

## EUROPEAN COUNCIL ON CHIROPRACTIC EDUCATION

### CONSTITUTION

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## **1 TITLE AND REGISTERED OFFICE**

The title of the organisation shall be:

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

hereafter referred to as “the Council”. The Council's registered office is in Aachen, Germany. The Council’s court of jurisdiction is also 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 programmes according to, and against, a pre-determined and evolving set of procedures and *Standards*.
- 2.5 To publish a list of those programmes that are in compliance with the Council’s procedures and *Standards*.
- 2.6 To ensure that programmes holding Accredited Status with the Council are comparable 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 To exclusively and directly pursue non-profit objectives in accordance with the Section "Tax-deductible objectives" of the German tax regulations.
- 2.10 To engage altruistically. The Council does not pursue 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 costs actually incurred. They shall be documented

by the Council's accounting records. No person shall benefit from expenditures which are alien to the purpose of the Council.

### 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 **Two (2)** 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 **Two (2)** lay persons as nominated and elected by Council.
  - 3.1.7 **Programme members** are members that have been accredited by the ECCE. The Quality Assurance and Accreditation Committee decides on the admission of such members. Each programme member is represented by one person who is authorized to speak and vote on its behalf.
  - 3.1.8 **Two (2)** members nominated by the programme members (3.1.6) from the teaching or administrative staff of the member programmes (not more than one member from any one programme) and elected by the Council.
  - 3.1.9 Up to **two (2)** members who are medical or chiropractic educationalists nominated by the Executive Committee and elected by the Council.
  - 3.1.10 **Two (2)** members who are either students studying a first qualification in chiropractic at an ECCE accredited member programme or students in a recognized post-graduate programme who are nominated by the student representative bodies of Programme Members (not more than one student from any one programme) and elected by 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 Vacancies should normally be filled within one calendar year.

**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.
- 3.3.7 NOT be part of site evaluation teams or on QAAC while holding a position on the advisory board of that programme.

**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 programme.
- 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 educational programme.

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

#### **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. In exceptional cases a third term (4 years) may be approved by council.

4.1.2 Membership of the chiropractic students pursuant to section 3.1.10 will terminate one year after graduating from the chiropractic or post-graduate programme.

4.1.3 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.

4.1.4 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.

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

4.2.4 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.

#### **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 Quality Assurance and Accreditation Committee

- 5.2 The Executive (Committee) as defined by § 26 German Civil Code consists of the President, the Vice-President, Quality Assurance Consultant (non-voting member), Executive Secretary (non-voting member), Chair of Quality Assurance and Accreditation Committee (QAAC) and Treasurer.

The ECCE shall be represented by one member of the Executive Committee in legal and out of court proceedings; the said member shall be the President, the Vice-President or the Treasurer.

**6 OBSERVERS**

- 6.1 The following categories of Observer may be invited at the discretion of the Executive Committee to attend but not vote at Council meetings:
- 6.1.1 State licensing authorities or national or international regulatory authorities dealing with chiropractic education in Europe.
  - 6.1.2 Programmes with whom there has been recent and substantial dialogue regarding application for accredited status.
  - 6.1.2 Members of other Councils on Chiropractic Education (CCEs) worldwide including the Council on Chiropractic Education International (CCEI).
  - 6.1.3 Other individuals deemed relevant by the Executive Committee.

**7 THE COUNCIL**

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

- 7.1 **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. However, in exceptional circumstances, the Executive Committee may decide to convene a remote Regular Meeting using an online meeting application with video capabilities and secure secret ballot voting facilities.
- 7.2 **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). However, in exceptional circumstances, the Executive Committee may decide to convene a remote Special Meeting using an online meeting application with video capabilities and secure ballot voting facilities.
- 7.3 All **Council** meetings shall be convened by the Executive Committee with at least thirty (30) days notice in writing or by confirmed e-mail, including the agenda and supporting papers.

7.4 **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.

7.5 **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. Electronic voting during remote Regular or Special meetings shall be subject to the same requirements. Postal votes or voting by proxy is NOT allowed.

7.6 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.

7.7 **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.

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

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

7.9 All members shall have full voting rights

7.10 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.



## **8 THE EXECUTIVE COMMITTEE**

8.1 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)

8.1.1 The Chair of the QAAC is not elected by the Council. He/she is nominated and elected by the members of the QAAC (section 9.1.2.1) and appointed 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.

8.1.2 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.

8.1.3 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.

### **8.2 Elections and Terms of Office**

8.2.1 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. In exceptional cases, a third term (4 years) may be approved by council.

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

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

### 8.3 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. 9.1.1)

### 8.4 Vacancies

A vacancy in any office, other than the Chair of the QAAC (see 9.1.2), 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.

### 8.5 Office of President

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

8.5.2 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.

### 8.6 Office of Vice-President

8.6.1 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.

8.6.2 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.

### 8.7 Office of Executive Secretary

The Executive Secretary shall:

8.7.1 Be employed by council as per relevant requirements.

8.7.2 Keep the minutes of the meetings of the Council.

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

- 8.7.4 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.
- 8.7.5 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.

8.8 Office of Treasurer

- 8.8.1 Have charge and custody of, and be responsible for, all funds of the Council.
- 8.8.2 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.
- 8.8.3 Remunerate those members of Council in accordance with their contracts.
- 8.8.4 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.

8.9 Quality Assurance Consultant

The Quality Assurance Consultant shall:

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

8.10 The Immediate Past President

8.8.1 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.

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

8.11 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 (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).

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

8.14 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.

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

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

## 9.1 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*.

### 9.1.1 Membership

- 9.1.1.1 Its membership consists of a minimum of eight (8) members. One of these members must be a student.
- 9.1.1.2 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).
- 9.1.1.3 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.
- 9.1.1.4 Student membership ceases one year after completion of their course of study.
- 9.1.1.5 Members' terms of office shall begin on the first day of January following the election.
- 9.1.1.6 The President of the Council is an ex-officio member of the QAAC (no voting rights).

### 9.1.2 The Officers of the QAAC are:

- Chair
- Vice-Chair
- 9.1.2.1 The Officers of the QAAC shall be elected annually by and from its membership at the annual meeting of the QAAC.
- 9.1.2.2 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.
- 9.1.2.3 The Chair of the QAAC shall have a casting vote when appropriate.
- 9.1.2.4 The Chair of the QAAC or his/her duly appointed designee, in writing, shall be the official spokesperson for the QAAC.

### 9.1.3 Requirements for ALL Members of the QAAC

Members of the QAAC must:

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

- 9.1.3.2 Not engage in activities that constitute a conflict of interest with the affairs of the QAAC.
  - 9.1.3.3 Not represent themselves as spokespersons for the QAAC without the express authorisation of the Chair.
  - 9.1.3.4 Sign a Declaration of Confidentiality covering all matters of the QAAC.
- 9.1.4 Duties and Responsibilities
- 9.1.4.1 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.
  - 9.1.4.2 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.
  - 9.1.4.3. The QAAC shall be responsible for all decisions on granting, extending, revoking or refusing of any status of accreditation to a programme.
  - 9.1.4.4. The QAAC shall be responsible for receipt and approval of Annual Monitoring Reports from the programmes in line with relevant policies and procedures.
- 9.1.5 Meetings
- 9.1.5.1 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.
  - 9.1.5.2 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.
  - 9.1.5.3 The time and place for holding meetings shall be determined by the Chair and notified to members at least 30 (thirty) days beforehand.
  - 9.1.5.4 Minutes/notes of all QAAC meetings are for distribution to members of the QAAC only.

## **10 FINANCE**

- 10.1 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

10.2 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.

10.3 The fiscal year will be the calendar year.

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

10.5 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.

## **11 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.

## **12 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.

## **13 DISSOLUTION**

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

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

13.3 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.

**14 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.