

# **EUROPEAN COUNCIL ON CHIROPRACTIC EDUCATION**

## **CONSTITUTION**

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## **1 TITLE AND REGISTERED OFFICE**

The title of the organisation shall be:

### **“THE EUROPEAN COUNCIL ON CHIROPRACTIC EDUCATION”**

hereafter referred to as “the Council”. The Council's registered office is in Aachen, Germany. It is registered at the Register of Associations (*Vereinsregister 73 VR 2732*) of the Local Court (*Amtsgericht*) Aachen and bears the affix "e.V."

## **2 PURPOSE**

The European Council on Chiropractic Education (ECCE) (the Council) is an organisation created to pursue the following objectives:

- 2.1. To encourage the highest possible standards in chiropractic education and training.
- 2.2 To establish standards of excellence for the education and training of chiropractors as safe and competent primary contact practitioners.
- 2.3 To foster academic environments in which ethically and professionally responsible future practitioners of chiropractic can be educated and trained.
- 2.4 To evaluate and accredit chiropractic institutions (and/or chiropractic educational programmes) according to, and against, a pre-determined and evolving set of procedures and *Standards*.
- 2.5 To publish a list of those institutions that deliver programmes in compliance with the Council's procedures and *Standards*.
- 2.6 To ensure that institutions holding Accredited status with the Council are comparable in their educational programmes in achieving the core competencies.
- 2.7 To actively seek recognition of the Council as the policy-making body for chiropractic education and training by all relevant authorities whether independent, national or international.
- 2.8 To develop equivalent accreditation agreements where appropriate with other co-operating accreditation bodies.
- 2.9 The Council exclusively and directly pursues non-profit objectives in accordance with the Section "Tax-deductible objectives" of the German tax regulations.
- 2.10 The Council is engaged altruistically. It does not pursue any own profit-making goals. The funds of the Council shall be spent in accordance with the Constitution only. The members shall not receive allocations from the Council's funds. Expenditure and remunerations must not exceed the costs actually incurred. They shall be documented by the Council's accounting records. No person shall benefit from expenditure which are alien to the purpose of the Council.

VERSION 2.2

Adopted Council 7 NOVEMBER 2009

### 3 MEMBERSHIP

- 3.1 The members of the Council shall comply with the Requirements of Membership (refer to 3.3 to 3.6 inclusive), and consist of:
- 3.1.1 **Four (4)** members nominated by the European Chiropractors' Union (ECU) and elected by the Council.
  - 3.1.2 **One (1)** member who is a member of the ECU Executive, nominated by the ECU Executive and elected by the Council
  - 3.1.3 **One (1)** member who is a chiropractor, citizen and resident of the country where the Council is registered, nominated and elected by the Council.
  - 3.1.4 **Two (2)** members who are educationalists and who are NOT chiropractors nominated by the Executive Committee and elected by the Council.
  - 3.1.5 **Two (2)** members who are chiropractors nominated by the Executive Committee and elected by the Council.
  - 3.1.6 **Institutional members** are members that have been accredited by the ECCE. The Commission on Accreditation decides on the admission of such members. Each institution member is represented by one person who is authorized to speak and vote on its behalf
  - 3.1.7 **Two (2)** members nominated by the institutional members (3.1.6) from the teaching or administrative staff of the member institutions (but not more than one of those two members from any one institution) and elected by the Council.
  - 3.1.8 Up to **Two (2)** members who are nominated by the Executive Committee and elected by the Council.
- 3.2 Vacancies:
- 3.2.1 Vacancies occurring in the membership of the Council shall be filled by the constituency in which the vacancy occurs. The new member shall be elected by the Council as a new member in line with section 4.
  - 3.2.2 There is no obligation to fill vacancies in the membership.
- 3.3 **Requirements for ALL members of the Council:**
- Members of the Council **must:**
- 3.3.1 Uphold the Constitution, educational *Standards*, procedures and policies adopted in accordance with the Constitution.

- 3.3.2 Understand, accept and be bound by all aspects of confidentiality during and after elected periods.
- 3.3.3 Have the will and ability to devote the time necessary to the Council's activities.
- 3.3.4 NOT be acting in an executive capacity in a national professional chiropractic organisation/association or in the ECU (with the exception of 3.1.2).
- 3.3.5 NOT engage in activities which constitute a conflict of interest with the Council's affairs.
- 3.3.6 NOT represent themselves as spokespersons for the Council without the express authorisation of the President and/or the Executive Committee.

**3.4 Requirements for chiropractic members of the Council:**

In addition to the requirements under 3.3, chiropractic members of the Council **must** have:

- 3.4.1 A total of five years full-time practice of chiropractic and/or teaching practice in a chiropractic institution.
- 3.4.2 Demonstrated a record of professional accomplishment.

**3.5 Requirements for members of the Council who are NOT chiropractors:**

In addition to the requirements under 3.3, members of the Council who are NOT chiropractors **must** have:

- 3.5.1 Demonstrated an interest in chiropractic education and/or health care.
- 3.5.2 Have experience in academic and/or accreditation procedures.

**3.6 Special Requirements for ECU nominated members (3.1.1.)**

In addition to the requirements under 3.3 and 3.4, members nominated by the ECU **must** comply with ALL of the following:

- 3.6.1 Be members of the chiropractic profession.
- 3.6.2 NOT be voting members of a governing body (or equivalent) of a chiropractic education institution.
- 3.6.3 NOT be members of staff of a chiropractic education institution.

**4 TERM, COMMENCEMENT AND LOSS OF MEMBERSHIP**

**4.1 Term and Commencement**

- 4.1.1 For members pursuant to sections 3.1.1, 3.1.4, 3.1.5, 3.1.7 and 3.1.8 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.
  - 4.1.2 Membership of the members pursuant to sections 3.1.2, 3.1.3 and 3.1.6 shall be for an indefinite period of time.
  - 4.1.3 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.
- 4.2 Loss of membership. Membership may be terminated as follows:
- 4.2.1 The member declares his/her resignation, which is possible without observing any period of notice.
  - 4.2.2 Members with unlimited membership lose their membership if their constituency rescinds or withdraws the nomination.
  - 4.2.3 Members of the ECU (3.1.1) lose their membership if they cease to fulfil one or more of the requirements set forth in section 3.6.
  - 4.2.4 In addition, a member may be excluded if the further requirements set forth in section 3.3 through 3.6 inclusive of the Constitution are no longer complied with and/or a member infringes the purpose of the ECCE (see section 2). The exclusion shall be decided upon by the Council.

## **5 BODIES OF THE ECCE**

- 5.1 The bodies of the ECCE are:
- 5.1.1 the Council;
  - 5.1.2 the Executive Committee;
  - 5.1.3 the Commission on Accreditation;
  - 5.1.4 the Quality Assurance Committee.
- 5.2 The Executive (Committee) as defined by § 26 German Civil Code consists of the President, the Vice-President and the Secretary/Treasurer. The ECCE shall be represented by two members of the Executive Committee in legal and out of court proceedings; one of the said members shall be the President or the Vice- President.

**6 ATTENDANCE BY INSTITUTIONS WITH CANDIDATE (for ACCREDITED) STATUS**

One official representative appointed by each institution holding Candidate (for Accredited) status with the Council will have the right to attend and speak at Council meetings without voting rights.

**7 OBSERVERS**

7.1 The following categories of Observer may be invited at the discretion of the Executive Committee to attend but not vote at Council meetings:

- 7.1.1 State licensing authorities or national or international regulatory authorities dealing with chiropractic education in Europe.
- 7.1.2 Institutions with whom there has been recent and substantial dialogue regarding application for (Candidate for) Accredited status.
- 7.1.3 Members of other Councils on Chiropractic Education (CCEs) worldwide including the Council on Chiropractic Education International (CCEI).

**8 THE COUNCIL**

The Council is the supreme decision-making authority of the ECCE.

- 8.1 **Regular meetings** shall be held at least once a year at such times (normally in October or November) and in such places as determined by the Executive Committee.
- 8.2 **Special meetings** may be called by the President, or his/her duly appointed designee (in writing) upon the written request of a one-third majority of the membership of the Council (excluding vacancies).
- 8.3 All Council meetings shall be convened by the Executive Committee with at least thirty (30) days notice in writing, including the agenda and supporting papers.
- 8.4 **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.
- 8.5 **Majority vote.** In all matters (with the exception of Amendments (13) and Dissolution (14)) 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. Postal votes or voting by proxy is NOT allowed.
- 8.6 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.

- 8.7 **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).

The written procedure shall be as follows:

The period of time granted to the members for reflection shall be four weeks. This time-limit commences with the announcement (receipt) of the action to be decided upon. The written votes must be received at the end of the day on which the period of reflection expires. The written votes shall be counted and the result announced by the Executive Secretary.

Amendments of the Constitution (13) and Dissolution of the Council (14) cannot be decided without a meeting of the Council.

- 8.8 **Executive Secretary:** The Council shall be serviced in its business by the Executive Secretary who is in attendance at meetings without voting rights.
- 8.9 All members shall have full voting rights.
- 8.10 At all Council meetings a chair must be elected by a simple majority of those present at the meeting. The minutes of the meeting shall be signed by the chair and the Secretary/Treasurer or the delegated authority taking the minutes.

## 9 THE EXECUTIVE COMMITTEE

- 9.1 **Membership of the Executive Committee 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 OFFICE OF MEMBER OF THE EXECUTIVE COMMITTEE.**

They are:

- President
- Vice-President
- Secretary/Treasurer
- Chair of the Commission on Accreditation (CoA)
- Chair Quality Assurance Committee (QAC)

- 9.1.1 The Chair of the Commission on Accreditation is not elected by the Council. He/She is nominated and elected by the members of the Commission on Accreditation (section 10.1) and appointed member of the Executive Committee. His/Her office shall end when he/she ceases to be Chair of the COA or in the event of his/her dismissal by the COA. The Chair of the COA cannot be dismissed by the Council.



- 9.1.2 In the event that the Chair of the COA resigns or is dismissed, the Vice-Chair of the COA shall act as interim member of the Executive Committee until a new Chair of the COA is elected.
- 9.1.3 In the event that the Chair of the QAC resigns or is dismissed, a member of the QAC nominated by the QAC shall act as interim member of the Executive Committee until a new Chair of the QAC is elected by the Council.

## 9.2 Elections and Terms of Office

- 9.2.1 The members of the Executive Committee (with the exception of the Secretary/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.
- 9.2.2 The Secretary/Treasurer is nominated and elected annually by the Council and has a fixed term of office of one year.
- 9.2.3 The term of office shall begin on the first day of January following election.

## 9.3 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 CoA who cannot be dismissed by the membership of the Council (ref. 9.1.1)

## 9.4 Vacancies

A vacancy in any office 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.

## 9.5 Office of President

- 9.5.1 The President shall be the Principal Officer of the Council and subject to its control.
- 9.5.2 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.

## 9.6 Office of Vice-President

- 9.6.1 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.

- 9.6.2 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.

9.7 Office of Secretary/Treasurer

The Secretary/Treasurer shall:

- 9.7.1 Keep the Minutes of the meetings of the Council.
- 9.7.2 Ensure that the members of the Council are appropriately notified of meetings.
- 9.7.3 Have charge and custody of, and be responsible for, all funds of the Council.
- 9.7.4 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.
- 9.7.5 In general, perform all duties appropriate to the office of Secretary/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.

9.8 The Immediate Past President

- 9.8.1 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.
- 9.8.2 He/she will serve in this function for one calendar year immediately following the end of his/her period as President.

- 9.9 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 him.

9.10 The Executive Committee shall be responsible for:

- Day-to day administration of the Council.
- Appointment of Evaluation Teams.
- 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 institutions prior to application for (Candidate for) Accredited status.
- Dealing with all queries (other than those under the jurisdiction of the Commission on Accreditation) directed to the Council.
- Invitation of Observers to meetings of the Council (7).
- 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).
- 9.11 The President shall be the Chair of the Executive Committee and have a casting vote when appropriate.
- 9.12 The Executive Committee will normally meet three times a year.
- 9.13 Minutes of all Executive Committee meetings shall be submitted to the annual Council meeting.

## **10 STANDING COMMITTEES**

Committees of the Council shall conduct their business in accordance with the rules and regulations of the Council (8.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 are two (2) standing committees of the Council. They are:

### **10.1 Commission on Accreditation**

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

#### 10.1.1 Membership

10.1.1.1 Its membership consists of a minimum of five (5) members.

10.1.1.2 The following Council members are NOT eligible for membership on the COA:

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

10.1.1.3 Members are elected to the COA by the Council for a period of three (3) years and thereafter for one further period of three (3) years.

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

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

10.1.2 The Officers of the COA are:

- Chair

- Vice-Chair

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

10.1.2.2 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 COA and by the Council.

10.1.2.3 The Chair of the COA shall have a casting vote when appropriate.

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

#### 10.1.3 Requirements for ALL Members of the COA

Members of the COA must:

10.1.3.1 Have the will and ability to devote the time necessary to the COA activities.

10.1.3.2 Not engage in activities that constitute a conflict of interest with the affairs of the COA.

10.1.3.3 Not represent themselves as spokespersons for the COA without the express authorisation of the Chair.

10.1.3.4 Sign a Declaration of Confidentiality covering all matters of the COA.

#### 10.1.4 Duties and Responsibilities

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

10.1.4.2 The COA 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.

10.1.4.3. The COA shall be responsible for all decisions on granting, revoking or refusing of any status of accreditation to an institution.

10.1.4.4. The COA shall be responsible for receipt and approval of Annual Monitoring Reports from the institutions in line with relevant policies and procedures.

#### 10.1.5 Meetings

10.1.5.1 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.

- 10.1.5.2 Special Meetings may be called by the Chair of the COA and/or upon the written request of a one-third majority of the membership of the COA.
- 10.1.5.3 The time and place for holding meetings shall be determined by the Chair and notified to members at least 30 (thirty) days beforehand.
- 10.1.5.4 Minutes/notes of all COA meetings are for distribution to members of the COA only.

## **10.2 Quality Assurance Committee**

### 10.2.1 Membership

- 10.2.1.1 Membership consists of a minimum of three (3) members.
- 10.2.1.2 Members are elected to the QAC by the Council for a period of three (3) years and thereafter for one further period of three (3) years.
- 10.2.1.3 Members' terms of office shall begin on the first day of January following the election.
- 10.2.1.4 A member of the QAC is nominated and elected as Chair of the QAC by the Council.
- 10.2.1.5 The Chair is elected for a period of three (3) years, and thereafter for one further period of three (3) years.

### 10.2.2 Duties and Responsibilities

The QAC is responsible for continual review and evaluation of the Council's policies and procedures, the Constitution and the Council's publication entitled "Accreditation Procedures and Standards for Chiropractic Education" and such other documents and regulations that may be adopted by the Council.

### 10.2.3 Meetings

- 10.2.3.1 Meetings shall normally be held once a year and/or as directed by the Executive Committee.
- 10.2.3.2 Minutes and/or Recommendations of all QAC meetings shall be submitted to the annual Council meeting.

## **11 FINANCE**

11.1 The Council may be supported financially by:

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

11.2 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.

11.3 The fiscal year will be the calendar year.

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

11.5 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.

## **12 INDEMNIFICATION**

The liability of members of the Council, the Executive Committee and/or employees and/or agents of the Council or the Commission on Accreditation 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.

## **13 AMENDMENTS**

This Constitution may be altered, amended or repealed, and new bylaws 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.

## **14 DISSOLUTION**

14.1 If and when the Council shall realise that it is not in a position to fulfil its purpose, dissolution of the organisation may be considered.

14.2 Dissolution shall result from a three-quarters affirmative vote of those members present at the meeting.

- 14.3 Upon dissolution of the ECCE, the assets shall be used for tax-privileged purposes. Resolutions concerning the future use of the assets may only be carried out with the consent of the Local Tax Office.

**15 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.