

INTERNATIONAL COLLEGE OF APPLIED KINESIOLOGY-U.S.A.

BYLAWS
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INTERNATIONAL COLLEGE OF APPLIED KINESIOLOGY-U.S.A.
BYLAWS
Amended July, 2016

ARTICLE I. IDENTITY

This organization shall be known as the International College of Applied Kinesiology-U.S.A. (ICAK-U.S.A.), an official chapter of the International College of Applied Kinesiology.

ARTICLE II. DEFINITION

Applied Kinesiology (A.K.) is a system using muscle testing as functional neurological evaluation. The methodology is concerned primarily with neuromuscular function as it relates to the structural, chemical and mental physiologic regulatory mechanisms. A.K., which originated within the chiropractic profession, is an approach to clinical practice, with multidisciplinary applications.

ARTICLE III. GOALS AND OBJECTIVES

Section 1. ORGANIZATIONAL

- A. To provide a clinical and academic arena for investigating, substantiating and propagating A.K. findings and concepts pertinent to the relationships between structural, chemical and mental factors in health and disease and the relationship between structural faults and the disruption of normal tissue physiological homeostasis exhibited in functional illness.
- B. To provide a context for the interdisciplinary growth of A.K.
- C. To serve as a representative membership organization providing members with a forum for discussion and resolution of issues pertaining to A.K.
- D. To promote the patient's best interests and well being through high quality service and to promote health awareness and improve health care for the general population.

Section 2. EDUCATIONAL

- A. To promote understanding of the relationships between structural, chemical and mental factors in health and disease and the effects of structural corrections and natural health care techniques on normalizing the disrupted tissue physiological homeostasis.
- B. To promote high quality teaching of A.K. on both graduate and postgraduate levels.
- C. To encourage the teaching of A.K. within the standard curriculum of accredited graduate schools.
- D. To correlate wherever possible the use of A.K. with the existing accepted diagnostic criteria.

- E. To maximally develop the use of A.K. in different professional specialties.
- F. To establish facilities on college or university levels which offer courses of study based on A.K. principles in combination with professional health care degrees.
- G. To operate within the context of the parent organization (ICAK) in establishing:
 - (1) educational standards in A.K.
 - (2) a definition of official material in A.K.
 - (3) standard terminology used in A.K.
 - (4) a mechanism to support and regulate the high quality and consistency of instruction in A.K.

Section 3. RESEARCH

- A. To promote research into the interrelationships of structural, chemical and mental factors in health and disease and the relationship of anatomical structural faults and their connection to tissue physiological homeostasis throughout the body.
- B. To promote research into new areas of A.K.
- C. To create a forum for sharing ideas and information.
- D. To increase public awareness of the benefits of A.K. and to encourage the publishing of articles on A.K. in lay periodicals.
- E. To help fund research in A.K. wherever possible.
- F. To organize and coordinate various research projects between different clinics, educational institutions and research facilities.
- G. To operate within the context of the parent organization to:
 - (1) establish guidelines and protocols for doing effective research in A.K.
 - (2) coordinate the solicitation and disbursement of funds from both internal and external sources for research in A.K.

Section 4. COMMUNICATION

- A. To provide a network for the exchange of information relative to A.K. and the relationships between the structural, chemical and mental factors contributing to health and disease and the roles of these relationships in the development of disrupted tissue physiological homeostasis which exists with functional illness.
- B. To promote the public understanding and acceptance of an official definition and status statement on A.K.
- C. To create a forum for sharing ideas and information.
- D. To increase public awareness of the benefits of A.K. and to encourage the publishing of articles on A.K. in lay periodicals.
- E. To encourage publications of A.K. related scientific papers to assist in the development of such scientific papers and to coordinate publishing in refereed journals.

ARTICLE IV. ORGANIZATION AND STRUCTURE

Section 1. OFFICERS

A. Executive Board Member Positions

The officers of this College shall consist of a Chair, Vice Chair, Secretary, and Treasurer. These four, the Immediate Past Chair, and three (3) Members-at-Large shall constitute the Executive Board of this College.

- (1) To hold an officer's post, one must have been a fully-paid member in good standing for a minimum of three (3) years and proof that his license is active without restriction by his licensing board.
- (2) To hold a position on the Executive Board of this College one must have been a doctor member in good standing for a minimum of three (3) years and provide proof that his license is active without restriction by his licensing board.
- (3) The members of the Executive Board of this College must complete and execute a conflict of interest statement, and execute the appropriate position responsibility paper.
- (4) If there is a motion made and seconded via Email, there will be a 2 week period in which to cast your vote after the motion has been called to question. If there is no vote within this 2 week period, it will be considered an abstention.
- (5) A motion on Email is considered passed or failed when a majority of the board's quorum has voted. In order to vote on a motion, there must be a quorum of at least five (5) board members participating.

B. Term of Office

The officers shall be elected for a term of two (2) years and they shall take office at the close of the meeting at which they are elected.

- (1) The Immediate Past Chair is a non-elected position.
 - (2) The Members-at-Large are elected for a term of two (2) years and they shall take office at the close of the meeting at which they are elected. (3) A unanimous vote of the entire board or 75% of the voting members is required to remove a member of the board for lack of productivity and/or unethical behavior in representation of ICAK-U.S.A.
- (4) Any officer or Member-at-Large may be elected to serve a maximum of three terms (six years in any one capacity).

C. Nominations and Elections

All voting Members will be notified 90 days prior to the General Business Meeting of the upcoming elections and the available positions. Those interested in running for a position shall return the complete nomination form by 5pm local meeting time the first day of the ICAK-USA Annual Meeting. At the Annual Meeting, all nominees will be given the opportunity to make a short presentation of their qualifications, goals and how they would serve the organization. Ballots will then be completed by all eligible members at the meeting. Proxies are not allowed.

D. Chair

The Chair shall be the Chief Executive Officer of this College. He/She shall preside over all meetings of the general membership and of the Executive Board. He/She shall have the general and active management of the business of the College and shall execute all orders and resolutions of the Executive Board.

E. Vice Chair

The Vice Chair shall, in case of the death, absence, resignation or disqualification of the Chair, preside and fill the duties of said office until an election is held. He/She shall perform such other duties as the Chair shall designate. He/She shall be an ex-officio member of all standing committees. Committee vacancies will be filled by way of Vice Chair recommendation to the Chair.

F. Secretary

The Secretary shall keep minutes, in books which belong to the College, of the motions and proceedings at each meeting of the general membership and at each meeting of the Executive Board. A list of the names of those persons present at each Executive Board meeting shall be included in the minutes of said meeting. The Secretary shall issue all notices and correspondences as required by this set of Bylaws by official policy or by actions taken at both general membership meetings and Executive Board meetings.

G. Treasurer

The Treasurer shall collect and receive all moneys due to the College and shall make all payments authorized by the College. Full and accurate accounts of all receipts and disbursements shall be kept by the Treasurer in books which belong to the College as part of the official minutes. The Treasurer shall attend to all aspects of the College's financial dealings, as set forth elsewhere in these Bylaws and as required by official policy and by direction from the Executive Board.

H. Delegate to the International Council

The delegate to the International Council of the ICAK will be appointed by the Chairman with approval of 2/3 of the Executive Board, in accordance with Article VIII of these by-laws.

I. Executive Board

- (1) The Executive Board, consisting of the Chair, Vice Chair, Secretary, Treasurer, the immediate Past Chair, and three Members-at-Large shall have full power to act between meetings of the College, except to legislate or change the Bylaws of this College, and shall be charged with the management of the College.
- (2) Vacancy. In the case of a vacancy of an officer's position, the Chair will appoint another Executive Board member to fill the position. Any other vacancy will remain until the next Annual Meeting.
- (3) Special Expenses
 - (a) All officers and committee chairpersons shall be entitled to reimbursement for reasonable expenditures as authorized by the Chair to a maximum amount as set by the policy of the Executive Board in carrying out the duties of their respective offices.
 - (b) The Executive Board shall authorize the payment of all bills and shall have the responsibility to refuse payment of any expenses which, in its opinion, are improper, unjustified, or unreasonable.

Section 2. COMMITTEES

- A. Committee Chairpersons are appointed by the Chair of the College and are required to file a written report with the executive office at least 30 days prior to meetings.
- B. Standing committees are as follows:
 - 1. Education
 - 2. Finance
 - 3. Membership
 - 4. Research
 - 5. Program
 - 6. Publications (to include all materials from ICAK-U.S.A. including Triad of Health Publishing and internet content).
- C. Special Committees

The Chair and Executive Board can create committees to deal with specific issues before the Board as needed.

Section 3. FINANCIAL STRUCTURE

- A. The fiscal year runs from May 1 - April 30.
- B. The annual dues of this College shall be determined by a majority vote of the Executive Board of this College, payable in advance or at the Annual Meeting. The Treasurer will send dues renewal notices by April 15 of each fiscal year. If dues are not paid at or before the Annual Meeting, the Treasurer shall send second notice bills for the dues within fifteen days from adjournment of said Annual Meeting. The Executive Board shall write policy concerning suspension of membership for nonpayment of dues, as well as guidelines for reinstatement.
- C. A member in good standing is defined as having met his/her financial obligations to the College.

Section 4. MEETINGS

- A. Annual Meeting

There shall be an Annual Meeting of the College. The date and location of this meeting will be fixed by the Executive Board with advice from the Program Committee at least nine (9) months prior to the date of such meeting.

- B. Educational Meetings

Additional Educational meetings will be held each year as deemed necessary by the Board. The date and location of these meetings will be fixed by the Executive Board with advice from the Program Committee at least nine (9) months prior to the date of such meeting.

- C. Meeting of the Executive Board

A meeting of the Executive Board will take place in conjunction with the Annual. Additional Executive Board meetings will be held as deemed necessary by the Executive

Board. Special meetings of the Board may be called by the ICAK-U.S.A. Chair or a majority of the members of the Executive Board. Motions are made and votes taken as described in the organization's policies.

D. Quorum

- (1) Forty members, three of whom are officers in good standing, shall constitute a quorum at any meeting of this College.
- (2) Quorum of the Executive Board. A majority of the Executive Board shall constitute a quorum.

E. Voting

Each member in good standing in a voting membership category in this College 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.

Votes for Executive Board positions must be submitted by ballot at the Annual Meeting in person. The votes will be counted at the Annual Meeting by the Executive Director and certified by the Secretary.

Proxies will not be accepted.

F. Procedure

Robert's Rules of Order shall govern all questions of order and regularity at all meetings of the College and Executive Board.

ARTICLE V. MEMBERSHIP

Section 1. Membership in ICAK-U.S.A. results in automatic membership in ICAK.

Section 2. VOTING MEMBERSHIP

- A. PAK Member – A Doctor Member completes a certification and proficiency exam, and completes updated PAK requirements of the ICAK-U.S.A.

PAK members receive all benefits of a Doctor Member and may additionally receive: additional discounts on ICAK-U.S.A. educational materials, advanced listing of ICAK-U.S.A. referrals, further seminar discounts, as determined by the Executive Board.

- B. Doctor Member – Any health professional who has completed professional postgraduate education with a minimum of 3500 hours and receive a degree such as D.C., D.D.S., D.M.D., D.O., D.P.M., M.D., N.D., Ph.D. in Psychology, with a license to diagnose if available under his/her local law.

Section 3. NONVOTING MEMBERSHIP

- A. Student Member

Must be enrolled in an institution that would grant a degree enabling the student to obtain a license to diagnose and become eligible for Doctor Member status. Dues of a lesser rate are payable by these members, according to the policy manual.

B. Faculty/Research Status

- (1) A full-time faculty member teaching at an institution which qualifies its students for membership in the College.
- (2) A researcher working on a continuing basis in an area which is applicable to A.K.

Dues of a lesser rate are payable by these members, according to the policy manual.

C. Retired status - Members who are no longer practicing and/or have faculty/research status and have been a member of ICAK for any five (5) consecutive years.

Dues of a lesser rate are payable by these members, according to the policy manual.

D. Associate Member –

A member of a chapter whose education or degree does not qualify for PAK or Doctor status, yet has acceptable accredited education in the healing arts. Associate Members include licensed individuals with the following degrees; Nurse Practitioner (NP); Athletic Trainers (ATC); Physical Therapists (PTs); Licensed Acupuncturists (Lac);

Professions unlisted may petition the board for acceptance. The board retains the authority to accept or reject petitioners' qualifications for this status.

Dues of a lesser rate are payable by these members, according to the policy manual.

ARTICLE VI. PUBLICATIONS

Section 1. The College shall produce, publish and distribute to each member in good standing an annual set of *Proceedings*.

Section 2. The College shall produce a periodic newsletter to be distributed to the membership, this newsletter can be sent to the membership in print or electronic format.

ARTICLE VII. EDUCATIONAL PROGRAMS

Educational programs must meet the criteria set forth in the ICAK Bylaws, Article IV, Sec. 7.

ARTICLE VIII. INTERNATIONAL REPRESENTATION

Section 1. Section 1. In accordance with ICAK Bylaws, Article V, Sec. 4B, the Chairman, with 2/3 support of the Executive Board, will appoint a delegate to the International Council of ICAK. If the delegate is unable to attend the International Council meeting, an alternate will be named and will vote on issues based on the advice and consent of the Executive Board.

- A. The delegate's term of office will be two years.
- B. The delegate is required to attend Executive Board meetings.
- C. The delegate is entitled to reimbursement of expenses as described in ICAK-U.S.A. Bylaws, Article IV, Section I(3).
- D. The delegate will file a written report with the administrative office within 30 days of each International Council meeting. Copies of report will be distributed to each Executive Board member within 30 days of submission.

Section 2. An alternative delegate will be chosen in accordance with ICAK Bylaws, Article V, Sec. 4C.

ARTICLE IX. AMENDMENTS TO BYLAWS

These Bylaws may be amended by a two-thirds majority vote of those members present at any meeting of the College. Proposed amendments will only be considered if they are filed with the administrative office 60 days before a meeting, with a copy mailed, faxed, or emailed to each member at least 30 days before such meeting.

ARTICLE X. INDEMNIFICATION OF OFFICERS, DIRECTORS AND OTHERS

The corporation shall indemnify to the full extent authorized or permitted by the laws of the State of Michigan as now in effect or as hereafter amended any person made or threatened to be made a party to any threatened, pending or completed action, suit or proceeding (whether civil, criminal, administrative or investigative, including any action by or in the right of the corporation) by reason of the fact that he/she is or was a director, officer, committee member, employee or agent of the corporation or serves any other enterprise as such at the request of the corporation.

The foregoing right of indemnification shall not be deemed exclusive of any other rights to which such person may be entitled apart from this Article X. The foregoing right of indemnification shall continue as to a person who has ceased to be a director, officer, committee member, employee or agent and shall inure to the benefit of the heirs, the executors and administrators of such a person.

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