

POLICIES

1 Requirements for ALL members of the Council:

Members of the Council **must**:

- 1.1 Uphold the Constitution, educational Standards, procedures and policies adopted in accordance with the Constitution.
- 1.2 Understand, accept and be bound by all aspects of confidentiality during and after elected periods
- 1.3 Have the will and ability to devote the time necessary to the Council's activities.
- 1.4 NOT be acting in an executive capacity in a national professional chiropractic organisation/association or in the ECU.
- 1.5 NOT engage in activities which constitute a conflict of interest with the Council's affairs.
- 1.6 NOT represent themselves as spokespersons for the Council without the express authorisation of the President and/or the Executive Committee.
- 1.7 NOT be part of site evaluation teams or on QAAC while holding a position on the advisory board of that programme.

2 Requirements for chiropractic members of the Council:

In addition to the requirements under Policy 1, chiropractic members of the Council **must** have:

- 2.1 A total of five years full-time practice of chiropractic and/or teaching practice in a chiropractic programme.

2.2 Demonstrated a record of professional accomplishment.

3 Requirements for members of the Council who are NOT chiropractors:

In addition to the requirements under 1, members of the Council who are NOT chiropractors **must** have:

3.1 Demonstrated an interest in chiropractic education and/or health care.

3.2 Have experience in academic and/or accreditation procedures.

4 Special Requirements for ECU nominated members

In addition to the requirements under 3.1 and 3.2, members nominated by the ECU **must** comply with ALL of the following:

4.1 Be members of the chiropractic profession.

4.2 NOT be voting members of a governing body (or equivalent) of a chiropractic educational programme.

4.3 NOT be members of staff of a chiropractic educational programme.

5 TERM, COMMENCEMENT AND LOSS OF MEMBERSHIP

5.1.1 Term and Commencement

For members pursuant to the Bylaws section 2.1.1, 2.1.4, 2.1.5, 2.1.7 and 2.1.8 membership shall be limited to a period of four years commencing on the first day of January following the annual meeting of the Council. Membership may be prolonged for a consecutive period of four years if the member is re-nominated by his/her constituency and re-elected by the Council.

5.1.2 Membership of the chiropractic students pursuant to the Bylaws section 2.1.10 will terminate one year after graduation from the accredited chiropractic programme or 1 year after graduation from a post-graduate programme.

5.1.3 Membership of the members pursuant to sections 2.1.2, 2.1.3 and 2.1.6 of the **Bylaws** shall be for an indefinite period of time.

5.1.4 All nominations for membership to the Council must be received (by the Executive Secretary) at least 35 days prior to an election by the Council.

5.2 Loss of membership. Membership may be terminated as follows:

5.2.1 The member declares his/her resignation, which is possible without observing any period of notice.

5.2.2 Members with unlimited membership lose their membership if their constituency rescinds or withdraws the nomination.

5.2.3 If a member finds themselves breaking the requirements set out under 3.3 to 3.6 they must resign from ECCE membership.

5.2.4 In addition, a member may be excluded if the member infringes upon the purpose of the ECCE (see section 2). The exclusion shall be decided upon by the Council.

6 ECCE Council Meetings

6.1 **Quorum:** Two-thirds of the membership of the Council (excluding vacancies) shall form a quorum. In cases where a quorum is not formed, the meeting will continue and make recommendations but not decisions. Decisions arising from the meeting shall be taken either at the next meeting or by postal/teleconference voting.

6.2 **Majority vote.** In all matters (with the exception of Amendments (11) and Dissolution (12)), a motion is carried by a simple majority of those members present at the Council meeting with a show of hands or by secret ballot as decided by the Council. Electronic voting during remote Regular or Special meetings shall be subject to the same requirements. Postal votes or voting by proxy is NOT allowed.

6.3 A **conflict of interest** on the part of a member in any matter under discussion must be declared by the said member either before or during the meeting. In all cases, the member will be excluded from the meeting for the said matter.

A *perceived conflict of interest* of any member in any matter under discussion can also be raised by any member of the Council either before or during the meeting. If this objection is supported by a simple majority vote, then the said member will be excluded from the meeting for the said matter.

6.4 **Consent to action without meeting:** Exceptionally, action may be taken in writing without a meeting if the action to be taken is agreed in writing by a two-thirds majority of the membership of the Council (excluding vacancies).

6.5 **Executive Secretary:** The Council shall be serviced in its business by the Executive Secretary, who is in attendance at meetings without voting rights.

6.5.1 Individuals engaged by ECCE must not otherwise be employed or in any capacity engaged by Programmes holding Accredited Status.

6.6 All members shall have full voting rights

6.7 All council meetings shall be chaired by the President, or Vice President. The minutes of the meeting shall be signed by the chair and the Executive Secretary or the delegated authority taking the minutes.

7 THE EXECUTIVE COMMITTEE

7.1 Specific Members of the Executive Committee SHALL BE NOMINATED AND ELECTED FROM THE MEMBERS OF THE COUNCIL. THE LOSS OF MEMBERSHIP ON THE COUNCIL SHALL ALWAYS LEAD TO DISMISSAL FROM THE OFFICE OF SAID MEMBER OF THE EXECUTIVE COMMITTEE.

They are:

- President
- Vice-President
- Treasurer
- Chair of Quality Assurance and Accreditation Committee (QAAC)

The following members of the Executive Committee have an unlimited term of office and are not voting members:

- Quality Assurance Consultant
- Executive Secretary (administrative)

7.1.1 The Chair of the QAAC is not elected by the Council. He/she is nominated and elected by the members of the QAAC (section 8.1.2.1) and appointed as a member of the Executive Committee. His/her office shall end when he/she ceases to be Chair of the QAAC or in the event of his/her dismissal by the QAAC. The Chair of the QAAC cannot be dismissed by the Council.

7.1.2 In the event that the Chair of the QAAC resigns or is dismissed, the Vice-Chair of the QAAC shall act as interim member of the Executive Committee until a new Chair of the QAAC is elected.

7.1.3 In the event that the Chair of the QAAC resigns or is dismissed, a member of the QAAC nominated by the QAAC shall act as interim member of the Executive Committee until a new Chair of the QAAC is elected by the Council.

7.2 **Elections and Terms of Office**

7.2.1 The members of the Executive Committee (with the exception of the Treasurer and the Immediate Past President) shall be elected to serve for a period of four years. The elections shall take place at the annual Council meeting (normally held in October or November). The President and Vice-President may seek re-election for one further period of four years.

7.2.2 The Treasurer is nominated and elected annually by the Council.

7.2.3 The term of office shall begin on the first day of January following election.

7.3 **Dismissal**

Any member of the Executive Committee may be dismissed for whatever reason by a two-thirds majority vote of those members present at the meeting of the Council. The dismissal without meeting (postal votes (8.7)) is not allowed. This does not apply to the Chair of the QAAC who cannot be dismissed by the membership of the Council (ref. 8.1.1)

7.4 **Vacancies**

A vacancy in any office, other than the Chair of the QAAC (see 8.1.2), because of death, resignation, or due to loss of membership for any other reason shall be filled by an appointee of the Executive Committee until the next annual meeting of the Council.

7.5 **Office of President**

2.5.1 The President shall be the Principal Officer of the Council and subject to its control.

2.5.2 In general, he/she shall perform all duties appropriate to the office of President, and such other duties as may be prescribed to him/her by the Council from time to time, and under the supervision and control of the Council.

7.6 **Office of Vice-President**

2.6.1 In general, he/she shall perform all duties appropriate to the office of Vice-President and have such other duties and exercise such authority as from time to time may be delegated or assigned to him/her by the President or by the Council.

2.6.2 In the absence of the President, or in the event of his/her inability to act, or in the event that, for any reason, it would be impractical/inappropriate for the President to act, the Vice-President shall perform the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President.

7.7 **Office of Executive Secretary**

The Executive Secretary shall:

2.7.1 Be employed by council as per relevant requirements.

2.7.2 Keep the minutes of the meetings of the Council.

2.7.3 Ensure that the members of the Council are appropriately notified of meetings.

2.7.4 In general, perform all duties appropriate to the office of Executive Secretary and have such other duties and exercise such authority as from time to time may be delegated or assigned to him/her by the President or by the Council.

- 2.7.5 The Executive Committee shall have the right to delegate representation tasks to the Executive Secretary, who, in turn, shall be authorized to represent the ECCE in accordance with the respective powers of attorney granted to them.

7.8 **Office of Treasurer**

- 7.8.1 Have charge and custody of, and be responsible for, all funds of the Council.
- 7.8.2 Receive and give receipts for fees and dues payable to the Council from any source whatsoever and deposit all such funds in the name of the Council in whatever Bank, Trust Company or depository the Council shall elect.
- 7.8.3 Remunerate those members of Council in accordance with their contracts.
- 7.8.4 In general, perform all duties appropriate to the office of Treasurer and have such other duties and exercise such authority as from time to time may be delegated or assigned to him/her by the President or by the Council.

7.9 **Quality Assurance Consultant**

The Quality Assurance Consultant shall:

- 7.9.1 Prepare all Reports, Manuals and other documents relevant to the ECCE.
- 7.9.2 Conduct internal and external quality assurance research.
- 7.9.3 Liaise with national and international Quality Assurance agencies for collaborative projects.
- 7.9.4 Serve as an advisor/resource person for ECCE members, officers and developing chiropractic programmes in Europe and Africa.
- 7.9.5 Prepare training materials for new ECCE members and conduct training workshops.
- 7.9.6 Prepare, collect, and analyse questionnaires after all meetings and accreditation events and prepare reports for the executive meetings.
- 7.9.7 Other duties as assigned by the ECCE executive.

7.10 **The Immediate Past President**

- 7.10.1 The Immediate Past President shall act in a consultative role (without voting rights) to the Executive Committee and may attend all meetings of the Executive Committee.

7.10.2 He/she will serve in this function for one calendar year immediately following the end of his/her period as President.

7.11 **The Executive Committee shall be responsible for:**

- Day-to day administration of the Council.
- Appointment of Evaluation Teams.
- Organizing training sessions for Evaluation Team members.
- Correspondence with CCEI and other CCEs.
- Appointment of a representative(s) to the CCEI (who may or may not be a member of the Council).
- Administering initial contacts with programmes prior to application for Accredited Status.
- Dealing with all queries (other than those under the jurisdiction of the QAAC) directed to the Council.
- Invitation of Observers to meetings of the Council.
- Production of financial statements and budgets for approval by the Council.
- Production of the Financial Policy to include annual dues and accreditation fees for approval by the Council.
- Production of an Annual Report on the activities of the Council (ECCE).

7.12 The President shall be the Chair of the Executive Committee and have a casting vote when appropriate.

7.13 The Executive Committee will normally meet three times a year. Supporting papers from the bodies of ECCE should be handed in for distribution by the Executive Secretary 10 days prior to the meetings.

7.14 Minutes of all Executive Committee meetings shall be submitted to the annual Council meeting.

8 STANDING COMMITTEES

Committees of the Council shall conduct their business in accordance with the rules and regulations of the Council.

Members of the Committees of the Council SHALL BE NOMINATED AND ELECTED FROM THE MEMBERS OF THE COUNCIL. THE LOSS OF MEMBERSHIP OF THE COUNCIL SHALL ALWAYS LEAD TO DISMISSAL FROM THE COMMITTEES OF THE COUNCIL.

There is one (1) standing committees of the Council. It is:

8.1 Quality Assurance and Accreditation Committee (QAAC)

The QAAC is responsible for the process and decisions of accreditation of chiropractic programmes, according to the Council's accreditation policies, procedures and educational *Standards*.

8.1.1 Membership

8.1.1.1 Its membership consists of a minimum of eight (8) members. One of these members must be a student.

8.1.1.2 The following Council members are NOT eligible for membership on the QAAC:

- Programme members (3.1.6)
- Member of the ECU Executive (3.1.2).

8.1.1.3 Non-student members are elected to the QAAC by the Council for a period of four (4) years and thereafter for one further period of up to four (4) years.

8.1.1.4 Student membership ceases one year after completion of their course of study.

8.1.1.5 Members' terms of office shall begin on the first day of January following the election.

8.1.1.6 The President of the Council is an ex-officio member of the QAAC (no voting rights).

8.1.2 The Officers of the QAAC are:

- Chair
- Vice-Chair

8.1.2.1 The Officers of the QAAC shall be elected annually by and from its membership at the annual meeting of the QAAC.

8.1.2.2 The Chair and Vice-Chair shall perform all duties appropriate to their respective offices and such other duties as may be prescribed from time to time by the QAAC and by the Council.

8.1.2.3 The Chair of the QAAC shall have a casting vote when appropriate.

8.1.2.4 The Chair of the QAAC or his/her duly appointed designee, in writing, shall be the official spokesperson for the QAAC.

8.1.3 Requirements for ALL Members of the QAAC

Members of the QAAC must:

8.1.3.1 Have the will and ability to devote the time necessary to the QAAC activities.

8.1.3.2 Not engage in activities that constitute a conflict of interest with the affairs of the QAAC.

8.1.3.3 Not represent themselves as spokespersons for the QAAC without the express authorisation of the Chair.

8.1.3.4 Sign a Declaration of Confidentiality covering all matters of the QAAC.

8.1.4 Duties and Responsibilities

8.1.4.1 The QAAC is responsible for all matters (including all correspondence) pertaining to the accreditation of chiropractic programmes and providing a list of programmes with Accredited status to the Council.

8.1.4.2 The QAAC shall apply and follow the Standards and procedures set forth in the current Council's publication entitled "Accreditation Procedures and Standards for Chiropractic Education" and in such documents and regulations which may be adopted by the Council.

8.1.4.3. The QAAC shall be responsible for all decisions on granting, revoking or refusing of any status of accreditation to a programme.

8.1.4.4. The QAAC shall be responsible for receipt and approval of Annual Monitoring Reports from the programmes in line with relevant policies and procedures.

8.1.5 Meetings

8.1.5.1 Regular Meetings shall normally be held at least once a year and normally in conjunction with meetings held by the Council and/or the Executive Committee.

8.1.5.2 Special Meetings may be called by the Chair of the QAAC and/or upon the written request of a one-third majority of the membership of the QAAC.

8.1.5.3 The time and place for holding meetings shall be determined by the Chair and notified to members at least 30 (thirty) days beforehand.

8.1.5.4 Minutes/notes of all QAAC meetings are for distribution to members of the QAAC only.

9 FINANCE

9.1 The Council may be supported financially by:

- The European chiropractic profession.
- The status-holding programmes paying accreditation fees and annual dues, according to the Financial Policy of the Council
- Donations
- Public funding

9.2 The ongoing budget will be approved by the Council. Furthermore, the Council will adopt a “Financial Policy for Dues and Fees” setting forth the respective contribution for the members.

9.3 The fiscal year will be the calendar year.

9.4. The Executive Committee will appoint professional accountants domiciled in the country of residence of the Treasurer to audit the accounts.

9.5 Loans

No indebtedness shall be contracted on behalf of the ECCE unless this has been approved by the Council. The approval may be general or limited to specific instances.

10 INDEMNIFICATION

The liability of members of the Council, the Executive Committee and/or employees and/or agents of the Council or the QAAC shall be limited to damage caused by deliberate acts. In this respect, the Council shall waive any claim of recourse vis-à-vis the aforementioned persons even in the event of a claim being asserted against the Council. The members of the Executive Committee and/or employees and/or agents shall be indemnified in this respect.

11 AMENDMENTS

The Constitution, bylaws and policies may be altered, amended or repealed, and a new Constitution, **bylaws and policies** may be adopted, by the Council by affirmative vote of three-quarters of those members present at the meeting at any regular or special meeting.

12 DISSOLUTION

- 12.1 If and when the Council realises that it is not in a position to fulfil its purpose, dissolution of the organisation may be considered.
- 12.2 Dissolution shall result from a three-quarters affirmative vote of those members present at the meeting.
- 12.3 Upon dissolution of the ECCE or in the event of a loss of tax-privileged purposes, the assets shall go to a corporation under public law or to a tax-privileged non-profit corporation to be used to foster and create academic environments in which the highest possible standards in chiropractic education and training can be pursued.

13 INTERPRETATION

The final authority on interpretation of the Constitution, and of the Council's policies and procedures, of the publication entitled "Accreditation Procedures and Standards for Chiropractic Education" and of such documents and regulations that may be adopted by the Council, is the Council.