by employees of the Association.

- B. Conventions - This Committee shall supervise the planning of the Annual Convention and shall provide facilities and arrangements for meetings of the Association. The Executive Committee shall approve all Convention programs.
- C. Insurance Relations - This Committee shall supervise an Insurance Relations Department which shall: formulate a program looking toward the inclusion of chiropractic services where appropriate and proper in insurance policies; provide technical assistance in connection with insurance coverage and claims; work to improve the relationship between insurance companies and the chiropractic profession.

- D. Legal Affairs - This Committee shall supervise a Legal Department which shall pass on requests for any special legal expenditures or reimbursements in the interim between meetings of the Board of Directors provided, however, that any member or entity may appeal a negative decision of the Committee to the Board at its next regular meeting. The Committee may bring such matters before the Board for consideration. No one shall be appointed to the Legal Affairs Committee who is not a member of the Board.

The Committee shall supervise and submit to the Board for consideration rules of ethical conduct which it deems proper for the guidance of the members of the Association and in the proper conduct of their practice; it shall act as a grievance committee and may, in its discretion, bring complaint for the expulsion of any member under the provisions of Article XXI of the Constitution.

The Committee shall supervise the accurate and current tabulation of licensure statistics, information and requirements, shall keep in close touch with licensing agencies; and make recommendations from time to time for the improvement of licensing procedures.

The Committee shall supervise the review of the Constitution and By-Laws from time to time, and may recommend Amendments thereto.

- E. Legislative - This Committee shall supervise and direct the affairs of the Legislative Department subject to directive of the Board of Directors; shall formulate a program for proper recognition of Chiropractic in the Federal government of the United States; counsel and advise proponents of Chiropractic legislation in all other jurisdictions.
- F. Membership - This Committee shall supervise membership promotion and conservation; it shall work in close cooperation with the Secretary-Treasurer of the Association.
- G. Committee on Product Development and Sales -- The function of this Committee is to study and help develop the widest possible range of products for sale by the ICA, within the principles and policies as established by the Board of Directors. This Committee should continually be exploring new areas of possible sales and products for use by the profession and our patient base, consistent with ICA's definitions, policies and values. The Committee shall examine products and publications currently on the market to determine if there are means by which ICA might also profitably sell such products, as well as explore the creation of new products using ICA's creativity and resources.

This committee shall also assume responsibility for researching and recommending to the Board of Directors products for endorsement, the development of royalty programs and the fullest exploration of the ways and means products purchased both by the chiropractic profession and the public might be ethically endorsed by the ICA.

- H. Public Relations - This Committee shall supervise a Public Relations Department subject to the directives of the Board of Directors; shall formulate a Public Relations program designed to create a favorable public opinion of Chiropractic and of the Chiropractic profession; shall counsel and advise members of the Association on Public Relations problems.

The Committee shall supervise the judging of all advertising submitted for publication in the official publication of the Association. This Committee shall also supervise the editorial content of the Association's official publication, a make recommendations to the Board of Directors for any major changes in editorial policy or publication format.

The Committee shall supervise the printing and reprinting of salable literature and material for which the Association charges a fee. This Committee shall evaluate the sales potential of written brochure material prepared or submitted by other Association committees or the staff and if acceptable, will place the item on sale and publicize accordingly.

- I. Research - This Committee shall supervise a Research Department; shall formulate a plan for gathering of data and statistics on the effectiveness of Chiropractic; shall make available such statistics to any other committee having need of same; shall counsel and advise with the Public Relations Committee regarding publication of such statistical information.
 - 1. Radiation Control - The Radiation Control Committee is a subcommittee of the Research Committee. One (1) member of this Committee shall be a member of the Research Committee. This Committee shall be composed of five (5) specialists in the field of x-ray. It shall formulate standards of radiation exposure as used in chiropractic procedures, make recommendations for adherence to those standards, correlate its findings with those of outside agencies, make recommendations as to proposed legislation or governmental rules of the subject, and make recommendations as to public information to be released on radiation. It shall have authority to cooperate and work with other chiropractic organizations, with the provision that any recommendations for joint action shall have the approval of the Board of Directors.
- J. Committee on Technique and Posture -- This committee is charged with developing programs, projects, publications and educational initiatives to

serve and assist the chiropractic profession in developing analytical and technique excellence. The committee shall seek to expand the profession-wide dialogue on posture and posture-related issues and seek to develop programs of patient and consumer education on the relationship between chiropractic care, posture and good health. The Committee on Technique and Posture shall work in close conjunction with ICA's postgraduate councils and the Committee on Chiropractic Postgraduate Education to mobilize the widest possible participation in their efforts.

K. Policy and Definitions Committee - The Policy and Definitions Committee shall conduct an ongoing evaluation of the ICA Policy Handbook, ICA publication, and all policy matters that may affect chiropractic or the International Chiropractors Association. The position of ICA shall be reflected in policies and definitions adopted by the Board of Directors. It shall be the duty of the Policy and Definitions Committee to bring to the Board of Directors recommendations as to additions, corrections or changes in policy and definitions. The corporation counsel shall advise the Policy and Definitions Committee concerning legal issues which may arise in policy considerations.

L. Political Action Committee - The Political Action Committee of the Association, known as International Chiropractors Association, Inc, Political Action Committee or (ICA-PAC) shall carry out the duties of a connected (ICA) Political Action Committee as set out in the Federal Election Campaign Act and its Amendments, such duties in general, consisting of fund raising, collecting, expending and accounting for funds used in promoting Association political action activities as authorized by law under the direction of the Federal Election Commission.

The Committee shall support those candidates deemed by the Legislative Committee to be favorable to the ICA Legislative Program. Contributions shall be determined and authorized by the Legislative Committee in accordance with the applicable laws and regulations.

The Committee shall keep the Board and Executive Committee advised as to its activities, along with recommendations concerning political action fund raising.

The ICA Legislative Chairman shall serve as Chairman of the ICA-PAC. The remaining members of the ICA-PAC Board shall be nominated and elected by the Board of ICA. All ICA-PAC Board Members shall serve for one year subject to reaffirmation by the Board of ICA.

M. Faculty Committee-- The Committee shall facilitate an appropriate information flow to members of all chiropractic college faculties, support

specific faculty programs and assist in chiropractic educational issues and procedures in support of ICA's vision, values and policies.

- N. Medicare Committee – The Medicare Committee shall be proficient in all Medicare matters affecting chiropractors and chiropractic. The committee shall maintain liaison with Medicare officials for the purpose of assuring that patients and chiropractors receive all rights and privileges under the law.

- O. Past Presidents Advisory Committee - Past President members of the Association, other than the immediate past President, shall by virtue of title hold committee membership in the Past Presidents Advisory Committee. The Committee Chairperson shall be appointed by the Association President, from among the members of the Committee.

The Committee shall hold meetings as deemed appropriate for the purpose of providing such counsel and advice as may be desired by the President and the Board. The Chairperson may meet with the Board in an advisory capacity at all regular meetings.

Section 2

Committee and Committee structuring may be authorized by the Board of Directors without specific referencing herein. The preceding sections with reference to committees shall be effective, subject to such changes as the Board may approve.

Section 3

- A. The Chairperson of each Standing Committee shall be designated by the President. Such Chairperson shall be an officer or member of the Board of Directors, a member of the Representative Assembly, a former Board Member or Assembly Representative, or a member in good standing for five or more years. Any member of the association shall be eligible to serve as Co-Chairperson or Committee Member if so appointed.

- B. The Chairperson shall personally or by designee report to the President and the Board of Directors at each annual and semi-annual meeting of the Board as to the qualities and accomplishments of the department or area of ICA business under the supervision of that Chairperson's Committee.

Section 4

The ratification of Committee chairmen and members as appointed by the President shall be by majority vote of the Board of Directors in accordance with the following procedures:

- A. The President shall submit all appointments in writing jointly or severally to each officer and member of the Board. Each Board member shall reply to such submission in writing within ten (10) days of the receipt of such submission. The non-reply of any officer or Board member within twenty (20) days of the date such appointments were mailed by the President shall be considered an affirmative vote. The votes submitted to the President should be individual as to the proposed committee chairman and members. Forms shall be prepared by counsel and staff for the convenience of the President and Board in carrying out these procedures.
- B. As an alternative to the procedure set out in the preceding subsection, the President may submit appointments of Committee Chairpersons and members to the Board of Directors for ratification at any business session. The ratification process shall proceed upon duly seconded motion and by voice vote, unless otherwise determined by the Board.

ARTICLE IX EXECUTIVE COMMITTEE

The three (3) elected officers of the Association, together with the Chairman of the Board, as elected by the Board of Directors, and the Chairman of the Representative Assembly, shall constitute the Executive Committee and shall have authority to act on all matters in the interim between Board meetings, subject to ratification by a majority of the Board at its next regular or special meeting.

ARTICLE X BOARD OF DIRECTORS MEETINGS

Section 1

Any member who is in good standing may be permitted to attend Board of Directors meetings. They shall have voice at the discretion of the Board, but no vote. Members of the Representative Assembly may request to be placed on the advance agenda to speak to a clearly identified issue. They shall have voice, but no vote.

Section 2

Not less than ten (10) days notice shall be given for any special meetings of the Association, including the Board of Directors, Executive Committee and Representative Assembly, provided however, that such notice time may be shortened in emergency situations as determined by the Executive Committee.

ARTICLE XI RESIDENT AGENT

Section 1

The name and address of the Resident Agent of the Association in the District of Columbia is CT Corporation System, 1025 Vermont Avenue, N.W., Washington, D.C. 20005.

The name and address of the Resident Agent of the Association in Virginia is Anthony E. Grimaldi, Doherty, Sheridan & Grimaldi, 8408 Arlington Boulevard, Suite 200, Fairfax, Virginia 22031-4663.

ARTICLE XII ASSESSMENTS

Section 1

Unless otherwise provided by the President and Secretary-Treasurer acting under the provisions of Article XIII, Section 2 of the Constitution, assessments shall be levied quarterly on the first day of January, April, July, and October of each year.

ARTICLE XIII ADOPTION AND AMENDMENTS OF BY-LAWS

Section 1

By-Laws of the Association may be initiated by the Legal Affairs Committee acting as a Committee on Constitutional Amendments, or by a majority of the members of the Board of Directors.

Section 2

A majority vote by the members of the Board of Directors shall be required to adopt By-Laws, or Amendments thereto at any regular or called meeting of the Board of Directors.

Section 3

Ten days advance notice is required for any proposed By-Law addition or amendment.