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American Naprapathic Association

Headquarters at the NCNM University
3330 N. Milwaukee Avenue
Chicago, Illinois 60641

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ANA Constitution & Bylaws

Preamble

This Constitution establishes the American Naprapathic Association, herein referred to as "ANA", as the premier professional organization for Doctors of Naprapathy in the United States, committed to the advancement and protection of the profession for the benefit of the patients they serve.

ARTICLE I – NAME & INCORPORATION

1.01 Name

The Association shall be known as the American Naprapathic Association, Incorporated, hereby referred to as the "National Association" for Naprapathic Medicine in the United States or "ANA", incorporated under the laws of the State of Illinois.

ARTICLE II – MISSION AND PURPOSE

2.01 Mission

The mission of the American Naprapathic Association (ANA) is to preserve, protect, improve, promote, and expand the Naprapathic profession and the service of Doctors of Naprapathy for the ultimate benefit of the patients they serve. As an organization, we champion the enhancement of public awareness and recognition of Naprapathy as a distinguished healthcare practice. Our mission further prioritizes the elevation of educational standards and the enrichment of expertise among Doctors of Naprapathy, fostering an environment where academic and professional excellence is the norm. We are dedicated to nurturing the professional growth and success of our members, thereby solidifying the ANA as the premier professional hub for both naprapathic practitioners and students. Through comprehensive educational resources and esteemed board certification, we ensure the continuous development within the profession. Culminating our efforts, we actively support and extend the practice of Naprapathy through dedicated legislative advocacy, ensuring the long-term advancement and sustainability of the naprapathic profession for the ultimate benefit of the patients our members serve.

2.02 Purpose

The American Naprapathic Association (ANA) stands as a non-profit entity with a steadfast dedication to the advancement of Naprapathic Medicine, a manual medicine discipline that espouses a holistic approach to health and wellness. Our organization's purpose is to embody leadership and foster a forward-looking vision for the Naprapathic profession, promoting a natural and comprehensive approach to health care. Our efforts are anchored in a profound commitment to influencing public policy and legislation in alignment with the profession's values and our collective vision. We strive to set exemplary standards in professional ethics and treatment quality, while executing a strategic plan that responds adeptly to the contemporary landscape of health care. Central to our strategic plan is the enhancement of continuing education opportunities, the meticulous governance of Naprapathic educational institutions, and the assurance of continual professional development for Doctors of Naprapathy. These initiatives are vital to nurturing a vibrant and competent Naprapathic community that embodies the highest principles of our profession. The ANA's mission is to perpetuate the integrity and efficacy of Naprapathic practice, ensuring its enduring legacy and its ability to meet modern health needs. We are resolute in our role as the seminal organization in the Naprapathic field, established in 1909, and we take pride in upholding the traditions of excellence that have characterized our history. In this pursuit, we are not merely custodians of tradition but are active proponents of innovation within the Naprapathic community. The ANA is committed to leading in Naprapathic research and fostering international collaboration, thereby positioning the association as a beacon of professionalism and as a guiding light for current and prospective Naprapathic practitioners globally.



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ARTICLE III – FUNDS

3.01 Distribution and Purpose of Funds

All funds of the American Naprapathic Association shall be collected with the purpose of accomplishing the mission and goals of the ANA to preserve, protect, improve, promote and expand the Naprapathic profession and the services of Doctors of Naprapathy for the ultimate benefit of the patients they serve.

(a) General Fund

The General Fund shall contain all receipts from the collection of annual dues of members, and any other monies the Association may receive not specifically earmarked for any other fund, such as the Legislation Fund. This fund shall be used for necessary and regular expenses incidental to the proper functioning of the Association. Disbursements from this fund shall be made by electronic transfer or by check from the Treasurer, Vice President, or the President. Appropriate electronic payment methods include, but are not limited to, bank transfers, Zelle, and PayPal. In the event the amount is over five hundred dollars, electronic transfers and checks must be authorized and countersigned by the President or the Vice President. All transactions must be documented and recorded in accordance with standard accounting practices to maintain transparency and accountability.

“This revision allows for modern electronic payment methods, ensuring that the ANA can operate efficiently with current financial management tools while maintaining the necessary oversight on larger transactions to safeguard the integrity of the Association's financial resources.”

(b) ~~Legislation Fund~~ Legislation Fund = Naprapathic Practice Act (NPA) Pledge

- To support the initiation and promotion of legislation that advances the interests and legal rights of the Naprapathic profession to practice without undue restriction, whether licensed or otherwise, the Association may raise funds through special assessments or other means as decided by the Council. This sub-fund will be known as the "Naprapathic Practice Act (NPA) Pledge" and will be exclusively utilized for these legislative purposes. The Council will not allocate funds from the NPA Pledge in any state where, in its judgment, there are sufficient members to support these activities without additional financial assistance from the Association.
- **State-Specific Legislative Budgeting:**
 1. **Responsibility of States with Sufficient Membership:**
 - States deemed by the Council to have sufficient membership are required to establish a dedicated legislative budget. This budget will outline the financial needs specific to their legislative activities aimed at advancing the Naprapathic profession.
 2. **Budget Submission and Approval:**
 - Each state with sufficient membership must submit a detailed legislative budget to the Council for review and approval annually. This submission should include projected expenses, intended legislative initiatives, and a strategic funding plan that aligns with both state and national objectives.
 3. **Council Oversight:**
 - The Council retains the right to review and advise on these budgets to ensure they are comprehensive and aligned with the broader goals of the ANA. The Council may also provide strategic support and coordination to enhance the effectiveness of state-level legislative efforts.
 4. **Financial Autonomy:**



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- Upon approval of the state-specific legislative budget, states will be responsible for managing and disbursing these funds independently. The ANA's central NPA Pledge funds will primarily support states that lack sufficient membership to sustain legislative efforts independently.

5. Reporting and Accountability:

- States will report on the utilization of their legislative budgets as part of their annual reporting to the ANA. This report should detail expenditures, progress of legislative initiatives, and assessments of ongoing and future needs.

"By mandating state-specific legislative budgets for states with adequate membership, the ANA ensures a more tailored and responsible approach to legislative financing, which promotes greater autonomy and alignment with local legislative needs while maintaining national oversight and support where needed. This revision ensures that states with sufficient resources take a proactive role in their legislative advocacy, while still aligning with the national association's goals and benefiting from its support structure. It also establishes a clear framework for budget creation, submission, oversight, and reporting, enhancing transparency and accountability."

(1) Contributors to the Legislation Fund

If this is decided by the membership to be a mandatory assessment:

These special assessments shall be levied on all Professional Members equally. All special assessments are subject to rules defined in 4.05 Suspension and Expulsion (a) Cause for Suspension and Expulsion (2) Membership Dues and Fees in Arrears.

If this is decided by the membership to be a voluntary assessment:

These special assessments are voluntary and do not affect a member's status in the Association.

(2) Obligation of the Board of Directors to the Contributing Membership

The Council will update the membership on a bi-annual basis as to the disbursement of the Fund. If the Council fails to update the membership about the Fund on a bi-annual basis a special meeting of the ANA can be called by any member who has contributed to the Fund after 30 days beyond the date the update should have been given. A quorum is not necessary.

If a special meeting is held in regard to the disbursement of the Fund the membership is entitled to place a hold on all additional expenses being disbursed from the Fund if a quorum of 1/3 of all non-board member participants in the Fund are present to vote.

(c) Special Assessment

If this is decided by the membership to be a mandatory assessment:

These special assessments shall be levied on all Professional Members equally. All special assessments are subject to rules defined in 4.05 Suspension and Expulsion (a) Cause for Suspension and Expulsion (2) Membership Dues and Fees in Arrears.

If this is decided by the membership to be a voluntary assessment:

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ARTICLE IV – MEMBERSHIP

4.01 Member in Good Standing

A Member in Good Standing is defined as a member who has completed the membership process, fulfills the requirements of their membership agreement, whose membership dues are paid in full and is not under suspension by the Association. Memberships are defined by two categories; voting and non-voting members:

4.02 Voting Members

- (a) Professional
- (b) Professional Reciprocal

4.03 Non-Voting Members

- (a) Auxiliary
- (b) Student
- (c) Honorary

4.02 Voting Members

(a) Professional

Professional Members are the only members eligible to vote in matters concerning the Association, provided they have been a Member in Good Standing for at least 90 days prior to the moment of voting. Members do not need to be present to vote, electronic votes will count in regard to quorum and vote tally.

(1) Qualifications

Any person twenty-one years of age or over who is a graduate of a College of Naprapathy, which confers the degree of Doctor of Naprapathy, is eligible for membership; provided such applicant and the ANA President and Director of Member Affairs signs the Contract of Professional Membership (Addendum 1) and satisfies the Council that his/her professional conduct and skill harmonizes with the objects of this Association.

Exceptions to the above qualifications can be made if a candidate is otherwise acceptable for membership and has graduated from a school that teaches Naprapathy, and who has been in practice for three years or more. In which case, the President shall appoint a committee of two members to investigate the qualifications and ethical conduct of the candidate and report its findings to the Council. If the committee reports favorably, the Council will then, if satisfied by candidate's eligibility for membership, recommend his or her acceptance to membership at the next Annual or Semi-Annual meeting for action. A majority vote of the membership will be necessary for acceptance of candidate upon signing of the Contract of Membership.

4.03 Non-Voting Members

(a) Auxiliary

Auxiliary members are non-voting members who do not fulfill the Naprapathic requirements of Professional Membership but have shown a significant understanding of the profession, have exhibited qualities that are in harmony to the profession and have followed the criteria of Members in Good Standing. Auxiliary members may be individuals, businesses and other organizations that seek to support the mission of the Association. These members do not become members until they have signed the Contract of Auxiliary Membership (Addendum 2) and are voted in by the membership at the next Annual or Semi-Annual Meeting.



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(b) Student

These members are non-voting members who are currently enrolled in a Doctoral of Naprapathy program. These members must follow the criteria of Members in Good Standing and do not become members until they have signed the Contract of Student Membership (Addendum 3) and are voted in by the membership at the next Annual or Semi-Annual Meeting.

(c) Honorary

These members are non-voting members unless they have maintained their Professional Memberships. The membership is exclusively intended to acknowledge support over and above the call of duty to the Naprapathic Profession. These members are voted in by the membership at the next Annual or Semi-Annual Meeting.

4.04 Fees

(a) Member Fees (Dues)

Application fees for members shall be an annual fee, payable with application, due June 1st. The Association reserves the right to change the annual fee, as necessary to meet its goals and objectives.

4.05 SUSPENSION AND EXPULSION

(a) Cause for suspension or expulsion

The failure on the part of a member to comply with any of the objects, rules or requirements of the Constitution and By-Laws of the Association is sufficient cause for suspension and expulsion from the Association.

(1) In cases of violation

Charges shall be preferred against such member before the Council, who shall give the accused member a fair and timely hearing within 6 months of charges. If the member is found guilty of such charges, he or she may be suspended by a two-thirds majority vote of the Council. Such suspension shall be effective until the next Annual, Semi-Annual or Special meeting of the Association when further action must be taken. The records of the Council hearing shall be presented to the members in session together with any further testimony and the decision of the membership present at said meeting either for reinstatement or expulsion shall be final. It shall require a two-thirds majority vote of the Professional Members, once a quorum has been established, present for expulsion.

(2) Membership Dues and Fees in Arrears

Any member who allows his or her annual dues to remain unpaid for three months after they are due, or who fails to pay his or her dues before the end of the month for which they are due, or who fails to pay any special assessments that may be levied before the end of the month for which called, shall be considered in arrears. However, a grace period of not more than thirty days following the end of the annual renewal period shall be allowed. If at the end of this period payment has not been received by the Treasurer, the member shall be automatically suspended from membership. Further, the grace period shall be granted no more than twice to the same member during any one Association year. A member suspended for non-payment of dues may be reinstated by a majority vote of the Council upon payment of a reinstatement fee, as provided for in Section 2 of the By-Laws.

4.06 Reinstatement

Any person expelled from membership in the Association may be readmitted to membership by a two-thirds vote of the Professional Members present at any succeeding Annual, Semi-Annual or Special meeting, provided notice of such action is to be taken and filed with the Secretary within thirty days prior to said meeting, and all Professional Members notified



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by him or her of same within fifteen days of said meeting. The Constitution and By-Laws of this Association now existing and which may hereafter be enacted or amended shall be a part of every contract of membership.

ARTICLE V – OFFICERS AND COUNCIL

5.01 Composition of Board of Directors

The business of the Association shall be conducted by a Council composed of a President, Vice- President, Secretary, Treasurer, Director of Member Relations, Director of Business Affairs, Director of Continuing Naprapathy Education (CNE), and two additional Directors-at-Large. The Executive Council shall consist of the President, Vice President, Secretary, and Treasurer.

(a) Quorum for Council Defined

One over half of Council members (excluding Advisory Council) shall constitute a quorum of eligible voting members during any meeting of the Council.

5.02 Term of office and qualifications for Board of Directors

(a) Term of Office

Each term of office shall be for two years. A Director is considered to have served a full term if they have served more than half of their elected term faithfully. The President, Secretary, Director of Business Affairs, Director of Member Relations, and one Director-at-large shall be elected in odd numbered years alternating with the election of Vice-President, Treasurer, the Director of Continuing Education, and second Director-at-large in even-numbered years.

(b) Vacation of Board Position

(1) When the Vacating Officer has served more than half of their term

If the Officer who has vacated their position served more than half of their term the newly elected officer will serve the remaining portion of the vacated position as well as a full term in whichever position, they were elected in. The elections for the new officer should be held within 90 days of the vacated officer leaving their position.

(2) When the Vacating Officer has served less than half of their term

If the Officer who has vacated their position has served less than half of their term the newly elected officer will serve only the remaining portion of the vacated position.

(c) Qualifications

A candidate for any of these offices must have been a Member in Good Standing of the American Naprapathic Association for at least two years prior to his or her nomination being presented by the Nominating Committee or accepted from the floor. However, in case of an emergency, the two-year membership requirement of a candidate may be suspended upon the recommendation of the President, and approval of the Council.

5.03 Duties of Board of Directors

(a) Duties of Board of Directors in its Entirety

All matters which pertain to legislation, levying of fees, dues, and special assessments and the amounts thereof, applications for membership or reinstatement, hearings for suspension or expulsion of members and directors, arrangements for the Annual and Semi-Annual Meetings and Conventions, appointment of special committees, and the expenditure of all funds shall be under the supervision of the Council.



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(1) Meetings of the Board of Directors

The Council shall meet upon call of the President, or upon call by any three members of the Council, or when petitioned by at least one third of Members in Good Standing of the Association to consider any business of the Association which may come before it. There shall be a meeting held immediately upon adjournment of each Annual and Semi-Annual Conference of the Association.

(2) Obligations of the Board of Directors to The Nominating Committee

The Nominating Committee shall be immediately informed by the Board of any vacancy that may occur in the Association Council and elections must be held at the next Annual Meeting, Special Meeting, or Semi-Annual Meeting, if not sooner, by absentee ballot

(b) Duties of individual Directors and Executive Council Members

The duties of the officers shall be such as are commonly accorded to them by Roberts Rules of Order, 11th Edition, excepting that:

(1) President - The President of the ANA is the Chairman of the Executive Council/Board of Directors.

In addition to providing strong leadership qualities and working cooperatively with the Board of Directors in supporting the goals and mission of the Association, it shall be the duty of the President to:

- preside over meetings according to established parliamentary rules including having on hand at any meeting the following items; a copy of the bylaws and other rules of the organization, a copy of the parliamentary authority (Robert's Rules of Order), a list of all standing and special committees and their members and a memorandum of the complete order of business listing all known matters that are to come up.
- lend oversight to association activities and initiatives in line with the Association's goals and mission and the will of the members and the Board
- initiate organizational planning
- develop strategic directives and focused task forces that examine how the Association might increase the growth and expansion of the Naprapathic profession
- develop all meeting agendas
- maintain strong communication interaction with Board of Directors and Members
- maintain a sound financial strategy which includes maintaining a strong Membership base
- represent the Association in all community and organizational functions
- ensure all duties of Directors are carried out and appoint all committees; except as provided otherwise in the By-Laws
- decide all questions of law and order and appeals submitted to the President which shall stand unless reversed by a vote of the majority of the Membership and/or Board of Directors in accordance with Roberts Rules of Order, 11th Edition.
- President is a member of all Association committees (exofficio) with the exclusion of the Nominating Committee.

(2) Vice President- In addition to providing strong leadership qualities in the absence or unavailability of the President it shall be the duty of the Vice President to:

- understand and support the role of the President
- share responsibility in shaping and executing the organization's external and internal agendas
- support the overall mission, vision, and values of the organization
- keep the President informed of all actions taken when President is unavailable.



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- de facto oversight of all other Director's Chairs; including dispensing additional duties of these Chairs as necessary and at the discretion of the Vice President with the expressed approval of the President.

(3) Secretary – It shall be the duty of the Secretary to:

- Keep and archive accurate minutes of all Board/Council, Semi-Annual, Annual and/or any other Special Meetings called by the ANA
- maintain, keep proper record and review all forms of official communication from the Association including; but not limited to, electronic communication, letters, flyers, newsletters or any piece of written material pertaining to the Association
- maintain all historic documents for the Association.
- Provide membership with minutes of all Association meetings.

(4) Treasurer – It shall be the duty of the Treasurer to:

- file taxes and stay current with all not-for-profit filing with the IRS
- keep accurate records of all bank funds; including, but not limited to deposits and disbursements
- disperse funds as provided for in Section 1 of the By-Laws; collect dues, fees, assessments and other funds of the Association,
- Submit a bi-annual report of the Associations' funds to coincide with the Annual and Semi-Annual meeting.
- It shall also be the duty of the Treasurer, with approval of the Council, to invest surplus funds of the Associations in Government bonds, or other securities that are safe and secure investments

(5) Director of Member Affairs – It shall be the duty of the Director of Member Affairs to:

- maintain membership lists including; contact data, membership records, and various significant demographic data
- recruit new ANA Members
- keep members updated on; ANA news, industry news, and any and all changes which directly or indirectly affect the practice of Naprapathic medicine
- generate/distribute quarterly Newsletter and Journal of the American Naprapathic Association
- maintain ANA phone operations and reply in timely manner
- answer general member and non-member inquiries/questions; via phone, email and/or in person
- maintain a master list of licensed Naprapaths in the U.S. and attempt to track unlicensed Naprapaths who reside in other states and/or non-members
- initiate mailings to profession including non-members in support of above duties
- issue membership cards and packets
- provide membership lists to Board to maintain current website, email lists and other duties as required.
- Provide Nominating Committee with membership contact list no less than 60 days prior to elections.
- Have updated membership lists at all Association meetings with beginning date of membership for voting purposes



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(6) Director of Continuing Naprapathy Education - It shall be the duty of the Director of Continuing Education to:

- initiate, organize, generate and announce marketing materials for all continuing educational (CE) offerings from the ANA to all Illinois licensed naprapaths in various communication formats for all CE conferences and seminars
- assist registration and processing of CE funds
- plan, organize and maintain digital recordings for all Annual and Semi-Annual convention presentations or other CE offerings
- Create, maintain, process, track, distribute electronic catalog and archive CE seminar recordings for members
- Generate and deliver CE certificates
- Other duties as may be assigned by President from time to time.

(7) Director of Business Affairs - It shall be the duty of the Director of Business Affairs to:

- maintain Director & Operating (D&O) Insurance and coordinate the payments with the Treasurer
- develop the annual business budget
- assist the Treasurer with the annual budget as needed
- coordinate the development of the Semi-Annual and Annual Convention budget
- develop promotional strategies for growth and public awareness campaigns for the naprapathic profession
- maintain non-profit status with the state
- develop and maintain relationships and outreach protocols and programs with State Naprapathic Associations and health care related businesses which may help advance or promote the Naprapathic profession
- establish marketing opportunities
- establish relationships and encourage dialogue to improve 3rd party payor reimbursement protocols.

(8) Director-at-Large - This position shall consist of two Directors on the Council.

- It shall be the duty of the At Large Directors to perform such duties as may be assigned to him or her by the President or Executive Council.
- He or she shall serve as a member of the Board of Directors.

(9) Advisory Council

These individuals do not need to be members of the organization.

- Provide guidance in terms of legislation, legal issues, the proper running of an Executive Board or marketing strategies.

5.04 Censure of Board of Director Member

(a) Reasons for Censure

Any Officer or Director may be expelled or censured, according to procedure in Robert's Rules of Order, 11th Edition, for behaviors including, but not limited to: misconduct at meetings, violating confidentiality, moral misconduct outside the meeting having an effect on Association, absenteeism, bribery, fraud, lying, disloyalty, working against the organization, conspiracy, and/or violations of other values that an organization holds dear such as not performing assigned duties having



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a deleterious effect on the Association, not following parliamentary rules in meetings, denying basic rights to make motions, denying participation in debate and/or vote, and/or other behaviors generally considered unethical and against the goals and objects of the Association. A Presiding Officer may also be censured for minor infractions.

(b) Procedures involved in Censuring a Board Member

In censuring a Presiding Officer, a Director or member shall inform the Chair of intent, and the Vice President shall make the motion. If the Vice President refuses to entertain it or is not present, the member then presents the motion to the Secretary. If the Secretary declines or is absent, the member can present the motion to the assembly from where he or she stands on the floor. If the Vice President or Secretary conducts the censure, they do so from where they are in the assembly and not from the President's position. The President can speak in his or her defense but cannot vote on the censure.

A majority vote is needed to put the accused on trial. A vote of censure or reprimand requires majority vote, and suspension or expulsion a two-thirds vote. A Presiding Officer or Director may prefer charges if they choose, otherwise a committee shall be appointed by the highest-ranking officer in Executive Committee not under accusal to conduct a confidential investigation.

5.05 Compensation of Board of Directors

All Board Directors and Officers shall be exempt from the payment of all membership and convention fees and each shall be allowed all expenses incurred in the conduct of his or her respective office. A Director may be compensated for work performed over and above the call of duty upon approval by majority vote of the Council.

Article VI – Nominating Committee

6.01 Nominations for Board of Directors by the Nominating Committee

(a) Purpose of Nominating Committee

It is the responsibility of the Nominating Committee to secure candidates for the ballot and present a slate of qualified, acceptable candidates to the membership for a vote.

(1) Representation of Nominating Committee **updated**

- The Nominating Committee consists of five persons: Four Committee Members who are current ANA members elected by the membership of the American Naprapathic Association (ANA). The Chair of the Nominating Committee shall be appointed by the incoming President. In the event the incoming President's appointee is unable or unwilling to serve, the President may appoint another chair, subject to confirmation by a majority vote of the Committee Members

(2) Term Limits of Nominating Committee Members

The Chair and the elected Committee Members serve two-year terms with two of the elected Members rotating off the Committee each year.

(b) Election Procedures

All elections are held by the Nominating Committee following the procedures described in Nominating Committee Guidelines (Addendum 4)



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6.02 Nominations from the Membership

(a) Nominations from the Membership ****updated****

Nominations for any official position within the Association can be made by any member in good standing. These nominations can be submitted in two ways:

1. Pre-Meeting Nominations:

- Members wishing to nominate a candidate must submit their nomination in writing to the Secretary at least 30 days prior to the scheduled election meeting. The nomination must include the consent of the nominee, signifying their willingness to serve if elected.
- The Secretary will verify the membership status of both the nominator and the nominee and add verified nominations to the election slate to be circulated to the membership at least 15 days before the election.

2. Floor Nominations:

- Additional nominations can be made from the floor on the day of the election, provided the nominating member is in good standing and the nominee is present at the meeting and consents to the nomination.
- Floor nominations must be seconded by another member in good standing and accepted by the nominee to be added to the slate.

6.03 Officer Elect Positions and Transition ****new****

1. Purpose:

- To facilitate a smooth transition of responsibilities and institutional knowledge between outgoing and incoming officers, "Elect" positions are established for each key role within the Council.

2. Establishment of Elect Positions:

- For each executive office (President, Vice President, Secretary, Treasurer, and Directors), an "Elect" position will be created. The individuals elected to these positions are referred to as "President-Elect," "Vice President-Elect," "Secretary-Elect," "Treasurer-Elect," and "Director-Elect" respectively.

3. Duration of Transition Period:

- The transition period shall commence immediately after the election of an Elect officer and continue until the start of the official term of the office, lasting approximately three months.

4. Duties of Elect Officers:

- **Learning Phase:** During the transition period, Elect officers are expected to learn and understand their respective roles under the guidance of the current office holders. This includes attending all relevant meetings as non-voting observers, participating in planning sessions, and familiarizing themselves with all duties and responsibilities.
- **Handover Phase:** One month before the official term begins, Elect officers will start working alongside the current officers, participating in decision-making processes as non-voting members to ensure a comprehensive understanding of the procedures and challenges of the office.

5. Powers of Elect Officers:

- Elect officers shall have the right to access all documents, records, and financial reports pertinent to their forthcoming roles. They do not possess voting rights until they officially assume their roles at the end of the transition period.

6. Official Assumption of Duties:

- Upon completion of the transition period, Elect officers will formally assume their duties as voting members of the Council. The outgoing officers are required to provide all relevant documentation and official materials to their successors no later than the end of their term.



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7. Unexpected Vacancies:

- In the event of an unexpected vacancy in any office, the Elect officer will immediately assume full responsibilities and powers of the office, pending a special election or appointment, as determined by the Council, to fill the Elect position.

“This process ensures all members have the opportunity to participate in the governance of their Association by recognizing their right to nominate candidates directly, fostering a more inclusive and democratic election process.”

ARTICLE VII – ANNUAL, SEMI-ANNUAL, AND SPECIAL MEETINGS

7.01 Time and Place of Annual and Semi-Annual Meetings of the ANA

1. The Annual Meetings of the Association shall be held in June each year to encourage participation from students in naprapathic programs who are typically on academic break during this month. The location and specific dates of the Annual Meeting shall be determined by the Council.
2. A Semi-Annual Meeting, referred to as the "Winter Holiday Conference," shall be held in December each year to also facilitate participation by students during their winter holiday break. This meeting will be convened at a time and place decided upon by the Council.
3. For both the Annual and the Winter Holiday Conference, the Director of Member Affairs must send notices to all members at least sixty days prior to the meeting dates, detailing the time and location as resolved by the Council.

7.02 Regulations for Change of Meeting Time or Place

If the Council deems it expedient to change the time or place as decided upon at the Annual Meeting, it may do so, provided the announcement is made and sent to each member of the Association not less than fifteen days prior to the time originally set.

7.03 Voting Requirements at Annual, Semi-Annual and Special Meetings

(a) Quorum Defined

One-third of the Associations' Professional Members, in good standing, shall constitute a quorum of eligible voting members at any meeting of this Association. Vote by electronic correspondence shall be allowed if it is determined that a quorum is not present at any scheduled meeting of this Association.

7.04 Special Meetings of the ANA

(a) Authority to Call a Special Meeting of the ANA

A special meeting of the Association may be called at any time by a majority vote of the Council, or one-third of the Associations' members who are in good standing. If a special meeting of the membership is called due to the impression of impropriety by the Board all actions taken by the Council, after one-third of the members in good standing have requested a special meeting, will be considered void.

(b) Regulations for notification of a special meeting

The membership (or Council) shall be notified fifteen days in advance of such meeting and informed of the matters to be placed before that special meeting and these matters only may be discussed and acted upon at this meeting.



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ARTICLE VIII – AFFILIATE ASSOCIATIONS

8.01 Requirements for Affiliate Associations

(a) Application for Affiliate Associations

Any state desiring to form a local Association shall make application to the American Naprapathic Association in writing, through its Secretary, for the privilege of organizing such an association. A permit of same shall be issued by the Council if, in its judgment, such an organization is desirable and does not conflict in any way with organizations already in existence.

(b) Constitution and Bylaws of Auxiliary Associations

The Constitution and Bylaws of all branch organizations shall be so drawn up as not to conflict with the Constitution and Bylaws of the American Naprapathic Association.

ARTICLE IX – AMENDMENTS

9.01 Procedures to Amend the Bylaws

The Bylaws may be amended by a two-thirds majority vote of all Professional Members in Good Standing present at any Annual, Semi-Annual, or Special meeting, provided that a quorum of eligible voting members has been established. All proposed amendments must be submitted in writing to the Secretary at least thirty days prior to the scheduled meeting. The Secretary shall make all proposed amendments available to all Professional Members via electronic mail, or postal service upon request, at least fifteen days before the meeting at which the amendments will be voted upon.

9.02 Updating the Bylaws

The Bylaws shall be reviewed every five years by a Review Committee appointed by the President. This committee will be responsible for suggesting any necessary changes, including the incorporation of amendments. The committee's proposals for changes will be subject to approval by a two-thirds majority vote of all Professional Members in Good Standing at the next Annual, Semi-Annual, or Special meeting where a quorum is present.

ARTICLE X – REGULATION OF BYLAWS PROCEDURES

In all matters and procedures not specifically covered by the Constitution and By-Laws of the Association herein, Robert's Rules of Order, 11th Edition, shall govern.

ARTICLE XI – ACCREDITATION COUNCIL FOR NAPRAPATHIC EDUCATION (ACNE) ***new***

11.01 Composition of the Accreditation Council for Naprapathic Education.

The Accreditation Council for Naprapathic Education (ACNE), formerly known as the ANA Council on Colleges, has been restructured with a broader vision to evolve from a committee into an independent accreditation body. This body aims to be recognized by the U.S. Department of Education, ensuring that it meets the highest standards for educational excellence in Naprapathic Medicine. ACNE shall consist of five members serving two-year terms, appointed by the ANA President with the approval of the Executive Council of the ANA. The Chairman of ACNE shall also be appointed by the ANA President, subject to the approval of the Executive Council. Advisors may include the ANA President and Deans from colleges and schools of Naprapathic Medicine.



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11.02 Purpose of the Accreditation Council for Naprapathic Education

(a) ACNE's primary objective is to establish and maintain rigorous educational standards for institutions that offer Naprapathic training. These standards are designed to align with the requirements necessary for eventual recognition by the U.S. Department of Education. Initially, ACNE will present these standards to the Executive Council of the ANA for preliminary approval, followed by ratification by the ANA membership at the next Annual, Semi-Annual, or Special meeting.

(b) Establishment of ACNE's Executive Council and Officers:

Upon its establishment, ACNE shall create its own Executive Council and define roles for its officers, including but not limited to a President and Secretary of ACNE. Initially, the ANA President and Secretary will serve as advisors to help establish these roles, ensuring a smooth transition. The roles and responsibilities defined for the ANA President and Secretary in overseeing ACNE's processes will be transferred to the newly established President and Secretary of ACNE once appointed.

11.03 Determining and Amending Standards for Naprapathic Education

The adoption or amendment of educational standards by ACNE will proceed through a democratic process that requires a majority vote once a quorum is established. Proposals for new standards or amendments must be reviewed and approved by the Executive Council of the ANA. Following Council approval, these proposals will be presented for ratification at the subsequent ANA meeting, ensuring that all changes are transparent and subject to member approval.

11.04 Recording and Review of Standards

Complete copies of the educational standards must be maintained by the President and Secretary of ACNE, with each accredited college also holding a copy. ACNE's Chairman will ensure additional copies are available upon request by the Association.

11.05 Formal Recognition of Colleges by ACNE

If a college meets all ACNE's standards and the Chairman reports favorably, ACNE will issue a Certificate of Recognition, affirming the college's compliance. This certificate will be signed by the President and Secretary of ACNE, and the Chairman of ACNE, and will bear ACNE's seal.

11.06 Administration of Maintaining Standards of Recognition

ACNE is responsible for ensuring that each recognized college maintains the prescribed standards. ACNE will investigate any failures to meet these standards. Based on their findings, ACNE will report to its Executive Council, which will take necessary actions to enforce compliance. Failure to meet standards after notice will result in withdrawal of recognition and removal from the list of recognized institutions.

11.07 Alignment with ANA Values and Initial Document Review

ACNE's organizing documents, including its constitution and bylaws, must align with the values and policies of the ANA. An initial review of these documents will be conducted by a special committee composed of members from existing naprapathic colleges and schools that ACNE will serve. This review ensures that ACNE's foundational policies and procedures robustly support its mission and the institutions it accredits.



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11.08 Compensation and Operational Funding for ACNE

a. Budget for Recognition and Operations

ACNE shall establish an annual budget to facilitate its pursuit of recognition by the U.S. Department of Education and to support its ongoing operational needs. This budget will include provisions for administrative costs, promotional activities, legal fees, and other expenses necessary to uphold its mission and ensure continuous service to naprapathic colleges and schools.

b. Establishment of Paid Positions

To effectively fulfill its mission and maintain operational stability, ACNE may create paid positions as deemed necessary. The establishment of these positions will be guided by the budget approved by ACNE's Executive Council and will adhere to the ethical and operational standards commonly practiced by U.S. specialty accreditors. All paid positions must be approved by the Executive Council, and compensation levels will be set in accordance with industry standards to attract qualified professionals.

c. Ethical Standards and Accountability

ACNE shall adopt and enforce ethical standards comparable to those of other respected U.S. specialty accreditors. This includes transparent financial practices, equitable treatment of all member institutions, and rigorous adherence to its educational standards. ACNE will regularly review its compensation strategies and operational expenditures to ensure alignment with its strategic goals and ethical obligations.

d. Funding Requests and Disbursements

Requests for funds to cover reasonable expenses related to the duties of ACNE members and staff shall be submitted to the Treasurer of ACNE. All disbursements must be approved by the Executive Council and are to be made in accordance with the approved annual budget. The Treasurer of ACNE will provide regular financial reports to the Executive Council to ensure transparency and fiscal responsibility.

“These revisions ensure that ACNE is equipped with the necessary financial and human resources to achieve its goals, including the pursuit of official recognition by the U.S. Department of Education. By establishing a clear framework for compensation and operational budgeting, ACNE aligns itself with the best practices of U.S. specialty accreditors, enhancing its credibility and effectiveness as an accreditation body.”

11.09 Annual Reporting to the ANA Executive Council

ACNE shall provide an annual report to the ANA Executive Council, detailing its activities, financial status, and progress towards achieving recognition by the U.S. Department of Education. This report will include:

- **Educational Standards Compliance:** A summary of the compliance status of all accredited institutions, including any significant changes to accreditation statuses.
- **Financial Overview:** A detailed report of the financial transactions and budgetary allocations of ACNE, ensuring transparency and proper fiscal management.
- **Operational Achievements and Challenges:** An overview of the operational successes and challenges faced by ACNE over the reporting period, including the status of any efforts to create paid positions and other strategic initiatives.
- **Future Objectives:** A forward-looking segment outlining strategic goals for the upcoming year, aligning with both ACNE's and ANA's long-term educational and operational objectives.



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This annual report ensures that the ANA Executive Council remains informed of ACNE's activities and supports continued alignment between ACNE's objectives and the broader goals of the ANA.

11.10 Oversight and Corrective Action by the ANA Executive Council

In the event that ACNE is found to be engaging in practices that are improper, unethical, or contrary to its established missions and standards, or fails to meet the recognition criteria set forth by the U.S. Department of Education, the ANA Executive Council shall have the authority to intervene and correct such actions. This will be enacted through the following steps:

- **Initial Assessment:** Upon receiving a credible report of improper actions or upon routine review, the ANA Executive Council will conduct a preliminary assessment to determine the validity of such claims.
- **Formal Investigation:** If the preliminary assessment indicates potential misconduct or failure to adhere to prescribed standards, the ANA President will appoint an Investigation Committee consisting of members from both the ANA Executive Council and external experts, if necessary, to conduct a comprehensive investigation.
- **Report and Recommendations:** The Investigation Committee will provide a detailed report of its findings to the ANA Executive Council, along with recommendations for corrective actions, which may include reorganization of ACNE's leadership, revision of operational procedures, or other necessary measures to restore integrity and compliance.
- **Implementation of Corrective Actions:** The ANA Executive Council will review the recommendations and, if accepted, will oversee the implementation of corrective actions. ACNE will be required to comply with all directives issued by the ANA Executive Council as part of the corrective process.
- **Follow-up Review:** Once corrective actions have been implemented, a follow-up review will be conducted by the ANA Executive Council to ensure that all corrections are in place and ACNE is operating according to its mission and standards. Continued non-compliance may lead to further actions as determined necessary by the ANA Executive Council.
- **Transparency and Communication:** Throughout this process, the ANA will maintain transparency with its membership and the institutions affected by ACNE's accreditation decisions. Updates will be provided to ensure all stakeholders are informed of the situation and the steps being taken to address it.

"This section ensures that the ANA maintains ultimate oversight over ACNE, preserving the integrity of the accreditation process and protecting the interests of the institutions and students it serves."

Contract of Professional Membership (Addendum 1)
Contract of Auxiliary Membership (Addendum 2)
Contract of Student Membership (Addendum 3)
Nominating Committee Guidelines (Addendum 4)
Criteria to Obtain Recognition from ACNE (Addendum 5)

Ratified 5.13.24

From Your ANA Board of Directors
"Committed to serving Naprapathic Doctors"