

SC Bylaws Approved by HOD 2012

NCLC/HOD 2012

ACA Sports Council

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Bylaw #12
Bylaws of the ACA Sports Council

Michael Simone, DC
BOG Liaison

COUNCIL ON SPORTS INJURIES AND PHYSICAL FITNESS
AMERICAN CHIROPRACTIC ASSOCIATION
CONSTITUTION AND BY-LAWS

ARTICLE I NAME

Section 1 This organization shall be known as the Council on Sports Injuries and Physical Fitness of the American Chiropractic Association Inc. and shall be abbreviated as ACASC, herein after referred to as the ACA Sports Council, or in these bylaws, "Council".

Section 2 Definition: The ACASC is a professional, not-for-profit association comprised of individual members with varying philosophies and operates by democratic rule of majority of its members, through officials elected by members in good standing. The primary function of the ACA Sports Council is to provide to its membership educational programs, participation, when possible, at sporting events, and to promote the sports specific specialty of its members within their community. The ACA Sports Council is affiliated with the American Chiropractic Association (ACA) as a specialty council. As such, the ACA Sports Council operates under the bylaws of the ACA, in addition to its own bylaws, which have been developed to correspond with those of the ACA.

ARTICLE II OBJECTIVES

The objectives of this Council shall be:

- A. To advance in every way, the prevention, evaluation, assessment, chiropractic management and rehabilitation of athletic injuries by the chiropractic profession.
- B. To protect, in every ethical and resonable way, the professional welfare and interests of the members of this Council.
- C. To promote the highest standards of moral and ethical conduct of our members.
- D. To promote scientific research in the chiropractic sports and physical fitness disciplines.

- 47 E. To encourage professional consultation with members of other
48 professions.
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- 50 F. To encourage the development of standard terminology within
51 sports chiropractic.
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- 53 G. To cooperate with the aca board of governors, officers, and all
54 other related committees, councils and departments.
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- 56 H. To cooperate with state chiropractic associations, boards of
57 directors, officers and all other related committees, councils and
58 departments to promote the field of sports chiropractic.
59
- 60 I. To disseminate educational material, case histories, therapeutic
61 methods, etc., as they relate to the sports chiropractic specialty and to
62 make this material available to members of the council and the
63 chiropractic profession.
64
- 65 J. To sponsor and promote seminars and courses of study in sports
66 chiropractic either separately or in cooperation with other aca councils or
67 other sports medicine organizations.
68
- 69 K. To encourage the teaching of chiropractic sports medicine at the
70 undergraduate and graduate levels
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- 72 1. To sponsor seminars and graduate study through accredited
73 chiropractic educational institutions or other educational
74 institutions.
75
- 76 2. To encourage educational dialogue with other councils of
77 the American Chiropractic Association.
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79 ARTICLE III MEMBERSHIP

80 81 Section 1. Types of Membership:

- 82
- 83 a. Active Membership: Acceptance for membership in this council is
84 contingent upon approval by the committee on ethics and credentials
85 and ratification by the executive committee. Upon receipt of an
86 application, properly filled out with proper fee, approved by the
87 committee on ethics and credentials and ratified by the executive
88 committee, the ACA National Office shall properly record said
89 membership and that member shall be entitled to all rights and
90 privileges accorded any other active member. Active members must
91 also be ACA members.

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- b. Life Membership: Any chiropractic physician who has rendered any special service to the cause of chiropractic, especially in the field of sports chiropractic, and has been a member of the aca sports council for at least 20 years, may be eligible to be classified as a life member. A life membership may be granted upon the recommendation of the Executive Committee and by a majority vote of the members present at the annual meeting. Life members shall enjoy all the rights and privileges of an active member if they are in active practice, but shall be exempt from all dues and assessments. If a member holding a life membership retires from active practice the executive committee may vote to change the member's status to that of a retired member. Life members must also be aca members.
 - c. Supporting Membership: Any non-doctor of chiropractic engaged in activity related to the sports or fitness field may become a supporting member of this Council by process of application and approval of the Executive Committee. Supporting membership shall not have the right to vote or hold office. ACA membership is not required of a supporting member. Supporting membership dues shall be set by the Executive Committee.
 - d. Student Member: A chiropractic college student who is a student member of the ACA in good standing shall be eligible for student membership in the Council, but may not vote or hold elected office.
 - e. Honorary Membership: Any person or organization who has rendered any special service to the cause of chiropractic, the field of sports medicine and to the Sports Council is eligible to be an honorary member. Approval is contingent upon recommendation of the Executive Committee and by a majority vote of the members present at the annual meeting. Honorary members shall not have the right to vote or hold office but shall be exempt from all dues and assessments.
 - f. Retired Member: A chiropractic physician who has been a general member of this council for ten (10) years or more and who has retired from active practice shall be eligible for retired member status. Retired members may not vote or hold elective office but may be members of committees. Retired members must also be aca members.
 - g. Disabled Member: Disabled members may apply for disabled chiropractor membership status. Requests will be considered on an

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individual basis by the executive committee. Approval of disabled member status may be granted for up to one year.

- 1. Disabled members have no vote, may not hold office, may attend meetings, may serve on committees, but may not chair a committee. Annual dues are set by the executive committee as outlined in the policy manual. The executive committee may choose to waive dues for a specified period of time.

- h. Associate Membership: Acceptance for membership is contingent upon approval by the committee on ethics and credentials and ratification by the executive committee. Upon receipt of an application, properly filled out with proper fee, approved by the committee on ethics and credentials and ratified by the executive committee, the aca national office shall properly record said membership. Members in this category may not vote nor hold office but may serve on committees. This membership category is open to licensed, non-practicing chiropractic physicians, non dc's who currently serve on active duty in the U.S. Military or employed full-time at an accredited chiropractic educational institution, non-practicing and retired dc's from the U.S. Military or an accredited chiropractic educational institution, international doctors of chiropractic, chiropractic residents, members of other aca specialty councils, and those with a temporary hardship. Associate members must also be aca members or, if an international member, a member of their national, provincial or local chiropractic association. Details concerning associate membership are found in the sports council policy manual.

Section 2 Membership Applications.

- 1. Applications for membership shall be made on a form prescribed by the aca sports council and accompanied by the application fee and annual dues. An application fee may be required as outlined in the policy manual.
- 2. Each approved member will be mailed a certificate of membership upon receipt of the annual dues.

ARTICLE IV REVENUE

- A. Dues: The annual dues for the aca sports council shall be determined by the majority vote of the executive committee. If a member fails to pay dues within sixty days after their membership expires they shall be suspended from membership without further notice and will no longer be

- 182 considered a member in good standing. Reinstatement may be made by
183 application.
184
- 185 B. A member in "good standing" is defined as one having met their financial,
186 moral, educational, and ethical obligations to the aca sports council, as
187 outlined in the bylaws.
188
- 189 C. Conduct of members: Conduct of members of the sports council must be
190 in agreement with the standards and rules and regulations as outlined in
191 article v of the acasc bylaws and the aca rules and regulations.
192
- 193 D. Sports council dues shall be payable annually. The reinstatement fee shall
194 apply if a member fails to renew their membership within 60 days after
195 expiration.
196
- 197 E. Expenses.
- 198
- 199 1. The executive committee shall be entitled to reimbursement for
200 documented reasonable, necessary and customary expenses incurred in the
201 conduct of each elected office.
202
- 203 2. No officer shall be entitled to reimbursement by the aca sports
204 council if he is, in any other capacity, entitled to reimbursement by the
205 aca.
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207 ARTICLE V STANDARDS, RULES AND REGULATIONS

208

209 Membership in the ACA Sports Council is not a right, but a privilege. Therefore, it is the
210 duty of a member to conduct themselves at all times according to accepted ethical and
211 moral standards. A member must maintain and improve their professional knowledge by
212 attending educational seminars, and improving and maintaining their professional image.
213

214 ARTICLE VI MEETINGS

215

- 216 Section 1 Annual Meeting: An annual meeting of the membership of the ACA
217 Sports Council may be conducted at a time and place as determined by the
218 Executive Committee.
219
- 220 Section 2 Notice of Annual Meeting: The ACASC shall, by U.S. mail or other
221 verified electronic means, notify each member of the meeting at least 30
222 days prior to the meeting.
223
- 224 Section 3 Special Meeting of Members: A special meeting of the members may be
225 called by the President, a majority of the Executive Committee, or upon
226 written request of at least 30% of the members in good standing, the
227 request must specify in writing the purpose for which they request the

228 meeting. The meeting notice must give the time, place, and purpose of the
229 meeting. Only business mentioned in the notice shall be conducted,
230 unless, a 2/3 majority present at the meeting vote to add other business to
231 the agenda.

232
233 Section 4 Meeting of the Executive Committee: Regular meetings of the Executive
234 Committee may be held at such times and place designated by the
235 President.

236
237 Section 5 Special Meetings of the Executive Committee: Special meetings of the
238 Executive Committee may be called by the President or a majority of the
239 members of the Executive Committee, after giving due notice to each
240 member of the Executive Committee. The president will decide the time
241 and place of the meeting.

242
243 Section 6 Fiscal Year: The fiscal year of the Council shall be October 1st to
244 September 30th of the following year.

245 246 ARTICLE VII QUORUM

247
248 Section 1 Ten members, three of which are officers, in good standing, shall
249 constitute a quorum at any regular or special meeting of the members of
250 the ACA Sports Council.

251
252 Section 2 Quorum of the Executive Committee: A majority of the Executive
253 Committee present shall constitute a quorum.

254 255 ARTICLE VIII VOTING

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257 Except as the Bylaws may provide, each member is entitled to one vote, on all matters.
258 At the discretion of the Sports Council Executive Committee, the election of officers may
259 be conducted by a ballot using U.S. mail, other verified electronic means, or provided at
260 the annual meeting. If the election is by U.S. mail, or verified electronic means, the ballot
261 will be sent to each member at least forty-five (45) days prior to the annual meeting, and
262 all the ballots must be returned at least fifteen 15 days prior to the meeting. All ballots
263 returned after that date will not be counted. Only members in good standing are
264 permitted to vote.

265
266 Section 1 The executive committee of the aca sports council shall be: President, First
267 Vice-President, Second Vice-President, Secretary, Treasurer, Immediate Past President,
268 ACA board liaison, executive director and advisor(s). The ACA board liaison, advisor(s)
269 and executive director are non-voting members of the executive committee. The primary
270 purposes of the aca board liaison are to facilitate communication between the sports
271 council and aca and monitor and certify elections. Sports council members desiring to run
272 for an officer position must be a member in good standing in the sports council for a
273 minimum of two years prior to election and must have served at least 2 years out of the

274 past 5 years on a sports council committee. Sports council members desiring to run for
275 the position of President of the acasc must have served on the Executive Committee for a
276 minimum of 2 years prior to their nomination. The advisor(s) will be appointed annually
277 by the Sports Council President and confirmed by the majority of the Executive
278 Committee. There are no term limits for the advisor(s) the ACA board liaison is
279 appointed annually by the aca chairman of the board.

280
281 Section 2 Term of Office: The First Vice-President, Second Vice-President,
282 Secretary, and Treasurer shall be elected for a term of two years or until
283 their successors have been duly elected. The President shall be elected for
284 a term of one year and may serve an additional consecutive term. The
285 Secretary and Second Vice-President shall be elected in even years; the
286 First Vice-President and Treasurer shall be elected in the odd years.

287
288 Section 3 Nominations and Elections: Nominations for the elected officials shall be
289 made by the nominating committee and by nominations submitted to the
290 sports council executive director at least 60 days before the election. The
291 nominating committee will verify all candidates for election are members
292 in good standing and fulfill the requirements to serve on the executive
293 committee. Officers elected shall take office as outlined in the policy
294 manual. Elections of officers shall take place at the annual meeting. The
295 nominating committee shall file a report within a sufficient time to prepare
296 ballots for the election. The report will be provided to all members in good
297 standing at least 45 days before the annual meeting.

298
299 Section 4 President: The President shall be the chief executive officer of the Sports
300 Council and shall preside over all meetings of the members and the
301 Executive Committee. The President shall be an ex-officio member of all
302 committees and shall have the general powers and duties of supervision
303 and management usually vested in the office of the President of the Sports
304 Council Council. The President shall name and appoint all committees
305 members, except as otherwise stated in these bylaws, and such
306 appointments must be ratified by the Executive Committee.

307
308 Section 5. First Vice-President: The First Vice-President shall take over in the
309 absence of the President and act as membership chairman. In addition, the
310 First Vice-President shall carry out all other duties delegated by the
311 President and the Executive Committee.

312
313 Section 6 Second Vice-President: The Second Vice-President shall act as program
314 chairman and carry out any other duties Delegated by The President and
315 Executive Committee.

316
317 Section 7 The Secretary shall assist in the editing of written materials and
318 publications. The Secretary shall be responsible for producing an annual

- 319 report on Council activities. The Secretary shall serve as the historian for
320 the Council.
321
- 322 Section 8 Treasurer: The treasurer shall serve as the chairman of the Finance
323 Committee. The Treasurer shall be responsible for reviewing the annual
324 budget and all financial reports.
325
- 326 Section 9 Executive Committee: The Executive Committee shall have the full power
327 between meetings of the Council, except to legislate or change the Bylaws
328 of this Council, and shall authorize or supervise the purchase of items for
329 the use of the Council and its officers. The Executive Committee shall
330 have the power to hire and fire employees and to enter into contracts not to
331 exceed the current balance of the treasury. Endorsement, affinity, or any
332 other business relationships must be first approved by the ACA Board of
333 Governors within a reasonable amount time.
334
335 The Executive Committee shall cause all articles which are published in
336 the name of the Sports Council to be edited by qualified members of the
337 Educational Committee and reviewed by the ACA Board Liaison within a
338 reasonable amount of time.
339
- 340 Section 10 Executive Director: The Executive Director shall keep a record of all
341 approved motions at meetings and shall keep records of minutes of all
342 Executive Committee board meetings and general membership meetings.
343 The Executive Director shall conduct the business correspondence of the
344 Sports Council and keep records of such correspondence. The Executive
345 Director shall keep the Executive Committee informed of all pertinent
346 matters. The Executive Director shall notify the members and the
347 Executive Committee of all meetings. The Executive Director may issue
348 authorized membership certificates. The Executive Director shall notify
349 the Sports Council members of the purpose and results of all Sports
350 Council meetings. The Executive Director shall have custody of the funds
351 of the Council and shall keep records, according to industry standards, of
352 all aspects of the sports council's finances. The Executive Director shall
353 deposit all monies in a depository designated by the Executive Committee
354 and render to the Executive Committee an accurate account of such
355 deposits and other financial records. The Executive Director shall
356 distribute the monies of the Council as directed by the Executive
357 Committee, and render an accurate account of such disbursements. The
358 accounting documents shall be a part of the minutes of the Council. The
359 executive director may be appointed, by the president, to other committees
360 and may be a voting member of the committee(s)—at the discretion of the
361 president with confirmation by the Executive Committee.
362
- 363 Section 11 Vacancy. The executive committee shall appoint a member in good
364 standing, and who meets the requirements of the office, to fill the term of a

- 365 vacated elected office. An election for the filled position will be conducted
366 at the next annual business meeting in the same manner as elections for
367 other officers.
368
- 369 Section 12 Unless otherwise provided, all officers and members of the committees
370 shall hold office until their successors are elected or appointed. Each
371 officer shall report the activities of their office to the Executive Committee
372 on a yearly basis and shall be provided to the ACA Board Liaison.
373
- 374 Section 13 Robert's Rules of Order, Newly Revised, Current Edition shall govern all
375 questions of order, except for variations provided in these Bylaws or the
376 bylaws of the ACA.
377
- 378 ARTICLE VIII DUTIES OF THE COUNCIL TO THE ACA
379
- 380 Section 1 The ACA House of Delegates is the legislative body of the ACA and
381 determines specific ACA policies, aims and purposes. ACA Council on
382 Sports Injuries and Physical Fitness functions as a subordinate arm of the
383 ACA, operating only within its specific, delegated field. The Sports
384 Council must act pursuant to and in conformity with ACA policy.
385
- 386 Section 2 The Council shall not act on a major issue on which ACA policy has not
387 been adopted. The ACA President, with the approval of the ACA Board of
388 Governors, may authorize the Sports Council to act in the interim in the
389 absence of the ACA policy and set forth the conditions under which such
390 action may occur. This may occur when the Sports Council President
391 presents a written application to the ACA Sports Council Board Liaison
392 stating why it is necessary and desirable to act in the absence of ACA
393 policy, and setting forth, in detail, the proposed policy. The Sports Council
394 Board Liaison will forward the application to the aca within a reasonable
395 amount of time.
396
- 397 Section 3 The Council shall submit an annual report of Council activities to the
398 ACA prior to the Annual ACA Meeting per ACA Bylaws.
399
- 400 Section 4 The Council shall submit a complete list of Council officers and members,
401 and their status, to the ACA annually.
402
- 403 Section 5 The Council shall submit a complete set of Council Bylaws biennially,
404 except when amendments are approved by the ACA House of Delegates.
405 Then, the Council shall submit a complete updated set of bylaws within
406 sixty (60) days of the close of the annual ACA Meeting.
407
- 408 Section 6 The Council shall have an accountant review or a report conducted
409 annually through the aca home office concerning its finances. The report
410 shall include, at a minimum, an income and expense statement,

- 411 conforming to industry standards, within three months of the conclusion of
412 the current fiscal year.
- 413
- 414 Section 7 The Council shall place a disclaimer on all published materials.
- 415
- 416 ARTICLE IX COMMITTEES
- 417
- 418 Section 1 All committees shall be appointed by the President and ratified by the
419 Executive Committee, except as otherwise provided by these Bylaws.
- 420
- 421 Section 2 Committee on Ethics and Credentials: This committee shall follow the
422 Code of Ethics of the ACA and as outlined in these Bylaws. The
423 Committee shall hear, in executive session, such questions of breach of
424 ethics and unprofessional conduct as may be submitted in writing. After
425 investigation they will provide to the Executive Committee their
426 recommendations concerning actions, if any, that may need to be taken.
- 427
- 428 Section 3 Membership Committee: This committee shall promote the membership
429 of this council. The chairman shall be the First Vice-President.
- 430
- 431 Section 4 Educational Committee: The Educational Committee shall consist of
432 persons selected by the President and ratified by the Executive Committee.
433 It is the intention that members of this committee have a background in
434 sports medicine. This committee shall review all articles submitted by
435 members for publication for content, accuracy, etc.
- 436
- 437 Section 5 Nominating Committee: This committee shall have as its chairman the
438 Immediate Past President, and two other members, appointed by the
439 Immediate Past President and confirmed by the Executive Committee. Its
440 function is that of selecting a slate of candidates for the annual election
441 and to verify that all candidates meet the requirements for office.
- 442
- 443 Section 6 Finance Committee: This committee, chaired by the treasurer, shall audit
444 the books of the Council and report back to the members of their findings
445 at the annual meeting. The Executive Director is a voting member of this
446 committee.
- 447
- 448 Section 7 Bylaws Committee: This committee shall be responsible for maintaining
449 the Bylaws for the Council and submitting proposed bylaw changes to the
450 Council membership and to the ACA in a timely manner for approval and
451 ratification
- 452
- 453 Section 8 Convention Committee: This committee shall be responsible for
454 organizing the annual convention. The Executive Director is a member of
455 this committee and may be allowed to vote—at the discretion of the
456 president and confirmed by the Executive Committee.

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Section 9. All committees shall consist of not less than three (3) members. All committees shall be duly bound to give a written report as as outlined in the policy manual.

ARTICLE X SPECIAL EXPENSES

Section 1 Special Expenses: All officers shall be entitled to be reimbursed for expenditures authorized in carrying out the duties of their office. All Executive Committee members' expenses shall be reimbursed for authorized expenses only upon submission of receipts and expense reports. Any trips or expenses not previously approved by the Executive Committee must be submitted to the Executive Committee for approval.

ARTICLE XI ORDER OF BUSINESS

Section 1 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 committee.

ARTICLE XII DISTRICT DIRECTORS

The Executive Committee may appoint directors in various areas of the country to assist in its work.

ARTICLE XIII AMENDMENTS

Section 1 These bylaws may be amended only upon affirmative vote at a regular or special meeting called for that purpose, providing that all proposed amendments shall have been filed with the Executive Director at least 45 days prior to the date of such meeting, and the Executive Director shall have sent by us mail, or verified electronic means, a copy thereof to each member of the Council in good standing at least 30 days prior to said meeting.

Section 2 Amendments are not in effect until approved by the ACA House of Delegates.