International Agency for Chiropractic Evaluation

Bylaws

Revised August 12, 2025

I. Name and Purpose

1. The name of the organization/agency/group shall be The International Agency for Chiropractic Evaluation (IACE), LTD.
2. The IACE exists to advance the availability of high-quality vertebral subluxation-centered service to people.
3. The IACE will fulfill its purpose by providing chiropractic educational and evaluation services.

II. Board of Directors

1. The Board of Directors shall consist of 7 (minimum) to 12 (maximum) at-large members and up to five institutional members (nominated from the institutional governing body/bodies, the administration(s), and/or faculty/faculties of the institution(s) having "approved" status with the IACE). In the event that fewer than five institutions at any time have received IACE approval status, additional institutional members may be considered from currently approved institutions with the fewest active Board seats (in the case of tie(s), the institution with the earliest approval shall be given priority to make the nomination or decline the opportunity.

   Directors shall serve without pay.

   In accordance with Article VIII of the Articles of Incorporation, Directors may receive reimbursement for expenses incurred or services rendered on behalf of the IACE, provided the activities are approved in advance by the IACE.

2. The Board of Directors shall consist of individuals with knowledge of and/or experience in chiropractic practice and education. Candidates for the Board of Directors will be elected based on their commitment to the purpose of the IACE.
3. Board members shall serve 4-year terms. There is no restriction on being nominated and elected to additional or consecutive terms.
4. Vacancies shall be filled by the Board, with the recommendation of the Chair, from those nominations received by the Executive Director for at-large vacancies or from approved institutions for institutional vacancies.
5. Board members with three consecutive absences from meetings shall be dismissed from the Board. By majority vote at any meeting, the Board may elect to retain a member who would otherwise be dismissed due to absences.

III. Officers

1. The officers of the Board shall consist of a Chair, Vice Chair, and Secretary/Treasurer nominated and elected by the Board.
2. Elected officers will serve a term of two years.
3. (a) The Chair shall preside at all Board meetings, appoint committee members, and perform other duties associated with the office. (b)The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence. (c)The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and distribute copies of the minutes to all. (d) The Treasurer shall keep a record of the organization's budget and prepare financial reports as needed.
4. Executive Committee (EC)
   (a) The Executive Committee of the Board consists of the Chair, Vice Chair, and Secretary/Treasurer.
   (b) For efficiency, the Executive Committee acts on behalf of the whole Board.
   (c) Its limits of authority:
   The EC may **not**:
   - Amend bylaws

- Elect or remove board members
- Hire or fire the chief executive
- Approve or change the budget
- Make major structural decisions

(d) The EC reports to and is accountable to the full Board.

Duties of Officers

Chair (or Chairman): Presides over meetings, works directly with the Executive Director, sets meeting agendas, creates subcommittees, and acts as spokesperson for the Board.

Vice Chair: Takes the role of the Chair when the Chair is absent from meetings; often becomes Chair when the Chair's term is up. This can be seen as an apprentice position or a way of guaranteeing institutional memory.

Secretary/ Treasurer: Responsible for taking meeting minutes or, if that role is done by a staff member, revising them, and also responsible for reporting the fiscal picture of the organization. Ideally, this person will have a background in accounting or finance and receive reports from the Executive Director to make sure the organization's budget is on track. It can be useful to have the Executive Director act as Secretary.

IV. Executive Director

1. The Executive Director shall be the principal executive officer of the Corporation and is responsible for the day-to-day operations of the Corporation. The Executive Director may sign, as authorized by the Board of Directors, any contracts or other instruments which the Board of Directors has authorized to be executed.

2. The Executive Director shall be selected by a majority vote of a quorum of the Board of Directors.

3. The Executive Director serves at the pleasure of the Board of Directors, and may be replaced, with or without cause, by a majority vote of a quorum of the Board of Directors.

4. Remuneration, if any, for the Executive Director shall be determined by the Board of Directors. The Executive Director may be compensated for reasonable expenses, as determined by the Board of Directors.

V. Commission on Accreditation

1. The Board of Directors shall elect members of a Commission on Accreditation to execute the duties and responsibilities enumerated in the current version of the Accreditation documents.

2. The Commission on Accreditation shall consist of an odd number of members. There shall be no fewer than five nor more than fifteen members of the Commission on Accreditation.

3. Members shall consist of:

A. At least two persons with experience in chiropractic education, such as present or former chiropractic college faculty, administration, trustees, or accreditation body members.

B. At least one practicing chiropractor.

C. At least one person with experience in higher education outside the chiropractic profession, such as present or former college or university faculty, administration, accreditation body members, or trustees.

D. At least one lay member uninvolved in the teaching, administration, or governance of a postsecondary educational institution.

E. The Board of Directors should seek diversity in the composition of the Board.

F. Each member of the Commission on Accreditation shall serve for a three (3) year term, except at least 3/5 of the initial members shall serve two (2) year terms to prevent all terms expiring simultaneously.

G. Effective January 1st, 2026, a member may serve a maximum of three consecutive full or partial terms.

E. A member of the Commission on Accreditation may be removed from office with or without cause by a majority of a quorum of members of the Board of Directors.

VI. Committees

1. The Board may appoint standing and ad hoc committees as needed.

VII. Meetings

1. Meetings shall be held either in person or electronically, as announced, and will require at least 72 hours' notice to all board members.
2. Special meetings may be held at any time when called for by the Chair or a majority of Board members.
3. Agendas shall be provided at least 7 days in advance.

VIII. Voting

1.(a) A majority of board members constitutes a quorum. (b) In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority (i.e., one more than half the members present).

IX. Conflict of Interest

IACE strives to function as a consistent, ethical, honest, and responsible agency. All IACE personnel, including directors, officers, and staff members, have a responsibility to conduct themselves in accordance with the highest standards of integrity, honesty, and fair dealings, and to avoid any conflict, or the appearance of a conflict, between their interests and those of IACE and its constituency.

1. Any member of the Board, Commission, or subcommittees who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, Commission, or subcommittees of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to voluntarily recuse him/herself and will vacate his/her seat and refrain from discussion and voting on said item.
2. In the event that a member of the IACE Board, Commission, or subcommittees finds him/herself facing a potential conflict of interest, that member will notify the
   Chair of the Board, Commission, or subcommittee, and that disclosure shall be reflected in the minutes of the meeting.
3. In the event that it is not entirely clear that a conflict of interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a conflict of interest that is subject to this policy.

X. Fiscal Policies

1. The fiscal year of the Board shall be the calendar year.

XI. Amendments

1. These bylaws may be amended by a two-thirds vote of Board members present at any meeting, provided a quorum is present and a copy of the proposed amendment(s) is provided to each Board member at least one week prior to said meeting.