

BY-LAWS  
of the  
NEW HAMPSHIRE CHIROPRACTIC ASSOCIATION, INC.

Revised July 2020

## **BY-LAWS**

### **ARTICLE I - ORDER OF BUSINESS**

**Section 1.** The Business of every regular session of the Association shall be taken up in the following order.

1. Opening of Association meeting in due form
2. Calling the roll of officers
3. Approval of the minutes of the last regular or special meeting
4. Treasurer's Report
5. Reports of officers and committees
6. Communications and bills
7. Unfinished Business
8. New Business
9. Appointment of Committees
10. Nomination and election of officers and election of recommended appointees to state Board of Chiropractic Examiners
11. Adjournment

### **ARTICLE II - MEMBERSHIP**

**Section 1.** Application for active or other membership shall be made upon official application forms and shall be forwarded to the Secretary of the Association.

**Section 2.** RIGHTS OF MEMBERSHIP.

- A. Active members in good standing shall have the right to participate fully in all affairs of the Association.
- B. Semi-active members have the rights and privileges as defined in Article II, Section I of the Constitution.
- C. Associate members shall not be granted the privilege of the floor during the meetings of the Association except by invitation of the President or membership and shall not be given the privilege of voting, nor shall such membership entitle the member to any right, title, or interest in property of the Association
- D. Honorary and student members shall have only such rights and privileges as may be granted by courtesy of the Association.

### **ARTICLE III - DUES AND ASSESSMENTS**

**Section 1.** All Active members shall pay annually (Jan 1 - Dec 31) according to the following schedule: First year of practice \$240, Second year \$300, Third year \$360, Fourth year \$480 and Fifth year \$600.

A. An exception will also be made if a spouse is practicing in the same office. The dues shall be fifty percent (50%) less for the second member.

**Section 2.** All Associate members shall pay annually in advance, on or before January 1st, membership fee of two hundred forty dollars (\$240.00).

A. All student members shall pay a one time fee of twenty dollars (\$20.00)

**Section 3.** Special assessments may be levied by the Board of Directors in event of emergency, not to exceed one hundred dollars (\$100.00) per member in any one year unless so voted by a majority of votes of the active membership of the Association voting electronically or in person and no other special assessments shall be levied except by majority vote of the active membership in good standing.

**Section 4.** Members of the New Hampshire Chiropractic Association who are in arrears of dues in the amount of two hundred forty dollars (\$240.00) will be suspended from full active membership.

A. Active members will receive notice by registered mail before being placed on non-active status.

B. The N.H.C.A. Board of Directors has the authority to waive any or all the above should special circumstances present themselves.

**Section 5.** Dues of members in the New Hampshire Chiropractic Association shall accrue at discretion of officers and directors unless the Secretary is notified in writing that a member wishes to resign.

### **ARTICLE IV - NOMINATION AND ELECTION OF OFFICERS**

**Section 1.** Nomination and election of officers shall take place at a time and place set by the Board of Directors of each year. Election shall be by secret ballot unless a majority of the membership present or voting electronically agrees to vote by "a show of hands."

## **ARTICLE V - TREASURY**

**Section 1.** The treasury shall, at all times, contain a cash balance of one thousand dollars (\$1,000). At such time as the balance is below that amount, a special assessment may be made upon approval of the Association as prescribed in Article III, Section 3 of the By-Laws.

## **ARTICLE VI - STATE BOARD OF EXAMINERS**

**Section 1.** The Association shall nominate and elect one choice for recommendation to the Governor for appointment to the Board of Chiropractic Examiners. After nomination and secret ballot has decided this choice, the Association shall nominate and elect one alternate whose name shall be presented to the Governor should the following events take place:

- A. In case the Association choice should, by reason of death, retirement or other reason, be unable to accept or serve in the above capacity if appointed by the Governor and council, or:
- B. In case the Governor expresses dissatisfaction with the Association choice.

**Section 2.** No member of the New Hampshire Chiropractic Association shall hold an appointment to the State Board of Chiropractic Examiners for a period exceeding three terms in succession.

## **ARTICLE VII - COMMITTEES**

**Section 1.** The following standing committees may be appointed by the President:

- |                     |                         |                         |
|---------------------|-------------------------|-------------------------|
| A. Membership       | F. Auditing             | Planning                |
| B. By-Laws          | G. Radiological         | J. Peer Review          |
| C. Ethics           | H. Insurance            | K. Resolution           |
| D. Public Relations | Relations               | L. Continuing Education |
| E. Legislative      | I. Comprehensive Health |                         |

### **A. MEMBERSHIP COMMITTEE**

1. The committee shall consist of three or more members appointed by the President.
2. The committee shall receive from the Secretary of the Association prior to each regular meeting the names and addresses of members failing to pay dues and assessments.
3. The committee shall communicate with:
  - a. All non-members of the Association annually and attempt to interest them in joining said Association.

- b. All members suspended for failure to pay dues and assessments and shall attempt to determine cause for said failure.

**B. BY-LAWS COMMITTEE**

1. The committee shall consist of three or more members appointed by the President.
2. It shall be the duty of the committee to accept and consider all suggestions from the membership relating to changes in the Constitution and By-Laws of this Association and to make to the membership such reports and recommendations at its regular meetings as the committee shall deem necessary.
3. Said reports and recommendations shall be made in writing and filed with the Secretary of the Association.

**C. ETHICS COMMITTEE**

1. The committee shall consist of three or more members appointed by the President.
2. The basic Code of Ethics of the N.H.C.A., Inc. shall be as follows:
  - a. INSURANCE CASES --Charges to insurance companies shall be at the same rate accorded to individuals.
  - b. X-RAY SERVICE --Minimum fees for all sizes shall be at the same rate accorded to individuals.
  - c. RATES OF THE OFFICE --May be posted for the benefit of the patient.
3. It shall be the duty of the committee to draw up a complete Code of Ethics for the Association relating to professional conduct and including the basic Code of Ethics as covered by "2" above. Upon adoption of the complete Code of Ethics, the committee shall recommend from time to time such amendments as may be necessary to keep said Code up to date: copy of said report shall be filed with the Secretary of N.H.C.A.
4. **MINIMUM PROCEDURE.** The membership of the N.H.C.A., Inc. believes it necessary for the Chiropractor to make a Chiropractic analysis of the spinal column of each patient in order that their application of Chiropractic be as nearly correct as is humanly possible.
5. **ADVERTISING.** We of the N.H.C.A., Inc. hold to the belief that any individual advertising should be of the educational type for the purpose of acquainting the lay public with the benefits, principles and practice of Chiropractic. We feel further that this would obviate unfair claims that are sometimes made in advertising by individuals. Adherence to the high standard of advertising from an educational standpoint would rebound to the future

benefit of both public and the Chiropractic profession.

- a. **APPLICATION.** The President of the N.H.C.A., Inc. shall appoint an "Advertising Council" of three members responsible for meeting to pass on questionable advertising material submitted to them for analysis.
- b. **DUTIES.** The duties of the Council shall be:
  - i. To discourage unethical, flamboyant advertising methods.
  - ii. To notify all violators of this Code in writing of the Council's determination.
- c. **RIGHTS OF THE ASSOCIATION MEMBERS - Rights of Appeal.** The judgment and decision of the Council may be appealed by any Association member in good standing to the Board of Directors.
- d. **TO ASSOCIATION.**
  - i. The decision of the Board of Directors may be appealed to the Association at a regular meeting or at a special meeting called for this specific purpose.
  - ii. In all disputed cases, a majority vote of the Association members, a quorum being present, will render a final decision.
- e. **FREE X-RAY ADVERTISING IS UNETHICAL.**

#### **D. PUBLIC RELATIONS COMMITTEE**

1. The committee shall consist of three or more members appointed by the President.
2. It shall be the duty of the committee:
  - a. To investigate all means within the province of ethical procedure to educate the public to the Science, Art and Philosophy of Chiropractic.
  - b. To report its recommendation at each meeting of the Association and file said report with the Secretary of the Association.
  - c. To submit at the annual convention a proposed program of public relations for the ensuing year together with an itemized budget relating to said program. Upon acceptance of said program, an appropriation may be made to meet cost of same, it shall be the duty of the committee to institute and carry out said program.

#### **E. LEGISLATIVE COMMITTEE**

1. The committee shall consist of five members to be appointed by the President for terms of five years. At each annual meeting the President shall appoint one member for a five year term. In addition to the President, the

Secretary shall serve on the committee and act as its clerk.

2. It shall be the duty of the committee:

- a. To maintain a file of all bills or amendments introduced in the N.H. Legislature pertaining to Public Health or in any way affecting the practice of Chiropractic within the state, and to report such proposed bills or amendments to the Board of Directors for their consideration.
- b. To receive and consider recommendations relating to proposed amendments to the state law regulating the practice of Chiropractic and to make a report to the Association at its meetings of such recommendation as the committee feels necessary; said recommendations shall be in writing and copy of same shall be submitted to the Secretary of the Association.

**F. AUDITING COMMITTEE**

1. The committee shall consist of two or more members appointed by the President.
2. It shall be the duty of the committee to audit the financial records of the Association and report its findings to each annual meeting.
3. Copy of said report shall be filed with the Secretary of the Association.
4. Be responsible for the bonding of President and Treasurer.

**G. RADIOLOGICAL COMMITTEE**

1. The committee shall consist of a Chairman appointed by the President. The Chairman may seek the help of the Association members as the need arises.
2. It shall be the duty of this committee to gather, correlate and disseminate information for the benefit of the Association members and promote Chiropractic Roentgenology by research and education.

**H. INSURANCE RELATIONS**

1. The committee shall consist of a Chair appointed by the President and three additional members, with chiropractic office staff permissible.
2. It shall be the duty of this committee to gather, correlate and disseminate Insurance Claim Information for the benefit of the Association members and to represent these members in any claim dispute.
3. The actions of this committee will be "to arbitrate" and shall not be construed "to adjudge."

**I. COMPREHENSIVE HEALTH PLANNING COMMITTEE**

1. The committee shall consist of three or more members, the Chairman being appointed by the President.
2. It shall be the duty of the committee to actively engage its efforts to represent the Association members in Comprehensive Health Planning in the State and to seek the assistance of and to render information for its members and aid their representation rights.

**J. PEER REVIEW COMMITTEE**

1. PURPOSE. To review specific cases brought to the committee by Chiropractors, patients or 3rd payers, an attempt to resolve all differences between parties.
2. OBJECTIVES. To maintain a high quality of care at reasonable cost within a framework of recognized standards of practice. The standards and related factors are employed as guidelines in determining cost and efficiency of care.
3. COMMITTEE. Shall consist of five or more members of the N.H.C.A., appointed by the President. Those so appointed shall be deemed qualified through training by National and State Association.

**K. RESOLUTIONS COMMITTEE**

1. The committee shall consist of three or more members appointed by the President.
2. It shall be the duty of the committee to draw up on behalf of the Association formal resolutions expressing gratitude, congratulations, sympathy and such other sentiments as the need for such expressions may arise.

**L. CONTINUING EDUCATION COMMITTEE**

1. The committee shall consist of two or more members appointed by the President.
2. It shall be the duty of the committee to:
  - a. Identify topics and educators pertinent to the modern practice of chiropractic
  - b. Arrange for the appropriate meeting facilities
  - c. Coordinate presenters and scheduling
  - d. Ensure financial viability of event and coordinate finances and registration fees with Treasurer
  - e. Initiate publicity and marketing of event to members, non-members, and/or target audience in the community.

**Section 2.** Special committees shall be appointed by the President as provided for in Article V, Section 3 of the Constitution.

**ARTICLE VIII - AMENDMENTS**

**Section 1.** The By-Laws may be amended only upon the affirmative vote of two-thirds of the members present and voting at a regular or special meeting called for that purpose, or voting electronically. All proposed amendments shall have been submitted in writing and a copy thereof provided to each member at least ten days before such regular or special meeting.

**ARTICLE IX - MEMBERS OF GOOD STANDING**

**Section 1.** The designation of Members of Good Standing shall apply to those members whose dues and assessments are paid in full and whose membership is not in jeopardy by reason of suspension prior to final action by the membership as provided in Article II, Section E of the Constitution.