

BYLAWS

OF

UNITED STATES SPORTS CHIROPRACTIC FEDERATION

ARTICLE I. Name of the organization.

The name of this organization shall be THE UNITED STATES SPORTS CHIROPRACTIC FEDERATION, hereinafter, referred to as the FEDERATION, a non-profit corporation.

ARTICLE II. Purposes and objectives.

Section 1. The Purposes of THE FEDERATION shall be: To serve as a governing body for United States Sports Chiropractors and Organizations.

Section 2. The mission of THE FEDERATION shall be: A United States of America National Governing Body (NGB) whose mission is to promote the advancement of the chiropractic profession into International Sports as a NGB member of FICS.

ARTICLE III. Composition of the organization.

Section 1. THE FEDERATION is comprised of its membership, its Board of Directors, and its staff.

Section 2. The classifications of membership are outlined in Article VI, Section 1 of the Bylaws.

Section 3. The Board of Directors shall consist of one representative from each qualifying organization and one at large representative.

Section 4. The Executive Committee shall be comprised of the officers of THE FEDERATION and shall include the Chairman of the Board, the President, Vice President, the Secretary General, and the Treasurer. The title, "officer" shall be limited to members of the Executive Committee as described above. Herein after, in the Bylaws, THE FEDERATION Board of Directors will be referred to as the Board.

ARTICLE IV. Management of the organization.

Section 1. The management of THE FEDERATION shall be vested in those members who comprise the Board of Directors, pursuant to Article IX. Section 1, shall be binding on the Board of Directors.

Section 2. Those members who hold membership in THE FEDERATION will elect THE FEDERATION Executive Committee.

ARTICLE V. Amendment of Bylaws.

Section 1. The Bylaws of this organization may be amended, in whole or in part, at the business meeting of the annual convention of the hosting organization that year provided that the proposed amendments were mailed by the Secretary General to the active membership at least thirty days preceding that business meeting.

Section 2. Proposed amendments will be voted on during the business meeting of the annual convention by the membership present at the meeting. The proposed amendments will become effective when approved by **two-thirds** vote of the active membership present.

Section 3. In the event that there is no annual convention, amendments to the Bylaws shall be handled by eballots or appropriate voting criteria sent to the active membership at least forty five days prior to the end of the fiscal year and must be received 30 days prior to the end of the fiscal year. The proposed amendments will be approved by **two-thirds** vote of the returned ballots.

Section 4. Those dues paying member not voting by email must request, in writing, a ballot.

ARTICLE VI. The membership

Section 1. Classifications of membership.

A. Active members.

1. Active members have the right to vote and are required to pay dues on a timely basis according to the policies determined by the Board.

a. The active membership of THE FEDERATION consists of those persons who have been approved for membership by the Board and who abide by the Bylaws and policies determined by the Board.

b. Upon written application to THE FEDERATION, a chiropractor shall be considered for active membership who: holds a valid license to practice chiropractic in the state of residence.

B. Associate members.

1. Associate members have no vote, may not hold office, and are required to pay the appropriate dues and/or fees as determined by the policies of the Board.

a. Student: Upon written application to the membership committee, a student shall be considered who is enrolled in a C.C.E. accredited college. The application will accepted if it is approved by majority vote of the Board. This status will remain in effect until the doctor becomes licensed to practice in any state or fails to maintain an active pursuit of licensure.

b. Non-chiropractor: Upon recommendation of any two Board members, an individual, group, or organization shall be considered who is closely associated with the profession. The recommendation will be accepted if it is approved by three-fourths vote of the board.

C. Life members.

1. Life members may vote, may attend meetings and serve on committees. They are not required to pay dues.

2. Upon written application to the Board, a chiropractor shall be considered who has practiced for thirty years or more, or has reached the age of sixty-five; and has maintained an interest in the Chiropractic profession (having held active membership in the FEDERATION for at least the five year period immediately prior to this application). The application will be accepted if it is approved by majority vote of the Board.

D. Inactive members.

1. Inactive members have no vote, may not hold office, and have not paid dues during the period of inactivity, however they may attend meetings.

2. Upon written application to the Board, a chiropractor shall be considered for inactive membership who is temporarily discontinuing the practice of chiropractic due to military service, disabling injury, or any other acceptable circumstances as determined by the policies of the Board. The application will be accepted (for the period of the inactivity) if it is approved by majority vote of the Board.

Section 2. Resignations and suspensions from membership.

A. Resignations shall be submitted in writing to THE FEDERATION. At the time of the resignation, any dues paid in advance or any outstanding dues will be handled according to the policies of the Board.

B. Non-payment of dues is grounds for automatic suspension. Procedures for suspension are provided in THE FEDERATION Policy Manual. Other causes for suspension, as determined by the policies of the Board, requires two-thirds vote of the Board.

Article VII. The Board

Section 1. The Board of Directors:

A. The Executive Committee: The executive Committee has the initial responsibility for the management of the FEDERATION. It is authorized to function without the Board as long as it reports its actions to the Board in a timely manner. Decisions made, policies established, and actions taken by the Executive Committee shall be subject to Board ratification at the next Board meeting.

B. The Board of Directors: The Board of Directors has the initial responsibility for the management of THE FEDERATION. Decisions made, policies established, and actions taken by the Board of Directors shall be carried out by the Executive Committee.

C. Chairman of the Board: The Chairman of the Board is the immediate past President. If the President is elected to serve a second term, the Chairman of the Board will also serve a second term. The Chairman of the Board will function as a liaison between the Board and the Past Presidents Committee.

D. President: The President is the chief elected officer of THE FEDERATION. The President shall perform all the duties pertaining to that office and shall have general supervision over the work of all committees and shall have the right to participate in the proceedings of the committees except the Nominating Committee. The President shall preside over all business meetings, initiate policies and procedures, appoint various committees, fill committee vacancies, and sign such documents as provided by these Bylaws. The President provides direction in carrying out the decisions, policies, and actions of the Board. The President is eligible for re-election to a second term.

E. Vice President: The Vice President shall perform the duties of the President in the absence of the President or at the request of the President. The Vice President shall serve as an assistant to the President and shall be considered the President Elect. If the President is elected to serve a second term, the First Vice President will also serve a second term.

F. Secretary General: The Secretary General is responsible for all communications. The Secretary General makes reports available to representatives of FICS. At the business meeting of each annual convention, the Secretary General will submit a report on the annual condition of THE FEDERATION.

G. Treasurer: The Treasurer is responsible for the management of THE FEDERATION's finances. Daily financial operations are apart of these responsibilities. At the business meeting of each annual convention, the Treasurer will submit a report on the financial condition of THE FEDERATION.

H. In order to be eligible to run for or be appointed to an elected position pursuant to these bylaws, a member's dues must be paid up through the end of the current year.

Section 2. The Duties of the Board.

A. The duties of the members of the Board shall be to represent the membership in the approval or disapproval of the policies, programs, projects, and plans presented to them by the Executive Committee, or the individual committee chair people of THE FEDERATION. Each of the Board members shall have a vote. .

1. Absentee voting: When issues arise at times inconvenient or impossible for the board to meet, absentee voting will be allowed by use of a written mail-in ballot or

2. Proxy voting will not be allowed at meetings of the board.

B. The Board shall have jurisdiction over all members with the duty and power to determine the appropriate discipline of any officer or member who does not maintain high moral and ethical standards, timeliness in their duties, and/or refuses to work in harmony with a majority of THE FEDERATION.

C. The Board shall compile and utilize a policy manual, which will govern THE FEDERATION in matters which are not covered specifically by the Bylaws.

D. The Board shall: appoint the power of attorney; and appoint members to fill vacancies in the offices of Vice President, Secretary General, and Treasurer and any other board position; execute the policy decisions of the Board; authorize the budgeted expenditures and determine the necessity of all non-budgeted expenditures.

Section 4. The meetings of the Board.

A. The Board shall hold regular meetings at such time and place as determined by the President.

B. Any five members of the Board may call for a special Board meeting which will be held at a time and place determined by the President. This meeting shall also require proper notification of all Board members and a quorum represented by no less than 51% of the Board.

C. A majority (i.e.: 51%) of the Board members shall constitute a quorum.

ARTICLE VIII. Elections

Section 1. Terms of office.

A. All terms of office shall be from the close of the fiscal year at which they were elected to the closing of the next fiscal year or election if there is no Annual Meeting.

B. The terms of office for the Chairman of the Board, President, and Vice President will be one year. The term of office for the Secretary General will be two years. With each new fiscal year, the immediate past President will ascend to become the Chairman of the Board, and the immediate past Vice President will ascend to become the President unless the president is reelected.

C. With the exception of the Secretary General, Board members will not be eligible for more than two consecutive terms in the same office. However, Board members may be elected to serve in other positions on the board.

Section 2. Election of Officers

A. All appropriate elections should be completed at the Annual Business Meeting

1. The elections of Vice President, Secretary General, and Treasurer shall be held at the Business Meeting of the annual convention. They will be elected by majority vote of the active membership present at the meeting.

2. Elections shall be conducted by secret written ballot except in those cases where the President considers a vote by hand appropriate. In the event that there is only one candidate for any office, then, the membership present may elect that candidate by unanimous consent.

3. In the event that there is no annual convention, elections should take place by ballots sent at least forty-five days prior to the end of the fiscal year by the Secretary General. Ballots are to be returned within 30 days.

B. Requirements for Candidates:

1. The Vice President, Secretary General, and Treasurer must be current Board Members.

2. Candidates for Secretary General shall have been active FEDERATION members for at least two years prior to the term of office.

3. Candidates for Vice President shall have been active FEDERATION members for at least the two years immediately prior to the term of office and shall have already served at least one year as a member of THE FEDERATION Board.

4. Candidates for Treasurer shall have been active FEDERATION members for at least two years immediately prior to the term of office.

5. Candidates for officers shall be current in their membership dues one year in advance of the election and at the election.

Section 3. Nominations.

A. The Nominating Committee shall present nominations for office to the membership present at the business meeting of the annual convention.

B. Following the nominations from the Nominating Committee, nominations for the appropriate offices shall be accepted from any active member present as long as the proposed nominee(s) meet(s) the formal requirements of eligibility as outlined in Article 8, Section 2, part B of the Bylaws.

C. The President may be nominated for a second term by the Nominating Committee or by an active member present. In the event that the President is re-elected, the other officers, except the Secretary General or Treasurer will consequently serve one more year of their office. Re-election of the President would negate the need, for one year, to elect a Vice President.

Section 4. Vacancies.

A. A vacancy in the office of Chairman of the Board shall be filled by any past Chairman of the Board that is both available and willing to serve and who then becomes the Acting Chairman of the Board. Upon appointment by the President, the Acting Chairman of the Board will serve the remainder of that term.

B. A vacancy in the office of President shall be filled by the Vice President who then becomes the Acting President. The Acting President will serve for the remainder of the former President's term of office and will ascend to President at the beginning of the next term. Serving a term of office as the Acting President will not alter the President's eligibility for re-election.

C. A vacancy in the office of the Vice President shall be filled by a member appointed by the Board. The appointed member then becomes the Acting Vice President. The vacancy in the organization will be filled by that organization.

D. A vacancy in the office of Secretary General shall be filled by a member appointed by the Board. The appointed member then becomes the Acting Secretary General. The Acting Secretary General will serve the remainder of the former Secretary-General's term of office and will not ascend to become the Secretary General at the beginning of the next term. However, the Acting Secretary General will be included automatically in the nominations for that office at the business meeting of the annual convention.

E. A vacancy of a committee chairman will be filled by appointment of the President.

F. Board appointees, to the Board, must meet the formal requirements of eligibility as outlined in Article VIII, Section 3 of the Bylaws, and cannot ascend to office without the formal election process.

ARTICLE IX. Educational programs, business meetings, and annual conventions.

Section 1. Business meetings.

A. A business meeting shall be conducted at each annual convention. The active members present shall constitute a quorum.

B. Special business meetings may be called by the Board when determined to be necessary due to matters of great urgency. The Secretary General shall email notice of special business meetings to the active membership at least fifteen days prior to the date of the meeting.

C. Eligible voting members in good standing, whose membership dues are current, may attend business meeting, vote on motions, and vote in elections.

D. Eligible voting members in good standing whose dues are current may submit items to be placed on the written agenda for any regular or special business meeting by submitting their request in written form via post or electronic means no less than thirty days prior to such meeting. Without such notice, the proposed agenda items will be subject to convention rules in place at the time of the meeting.

Section 2. Annual conventions.

Annual conventions will be held in accordance to the annual meeting of the hosting organization for that year. (Art. V, Sec. 3)

ARTICLE X. Revenue.

Section 1. Membership dues.

A. Active members of THE FEDERATION shall pay their dues in advance of the period of membership.

B. Any change in the dues structure will require a majority vote by the active membership present at the business meeting of the annual convention of the hosting organization. In the event that there is no annual convention, proposed changes will be handled by ballots sent at least forty-five days prior to the end of the fiscal year. The proposed changes will be decided by majority vote of those ballots returned within thirty days.

Section 2. Conventions, special assessments, and donations.

A. Special assessments may be levied against the active members if they are approved by two-thirds vote of the active members present at the business meeting of the annual convention or at a special business meeting called for that purpose.

B. The Board may request or accept donations for special funds on projects. Such donations are voluntary and do not affect membership dues or status.

C. The Board may accept donations from any individual, group, or organization.

ARTICLES XI. Committees.

Section 1. Standing Committees.

The President with the approval of the board appoints standing committees of THE FEDERATION annually. A majority of the members of the committee constitutes a quorum.

A. The standing committees of THE FEDERATION are the Budget and Finance Committee, Membership Committee, Credentialing Committee, and the Nominating Committee.

B. The purposes and duties of the committees are listed in THE FEDERATION policy manual.

Section 2. Task Forces.

Task Forces may be appointed by the President and cease to exist when the purpose for which they were created is completed.

ARTICLE XII. Discipline.

Section 1. Request for disciplinary action.

A. Any member or officer of THE FEDERATION may make a request, in writing, for disciplinary action against another member or officer.

B. Any request for disciplinary investigation must be submitted to the Board in writing and shall clearly and accurately state the facts and the circumstances that prompted the request for discipline.

C. In the event that the Board receives a request for disciplinary action against any member or officer of THE FEDERATION, the Board is empowered to decide whether said action will be initiated after investigation.

Section 2. Procedures for a disciplinary hearing.

The procedures for notice, investigation, hearing process and disciplinary action are listed in THE FEDERATION policy manual.

ARTICLE XIII. Parliamentary Authority.

The current edition of Robert's Rules of Order newly Revised is the parliamentary authority of THE FEDERATION.

ARTICLE XIV. Indemnification.

The directors, officers, employees, agents and servants of THE UNITED STATES CHIROPRACTIC FEDERATION shall be indemnified for any costs, expenses or liabilities incurred as a result of the performance of their duties as provided in appropriate Statutes.

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