

# THE CHIROPRACTIC SOCIETY OF RHODE ISLAND CONSTITUTION AND BY-LAWS

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## CONSTITUTION

### ARTICLE I - NAME AND OBJECTIVES

#### Section A-Name

This organization shall be known as the Chiropractic Society of Rhode Island, Inc., hereinafter referred to as CSRI.

#### Section B- Objectives

Its objectives shall be:

- (1) to promote legislation favorable to chiropractic physicians;
- (2) to advance the science and art of chiropractic as a school and system of medicine as defined by the state's definition of medicine and the practice thereof;
- (3) to establish and promote a close professional and social interest among chiropractic physicians, including but not limited to issues of public health;
- (4) to establish and promote professional association and cooperation throughout the health care provider community;

- (5) to serve as the official spokesperson and representative of chiropractic medicine for the State of Rhode Island's citizenry and government;
- (6) to establish and maintain the standards of education, ethics and professional competency necessary to assure standards of professionalism commiserate with that of the local health care provider community;
- (7) to promote public understanding and appreciation of the profession of chiropractic medicine; its ideals for health and healing, and our concerns for the public's well being.

## ARTICLE II – MEMBERSHIP

### Section A-Classes.

There shall be 6 classes of membership: active, senior active, senior retired, student, associate and honorary.

### Section B- Eligibility

All licensed chiropractic physicians of good moral character, practicing chiropractic medicine as defined by the laws regulating the practice of chiropractic medicine in Rhode Island shall be eligible for membership and, when regularly admitted, be allowed to vote.

### Section C- Active Members.

1. Any chiropractic physician who meets the other eligibility requirements and who is licensed to practice chiropractic in the State of Rhode Island shall, upon application to and acceptance by the board of directors or its delegated committee, be an active member and shall have all right to vote, and hold office in the CSRI, Inc.
2. Any chiropractic physician whose application for membership is not accepted by the board of directors shall have their dues refunded, provided they have not attended educational sessions of the CSRI and received certification for license renewal.

### Section D- Student Members.

Any person who has enrolled in a program of chiropractic medicine that is approved by the Rhode Island Board of Chiropractic Medicine, upon application to and approval by the board of directors, shall be a student member. A student member shall not be entitled to vote, hold office, nor have any equity in the tangible assets of the CSRI.

### Section E -Associate Members

An associate membership may be conferred to any chiropractic physician not in active practice in the State of Rhode Island, or a lay person, in accord with the principles and objectives of the CSRI, upon application to and approval by the board of directors. An associate member shall not be entitled to vote, hold office, nor have any equity in the tangible assets of the CSRI.

### Section F- Senior Active Members.

Any chiropractic physician who has been an active member of the CSRI for a minimum of twenty-five (25) years and has reached their sixty-fifth (65) birthday, upon application

for said classification and approval by the board of directors, shall be a senior active member. A senior active member shall have all rights and privileges of an active member.

#### Section G- Senior Retired Members.

Any chiropractic physician who has been an active member of the CSRI for twenty-five (25) years, has reached their sixty-fifth (65) birthday, and is no longer in practice, or has been an active member of the CSRI for twenty-five (25) years and is no longer able to maintain a full time practice due to permanent disability application for said classification and approval by the board of directors, shall become a senior retired member. A senior retired member shall have all rights and privileges of an active member except they shall not have the right to hold an elective office secured by a general election by the membership of the CSRI.

#### Section H- Honorary Members

Any person whom the CSRI desires to honor because of special service rendered the profession of chiropractic medicine may be granted honorary membership by a vote of three-fourths ( $\frac{3}{4}$ ) of the board of directors. An honorary member shall not be entitled to vote, hold office, nor have any equity in the tangible assets of the CSRI unless stated otherwise in these bylaws. Nominations to honorary membership must be made by five or more active members and submitted to the board of directors or its delegated committee. Said services deserving such recognition shall be recited and recorded in the nomination.

1. A licensed chiropractic physician and practicing in Rhode Island who has been a member in good standing of the CSRI for at least 15 consecutive years, and has rendered some outstanding and/or exceptional service to the profession over and above that usually rendered by a chiropractic physician. They shall be entitled to vote.
2. A chiropractic physician not licensed to practice in Rhode Island who has been a member in good standing of their State Organization for at least fifteen (15) years and has rendered some outstanding and/or exceptional service to the profession over and above that usually rendered by a chiropractic physician.
3. Any lay person who has rendered some outstanding and exceptional service to the profession of chiropractic medicine.

#### Section I- Certificate of Membership.

Each member shall be given a certificate of membership, designating their class of membership on a form approved by the board of directors upon completion of payment of one-half ( $\frac{1}{2}$ ) the annual dues and all assessments.

#### Section J - Assessments

1. Special assessments may be levied by a vote of two-thirds of the qualified membership of the Society attending a general member meeting or a meeting called for that purpose, provided a quorum is present in accordance with ARTICLE IV, Section 1 (Regular Meetings).

## Section K - Suspension or Expulsion or Denial of Membership

1. Any act of any member which is, [delete: in the judgment of the Board of Governors,] contrary to the welfare and best interests of the Society and its members shall be grounds for forfeiture of membership in the Society by the board of directors. All charges setting forth such act or acts attributable to the offending member, and evidence thereof must be presented to the president of the board of directors in writing and must be signed by at least three (3) members in good standing. On a finding of probable cause of violation by the president, the matter shall be submitted to a committee of past presidents of no less than three in attendance, for investigation and recommendation of penalty, if any. The defendant member will be given written notification by the president, of at least 21 days, before the board considers the matter. The defendant shall have the right to defend their self, personally or by representative. The committee of past presidents shall make a written report of their findings and suggested course of action to each member of the board of directors in a manor timely enough (but not less than 7 days before a scheduled board meeting) for the board to consider the report for adoption, modification or rejection. A two-thirds (2/3) vote of the board members present is required.

2. Any breach of ethics or any act precipitating loss or suspension of membership in the American Chiropractic Association or the International Chiropractors Association or any affiliate thereof shall cause loss or suspension of membership in the Chiropractic Society of Rhode Island.

3. The decision of the Board shall be rendered to the member to be suspended or expelled in writing by registered or certified mail. Said suspension or expulsion shall become effective upon passage.

4. The suspended or expelled member as a first time offender, may appeal one (1) time, the decision of the Board to the Membership at a duly constituted membership meeting to be remanded to the committee of past presidents for reconsideration. Such an appeal must be made in writing to the board of directors. Upon receipt of a notice of appeal to the membership, the matter will be set forth on the agenda of the next scheduled general member meeting. The membership may overturn the decision of the Board upon a two-thirds majority vote done by ballot, of those present at the Membership meeting.

## ARTICLE III - OFFICERS, ELECTIONS, DUTIES

### SECTION A -Qualifications for Office

1. A candidate for election to any office or position shall be an active member in good standing in the CSRI for a minimum of 3 years consecutively except for the office of President the candidate shall be required to have 5 years.

2. All candidates for office or position of the CSRI must comply with the following:

- There must be no conflict of interest with the objectives of the CSRI.
- A person has a conflict of interest by serving as an officer or director in two organizations when one organization takes an adverse position against the other organization.
- They must be able to attend a majority of the board of governors meetings.
- An officer or director who does not comply with Section A, 2, a, b, c may be subject to removal from office by a two-thirds (2/3) vote of the entire board of

governors.

- e. The board of governors may refuse, by a two-thirds (2/3) vote of the entire board of governors, to accept the credentials of a candidate for seating on the board of governors, upon findings of any of the above.

## SECTION B - Officers and Duties

1. President: The President shall be the executive officer of the Society. The President shall have general and active management of the business of the Society and shall see that all orders and resolutions of the Board are carried into effect. The President shall be ex-officio member of all standing committees with the right to vote except for the nominating committee. The President shall have the general power and duties of supervision and management usually vested in the office of President of such organizations. The President's duties shall include but not be limited to: (1) to preside at all meetings; (2) to appoint committees as are deemed necessary and expedient for the best interests of the Society; (3) to sign, with the Secretary, all certificates of membership and other documents pertaining to the business and affairs of the Society; (4) to uphold the honor and dignity of the profession; (5) to decide all points of order, (6) to sign checks if the Treasurer is unavailable. All presidents shall assume the position of past president on the board after their term in office ends, assuming said president does not want to serve for another elected term in office. The current past president shall vacate their position on the board at this time.

2. First Vice-President: The Vice-President shall be the assistant executive officer of the Society. The duties of this office shall be to fulfill the office of the President in case of the death, absence, resignation, disqualification, refusal or neglect of the President to discharge the duties incumbent upon him/her. The First Vice-President shall assist any other executive officer as the President determines is necessary.

3. Secretary: The Secretary shall be the recording and corresponding officer of the Society. The Secretary's duties shall be: (1) to keep and record the minutes of the proceedings of all meetings of the Society and Board of Governors; (2) to be the custodian of all books and records of the Society excepting such required to be kept by the Treasurer (3) assist in the planning and execution of the continuing education seminar and the General Member Meetings including documenting those who attend said seminars and meetings (4) maintain the membership data base. The Secretary may enlist the assistance of any Society member for the purposes of producing the seminars and meetings, however they may not delegate their authority. The Treasurer shall safely keep in their custody the seal of the Association and shall have authority to affix the same to all instruments where its use is required.

4. Treasurer: The Treasurer shall be the custodian of all funds and securities of the Society. The duties of the Treasurer shall be: (1) to have charge of the financial records of the Society; (2) to notify all members of the levying of dues, assessments, and other charges; (3) to accept and receipt for the same when remitted as directed; (4) to make an authorized disbursements from funds on hand; (5) to keep a true and correct account and report it to the Society; (6) to render a full financial report approved by the President at the annual meeting; (7) to assure all tax related documents are completed in a timely manor, (8) to consult with the hired accountant as needed and assure that the hired accountant is kept abreast of all financial activities of the society (9) produce and maintain an annual budget governing all expenditures of the Society (10) document as having been paid all fees and dues of those who attend all seminars or meetings of the

Society (11) maintain all insurance policies the board deems necessary, (12) shall work with all committees concerning their budgets. At the expiration of the term of office the Treasurer shall deliver over to their successor all books, money and other property in their charge, or, in the absence of a successor, they shall deliver such properties to the president.

5. Second Vice-President: The Second Vice President shall be as an assistant executive officer of the Society. The duties of this office shall be to fulfill the office of the First Vice President in the event of the First Vice President's death, absence, resignation, disqualification, refusal or neglect of the President to discharge the duties incumbent upon him/her. The Second Vice-President shall assist any other executive officer as the President determines is necessary.

6. Member-At-Large: The duties of the Member-At-Large is to represent the general membership and their interests. The Member-At-Large is not an executive position of the CSRI, Inc.

7. Editor of the Newsletter: The duties of the Editor of the Newsletter are to assure the publishing of the Society's newsletter in a timely manor, preferably on a monthly basis. Said Editor is to (1) secure advertising and coordinate the processing of such advertising for the news letter, (2) over see the Society's web cite, (3) assist in the planing of the continuing education seminars presented by the society, (4) assist in the planing of the General Member Meetings. The Editor of the Newsletter is not an executive position of the CSRI Inc. The Editor may enlist the assistance of any Society member for the purposes of producing the seminars, meetings and newsletter, however they may not delegate their authority.

8. Immediate Past President: Upon completion of the President's term of office, the President will become the Immediate Past President. Said person shall serve until such time as the succeeding President has completed their term of office. The Immediate Past President will have a vote on the Board of Directors.

#### SECTION C - Board of Governors

1. The Board of Governors shall consist of the five officers of the Society: President, Vice-President, Treasurer, Secretary, 2nd Vice President, and the non-officers of Editor of the Newsletter, Immediate Past President and Member-At-Large. The Board of Governors shall be authorized to transact any and all business pertaining to the welfare, advancement and progress of the Society and of chiropractic in the State of Rhode Island. However, they shall report all their decisions to the membership at a called meeting or the next regular meeting. The membership may overrule the Board of Governors by a majority vote of the members present and voting if a quorum is present. No member of the Society may hold more than one elected position or Board position at any given time.

#### 2. Board of Governors Quorum and Meetings

Five or more members of the Board of Governors shall constitute a quorum for the transaction of business. Board of Governors meetings shall be held no less frequently than once per month. Emergency meetings may be called by the President or on the written request of five or more members of the Board of Governors. Any member of the Society may be invited to these meetings, but only the members of the Board of Governors shall be entitled to vote on any and all questions under consideration.

3. Attorney: The Board of Governors may, at its discretion, engage an attorney to attend to the legal affairs of the Society.

4. Executive Secretary: The Board of Governors may, at its discretion hire an Executive Secretary to assist the Board in any manner it deems necessary. The Board shall hire this position as a subcontractor only. The pay, maximum hours worked per month and job description shall be determined by the Board. The Executive Secretary shall report to the President and the President shall assure that the tasks assigned beyond those in the job description do not go beyond the hours budgeted.

5. Action by Unanimous Written Consent. If and when the Board of Governors shall severally or collectively consent in writing to any action to be taken by the Association, such action shall be valid corporate action as though it had been authorized at a meeting of the Board of Governors.

6. Removal of Governors, Officers, Agents. Any member of the Society absenting him/herself from three (3) successive Board Meetings, without being excused by the President of the Board, may be removed from the Board by a majority vote of the remaining Board members.

#### SECTION D - Vacancies

Vacancies in any office, from whatever causes, may be filled pro-tem by the Board of Governors or the President from the Society membership.

#### SECTION E - Elections

1. Election: Elections of officers and members of the Board of Governors shall be held at the annual meeting, in the month of May. A nominating committee, composed of three members, one member to be a past president, appointed by the President by the month of March, shall present a list of candidates for the various offices except the Immediate Past President and shall be voted on by the membership at the May biannual meeting. Counter-nominations, for any and all offices, may be proposed from the floor by any member in good standing. The counter-nominations shall be proposed at the annual meeting in May and voted on individually by the membership for any given office excluding the Immediate Past President.

#### SECTION F - Committees

Committees may be established by the Board of Governors or the President of the Society.

1. These committees may have a special purpose (such as implementation, public relations legislation or entertainment) and exist on a temporary or long-term basis as deemed necessary by the Board of Governors and the President. The committees shall be composed of members in good standing as defined by Article II, Section C through G who volunteer or are appointed under presidential authority.
2. The operations of said committees will be coordinated by voluntary or appointed chairpersons. The motion for chairperson appointment will be carried out by standing rules of established under ARTICLE IV, Section 6 (Rules of Order).
3. Vacancies will be filled under ARTICLE III, Section C (Vacancies).
4. Finances of said committees will be under the auspices of the Board of

Governors and the President as deemed necessary for their proper functioning, except where the amounts needed are less than the petty cash fund set by the Board of Governors for each committee. A budget shall be proposed to the Treasurer for all committee activities in a timely manor such that such receipts and expenditures will be included in the annual budget.

5. The Secretary of the Society will provide any and all information to said committees to perform their established duties without being directly involved in said function, unless the secretary is a member by voluntary or elected act.

## ARTICLE IV - MEETINGS

### SECTION A -Regular Meetings

The regular meetings of the Society shall be held biannually with one being held in the month of May and the other being held no sooner than 5 months of the fiscal year and before the calendar year begins, unless otherwise designated by a vote of the members at any meeting. The Secretary shall send written notice thereof at least ten days prior to each meeting. The presence of at least 25% of the members in good standing shall constitute a quorum.

### SECTION B- Special Meetings

Special meetings of the Society may be called by the President, or by five members of the Board of Governors, or on the request in writing of at least one-third (1/3) (than meetings for recall or referendum per the By Laws Article III, Section C, D) of the members in good standing with the purpose of said meeting being stated in the request. This request, duly signed, shall be sent to the Secretary. The Secretary shall mail to each member a notice of such meeting, stating the purpose thereof, at least five days prior to the date set for such special meeting. Such a meeting will be for the business stated in the request and only for said business.

### SECTION C -Place of Meeting

The President, the Board of Governors, or the membership at any meeting may designate the place or location for Society meetings.

### SECTION D -Whom Admitted

Only those who are members in good standing of the Society shall be admitted to the assembly room during a regularly called meeting. The Treasurer shall keep an up-to-date listing of all members in good standing, sending a copy to the President for his/her use. This copy shall be the official list in determining the eligibility of members.

### SECTION E -Visitors

Visitors may be admitted to any meeting upon a majority vote of the members present at this meeting.

### SECTION F- Rules of Order



Robert's Rules of Order shall govern all questions of order and procedure, unless otherwise provided for in this Constitution and By-Laws.

## ARTICLE V -CODE OF ETHICS

### SECTION A

We will, by personal conduct, guard the reputation and ideals of the chiropractic profession.

### SECTION B

We will, at all times, strive to guard the personal and professional reputation of our fellow practitioners, with due regard for the interests of the profession and the public.

### SECTION C

We will never encourage any patient who is under the care of another chiropractic physician to leave that care and avail themselves of our treatment.

### SECTION D

We will use our utmost professional skill in each case, always being conservative in our prognosis, and guided by honesty and caution.

### SECTION E

We will never permit commercialism to stimulate or deter our efforts in behalf of our patients.

### SECTION F

We will always hold as sacred any confidences revealed to us by our patients.

## ARTICLE VI -PRACTICE ETHICS

### SECTION A

We will adhere to the practice of chiropractic in all its branches as taught and practiced in recognized colleges of chiropractic and as defined by the laws of the State of Rhode Island.

### SECTION B

Being aware of the constant advance of science, we will endeavor to acquire knowledge of all methods available in the healing arts and apply such knowledge to the benefit of our patients. We will always place the welfare of those people who seek our services above all other consideration, and assist them, when indicated, to a physician more

specifically applicable to care for them.

#### SECTION C

Realizing that all licensed chiropractic physicians in the State of Rhode Island have already demonstrated their competence and knowledge to the Chiropractic Board of Examiners, we will now respect the right of each chiropractic physician's professional opinion.

#### SECTION D

We will execute our practices with the understanding that those who seek out our care are seeking our professional opinion as it relates to their health and healing, and thus accept the responsibilities for such opinions.

#### SECTION E

We will maintain that our profession and our practices are more than just a technique or therapeutic modality and thus, conduct our actions accordingly as physicians.

### ARTICLE VIII- ADVERTISING and related ETHICS

#### SECTION A

Advertising for the Chiropractic Society of Rhode Island will be formulated through a designated Public Relations Committee of at least three member physicians. Proposed advertising and expenses must be approved by the Board of Governors as part of the annual budget.

#### SECTION B

Doctors of chiropractic may advertise but should exercise utmost care that such advertising is relevant to the selection of a chiropractor, is accurate, truthful, not misleading or false or deceptive, and scrupulously correct in representing the doctor's professional status and area of special competence. Communications to the public should not appeal to an individual's anxiety or create unjustified expectations of results. Doctors of chiropractic medicine should conform to all applicable state laws, regulations and judicial decisions in connection with professional advertising.

## **By-Laws of the CSRI**

### ARTICLE I – APPLICATION FOR MEMBERSHIP

#### SECTION A

An application for membership shall be made on Society application blanks and filed with the Secretary, accompanied by the application fee that shall be refunded if the applicant is not

accepted. Otherwise, the application fee will be applied towards the payment of dues.

## ARTICLE II -DUES

### SECTION A - Dues Schedule

The annual dues for each member of the Society shall be eight hundred dollars (\$800.00). The initial payment shall be due thirty days (30) after the date of the yearly invoicing. One-half shall have been paid by the first general member meeting for that fiscal year. The balance shall be paid in full by the first of January of the current fiscal year.

#### 2. Dues Schedule

- a. Doctors in their first year of practice will receive complimentary membership.
- b. Doctors in their second year of practice will pay dues of two hundred dollars (\$200.00) or 25% of the 6th year dues.
- c. Doctors in their third year of practice will pay dues of three hundred dollar (\$300.00) or 37.5% of the 6th year dues.
- d. Doctors in their fourth year of practice will pay dues of four hundred dollars (\$400.00) or 50% of the 6th year dues.
- e. Doctors in their fifth year of practice will pay dues of six hundred dollars (\$600.00) or 75% of the 6<sup>th</sup> year dues.
- f. Doctors in their sixth year of practice and beyond will pay dues of eight hundred dollars (\$800.00) or 100% of the annual dues.
- g. Senior Active members shall pay dues of four hundred dollars (\$400.00) or 50% of the 5th year dues.
- h. Senior Retired members shall pay dues of one hundred dollars (\$100.00) or 12.5% of the 5th year dues. After five years of consecutive membership under the classification of Senior Retired Member, said member will be given membership in the Society, with all dues omitted.
- i. New members that have practiced in other states shall pay dues as stated in subsections a through g. Dues will be prorated based on the month in which membership was accepted.
- j. Associate members shall pay dues of one hundred dollars (\$100.00) minimum or ten percent (10%) of the full member dues.
- k. Student members shall pay dues of twenty five dollars (\$25.00) or 3.125% of the full member dues.

#### 3. Exceptions

Any member of the CSRI whose ability to pay dues is impaired because of illness, accident, financial difficulty or other reason beyond their normal control may be granted appropriate relief by a two-thirds (2/3) vote of the board of directors.

- a. Dues may be waived for any fiscal year. Petitions for relief from payment of dues must be made annually, in writing and must clearly and completely state the reason or reasons such a waiver is required.
- b. Relief from complete payment of dues because of financial difficulties will be granted only one time and for not more than one fiscal year.

c. A member who is totally and permanently disabled with respect to any service provided by a licensed chiropractic physician may be granted permanent relief from the payment of dues. Permanent and total disability must be confirmed and attested to by two licensed physicians of any U.S. jurisdiction.

d. Any member who serves as an officer of the CSRI, or serves as an elected member of the board of governors shall have their dues waived for the fiscal year during the terms of service, regardless of the month of the fiscal year the term of service begins.

e. The board may set a unique dues rate for any current member who is honored under Article II, Section H of the constitution as part of the honorarium up to and including the life time waiving of dues.

#### 4. Delinquency of Dues

a. Any member failing to clear their balance by the end of the fiscal year, prior to the consecutive years invoicing shall be automatically suspended, losing all rights and privileges of CSRI membership. Their name shall be removed from the list of members and placed on the list of nonmembers until that member asks to reinstate their membership. They shall pay a reinstatement fee equal to five percent (5%) of the standard annual dues.

b. Any member who has attended a CSRI produced (not just sponsored) activity for continuing education credits who has not kept their dues up to date per the schedule of payment (Section J-1.) shall have their certificates held until their account is cleared.

### ARTICLE III -AMENDMENTS -- RECALLS -- REFERENDUM

#### SECTION A - Amendment Procedure

Proposal to amend, change, add to or repeal these bylaws and constitution may be presented only by (1) a written notice to the Board of Governors signed by twenty percent (20%) or more members of the Association qualified to vote; or (2) a recommendation by a majority of the Board of Governors of the Society. All proposed amendments so submitted shall be in writing, shall conform as to form of these bylaws and shall be submitted to the membership at least thirty (30) days before the meeting at which they are to be voted upon.

#### SECTION B - Amendments, How Effected

This Constitution and By-Laws and any provisions thereof may be altered, amended, supplemented, rescinded, repealed or suspended at any Annual or Special Meeting by at least a two-thirds vote of the qualified membership present, provided that the proposed amendment or action is inserted in the notice of such meeting, and a quorum is present as stated in ARTICLE IV, Section 1 , (Regular Meetings).

#### SECTION C - Recall

Upon petition signed by twenty percent (20%) of the active members demanding recall of any officer of the CSRI, the matter shall be placed before the general membership at the next scheduled meeting or at a special meeting. The petition shall state by which meeting the matter

will be heard. In either case, a two-thirds (2/3) vote of the members present shall be necessary for a recall.

#### SECTION D – Referendum

Any action taken or policy adopted by the board of governors of the CSRI shall, upon petition signed by twenty percent (20%) of the active members, be referred to the meeting of the general membership at the next general membership meeting for review and determination.

#### Standing Rules

1. CALL MEETING TO ORDER
2. RECEPTION OF NEW MEMBERS
3. READING OF MINUTES OF LAST MEETING
4. REPORT OF OFFICERS
5. REPORTS OF COMMITTEES
6. RESOLUTIONS AND OTHER COMMUNICATIONS
7. UNFINISHED BUSINESS
8. NEW BUSINESS
9. ELECTION OF OFFICERS
10. INSTALLATION OF OFFICERS
11. FOR GOOD OF THE ORDER
12. ADJOURNMENT

### ARTICLE IV – EXECUTION OF INSTRUMENTS

#### SECTION A - Checks, etc.

All checks, drafts and orders for payment of money shall be signed by the President or the Treasurer or such Officers or agents as the Board of Directors shall from time to time designate for that purpose.

#### SECTION B - Contracts, Conveyances, etc.

When the execution of any contract, conveyance or other instrument has been authorized without specification of the executing officers, the President, or any Vice President and the Secretary, may execute the same in the name and behalf of this Society and may affix the corporate seal thereto. The Board of Governors shall have the Power to designate the Officers and agents who shall have authority to execute any instrument in behalf of this Society.

### ARTICLE V – DISTRIBUTION OF CONSTITUTION AND BYLAWS

#### SECTION A

All members on passage of any changes to the constitution or bylaws shall be mailed a copy of the complete constitution and bylaws with the noted changes instituted. Any new member shall receive a copy of the constitution and bylaws once membership is granted.

## ARTICLE VI - FINANCE AND RECORDS

### SECTION A - Fiscal and Administrative Period

The fiscal and administrative period of the CSRI shall be the first of June in one year through the thirty-first of May of the following year.

### SECTION B - Annual Budget and Report

An annual budget will be presented by the Treasure to include all expected receipts and expenditures of the Society, including all assets, investments, liabilities and depreciation. The report will include all anticipated changes, adjustment, and capitol expenditures for the coming fiscal year. Said budget and report will be presented to the members of the Board in a timely manor in order that the Board members can act upon the budget such that an approved budget and clear financial understanding can be presented to the general membership at the May meeting.

### SECTION C - Books and Records

The secretary shall be responsible for the books and records of the CSRI with the exception of those which are necessary to the president and the treasurer and which shall be their responsibility.

1. The president may from time to time appoint a committee of not less than three (3) to audit, inspect , or review any of the records of the CSRI. This committee will also have the authority to order the storage, destruction or other disposition of such records. Any destruction of records ordered by the committee shall be carried out only with concurrence by a majority vote of the board of governors.
2. All books, records, papers and other property pertaining to the CSRI, in possession or custody of any officer, shall be open to inspection by the president or any member of the board of governors or committee appointed for this purpose by the board of governors.

## ARTICLE VII - OFFICIAL ORGAN

### SECTION A – Publication

There shall be published from time to time by the CSRI a letter or paper which shall convey news of interest and importance to its members. It shall be edited and published under the direction of the board of governors by the Editor of the News Letter. Said publication shall carry items of interest to the members, contributions by various members, news of official acts by the board of governors, news of general health care and state regulatory policies, articles of inspiration, help and information to the members.

