

# AMERICAN CHIROPRACTIC ASSOCIATION COUNCIL ON DIAGNOSIS AND INTERNAL DISORDERS BYLAWS

## ARTICLE I - NAME

This organization shall be known as the Council on Diagnosis and Internal Disorders of the American Chiropractic Association, Inc. Additional acceptable names will be the Council on Diagnosis and Internal Disorders, ACA CDID, ACA-CDID, and CDID ACA.

## ARTICLE II – OBJECT The object of this Council shall be:

- Sec.1 To assist in the advancement of Chiropractic as a science and healing art.
- Sec.2 To protect in every proper and reasonable way the professional welfare and interest of the members of this Council.
- Sec.3 To promote the highest standards of moral and ethical conduct.
- Sec.4 To promote research in diagnosis and internal disorders.
- Sec.5 To encourage professional and ethical consultation with members of other professions.
- Sec.6 To cooperate with the ACA Executive Board, officers and all other related committees, councils and departments.
- Sec.7 To cooperate with state chiropractic associations boards of directors, officers and all other related committees, councils and departments.
- Sec.8 To disseminate educational material and case histories, as they relate to diagnosis and internal disorders and to make this material available to members of the Council.
- Sec.9 To make recommendations for diplomat programs of a minimum of 300 hours sponsored through chiropractic colleges having status with an accrediting agency approved by the United States Department of Education.
- Sec.10 To foster the qualities necessary for medico-legal expert testimony in the field of diagnosis and internal disorders for the members of this council.
- Sec.11 To make known to the ACA members the ethical consultation available to them from members of this council.
- Sec.12 To be and remain a charitable organization availed of only for charitable purposes as provided in Section 501 (c) (6) of the Internal Revenue Code of 1954, as amended, as an organization formed or availed of for the gathering, correlating and disseminating of knowledge and information concerning family practice, diagnosis and internal disorders for the benefit of its members, the profession and the general public. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments; and distributions in furtherance of the purposes set forth in these bylaws. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these Bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501 (c) (6) of the internal Revenue Code of 1954, as amended, (with the correspondent provisions of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954, as amended, (or the correspondent provisions of any future United States Internal Revenue Law.)
- Sec.14 To establish and maintain the certification board known as the American Board of Chiropractic Internists (ABCI).

## ARTICLE III - MEMBERSHIP

- Sec. 1 **Member.** Any licensed Doctor of Chiropractic who meets the following requirements and who is a member of the ACA may be accepted for membership into this Council upon approval by the Executive Board of this Council.
- A. A member must be a Board Certified Chiropractic Internist who has fulfilled the requirements in Article IX.
  - B. A full member must devote a majority of overall practice to, diagnosis and internal disorders, as stipulated in Article XII.
  - C. An appropriate certificate of membership shall be issued to the applicant who complies with the sections of this article.
- Sec. 2 **Associate Members.** Any licensed Doctor of Chiropractic who is an ACA member with a special interest in the area of Chiropractic Internal Disorders may apply for Associate Membership by payment of associate members' dues and participate in Council activities and publications. Associate members shall have no vote at Council meetings.
- Sec. 3 **Student Members.** It is the policy of this council to promote early interest in the practice of Chiropractic Internist by students enrolled in chiropractic colleges and chiropractors enrolled in approved Chiropractic Internist diplomate programs.
- Sec. 4 **Retired Members.** It is the policy of this council to desire continued participation of members who have retired from practice but are still interested in maintaining participation in the community of Chiropractic Internist diplomates.
- Sec. 5 **Honorary Members.** It is the policy of this Council to recognize outstanding and loyal performance for the profession and this Council by awarding to a member or former member an honorary membership.
- Sec. 6 **Applications.** All applications for membership in the ACA CDID shall be in writing on a form prescribed by the Executive Board and shall be accompanied by a nonreturnable application fee of \$25.00 and the dues for the fiscal year in which application is made. In the event the application is not accepted, only the dues will be returned.
- Sec. 7 **Dues.** The annual dues of this Council shall be determined by majority vote of the Executive Board of this Council.
- Sec. 8 **Good Standing.** A member in "good standing" is hereby defined as having met the financial, moral, ethical and educational obligations to this council, as outlined in Article III, and as a Diplomate as outlined in Article IX, Section 9.
- Sec. 9 **Conduct of members.** Conduct of members of this Council must be in agreement with the Standards of Ethical Conduct for Members of the Council on Diagnosis and Internal Disorders and the Code of Ethics of the American Chiropractic Association.

## ARTICLE IV - OFFICERS

- Sec. 1 **Officers.** The officers of this council shall consist of a President, Vice-president, Treasurer and Secretary. These four and the immediate two past presidents shall constitute the Executive Board of this Council. Each officer shall report the activities of his or her office to the other officers at each board meeting. Reports shall be made to the ACA Board liaison by the Council President or Secretary.
- Sec. 2 **Nominations and Elections.** Nominations for the four (4) officers shall be made by the Nomination Committee. The Nomination Committee shall file a report with the Secretary of the Council not less than sixty (60) days prior to the annual meeting. Elections may be carried out using either of the following methods:
- Thirty (30) days prior to the annual general membership meeting, ballots shall be mailed to all CDID members in good standing, listing the selections of the Nomination Committee and providing for the write-in candidates. All ballots

must be returned (in the envelopes provided) to the CDID Secretary and must be received thereby postmarked seven (7) days prior to the annual general membership meeting. All ballots received late, or with erasures or changes on the ballot form will be voided. The ballots are to be opened and counted in the presence of the appointed liaison to the ACA Board of Governors or other ACA appointee.

- Online election is carried out using ACA resources and member emails on file.

Sec. 3 **Term of Office.** The officers shall be elected for a term of two years or until their successor shall be elected and installed.

Sec. 4 **President.** The President shall be the chief executive officer of this Council and shall preside over all meetings of the members and of the Executive Board. The President shall have the general and active management of the business of the Council and shall execute all orders and resolutions of the Executive Board. The President shall be an Ex-officio member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the office of the President of a Council and shall name and appoint all committees. The President shall be required to be a CDID and ACA member for a minimum of 3 years and must serve the executive board for a minimum of 4 years prior to eligibility for election.

Sec. 5 **Vice President.** The Vice President shall in case of the death, absence, resignation or disqualification of the President, preside and fill the duties of said office until an election is held, and shall perform such other duties as the President shall designate. The Vice President shall be required to be a CDID and ACA member for a minimum of 2 years and must serve on the executive council for a minimum of 3 years to be eligible for election.

Sec. 6 **Treasurer.** The Treasurer shall have custody of all Council funds and shall keep in books belonging to the Council full and accurate accounts of all receipts and disbursements. The Treasurer shall deposit all monies in such depositories as may be designated by the Executive Board. The Treasurer shall disburse the funds of the Council as may be ordered by the Executive Board and shall render to the Committee, whenever requested by them an accurate account of the financial condition of the Council. The Treasurer's books shall be part of the minutes of the Council. The Treasurer shall receive all fees and keep an accurate record of the source of these fees and any other monies received in the name of the Council. All disbursements shall be made by check or other documentable means (not cash). All checks shall require the signature of the Treasurer or the President. The Treasurer shall be prepared to advise on the budget and any expenditures required by the Executive Board. The treasurer must be a board-certified Chiropractic Internist diplomate, CDID and ACA member for a minimum of 2 years prior to eligibility for election.

Sec. 7 **Secretary.** The Secretary shall be responsible for mailing the ballots to the membership. The Secretary shall also shall keep in the books of the Council, the record of all motions made at all meetings, give all notices required by statute, bylaws or resolution; conduct the correspondence, keep the records, keep the Executive Board informed of all current business, and issue authorized membership certificates as provided in Article III, Sec. I, D. The Secretary shall be bonded. The Secretary must be a board-certified Chiropractic Internist diplomate, CDID and ACA member for a minimum of 2 years prior to eligibility for election.

Sec. 8 Unless otherwise provided, all officers of the Council and all members of committees shall hold office until the annual meeting or until their successors are qualified and elected or appointed.

## **ARTICLE V - MEETINGS**

Sec. 1 **Annual Meeting.** An annual meeting of the members shall be held once a year in a physical or virtual location decided on by the executive council.

- Sec. 2 **Notice of Annual Membership meeting.** The Secretary of the Council shall mail written notice to the membership at least thirty (30) days prior to the date of said meeting.
- Sec. 3 **Special Meeting of Members.** A special meeting of the members may be called at any time by the President or a majority of the Executive Board or shall be called by the Executive Board upon written request of 30% of the members entitled to vote, who shall specify in such written requests the purposes for which they desire the special meeting to be held.
- Sec. 4 **Notice of Special Meeting.** At least thirty (30) days prior to the date fixed for the special meeting, written notice of the time, place and purpose of such meeting shall be mailed, as herein after provided, to each member entitled to vote at such meeting. No business not mentioned in this notice shall be transacted at such meeting.
- Sec. 5 **Meeting of the Executive Board** Regular meetings of the Executive Board may be held at such time and place as the Executive Board may from time to time determine or at such time and place as may be designated by the President.
- Sec. 6 **Special Meetings of the Executive Board.** Special meetings of the Executive Board may be called by the President or a majority of the members of the Executive Board giving due notice of the time, place and purpose to each Committee member.
- Sec. 7 **Fiscal year.** The fiscal year of this Council, shall be from July 1 to June 30 of the following year.
- Sec. 8 **Quorum for Membership Meeting.** Five (5) members, two of whom are officers, in good standing, shall constitute a quorum at any regular or special meeting of this Council.
- Sec. 9 **Quorum of the Executive Board.** A majority of the Executive Board shall constitute a quorum.
- Sec.10 **Voting.** Except as the articles or an amendment otherwise provide, each member in good standing in this Council shall, at every meeting of the members, be entitled to one vote in person upon each subject properly submitted to vote. Voting may be by voice, sign or written ballot at the discretion of the presiding officer.
- Sec.11 **Proxy Voting.** No provision is made for proxy voting.
- Sec.12 **Voting for Executive Officers** of the CDID shall be by mail ballot or by email by the ACA.

#### **ARTICLE VI - THE EXECUTIVE BOARD**

- Sec. 1 **Executive Board.** The Executive Board shall have full power between meetings of the Council, except to legislate or change the bylaws of this Council, and shall be charged with the management of the Council. The Committee shall have the power to hire and fire employees and to make and enter into prudent contracts. The Committee shall cause all articles which are released for publication in the name of the Council to be edited by qualified persons who will constitute the Education Board.
- Sec. 2 **Vacancy.** In case of a vacancy, the Executive Board shall appoint a Council member in good standing to fill the same until an election can be held at the next annual meeting. This appointee must be a board-certified Chiropractic Internist diplomate, CDID and ACA member for a minimum of 2 years prior to their appointment.

#### **ARTICLE VII - COMMITTEES**

- Sec. 1 All committees shall be appointed by the President of the Council, except as otherwise provided by these bylaws, with the approval of the Executive Board.

#### **ARTICLE VIII - DUTIES OF THE COUNCIL TO THE ACA**

- Sec. 1 The ACA House of Delegates is the legislative body of the ACA and determines specific ACA policies, aims and purposes. ACA Council on Diagnosis and Internal Disorders functions as subordinate arm of the ACA, operating only within its specific delegated field. The Council must act pursuant to and in conformity with ACA policy.

- Sec. 2 The Council shall not act on a major issue on which ACA policy has not been adopted, until an applicable ACA policy has been adopted. The ACA President with the approval of the ACA Executive Board of Governors, may authorize the Council to act in the interim in the absence of ACA policy and set forth the conditions under which such action may occur. This may occur when the Council President presents a written application to the ACA President stating why it is necessary and desirable to act in the absence of ACA policy, and setting forth in detail the proposed policy.
- Sec. 3 The Council shall submit an annual report of Council activities to the ACA prior to the Annual ACA Meeting.
- Sec. 4 The Council shall submit a complete list of Council officers and members, and their status to the ACA annually.
- Sec. 5 The Council shall submit a complete set of Council Bylaws biennially, except when amendments are approved by the ACA House of Delegates. Then, the Council shall submit a complete updated set of bylaws within sixty (60) days of the close of the annual ACA Meeting.
- Sec. 6 The Council shall have an accountant's review or report conducted through the ACA home office on its finances, including income and expenses, on an annual basis, prior to the mid-winter ACA Executive Board of Governors meeting.
- Sec. 7 The Council shall place a disclaimer on all published materials.
- Sec. 8 The Council shall be responsible for the aforementioned reports, activities, bylaws and finances for its Board being submitted with the reports for the Council.

#### **ARTICLE IX - CERTIFICATION BOARD**

- Sec. 1 There shall be a Certification Board known as the American Board of Chiropractic Internists (ABCI) which shall conduct the board certifying examinations to evaluate all candidates for their proficiency in diagnosis and internal disorders and who shall be the final authority on grading and certifying the candidate doctor.
- Sec. 2 The Certification Board (hereafter referred to in Article IX as "ABCI") shall recommend minimum educational and training criteria in the specialty of diagnosis and management of internal disease. These educational courses and training are designed to prepare Chiropractic Internists to focus on patient assessment, identify early signs of disease, the prevention of disease, the application of diagnostic modalities in a clinical setting, and the use of appropriate lifestyle, pharmacologic, nutritional and other therapies that do not conflict with the ACA Master Plan. The ABCI will also issue certificates and stimulate education in the best interest of the public and chiropractic profession.
- Sec. 3 Candidates desiring certification by the ABCI must satisfy requisites of professional education and experience as stated in the rules and procedures of the ABCI in force at the time of application which include:
- a. Successful completion of a graduate school level of instruction in diagnosis and internal disorders under the auspices or sponsorship of a chiropractic college having status with an accrediting agency recognized by the U.S. Department of Education, or an agency having a reciprocal agreement with the recognized agency, with a minimum of 300 hours attendance, and with a grade average of not less than 75% on all module examinations, or successful completion of an approved residency program.
  - b. Pass the ABCI practical examination
  - c. Pass the National Board of Chiropractic Examiners (NBCE) examination or other ABCI designated written examination.
- Sec. 4 Persons certified by the ABCI are designated as Diplomates of the American Board of Chiropractic Internists (also DABCI) and Board-Certified Chiropractic Internists.

- Sec. 5 The members of the ABCI Board are selected from the Diplomate membership of the CDID and shall be appointed by the CDID President, with the approval of the Executive Board. The ABCI shall consist of a minimum of 3 and maximum of 9 members. The appointments for these members shall be made for staggered terms of office of five (5) years each.
- Sec. 6 No member appointed to the ABCI may hold administrative or policy making positions with any chiropractic college or teach classes leading to Diplomate status in Diagnosis and Internal Disorders.
- Sec. 7 The ABCI shall elect a President, a Vice President, a Treasurer and Secretary from its membership. The Secretary shall be bonded. The ABCI shall meet a minimum of twice each year for the purpose of examining applicants, and at such other times as the ABCI may designate, for the purpose of transacting its business. The ABCI may adopt reasonably necessary Rules and Procedures not inconsistent with the intent and provisions of these bylaws. The ABCI shall make an annual report of its activities to the CDID Executive Board including a list of membership, officers, examination dates and names of successful candidates, and an account of all monies received and disbursed by it. This report will be made and sent to President of CDID at least sixty (60) days prior to the ACA annual meeting. The original books, records and papers of the ABCI shall be kept at the office of the Secretary or Treasurer. Members of the ABCI shall receive a per diem and necessary expenses in the performance of their duties.
- Sec. 8 If a dispute arises questioning an ABCI action, review procedures shall be followed as specified in the Board Rules for Disposition of Complaints, on exhaustion of these administrative remedies, if a dispute still remains, a Review Board consisting of: (1) a Diplomate of the American Board of Chiropractic Internists designated by the American Board of Chiropractic Internists who is neither a member of the ABCI nor a member of the Executive Board of the CDID. (2) An individual who is either an attorney or trained in the law, such as an arbitrator or hearing officer, designated by the Executive Board of the CDID. (3) An individual designated by the complainant.

The chairman of the Review Board shall be the person designated by the Executive Board of the CDID. The Review Board shall remain neutral, and shall act as a judicial tribunal to hear the dispute. The Review Board shall set a date for a hearing and conduct a hearing at which time the ABCI shall make a presentation concerning the dispute. Witnesses, testimony and other evidence shall be presented to the Review Board for its consideration. The Review Board shall make a finding of facts and conclusions, binding on all parties, within sixty (60) days of the hearing. The Review Board will utilize guidelines as stated in the Rules for Disposition of Complaints.

All costs for the Review Board proceeding shall be borne and paid by the non-prevailing party, including but not limited to attorney's fees and per diem expenses and remuneration of Review Board members and witnesses. In order to initiate the proceeding, the complaining party shall post with the Council a bond in the amount of fifteen thousand dollars (\$15,000.00), unless, upon a showing of good cause, the Council determines that a lesser amount is appropriate. If the complaining party prevails the bond shall be returned. If the complaining party does not prevail, the bond amount shall be applied to the Council's and Board's costs and attorneys' fees, and any balance shall be returned; any costs and attorneys' fees exceeding the bond amount shall be paid by, and may be recovered against, the complaining party.

- Sec. 9 In order to maintain certification, each Diplomate must:

Obtain 12 hours annually of continuing education. Ideally, this would be accomplished by attending the Annual CDID Symposium every year. Diplomates must attend the CDID

Symposium at least once every two years. In the event the Diplomate doesn't attend the Symposium every year, to maintain certification, Diplomate may elect to fulfill your 12 hour requirement in the following manner:

1. Teach a class (at least 12 hours) for an ABCI approved DABCI program class,
2. Publish a paper in a scientific peer reviewed journal,
3. Attend one of the 26 sessions of the DABCI program, or
4. Attend a non-CDID affiliated educational event that has been approved in full or in part by the ABCI. Course/event materials need to be submitted to the ABCI for approval based on DABCI educational requirements in Article IX, Sec 2.

Non-CDID Symposium attendance will only be allowed once every two years. Non-compliance with these continuing education requirements will result in suspension of Diplomate status. This means that the non-compliant Diplomates shall not utilize the DABCI or Chiropractic Internist designation in any written, verbal, or digital capacity including but not limited to website, stationary, business cards, and signage. These restrictions will remain in effect until active status is restored.

#### **ARTICLE X – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, Current Edition, shall apply to all of the meetings of this Council and to all questions of procedure and parliamentary law not specified in these Bylaws. Nothing in these Bylaws is intended to conflict with the Articles of Incorporation or Bylaws of the ACA which take precedence.

#### **ARTICLE XI - AMENDMENTS**

Sec 1. These bylaws may be amended by a two-thirds (2/3) vote of the mail or email/online (by the ACA) ballots received from the members provided the proposed amendment has been filed with the secretary at least sixty (60) days prior to the meeting.

Sec 2. All proposed amendments are to be mailed to the Council members at least thirty (30) days prior to the meeting. All ballots must be returned (in envelopes provided) to the Council Secretary post marked seven (7) days before the annual general membership meeting. All ballots received late or with erasures or changes on the ballot form will be voided. The ballots are to be opened and counted in the presence of a representative of the ACA Board of Governors. The above mail/postal amending procedure may also be done online via current ACA methodology.

Sec. 3. Amendments are not in effect until approved by the ACA House of Delegates.

#### **ARTICLE XII - STANDARDS OF CONDUCT FOR MEMBERS OF THE COUNCIL ON ACA CDID**

Sec. 1 Membership in the CDID, an exclusive Specialty Society, dedicated to the highest moral standards, ethics and education requirements, is not a right, but a privilege. Therefore, members must conduct themselves at all times according to these accepted ethical and moral standards, maintain and improve their professional knowledge by attending educational seminars regularly, and maintain and improve the professional image in their community.

Sec. 2 Any or all advertising by a member shall in no way exceed the guidelines proposed by the ACA. No member or associate member of the CDID shall make public claim of superiority in the performance of professional services as a Chiropractic Internist. Members with Chiropractic Internist Diplomate certification may indicate such status on letterheads, professional cards, and office entrance and telephone listings.

- Sec. 3 The files and records of the Chiropractic Internist must be accurately maintained and up to date. Before attempting to treat or prescribe treatment for a new patient, a complete case history shall be taken.
- Sec. 4 A Chiropractic Internist must practice in accordance with the laws of the state of residency and licensure.
- Sec. 5 Members who are suspended temporarily or permanently for any reason agree by their signature on the membership application to surrender their membership certificate to the Secretary immediately upon request.

### **ARTICLE XIII - RULES FOR DISPOSITION OF COMPLAINTS THE ACA SHALL BE NOTIFIED OF ANY ACTIVATION OF THESE RULES FOR DISPOSITION OF COMPLAINTS**

- Sec. 1 The Credentials Committee which consists of the most recent 3 past presidents of the CDID shall make an appropriate investigation of the following qualifications of each applicant for membership. Following its investigation, the Credentials Committee shall recommend in writing to the Executive Board that the application shall be accepted or rejected. In the event the Credentials Committee recommends rejection of an application, it shall specifically state each and every reason for recommending rejection of the application. The applicant shall be provided with a copy of the written recommendation of the Credentials Committee. In the event the Credentials Committee recommends rejection of an application, the applicant shall have thirty (30) days to provide the Credentials Committee with any additional information the applicant deems Supportive of the application. If the applicant provides the Credentials Committee with additional information within the thirty (30) day time period, the Credentials Committee shall review its recommendation and make a new written report and recommendation to the Executive Board. A copy of such report and recommendation shall be provided the applicant. In the event the recommendation of the Credentials Committee is to reject the application, the applicant shall be given written notice of the meeting of the Executive Board at which the application shall be considered, and the applicant shall have opportunity to present information to the Executive Board, which the applicant believes supports the application for membership. At the meeting of the Executive Board, the applicant shall have the right to present testimony and evidence supporting the application; the applicant shall have the opportunity to confront and cross-examine individuals who testify or present evidence in support of rejection of the application. Within thirty (30) days the Executive Board shall make a written finding of facts and conclusion. The applicant shall be provided a copy. The decision of the Executive Board shall be binding for two (2) years, at which time the applicant may submit a new application for review and recommendation by the Credentials Committee.
- Sec. 2 Signing of the application for membership, filling out the required questionnaire and acceptance by this Council with the issuance of a certificate of membership constitutes an agreement that the member accepts the above standards, rules and regulations of the Council on Diagnosis and Internal Disorders, is acquainted with its contents and adheres to its terms.
- Sec. 3 All charges of misconduct, violation of ethics, breaches of professional Competence, malpractice, fraud, deception, untruthfulness, or other allegations against members of the Council shall be submitted in writing to the Credentials Committee. Upon receipt of such information, the Credentials Committee shall notify the member in writing by registered mail, return receipt requested, of the charges. The Credentials committee or its duly authorized agent shall immediately conduct a thorough examination of the allegations against the member. The Credentials Committee shall prepare a written report of its findings and recommendations within sixty (60) days. The Credentials Committee report and recommendation shall be submitted to the Executive Board and the member. The Executive Board shall conduct a hearing on the report and recommendation of the Credentials Committee, if the member requests such



a hearing within thirty (30) days of receipt of the report and recommendations of the Credentials Committee. At such hearing, the member shall have the right to confront and cross examine those offering evidence against the member, the applicant shall have an opportunity to refute all charges and information presented against him and the applicant shall have the opportunity to present evidence and testimony in support. The Executive Board shall, after hearing all evidence and testimony, make a written finding of fact and conclusions including a decision on the accusations against the member within sixty (60) days. The written findings of facts and conclusions shall be made a permanent part of the records of the Council and a copy of the written findings of fact and conclusions shall be mailed by registered mail return receipt requested to the member. The Executive Board shall impose such sanctions as it deems appropriate under the circumstances, including expulsion of the member. In the event the applicant does not request a hearing as provided above, the applicant shall be notified in writing that the Executive Board intends to act on the report and recommendation of the Credentials Committee without hearing. The applicant shall have ten (10) days from the receipt of such notice to request a hearing. If no hearing is requested, the member shall be deemed to have waived all rights to a hearing and the Executive Board shall act on the report and recommendation of the Credentials Committee.

#### **ARTICLE XIV RULES OF CONDUCT FOR OFFICERS, COMMITTEE MEMBERS OF CDID AND ABCI**

- Sec. 1 The Council on Diagnosis and Internal Disorders and American Board of Chiropractic Internists will utilize open-meeting/open procedure policies; promulgating same to their respective memberships; further advising members of all actions taken or opinions and interpretations rendered. CDID and ABCI will state the reasons for actions, opinions, or interpretations, CDID and ABCI will invite comments and criticisms of these actions, opinions or interpretations. Executive Board meetings will not be considered open to the general membership. The ABCI, due to the nature of its function as an examining board will not utilize open meeting procedures, but will publish to the profession its rules and procedures as modified from time to time.
- Sec. 2 CDID and ABCI will publish all organizational guidelines, rules or bylaws, opinions and interpretations to the members.
- Sec. 3 CDID and ABCI will limit access of letterhead stationery to executive officers and appointees.
- Sec. 4 CDID and ABCI will publish annually lists of those persons authorized to speak for the organizations.
- Sec. 5 CDID and ABCI logos or letterheads are the property of the respective organizations.
- Sec. 6 Logos or letterheads of the CDID and ABCI used on stationery will indicate executive officers of those respective organizations.
- Sec. 7 CDID and ABCI logos or letterheads shall not be used to imply CDID or ABCI endorsements.
- Sec. 8 Logos or letterheads of CDID or ABCI shall not be placed on products.
- Sec. 9 CDID and ABCI logos or letterheads will be discontinued from use by an Executive Officer or appointee upon the request of the respective organization's Executive Board or Board.
- Sec.10 The Executive Board shall submit each request for an opinion or interpretation from the CDID or ABCI to the appropriate committee for response.
- Sec.11 Each request made of CDID or ABCI will be considered by as many committee members as possible.
- Sec.12 All CDID or ABCI opinion responses, guidelines and/or interpretations will be reviewed by the Executive Board or their appropriate designees prior to issuance.
- Sec.13 Executive officers and/or appointees from CDID or ABCI will avoid endorsing particular products or brands, whether openly or tacitly.
- Sec.14 The authority to give oral opinions will not be granted to anyone.

- Sec.15 The Presidents of CDID and ABCI must prepare and submit semiannually to the Executive Vice President of ACA a written activity report, with one such report being submitted no later than December 1, prior to the ACA midwinter Board meeting.
- Sec.16 Except as specifically provided herein, all currently available and future obtained funds, of any kind, of CDID shall be deposited in special CDID bank accounts and shall remain in the control of the Council, Board or Treasurer, respectively.
- Sec.17 The President and/or Treasurer of CDID and ABCI must submit in writing to the Executive Vice President of ACA no later than December 1, prior to the annual ACA midwinter Board meeting, a proposed budget for the ensuing fiscal year.
- Sec.18 A standing rule can be adopted or rescinded by a majority vote at any business meeting without previous notice. Such rules remain in effect until rescinded or amended. By majority vote, a standing rule may be suspended for a particular session however, this action is not binding to future sessions.

#### **ARTICLE XV - Subsidiaries**

- Sec. 1 Subsidiaries groups of CDID are subject to the bylaws of the CDID.