

MAINE CHIROPRACTIC ASSISTANT ASSOCIATION

By-Laws

ARTICLE 1 – NAME

SECTION 1: Name. This organization shall be called the **MAINE CHIROPRACTIC ASSISTANT ASSOCIATION**.

ARTICLE II – PURPOSE AND OBJECTIVES

SECTION 1: Purpose and objectives. The general objective of this Association is educational, professional, and social and for rendering services to and for its members and the Chiropractic profession in general, as individuals or groups. In addition to such general objectives, its specific purposes are:

- a. To promote the licensing or credentials of the Chiropractic Assistants.
- b. Cultivate conversational and working knowledge of Chiropractic theory and practice.
- c. Training and education in all phases of Chiropractic theory and office procedures and general education in other health fields.
- d. To promulgate and establish a **CODE of ETHICS** for the regulation of the professional conduct of its members.

ARTICLE III – MEMBERSHIP

SECTION 1: Application may be requested from the Treasurer or other officer or member of the Board of Directors.

SECTION 2: Voting members shall include all dues paying Assistants. Also those employed in the chiropractic profession, as determined by the Board of Directors.

SECTION 3: The Board of Directors shall have the authority to establish types of non-voting memberships.

SECTION 4: Change of employment status must be reported to the State Secretary.

SECTION 5: Suspension – Any member shall be suspended or expelled by the Association if the member has violated the Code of Ethics of this Association.

SECTION 6: In order to remain in current standing with the MCAA, members must attend at least one business meeting per year.

SECTION 6 ADDED AND APPROVED ON OCTOBER 14, 1994

ARTICLE IV – BOARD OF DIRECTORS

SECTION 1: The Maine Chiropractic Assistant Association officers shall consist of President, Vice President, Secretary, and Treasurer and shall be elected bi-annually by their general membership.

SECTION 2: The Board of Directors shall consist of the President, Vice-President, Secretary and Treasurer of the Association, and not to exceed two M.C.A. doctors. Ex-officio members may be appointed by the Board of Directors.

SECTION 3: Vacancies. Any vacancy occurring on the Board of Directors by reason of resignation, death, or disqualification shall be filled by a majority vote of the remaining members of the Board of Directors.

SECTION 4: Powers and duties. The Board of Directors shall have full charge of the property and business of the organization with full power and authority to manage and conduct same subject to the instruction of the general membership. It shall plan and direct the work necessary to carry out the program as adopted by the general membership at the semi-annual conventions. The board shall create and designate such special committees, as it may deem necessary.

SECTION 5: Meetings. There shall be at least two meetings of the Board of Directors annually. The President may call special meeting of the Board and will convene a special meeting of the Board upon the written request of three or more of the officers.

SECTION 6: Quorum. A majority of the members of the Board of Directors shall constitute a quorum.

SECTION 7: No person shall be elected or appointed or shall continue to serve as an officer of this organization unless she/he is a voting member in good standing of M.C.A.A.

SECTION 8: In order for a member of the MCAA to be eligible to become an elected board member he/she must follow the criteria already established in the current By-laws. The potential candidate must be working in the Chiropractic field (either directly or indirectly) and in the event of circumstances beyond his/her control that said elected member would be given the option to remain a board member if he/she so chooses until the end of that person's term of service.

SECTION 8 ADDED AND APPROVED APRIL 30, 2004

ARTICLE V – OFFICERS

SECTION 1: Enumeration and election of the officers. The officers of the Maine Chiropractic Assistant Association shall be a President, Vice President, Secretary, and a Treasurer who shall be elected for a two-year term by the general membership at the spring seminar (semi-annual meeting) and shall take office immediately. **Officers** may serve as many terms as elected by the general membership.

SECTION 1 AMENDED AND APPROVED MAY 2, 2008 AS

FOLLOWS: President and Secretary shall be elected for a three-year term. The Vice President and Treasurer shall be elected for a two-year term.

- SECTION 2:** **The President.** The President shall preside at all meetings of the organization and of the Board of Directors. She (he) may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes. She (he) shall be an ex officio member of all committees except the nominating committee. She (he) shall have such usual powers of supervision and management as may pertain to the office of President and perform such other duties as may be designated by the Board.
- SECTION 3:** **The Vice President.** The Vice President shall, in the event of absence, disability, or death of the President, possess all the powers and perform all the duties of that office until such time as the Board of Directors shall elect one of its members to fill the vacancy. The Vice President shall perform such other duties as the President and Board may designate.
- SECTION 4:** **The Secretary.** The Secretary shall keep minutes of all meetings of the organization and of the Board of Directors. She (he) shall notify all officers and directors of their election. She (he) shall sign, with the President, all contracts and other instruments when so authorized by the Board and shall perform such other functions as may be designated to the office.
- SECTION 5:** **The Treasurer.** The Treasurer shall collect and receive all moneys due. She (he) shall be the custodian of these moneys, shall deposit them in a bank designated by the Board of Directors, and shall disburse the same only upon order of the Board. She (he) shall present statements to the Board at its regular meetings and a report to the general membership at the semi-annual meetings. The Treasurer may authorize a person to sign checks in the Treasurer's name. Such authorization must have the approval of the President.
- SECTION 6:** The President shall appoint a Sergeant of Arms. Such appointee shall have as her/his duties, the preservation of law and order at meetings, check credentials and enforce the provisions of the By-Laws.

ARTICLE VI – FINANCES

- SECTION 1:** Fiscal year. The Fiscal year shall coincide with the Maine Chiropractic Association (MCA) fiscal year.
- SECTION 2:** Dues. Annual Dues shall be thirty dollars (\$30.00) for voting members. Dues for non-voting membership categories will be established as

appropriate by the Board. Dues shall be payable at such times and in such manner as determined by the Board. Members who fail to pay dues will be dropped from the membership rolls. **APPROVED DUES CHANGE OCTOBER, 2006.**

SECTION 3: Board members, Mentor Director & Coordinators, Certification Class Coordinator and Liaisons will be sharing hotel rooms. Meals will be provided while attending modules and bi-annual seminars.
APPROVED APRIL 30, 2004

(Repealed April 30, 2004) A room is provided to board members who are attending modules and bi-annual seminars. Meals are paid while attending modules and bi-annual seminars.
APPROVED MAY 14, 1999

(Repealed May 14, 1999) A room is provided to board members who are attending modules and bi-annual seminars. Meals are paid while attending modules only.
SECTION 3 ADDED AND APPROVED ON OCTOBER 14, 1994

SECTION 4: Upon receipt, board members will be reimbursed for tolls and mileage at the current rate per mile that the State pays.
SECTION 4 ADDED AND APPROVED ON OCTOBER 14, 1994

SECTION 5: Scholarships are offered for each bi-annual seminar (up to three scholarships per seminar). A confidential application is processed and reviewed by the board members. The CA is selected on an as needed basis. The CA must agree to volunteer their services during seminars such as setup, preparation and clean up. One scholarship is available for the Certification Class each year. These scholarships do not include hotel accommodations or meals. There is a possibility of hotel accommodations when available to share with other board members.
SECTION 5 ADDED AND APPROVED ON APRIL 30, 2004

ARTICLE VII – MEETINGS

SECTION 1: General member meetings. There shall be at least two meetings of the membership each year. Time and place shall be determined by the Board of Directors, but will usually coincide with the semi annual meetings of the Maine Chiropractic Association.

SECTION 2: Quorum. A majority of the membership present shall constitute a quorum at the meetings.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

SECTION 1: Nominating Committee. The nominating committee shall consist of three members in good standing and shall be appointed by the President.

SECTION 2: Elections. The voting shall be by ballot.

ARTICLE IX – PARLIAMENTARY AUTHORITY

SECTION 1: Parliamentary authority. The rules contained in *Robert's Rules of Order* shall govern the organization in all cases to which they are applicable and in which they are not in consistent with these bylaws.

ARTICLE X – AMENDMENTS

SECTION 1: Amendments. These bylaws may be amended by a two-thirds vote of the voting members present and voting at a semi-annual meeting provided that amendments were submitted to the membership in writing at least six weeks in advance of the semi-annual meeting.

ARTICLE XI

SECTION 1: These Bylaws shall become effective immediately upon their adoption.

CODE OF ETHICS

PART 1. Definition of a Chiropractic Assistant

SECTION 1: An individual who is actively employed by a Doctor of Chiropractic. One who is trained and educated to have a working knowledge of Chiropractic principles and philosophy.

This individual must abide by the Bylaws and Code of Ethics of the Association.

SECTION 2: Inactive members are those non-working Chiropractic Assistants and/or non-working spouses of Doctors of Chiropractic, and/or those seeking employment in the Chiropractic profession and must abide by the Bylaws and Code of Ethics of this Association.

PART 2. Chiropractic Assistants Pledge

I do solemnly promise, as a Chiropractic Assistant and a member of the MCAA to abide by the Bylaws and Code of Ethics and Rules and Regulations of the Association, and to loyally support and serve my Doctor and his patients to the best of my ability.

PART 3. Duties of the Chiropractic Assistant are to the Doctor/Employer and the patients.

SECTION 1: The Chiropractic Assistant should be loyal to the Doctor and keep secret whatever he/she may hear or observe respecting the private affairs and/or conduct of the Doctor and/or patients.

SECTION 2: The Chiropractic Assistant should so conduct oneself as to acquire the confidence and respect of the Doctor/Employer and the patients.

SECTION 3: The Chiropractic Assistant should never discuss one patient with another patient.

SECTION 4: The Chiropractic Assistant should not indulge in gossip with patients or co-workers.

SECTION 5: The Chiropractic Assistant should always maintain a professional appearance. Makeup should be the minimum, the clothing always clean and professional, and shoes always clean and in good condition. Personal hygiene should be above reproach. Strong perfume can be offensive and therefore should not be used during working hours.

SECTION 6: The Chiropractic Assistant must, at all times, remember that the Doctor does the prescribing of treatment and/or supplements. If a patient asks the Chiropractic Assistant about a particular therapy or nutritional supplement, the C.A. should either refer the patient to the Doctor for the answer or ask the Doctor oneself.

SECTION 7: The Chiropractic Assistant should always address oneself to any situation with a calm, cool manner and the choice of language should be such that leaves no room for criticism or moral judgment from any listener.

SECTION 8: The Chiropractic Assistant should always maintain an attitude of alertness, helpfulness, and willingness where and when needed and be receptive to new ideas.

SECTION 9: The Chiropractic Assistant shall never employ the use of drugs or alcohol during working hours; to do so shall be grounds for immediate termination of her (his) services.

SECTION 10: The Chiropractic Assistant should never make a change in established office procedure without prior approval of the Doctor/Employer from whom the C.A. works.

CONCLUSION: The foregoing points to certain general rules of conduct that should be followed in the interest of the Chiropractic profession and the public welfare.