

# ASSOCIATION OF CHIROPRACTIC BOARD ADMINISTRATORS

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## ARTICLES OF INCORPORATION

### ARTICLE I

The name of this organization shall be the ASSOCIATION OF CHIROPRACTIC BOARD ADMINISTRATORS.

### ARTICLE II

The Association shall have perpetual existence.

### ARTICLE III

The Association is organized to advance the following goals and objectives:

- (1) Share and distribute among its members information, procedures, policies, and techniques necessary to effectively and efficiently administer chiropractic licensing, testing and/or disciplinary boards in the United States, Puerto Rico, the Virgin Islands, Canada, and other jurisdictions.
- (2) Develop committees to study and review, evaluate and address uniform avenues of the administration of board operations.

### ARTICLE IV

The Association shall be a non-profit organization.

### ARTICLE V

The Association may not expend more than its resources and may not borrow monies or enter into indebtedness.

### ARTICLE VI

Upon dissolution or final liquidation of the Association, all remaining assets shall be distributed among the members or the state agencies which last paid the annual membership fees.

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## BYLAWS

### CHAPTER I Membership

Section A. Membership is available to all administrators or their designee of any agency created for the testing, licensure and/or discipline of chiropractors in accordance with laws, statutes, rules and/or regulations of the District of Columbia, or any state of the United States of America, or any territory of insular possession of the United States of America, Canada and other countries.



Section B. The right to vote is vested in, and restricted to, members who qualify under Section A of this Chapter I, and shall be limited to those agencies which have paid annual dues pursuant to Chapter IV of these bylaws. Each member state, territory, province of Canada, or board is entitled to one vote, which shall be determined by caucus before each vote taken.

### CHAPTER II Officers, Elections, Terms, Duties and Vacancies

Section A - Officers. The officers shall consist of a four-member executive committee consisting of a President, Vice President, Secretary and Treasurer.

Section B - Election of Officers. Officers shall be elected from among the dues paying members by secret ballot by a majority of the members voting at the annual meeting of the Association.

Section C - Terms of Office. Officers of the Association shall be elected for a two-year term.

Section D - Duties.

1. The President shall preside at all meetings of the Association, shall be the official representative of the Association, may establish such committees as deemed necessary and define their duties to carry out the goals and objectives of the Association. The President shall perform the duties customary to that office and exercise such other rights as the bylaws may require or the members direct. In addition, the President shall serve as liaison between the Association and the Officers, Board of Directors and staff of the Federation of Chiropractic Licensing Boards.
2. The Vice President shall, in the temporary or permanent absence of the President or in the case of a vacancy in the office of President, assume all duties and responsibilities designated in Section D-1.

3. The Secretary shall maintain correspondence regarding the Association and minutes of its meetings, shall be the official custodian of all records, shall perform the duties customary to that office and shall exercise such rights as the bylaws shall direct.
4. The Treasurer shall prepare annual financial reports and records of actual expenditures and revenues, as well as prepare proposed budgets and estimated revenue to be presented to the Association. The proposed budget may be rejected and/or modified and/or accepted for approval during the annual meeting. The Treasurer shall submit to the members, every two years, proposals for advancing the financial stability of the Association.

Section E - Vacancies. In the event of a vacancy on the Executive Committee, the remaining members of the Executive Committee shall appoint a replacement from among the Association's active members to serve the remainder of the unexpired term of the vacant office.

### **CHAPTER III Meetings and Quorum**

Section A - Annual Meeting. The annual meeting of the Association shall be held at such time and place as may be fixed by the Executive Committee of the Association. Written notice shall be given to all members by mail not less than sixty (60) days prior to the date of the meeting. The annual meeting may be held in conjunction with either a meeting of the Federation of Chiropractic Licensing Boards or at such other time and place as the Executive Committee shall deem advisable.

Section B - Special Meetings. Special meetings of the Association may be called at any time by the President with approval of the Executive Committee, or by written request of no less than five (5) active Association members. Written notice of the time and place of such meeting shall be given to all members, by mail, not less than thirty (30) days prior to the date of the meeting. The Secretary or the Association shall notify all members of the Association of committee meetings, the time and place of such committee meetings and the names of members of the committee.

Section C - Quorum. Those active, dues paying members present and entitled to vote shall constitute a quorum at any meeting of the Association and a simple majority for votes shall be considered as one more than fifty percent (50%) of those present and voting.

Section D - Executive Committee Meetings. Meetings of the Executive Committee shall be at the call of the President and of such frequency as necessary to conduct business of the Association.

### **CHAPTER IV Finances, Dues and Fiscal Year**

Section A - Source of Funds. Funds necessary for the conduct of the affairs of the Association shall come from:

1. Such annual dues as may be imposed on the Association members as recommended by the Executive Committee and approved by a majority of members at a duly noticed meeting.
2. Such special assessments as approved by the Association by a majority vote at a duly noticed meeting.
3. Voluntary contributions, bequests and other gifts.
4. Such other sources as may be approved by a majority vote of the Association at a duly noticed meeting.

Section B - Annual Dues. Annual dues are due and payable between January 1 and March 1 of each calendar year.

Section C - Fiscal Year. The fiscal year of the Association shall be from January 1 through December 31 of each year.

#### **CHAPTER V Association Seal**

The Association's seal shall be that which is adopted by a majority vote of the membership at its annual meeting.

#### **CHAPTER VI Adoption and Amendment of Bylaws**

These bylaws may be amended at any meeting of the Association, duly called, by a two-thirds (2/3) majority vote of its dues paying members present, provided that the amendment shall have been submitted in writing; and further provided that the full text of the amendment shall have been mailed to each member not less than sixty (60) days prior to the date of the meeting upon which its adoption is to be voted.

These bylaws, and any other subsequent amendments thereto, shall become effective upon their adoption, unless a specific effective date is determined to allow for easier implementation.

*Revised 2001*

