

# **World Congress of Chiropractic Students** **Constitution**

The World Congress of Chiropractic Students is an international forum open to students of all affiliated colleges. The objectives of the World Congress of Chiropractic Students are to promote the exchange of new ideas from a student perspective, to unify the chiropractic profession from within, and to unify the health care community in the interest of contributing to world health.

## **Article I – Name and Address**

### Section 1 - Name

The name of the organization shall be World Congress of Chiropractic Students, abbreviated "WCCS".

### Section 2 - Address

The address of the organization shall be:

World Congress of Chiropractic Students  
1246 Yonge Street, Suite 202/203  
Toronto, Ontario, Canada M4T 1W5

### Section 3 - Website

The website of the organization shall be:

wccsworldwide.com

## **Article II - Aims and Objectives**

### Section 1

To actively work towards unity within the chiropractic profession and to eschew all organizations, individuals, or ideals contrary to this objective.

### Section 2

To coordinate consensus of opinion on issues relating to chiropractic practice and the chiropractic profession, and to make recommendations to colleges,

professional organizations, governmental agencies, and the general public, where applicable.

### Section 3

To serve as a liaison between chiropractic students, student associations, governmental organizations, and private groups.

### Section 4

To promote professional respect among chiropractic students and cooperation between chiropractic associations.

### Section 5

To promote intercollegiate relationships thus facilitating the open exchange of information, combined efforts towards resolution of mutual problems, and the support of pro-chiropractic legislation.

### Section 6

To protect, defend, and, where necessary, seek improvement in the quality of chiropractic education while enhancing accessibility to all chiropractic students and supporting chiropractic research.

### Section 7

To promote and encourage the free and spirited exchange of ideas and methods between Affiliate Colleges through the delegates and at meetings.

### Section 8

To improve student understanding of, and participation in, current chiropractic political and social issues.

### Section 9

To encourage increased participation of chiropractic students through the provision of honorary status membership in WCCS.

### Section 10

To enlighten the global population of chiropractic students about the function of WCCS through forums or exhibitions about WCCS proposals and accomplishments annually, at a minimum, by the delegations on their home campuses.

## Section 11

To promote up-to-date information about the workings of WCCS through exposure to the student body.

## Section 12

To support the inclusion of at least one first year student in each delegation through fundraising and other efforts.

# **Article III - Affiliation**

## Section 1

Colleges affiliated with WCCS are listed in Appendix A. The list may be amended annually at the World Congress of Chiropractic Students Annual Conference, hereinafter referred to as Congress.

## Section 2

There is no discriminatory policy in effect other than that contained within this Constitution.

## Section 3

Colleges not previously granted Affiliate College status must be invited by a current Member College to apply for Affiliate College status, and that invitation must be accompanied by a letter of introduction and recommendation from the inviting Member College to the chair and all other Member Colleges at the beginning of Congress.

## Section 4

Colleges seeking Affiliate College status must provide detailed information about their college and course of study to the chair and all delegates, in writing, on the first day of Congress. Delegates from other colleges may seek clarification during Congress.

## Section 5

In order to be eligible for Affiliate College status, a college must have a working curriculum in all of the following areas:

- A) Chiropractic Principles
- B) Basic Sciences

- C) Chiropractic Technique(s)
- D) Analytical and Diagnostic Classes
- E) Supervised Clinical Internship

as well as fulfilling all WCCS ethical standards as described in the constitution.

Additionally, to be eligible for Affiliate Status, a college must fulfill the requirements of at least one of the following sets of guidelines:

- A) a four (4) year, full time program within a specifically designated college or university following one (1) to four (4) years of suitable pre-chiropractic training in basic sciences at a university level
- B) A five (5) year bachelor integrated chiropractic degree program offered within a public or private university, with student entrance based upon the applicant's matriculation status and the university's admission requirements and quota restrictions
- C) A two (2) or three (3) year pre-professional Masters program following the satisfactory completion of a specifically designed bachelor degree program in chiropractic or a suitably adapted health science degree

*[Adopted from the World Health Organization document "WHO guidelines on basic training and safety in chiropractic, Chapter 3, Section 3.1, Category 1(A). Genève 2005]*

## Section 6

On the last day of Congress, colleges seeking Affiliate College status will present a detailed presentation to all Member Colleges. The presentation must include, at a minimum, the following information:

- A) A description of the course of study (subjects taught, approximate in-class hours, duration of the course, etc.)
- B) A description of the chiropractic principles courses taught
- C) Clinical internship requirements (new patients, number of units, etc.)
- D) Institutional mission and objective statements
- E) Scope of practice
- F) Statement of how the college students perceive their purposes and values, and how they perceive chiropractic in relation to the public and other health professionals.

The floor will then be open to a question and answer session during which Robert's Rules of Order pertaining to procedure will be suspended. The applicant college delegation will then leave and a vote will be taken. A vote from the majority of Member Colleges is required to award Affiliate College status.

In the event that a college is denied Affiliate College status upon application, a committee will be formed to subsequently delineate the reasons for denial and make recommendations for changes that might improve chances for acceptance at the time of next application.

Any college denied Affiliate College status upon application may be given the opportunity to retain Honorary Status and may reapply in subsequent years.

## **Article IV - Membership and Delegacy**

### Section 1

Each Member College shall have one vote, independent of the number of delegates from that college attending Congress. Member College status is contingent upon full and prompt payment of the associated fees as outlined in Article XV - Finances, and status, including voting rights, shall be suspended pending receipt of payment.

### Section 2

Member Colleges not in attendance at the Congress may deliver their vote via proxy through an attending Member College of their choice. Requests to award a proxy vote must come via written, notarized communication directed to the Chair, containing all required detail, and received prior to the opening ceremony of Congress. Member Colleges in attendance at Congress may request, in writing, to award their vote via proxy to another attendant Member College during the Congress, at the pleasure of the Chair.

### Section 3

Member Colleges that have neither attended nor delivered their proxy vote via a fully affiliated member school for two consecutive years will receive a letter at that time, and each subsequent year, that warns of the loss of Affiliate College status after the fourth consecutive absence. The affected school will be granted status as an Honorary College as of the fifth consecutive Congress at which they are absent, and must subsequently re-apply for Affiliate College Status.

Each letter will be sent certified with an Urgent Stamp to the head of the individual WCCS chapter, or to the Student Body President or equivalent in the absence of an active chapter, by the regional representative when informed of impending loss of Affiliate College status by the chair. Each letter will be sent within 30 days of the last day of the previous congress, together with a copy of the WCCS information brochure. Each letter shall follow the standardized letter outline found in Appendix D. If no communication has been received from the school within three months, an additional follow up letter will be sent in order to actively seek the necessary communication.

## Section 4

Delegates are students elected as such to represent their College Chapter of WCCS. Each College Chapter is independent of, but governed by, the WCCS supreme body and therefore must:

- A) Abide by the WCCS Constitution
- B) Maintain either a Collective or Executive Committee structure of self-governance
- C) Maintain records of minutes and financial management
- D) Abide by the home College Club / Organization guidelines, in cases of internal conflict.

## Section 5

Membership as a delegate is open to all students attending an Affiliate College fulfilling all of the requirements for Member College status and personally fulfilling all delegate requirements. Prior to attendance at Congress, each delegate must have an accurate and current working understanding of:

- A) Robert's Rules of Order
- B) The WCCS Constitution
- C) The current status of proposals submitted by their school delegation at the previous Congress.

## Section 6

Delegates involved in WCCS may serve at Congress for up to three (3) consecutive Congresses after their respective graduation date provided that the delegation also includes current students from the respective college. Alternately, an alumnus may also serve during those three (3) consecutive Congress gatherings following their respective graduation, even as a sole delegate, provided that they have support from their respective college and / or student body.

# **Article V - Honorary Status**

## Section 1

Honorary Status College delegates have no voting rights, cannot stand for office, and do not in any way have the right to represent WCCS without the express, official approval of Congress. Congress has the right to withdraw Honorary Status from a college at any time, for any reason.

# **Article VI - Procedural Rules**

## Section 1

Robert's Rules of Order, in cooperation with the WCCS Constitution, shall serve as parliamentary authority.

## Section 2

The official language of WCCS shall be English, although selection of an alternate official language may be submitted as a proposal two years in advance of the Congress to be held in that alternate language.

## Section 3

Amendments may be made to the constitution by proposal, with the following stipulations:

- A) Proposals for amendments made to the body of the constitution may only pass with a three-fourths majority.
- B) Proposals for amendments made to the Appendices, excluding Appendix A, may only pass with a simple majority.
- C) Proposals for amendments made to the Glossary may only pass with a two-thirds majority.
- D) Amendments to Appendix A will be made automatically based on fulfillment of the requirements of Affiliate, Member, or Honorary College Status, and shall not be subject to vote at any time, independent of where otherwise outlined within this constitution.

Once amended, the new Constitution will automatically revoke any previous version of the WCCS Constitution, rendering it null and void.

# **Article VII - WCCS Congress Gathering**

## Section 1

The WCCS Congress Gathering, abbreviated to "Congress" shall be the supreme governing body and authority of WCCS, in cooperation with the provisions of the constitution.

## Section 2

The rules of Congress shall be read by the chair at the Opening of Congress, as well as having been sent to each head delegate a minimum of 90 days prior to the Opening Ceremony.

These rules include, but are not limited to, the following:

- (A) no loitering or smoking inside or in the vicinity of Congress

(B) at least one delegate per Member College must be in attendance while the Congress is in session, although participation by the remaining delegates is strongly encouraged

### Section 3

#### Subsection A - Officers

The officers of Congress are:

- i. Chair
- ii. Vice-Chair
- iii. Immediate Past Chair
- iv. Parliamentarian
- v. Regional Representative(s)
  - North America East (including Canada)
  - North America West (including Mexico)
  - European / Africa
  - Australasia / Japan

#### Subsection B - Election of Officers

Election of the executive officers shall take place on the last business day of the Congress. A minimum of one (1) hour will be set aside for the express purpose of allowing eligible candidates to give a five (5) minute speech and for the Congress to vote.

The Vice-Chair will host the Congress during the year in which they hold the position of Chair, but it is understood that it is the candidate who is running for election, not the school or the location.

Election of the Mentor and the *Unallocated Role* shall take place on the last business day of Congress in years when election is necessary or due. This election shall be included in the one (1) hour set aside for the express purpose of elections.

In order to be elected, a candidate must receive a minimum of forty percent (40%) of the votes cast. If no candidate receives the required minimum percentage of votes, the two candidates receiving the highest percentage of votes cast will continue in a "run-off" election, with the position awarded to the recipient of the majority of votes cast.

#### Subsection C - Eligibility and Required Qualifications

- i. Vice-Chair
  - Be in attendance at Congress
  - Be available to serve a term of 3 years
- ii. Parliamentarian

- Be in attendance at Congress
  - Have a sufficient working knowledge of:
    - The history of the business / proposals of WCCS
    - Roberts rules
    - The WCCS Constitution
- iii. Regional Representatives
- Be in attendance at Congress
  - Be a student at, or recent graduate of, an Affiliate College in the relevant Region
- iv. Mentor
- Have been the chair OR have attended three (3) WCCS Congress gatherings (at least one of which as head delegate or as an executive officer). An individual will be eligible if they are currently in attendance at Congress for the third time.
  - Possess a competent knowledge of:
    1. The history of the business / proposals of WCCS
    2. Roberts Rules of Order
    3. Other international health organizations including, but not limited to, chiropractic organizations
    4. Other chiropractic colleges around the world
  - In the event that the mentor has graduated, they must commence this position within 3 years of having held the position of Chair or represented their respective college at Congress.
  - The mentor may serve for no more than two (2) terms in this position, for a maximum total of four (4) years
- v. *Unallocated Role*
- Have attended a minimum of two (2) WCCS Congress gatherings
  - Possess a competent knowledge of:
    - The history of the business / proposals of WCCS
    - The structure, history, and relationship between national and international health care organizations including, but not limited to, chiropractic organizations
    - The structure and function of WCCS and the WCCS executive board
    - The WCCS Constitution
  - 5. Global chiropractic colleges
  - It is not necessary that the Unallocated Role be a delegate at the time of election
- vi. Administrator

- Have attended a minimum of one (1) WCCS Congress gathering
- Be capable of fulfilling the requirements of the position including, but not limited to, the collection of messages and post and their subsequent dissemination
- Possess a competent knowledge of:
  - The general history of the business / proposals of WCCS
  - The structure and function of WCCS and the WCCS executive board
  - The WCCS Constitution

#### Subsection D – Appointment of Officers

Certain Supportive Officers of the Congress will be appointed by the Chair. These shall include:

- i. Secretary
- ii. Treasurer
- iii. Administrator

#### Subsection E - Succession of Officers and Elected or Appointed Positions

Following election, the previous Chair will move to the position of Immediate Past Chair, the previous Vice-Chair will become the Chair, and the newly elected Vice-Chair will take office, together with the elected Regional Representatives.

In the event that an Immediate Past Chair is unable to fulfill the requirements of the position, the previous Immediate Past Chair may be offered the position, or left vacant, at the discretion of the remaining elected officers.

In the event that a Chair is unable to fulfill the requirements of the position, the Vice-Chair will assume the title and a new Vice-Chair will be chosen from among the four (4) Regional Representatives by the remaining elected officials.

In the event that a Regional Representative is unable to fulfill the requirements of the position, a new Regional Representative will be chosen from among the delegates from the Member Colleges in that Region by the remaining elected officials, or left vacant at their discretion.

In the event that the Mentor is unable to fulfill the requirements of the position, a delegation may bring forth a proposal to vote out the current mentor. In this event, a new Mentor shall be reelected before the completion of that year's congress. Should the Mentor step down during Congress, the election of a new Mentor will take place during the Congress gathering together with the other necessary elections of that year.

In the event that the Mentor should step down from their role prior to completion of their term, the interim position may be assumed by the immediate past chair. This interim position shall take effect until the next congress, at which time a new mentor will be voted in as per the above criteria.

In the event that it is deemed that the Secretary, Treasurer, or Administrator is not fulfilling the duties of their position, the Executive may elect to remove the individual from their position. In this event, or should the individual voluntarily step down from office, the WCCS Executive will select a new individual to serve as a suitable replacement for the remainder of the term.

#### Subsection F - Duties of Officers and Elected or Appointed Positions

The officer positions include, but are not limited to, the following duties and responsibilities:

- i. Chair
  - Host Congress in accordance with the responsibilities outlined in Article XI - Responsibilities of Hosting Congress
  - Assume responsibility for all other elected officers and coordinate their efforts
  - Ensure monthly communication between officers and Member Colleges
  - Serve as a liaison with chiropractic and other health care organizations
  - Complete all necessary tasks, both administrative and financial, associated with maintenance of the website at [wccsworldwide.com](http://wccsworldwide.com)
  - Ensure that the website at [wccsworldwide.com](http://wccsworldwide.com) is updated with, at a minimum, the WCCS Constitution, the WCCS Logo, and the updated WCCS brochure
  - Refrain from voting, either individually or as part of a delegation, at Congress
  - Refrain from use of the elected position to gain undue influence over Congress proceedings, opinions, or actions

- Abide at all times by the World Congress of Chiropractic Students Code of Conduct
- ii. Immediate Past Chair
  - Act as a liaison to the Chair
  - Serve as a liaison to the World Federation of Chiropractic (WFC), the World Health Organization (WHO), and other organizations as requested by Congress or the Executive Board
  - Refrain from voting, either individually or as part of a delegation, at Congress
  - Refrain from use of the elected position to gain undue influence over Congress proceedings, opinions, or actions
  - Abide at all times by the World Congress of Chiropractic Students Code of Conduct
- iii. Vice-Chair
  - Assist with the hosting of Congress
  - Assist in monthly communication between the officers and Member Colleges
  - Collect the monthly communication summaries from the Regional Representatives, and compile this information for inclusion in the Congress Proceedings
  - Remind Regional Representatives via e-mail two (2) weeks prior to the quarterly report due dates.
  - Write a quarterly report (see Appendix E) from reports received from the regional representatives and upload it onto the WCCS website (and Thinkers List if appropriate), no later than two weeks following receipt of all regional representative reports
  - Refrain from voting, either individually or as part of a delegation, at Congress
  - Refrain from use of the elected position to gain undue influence over Congress proceedings, opinions, or actions
  - Prepare and present at Congress a complete proposed budget for hosting Congress for the year in which they will serve as Chair, including a summary of fundraising efforts to date
  - Abide at all times by the World Congress of Chiropractic Students Code of Conduct
  - Assist with other tasks as requested by Congress or the Executive Board
- iv. Parliamentarian
  - Maintain order and ensure observance of proper parliamentary procedure at Congress
  - Conduct all votes in Congress

- Conduct all Officer Elections
  - Announce Officer Requirements to the eligible candidates
  - Enforce and Maintain the Constitution
  - Assist each Member College in the preparation of proposals for presentation at Congress, as requested
  - Assist the chair in preparation for the hosting of Congress
  - Refrain from voting, either individually or as part of a delegation, at Congress
  - Refrain from use of the elected position to gain undue influence over Congress proceedings, opinions, or actions
  - Abide at all times by the World Congress of Chiropractic Students Code of Conduct
- v. Regional Representatives
- Engage in monthly communication with Affiliate Colleges in respectively assigned regions and provide a summary of this communication to the Executive Board by the first of each month, including:
    - Name of College contacted
    - Name and/or title of the individual at the College contacted
    - E-mail address and/or phone number of the individual at the College contacted, and details of the face-to-face meeting, if applicable
    - Results of, or new information obtained from, the communication
  - Engage in monthly communication with Colleges eligible to apply for Affiliate College Status in respectively assigned regions and provide a summary of this communication to the Executive Board by the first of each month, including:
    - Name of College contacted
    - Name and/or title of the individual at the College contacted
    - E-mail address and/or phone number of the individual at the College contacted, and details of the face-to-face meeting, if applicable
    - Results of, or new information obtained from, the communication
  - Encourage and support communication between Colleges, Member Colleges, Affiliate Colleges, and Honorary Status colleges within the respectively assigned regions, especially between Member Colleges and Colleges

- Communicate directly with the Mentor and all members of the Executive Board
  - Write a Quarterly Report (See Appendix F), briefly describing the main activities within their respectively assigned region
    - i. These shall be submitted on March 31, June 30, September 30, and December 31 of each calendar year
  - Collect an accurate number of all enrolled chiropractic students from each college by the beginning of Congress and update the Chair with those records
  - Conduct other business with colleges in respectively assigned regions, as directed by the Executive Board
  - Refrain from use of the elected position to gain undue influence over Congress proceedings, opinions, or actions
  - Abide at all times by the World Congress of Chiropractic Students Code of Conduct
- i. **Mentor**
- Assist WCCS in better understanding the workings of Congress in order to maximize the efficiency and efficacy of the assembly.
  - Provide guidance to the executive board with regard to their duties, responsibilities, and other related activities
  - Serve as a liaison to chiropractic and other health care organizations as requested by Congress or the executive board
  - Serve as the official registrant for the WCCS website domain, including the completion of all duties pertaining to the transfer of the domain registration as outline in Article XV, Section 7, Subsection B
  - Refrain from use of the elected position to gain undue influence over Congress proceedings, opinions, or actions but to act solely as an advisor
  - Abide at all times by the World Congress of Chiropractic Students Code of Conduct
  - Provide current contact details, along with an outline saying who they are and what their previous experience is (WCCS and otherwise), which shall be added to the current WCCS website under the delegate only section.
  - Be seated with the Chair, Vice-Chair, Immediate Past Chair, Parliamentarian, and Sectary at Congress.
- ii. *Unallocated Role*
- Build relationships with the external community including, but not limited to, national and international health organizations and chiropractic colleges

- Collaborate with the Immediate Past Chair to promote awareness of WCCS in line with the Constitution
  - Assist the Chair as requested and deemed necessary and appropriate
  - Support the executive board as requested and deemed necessary and appropriate
  - Prepare and submit a quarterly report to the executive board of activities undertaken
- iii. Secretary
- Accurately document proceedings of all happenings at Congress
  - Keep and maintain all documents (including copies of all correspondence, papers and electronic records and minutes).
- iv. Treasurer
- Have the power and responsibility to supervise, conduct, and regularly report to the Executives the detailed financial affairs of congress.
  - Ensure proper and efficient administration of the financial situation of the congress including (but not limited to) debtors and creditors, investments, assets, inventory, and fundraising requirements.
- v. Administrator
- Provide administrative support as requested including, but not limited to, collection and dissemination of messages and post
  - Prepare and finalize letters approved for mailing by Congress
  - Prepare and submit a quarterly report to the executive board, the contents of which may be guided by recommendations from the Chair

#### Section 4

The Congress shall be responsible for actively upholding and pursuing the Aims and Objectives of WCCS.

#### Section 5

The Congress shall be held at least once during each calendar year for a minimum of 5 business days during which a minimum average of 6 hours per day will be devoted to business meetings until all new business is concluded.

##### Subsection A - Order of Business

- i. Call to Order
- ii. Roll Call

- iii. Minutes
- iv. Report from the Chair
- v. Report from the Treasurer
- vi. Old Business
- vii. New Business
- viii. Committee Assignments
- ix. Committee Meetings
- x. Vote on colleges seeking Affiliate College Status
- xi. Election of Vice Chair
- xii. Election of Parliamentarian
- xiii. Election of WCCS Mentor (during applicable years)
- xiv. Election of Regional Representatives
- xv. Selection of WHO Intern Applicant (if applicable)
- xvi. Additional Proposals
- xvii. Adjournment

## Section 6

The Chair shall convene Congress after giving all necessary details, including time, dates, and venues, to each Affiliate School a minimum of 120 days prior to the opening of Congress. Confirmation of these details will be forwarded a minimum of 40 days prior to the opening of Congress.

## Section 7

The Chair shall be responsible for all requests for information regarding the Congress. The Chair shall also be responsible for all WCCS publications and their dissemination from the Congress for which he/she served as host.

## Section 8

Committees of delegates to the Congress may be convened at the pleasure of Congress to complete tasks as they are deemed necessary. These may include writing letters, editing proposals, or other tasks as assigned. Membership on a committee may be voluntary or may be assigned at the pleasure of the Chair.

Votes within a committee will be on the basis of one vote per college represented in the membership, and determined by simple majority.

All work completed by a committee is still subject to the approval of Congress, and must be voted on.

## Section 9

Each Congress all attendant Colleges should prepare a school presentation in the form of a poster. The poster should have a standard poster size, being approximately 27” x 39” or 70cm x 100cm.

#### Subsection A – Requirements

Each poster presentation will include a brief description of the following:

- i. The name of the delegation
- ii. Names and photos of delegates
- iii. Contact details for the school
- iv. A description of the course of study
  - a. Subjects taught
  - b. Approximate in-class hours
  - c. Duration of the course
  - d. Etc.
- v. A description of the chiropractic principles courses taught
- vi. Clinical internship requirements
  - a. New patients
  - b. Number of units
  - c. Etc.
- vii. Institutional mission and objective statements
- viii. Scope of practice
- ix. Statement of how the college students perceive their purposes and values, and how they perceive chiropractic in relation to the public and other health professionals

#### Section 10

Colleges interested in presenting live during Congress can apply for scheduled time. The application shall be submitted to the host school 28 days prior to Congress. The host school has the authority to accept or reject applications according to time constraints, taking into consideration the following guidelines and awarding higher priority to:

- i. Schools which have experienced relevant changes since their last presentation, such as:
  - a. New facilities
  - b. Changes in program
  - c. New local or national legislation
  - d. Accreditation
  - e. Etc.
- ii. Schools did not present at the previous Congress

High priority will be given to:

- i. Schools which have experienced relevant changes since their last presentation, for instance new facilities, changes in program, new local or national legislation, accreditation etc.

- ii. Schools which did not present last year.

## **Article VIII - Proposals**

### Section 1

#### Submission of Proposals:

##### Subsection A - Right to Submit

A Member College may submit up to three (3) proposals per Congress, although additional proposals may be accepted at the discretion of the Chair.

Honorary Status Colleges do not have the right to submit proposals at any time.

##### Subsection B - Quality

All proposals must be thoroughly researched prior to submission, or they will be rejected. Appropriate follow-up must also be completed, to ensure the continued quality of the WCCS reputation.

##### Subsection C - Requirements of Content

All proposals must conform to the following requirements, or they will be subject to rejection.

- i. All proposals must be submitted with clear operational guidelines for practical implementation
- ii. The implementation of all proposals shall be the responsibility of the submitting school, unless otherwise specifically outlined in the proposal, including sending out any and all letters proposed and accepted.
- iii. Every written motion should start with the word "That"
- iv. Content of proposals must include, at a minimum:
  - Purpose
  - Individuals responsible for implementation
  - Specifics on process for implementation
  - Time frame for completion of the proposal aims
- v. Any pertinent letters and documents must be prepared and submitted with the proposal
- vi. All letters must start with the opening paragraph:

"The World Congress of Chiropractic Students (WCCS), established in 1979, is an international forum representing the

future of the chiropractic profession. Active membership consists of over XX,000 students from XX chiropractic colleges. The WCCS met on (month, date, year) in (City, State/Province, Country) for our annual conference to discuss issues pertinent to the chiropractic profession." \*

\* Accurate statistics will be inserted where indicated by "XX"

- vii. All letters must contain the return address of WCCS as defined in Article I, Section 2. The proposing college will also retain complete documentation of all correspondence, and will present this documentation to Congress the following year.

#### Subsection D - Stationary

- i. Must include the World Congress of Chiropractic Students official logo in original form (not photocopy) on each piece of mail.
- ii. Must include the return address of WCCS as defined in Article I, Section 2.
- iii. All signatures must appear in original ink, not as a photocopy or other unoriginal state

#### Subsection E - Letter Detail

All proposals for letters to be sent must include the following details:

- i. The return address to be used on the correspondence shall be the address of WCCS as defined in Article I, Section 2.
- ii. An accurate count of the number of copies required to properly implement the proposal

#### Subsection F

The school proposing a letter must complete the following tasks related to the correspondence:

- i. To mail, promptly, the letters approved on the appropriate stationary with the necessary signature(s)
- ii. To confirm with the Chair that the mailings have occurred
- iii. To follow up on the communication by letter and / or phone, with considerable effort
- iv. To promptly disclose the content of any and all responses to correspondence to the list of affiliated colleges
- v. To maintain records of all responses, or lack thereof, to report on at the following Congress gathering

## Section 2

## Proposal Procedure:

### Subsection A - Deadlines

All proposals shall be submitted at least 28 days prior to the Opening of Congress for that year.

Any proposal not submitted by the deadline, in the incorrect format or any changes made to submitted proposals after the deadline will result in the proposing college forfeiting their right to present the involved proposal. The right for the involved college to present the proposal will be at the chairs discretion. The format for all references within the proposals shall be in accordance with the system of the Modern Language Association (MLA). Proposals shall be formatted in 1.5 line spacing while letters shall be single line spacing.

### Subsection B - Process

- i. The Chair will call upon the Member School to present their proposal. The floor will open to a second from a different Member School
  - If no second is recorded, the proposal will be discarded
- ii. The Member School will present back-ground information pertinent to the proposal
- iii. The floor will open to debate on the proposal
  - The debate will follow the outline proscribed in Robert's Rules of Order for debate

## Article IX - WCCS Logos

### Section 1

The official logo for WCCS is a whole globe with 'World Congress of Chiropractic Students' or 'WCCS' within its immediate vicinity. This is to appear on all official WCCS communication including, but not limited to:

- (A) All WCCS printed materials, media, or communication to be viewed by persons or organisations outside the affiliated chapters of the WCCS;
- (B) The WCCS Website

At no time are the individual college chapters permitted to use the official WCCS Logo, except as outlined in this Constitution.

### Section 2

The Chair and their College Chapter have the freedom to design and utilize a suitable theme in addition to the official standard logo, to be used only on unofficial host college materials limited to:

- (A) WCCS T-shirts and other apparel
- (B) WCCS conference stationary;
- (C) Communication between WCCS chapters in all formats;

With the provision that:

- (A) The logo must be preceded or followed by the college name (e.g. 'WCCS RMIT, or 'RMIT WCCS)''
- (B) The logo may contain the dates and the location of Congress for that year.

At no time are the individual College Chapters other than the host college permitted to use the host college Logo.

### Section 3

If an affiliated WCCS chapter wishes to use a logo; the official logo as outlined in Section A must be utilized. The regulations for design and use of this logo are:

- (A) The logo must be preceded or followed by the college name and post ceded by the word 'chapter' (e.g. 'WCCS RMIT Chapter', or 'RMIT WCCS Chapter')''.
- (B) Written authorization (in any format) must be obtained from the chair following disclosure of its intended use.
- (C) Further written permission must be obtained from the chair if the logo is to be used for any further purpose other than that for which it was originally obtained.
- (D) The logo may only be used for the express purpose of all printed material (in any medium) pertaining to the workings of that individual college chapter;
- (E) In no way is the WCCS college chapter permitted to express their opinions as being representative of WCCS or Congress.

### Section 4

If any of the rules outlined in Chapter XI are violated, the WCCS college chapter in question may be suspended for 1 year at the discretion of the chair. If the chair or host college are the offenders, the same suspension period may be enforced by a 2/3 majority vote by the Member Colleges. This vote is not to in anyway affect

the running of congress for that year, merely the ability for the host college to vote and present proposals.

## **Article X - Emergency WCCS Congress Gathering**

### Section 1

In the event of dire circumstance, an Emergency Congress may be called. In order to call an Emergency Congress, a request from the majority of Member Colleges must be submitted to the chair. If such a request is received, the Chair will convene an Emergency Congress within 30 days. Member Colleges may communicate with each other to determine the need for an Emergency Congress and to obtain and coordinate the necessary support.

### Section 2

An Emergency Congress may only address the business for which it was called.

### Section 3

The agenda of the Emergency Congress will be provided to each Member College by the Chair or the designate of the Chair a minimum of 21 days prior to the Emergency Congress.

## **Article XI - Responsibilities of Hosting Congress**

### Section 1

If a representative from a chiropractic professional organization is invited to address Congress, then it is strongly encouraged that an additional speaker of comparable qualifications representing the alternate professional organization(s) or point(s) of view, should an alternate exist, be invited as well, unless contrary to the Aims and Objectives of WCCS.

### Section 2

The Chair or their designate must provide each delegation with a complete copy of all passed proposals before the delegations leave Congress. This copy may be in hard, printed format, on media such as a compact disc, or e-mailed as an electronic attachment.

### Section 3

The Chair or their designate must undertake a written survey to evaluate the organization, administration, and efficiency of the Congress. A summary shall be

included in the published proceedings, and the full details will be provided to the Executive Board.

#### Section 4

Within 90 days of the close of Congress, the Chair shall send the published proceedings of the Congress to each Member College, to the Mentor, and to the archives.

The published proceedings must include a complete budget of the recent Congress, a summary of the written survey, as well as the name, personal address, school address, and telephone number of the current Chair and new Vice-Chair.

#### Section 5

The Chair or their designate must provide enough copies of any letters approved for mailing on behalf of WCCS on letterhead and with signatures to the appropriate delegation before the delegations leave Congress.

#### Section 6

The Chair or their designate shall make reasonable efforts to provide translations of materials or speakers to delegates for whom English is not a primary language, in an attempt to further WCCS and increase understanding and interaction.

## **Article XII - WCCS Communication**

#### Section 1

Each Affiliate College shall disseminate developments made at Congress to the College student body and administration, as well as state association, by any means necessary, provided they do not conflict with the regulations of WCCS.

#### Section 2

Each delegate will provide mailing addresses, e-mail addresses, and telephone numbers, both individual and of the college, to the Congress Secretary no later than two (2) days prior to the close of Congress.

The Head Delegate from each College should be clearly marked as such in the communication to the Secretary

The complete list of this contact information will be published in the Congress proceedings and be included with the information provided to each delegation at the end of Congress.

## Section 3

### Subsection A - Press Releases

Any official news releases concerning WCCS Policy must be drawn verbatim from the final list of Congress approved motions, which will be delivered to each member college prior to adjournment.

A maximum of 5 (five) press releases will be issued during each congress year.

The protocol for submitting press releases and the subsequent approval process will be strictly adhered to, as defined below:

- i. Delegations from affiliate schools may submit no more than one proposal for a press release at each Congress
- ii. Each press release must be submitted in entirety with appropriate references and a byline for the author of the press release, in accordance with the provisions of Part 3, Section 1, subsection 3, point d, bullets i-iii. and beginning with the opening statement:

“The World Congress of Chiropractic Students (WCCS), established in 1979, is an international forum representing the future of the chiropractic profession. Active membership consists of over XX,000 students from XX chiropractic colleges. The WCCS met on (month, date, year) in (City, State / Province, Country) for our annual conference to discuss issues pertinent to the chiropractic profession”.\*

\*Accurate statistics will be inserted where indicated by XX

- iii. The complete proposed press release must be accompanied by a correctly formatted proposal, following the established protocol for proposal submission
- iv. The school submitting the proposed press release assumes the responsibility for ensuring that there are no statements within the press release for which the WCCS could be prosecuted and found liable.
  - Although the school may not have access to legal advice on their own campus, it is their responsibility to ensure that adequate legal advice is obtained, either at their own expense, or through cooperation with other schools who do have access to such services
  - Failure to indemnify the WCCS will render the proposing school liable for any incorrect or libelous statements

- v. A two-thirds majority vote is required for a proposed press release to be further considered for dissemination
- vi. In the event that more than 5 (five) proposed press releases are up for consideration during a Congress, an election process will determine which five proposed press statements will be released
  - Each proposal under consideration will be voted on
  - The five proposals receiving the highest level of support will be disseminated
  - In the case of a tie, a “run-off” election will take place, in which each voting school will be asked to indicate support for just one of the proposed press releases in the tie

#### Subsection B - Recipients

A standard list for recipients for global press releases will include National, Regional, and State Chiropractic Associations, WHO, WFC, and the WCCS website

- i. Additional recipients may be proposed
- ii. The elimination of any of the standard global recipients may also be proposed

The proposing Member College will be responsible for the dissemination of any approved press releases, in cooperation with the Regional Representatives and / or the Chair

### Section 4

#### Subsection A – Brochure

It is the responsibility of the future host school to upload the brochure in Adobe reader PDF format to the home page of the official WCCS website and send out a link to the document via email to all WCCS affiliated schools within 60 days after the end of the most recent congress.

The update must include the following changes:

- i. Insert the official WCCS logo
- ii. Insert the appropriate dates and future location (at the very least, insert season / year / school)
- iii. Update the past and future congress page
- iv. Assign the appropriate e-mail addresses to the current Regional Representatives
- v. Change photos and student quotes (at the discretion of the future host school)
- vi. Final draft must be approved by the Chair, the Vice-Chair, and the Immediate Past Chair

Subsection B – Translation of Brochure

- i. Translation of the brochure into non-English language will be the responsibility of the respective Affiliate College
- ii. The translated version of the brochure will be sent to the Chair, the Vice-Chair, and the Immediate Past Chair for discretionary approval

## **Article XIII - Ongoing Programs and Standing Committees**

### Section 1

#### Research

Each member college will be given the opportunity to submit current research abstracts to the Chair of the Host College by the first day of Congress.

The Host College will determine the number of abstracts presented at the Congress.

Each college will select the abstracts they wish to hear, and those most requested will be presented. All abstracts submitted must be made available to each Head Delegate.

## **Article XIV – Initiatives to the World Health Organization (WHO)**

### Section 1

#### Subsection A - Internship Application

In support of the Objectives of WCCS, WCCS will support the application of one (1) WCCS member for an internship position at the World Health Organization for a period of 12 weeks, in accordance with the guidelines set by WCCS, WHO, and the coordinator of the Traditional Medicine Program at WHO (see Appendix C).

The supported applicant must fulfill the following requirements:

- i. Attend a WCCS Member College,
- ii. Be a current chiropractic student,
- iii. Have attended a minimum of one (1) WCCS Congress;
- iv. Provide a written, comprehensive description, including, but not limited to character references, achievements (personal & academic), previous

- WCCS involvement, reason for application, reasons why they should be chosen, and what they feel they are bringing to the position / experience.
- v. Provide a proposed budget and how they intend to meet expenses;
  - vi. Show evidence of research into seeking accommodation;
  - vii. Show good communication skills and willingness to work in a team.
  - viii. Understand and accept the requirements outlined in this chapter.

#### Subsection B - Intern Support

To assist the establishment and running of the internship, WCCS (including, but not limited to, the current WCCS chair, vice chair, secretary, treasurer, mentor, WFC/WHO liaison, and regional representatives) will:

- i. Assist in all communication with the coordinator of the Traditional Medicine Program at WHO
- ii. Grant a sum of up to \$7500 USD from the WCCS Scholarship Fund (once established) to assist the financial burden of travel and living expenses. If \$7500 USD is not available, all remaining funds from the WCCS Scholarship Fund will be donated;
- iii. Assist in seeking finances from 3<sup>rd</sup> parties deemed appropriate.
- iv. Have the permission to use the official WCCS logo on all printed material.

#### Subsection C - Intern Selection

All applicants wishing to obtain the position, during the first day of congress, must make a short presentation to the Member Colleges outlining why they should be selected. Upon completion, the voting members are required to cast a vote on the last day of Congress. The applicant with a simple majority is deemed to be the recipient of the position. If majority is not obtained, a run-off election between the two candidates who received the highest percentage of votes will determine the outcome.

#### Subsection D - Intern Responsibilities

The person who is selected to attend on behalf of WCCS must;

- i. Be available to dedicate 3 months of their time, away from work / study / home to attend
- ii. Have an in-depth understanding of the workings of WCCS, its history, constitution, bylaws, aims and objectives
- iii. Be aware that a significant portion of the cost of the experience must be covered by the individual
- iv. Be prepared to return to Congress the following year to deliver a comprehensive report

- v. Act in the best interest of WCCS the entire time, provided it does not conflict with the policies or objectives of WHO or the TRM Program.
- vi. Provide regular communication to WCCS Affiliate Colleges via the 'WCCS thinkers list' for the duration of the internship
- vii. Assist future interns at WHO from WCCS in any way reasonable
- viii. Have permission to use the official WCCS logo on all printed material in relation to the internship; once the printed materials have been approved by the elected officers of the congress, the mentor, and the WFC/WHO liaison
- ix. Have an understanding of the aims, objectives, and position in health care of WHO

## Section 2

WCCS will send two (2) delegates to each annual World Health Assembly (WHA) of the WHO for further research. These delegates shall be the Chair and the Immediate Past Chair of the WCCS at the time of the convention.

If the Chair is unable to attend, he / she will appoint a replacement.

If the Immediate Past Chair is unable to attend, a replacement will be chosen via internet vote. If a decision is not reached, or there is less than one month remaining prior to the opening of the WHA, the chair will appoint a replacement.

The delegates will create an official report for presentation at the subsequent Congress, and may make proposed changes based on the information obtained at the WHA.

## Section 3

Other WCCS delegates are free to attend the WHA, but they do so at their own cost. These delegates will not represent WCCS at the WHA without the express authorization of the Chair with input from the WCCS Officers.

As the WCCS delegates to WHO are members, by invitation, of the World Federation of Chiropractic (WFC) delegation, additional members must also be approved by WFC.

# Article XV - Finances

## Section 1

An annual College Fee will be due from each Affiliate College looking to maintain Member College status and invoke voting rights. The amount of this fee shall be decided and approved each year by Congress.

Colleges attending Congress for the very first time are exempt from the College Fee.

## Section 2

A complete accounting of all funds received and spent must be kept by the Chair and / or the Host College Chapter. Any money not used in the course of hosting Congress shall be forwarded to the new Chair within 45 days of the close of Congress, to be used in the hosting of the subsequent Congress or other WCCS expenses as they arise.

## Section 3

A full set of accounts shall be presented at Congress and shall be available for review by all Member College delegations.

## Section 4

WCCS Officers or the Congress at large may solicit financial assistance from third parties to offset the costs associated with WCCS and running Congress, provided that the sponsors approached are not in any way acting in a manner contrary to the ideals and mission of WCCS.

## Section 5

WCCS assets shall be responsible for the indemnification of every officer or appointee of WCCS against loss or liability sustained during, or directly related to, the execution of his / her office responsibilities. Neither shall WCCS officers and appointees be liable for any loss, damage, or misfortune which may be incurred by WCCS during their time in office or in relation thereto. This does not include indemnification against consequences of negligence or imprudence on the part of the individual.

## Section 6

### Subsection A - Funding of Representation at Congress

WCCS will fund the costs associated with attendance at Congress by the Immediate Past Chair to ensure continuity and success of WCCS, as well as to ensure full reporting at Congress of the information from the WHA.

WCCS will fund the costs associated with attendance at Congress by the Chair to ensure continuity and success of WCCS, as well as to ensure full reporting at Congress of the information from the WHA. These costs will frequently be negligible, given that the Chair is hosting Congress.

WCCS will fund the costs associated with attendance at Congress by the Parliamentarian, the Mentor and the *Unallocated Role* to ensure continuity and success of WCCS. These costs will include accommodations, meals, all Congress fees, and round-trip coach airfare.

#### Subsection B - Funding of Representation at the World Health Assembly

WCCS will fund the costs associated with attendance at the World Health Assembly by the Immediate Past Chair, or the properly chosen replacement, to ensure continuity and success of WCCS.

WCCS will fund the costs associated with attendance at the World Health Assembly by the Chair, or the properly chosen replacement, to ensure continuity and success of WCCS.

#### Subsection C - Funding Limits

WCCS will pay up to \$2500 USD per approved delegate per Congress or World Health Assembly. There will be an annual maximum budget for these expenses of \$7500 USD. These costs must be included by the Chair and the Treasurer when calculating the annual budget.

Any additional directly related expenses borne by the approved delegates may be paid for from funds garnered from third party solicitations or external fundraising, if the funds are available.

### Section 7

#### Subsection A - WCCS Website Domain Expense

The cost of maintaining the WCCS website with regards to web space provider and registration fee will be covered each year in the annual WCCS budget.

#### Subsection B - WCCS Website Transfer Expense

The WCCS Mentor shall serve as the official registrant. When a new Mentor is elected, a Domain Handover Form from the current web space provider must be completed by the outgoing Mentor to transfer the registration, and this form

must be provided to the newly elected Mentor. The newly elected Mentor will then complete the remainder of the form and submit it to the current web space provider to complete the transfer. This must be completed by the end of November in the year in which the Mentor is elected.

The cost of each transfer will be covered in the WCCS budget of the relevant year.

## **Article XVI - College Chapters**

### Section 1

#### Subsection A - Recommendations for College Chapter Organization

- i. officer elections should be held annually
- ii. any student at the school fulfilling requirements is eligible to apply to be a delegate
  - application received prior to the deadline set by the chapter
  - applicant is not on social or academic probation with the school
  - applicant has a minimum cumulative GPA of 2.75
  - applicant must be able to understand and articulate the philosophy of their college
  - submission of a short paper outlining why he / she should be a delegate, their qualifications, and anything special he / she can offer at Congress
- iii. College Chapter officers may decide how many delegates to send to the Congress, and will choose from the applicants based on one or more of the following:
  - Democratic vote
  - Selection panel
  - College Chapter President Recommendation

### Section 2

Continuity of the College Chapter is desirable, therefore at least one delegate position should be reserved for a delegate who has attended the last Congress, and one delegate position should be reserved for a lower trimester / semester / quarter student who agrees to attend both the current Congress and the next.

### Section 3

It is recommended that each College Chapter establish an on-campus mailbox labeled "World Congress of Chiropractic Students (WCCS)"

### Section 4

In the absence of an active College Chapter on an Affiliate College campus, WCCS communications shall be sent to the student body president or their designate.

#### Section 5

Each Campus Chapter must maintain the highest standards with regard to their operations on campus, especially as related to awareness among the students, communication, and continuity.

#### Section 6

Should any communication be sent from WCCS to any school administration, a copy of that letter shall concurrently be sent to the Campus Chapter, or the student body president or their designate, in the absence of an active Campus Chapter.

#### Section 7

Any non-English speaking College Chapter may translate all WCCS communication into their native language, provided that the utmost care is observed in assuring accurate translation.

#### Section 8

Each College Chapter has an e-mail account that observes the following format:

college@wccsworldwide.com

### **Article XVII - Archives**

#### Section 1

The electronic proposal database will be the primary source of proposal archives. In the event of a loss of data, the WCCS archives will still exist in a non-internet, electronic format to be used as a WCCS resource. The CD/DVD archives will be in possession of the Host College and the updated version will be forwarded to the subsequent Host College no later than 90 days following the close of Congress.

The previous Host College will keep a back-up copy of the updated Archives and transfer them to the new Host College at the Opening of Congress.

#### Section 2

Updating the archives following Congress will include the addition of:

- (A) biographical information on the delegates provided to the secretary
- (B) minutes from Congress

- (C) proposals from Congress complete with their outcome (pass, fail, withdrawn, etc.)
- (D) a list of the speakers heard and the topics covered

### Section 3

Each Member College must provide to the archives a copy of all proposals and associated correspondence since the last Congress.

## **Article XVIII - Alumni**

### Section 1

The WCCS alumni list is comprised of past delegates to the WCCS Congress.

### Section 2

All WCCS Alumni are welcome at any WCCS Congress or Meeting.

### Section 3

Any WCCS member may be placed on the WCCS mailing list, and receive any information disseminated, at their own expense.

# **World Congress of Chiropractic Students**

## **Glossary**

### **Affiliate College**

Any college fulfilling the eligibility requirements, and completing all practical requirements, as defined in this Constitution. Affiliate College status is not a guarantee of voting rights.

### **Chiropractor**

A health care provider trained as a primary care practitioner. As chiropractors, we focus on the whole person, using natural methods. We use patient education and adjustment of the segments of the spine and extremities in order to relieve nerve interference and to promote optimal health.

### **College**

Any school, college, or university meeting the eligibility requirements of Affiliate College status, but which has not yet started a relationship with WCCS.

### **College Chapter**

A local chapter of WCCS organized on an Affiliate College campus and consisting of students or alumni from that college who fulfill the constitutional requirements.

### **Honorary Status College**

Any college which has not fulfilled all necessary requirements to have been awarded voting rights at Congress, including, but not limited to, affiliate colleges who have not obtained voting rights, either by attendance or by proxy, for five (5) consecutive Congress gatherings, non-affiliate colleges in their first year, or non-affiliate colleges, at the discretion of the chair, who are otherwise seeking affiliate status.

### **Host College**

The college at which the Chair is either currently, or was previously, enrolled. Congress may be held on location at this college campus, but it is not required to be so.

## **Member College**

Any affiliate college fulfilling all necessary requirements to have been awarded voting rights at Congress, including frequency of Congress attendance and currency in payment of fees.

## **WCCS Constitution**

Referred to solely as the Constitution for the purpose of this text, the Constitution serves as the supreme governing document for the WCCS and Congress. It includes all text, including all associated appendices and the glossary. Where definitive ruling is absent in the Constitution, Robert's Rules of Order shall be used. Where the Constitution and Robert's Rules of Order differ in procedure, the organization will invoke and defer to the Constitution.

# World Congress of Chiropractic Students

## Appendix A

### **List of Affiliate Colleges 2009-10**

Anglo-European College of Chiropractic\*  
Canadian Memorial Chiropractic College\*  
Cleveland Chiropractic College-KC\*  
Cleveland Chiropractic College-LA\*  
Durban University of Technology  
Institut Franco-Europeen de Chiropratique  
Life University-School of Chiropractic\*  
Life Chiropractic College-West\*  
Logan College of Chiropractic\*  
Macquarie University-Department Health and Chiropractic\*  
McTimoney College of Chiropractic\*  
Murdoch University\*  
New Zealand College of Chiropractic\*  
Northwestern Health Sciences University\*  
Palmer College of Chiropractic\*  
Palmer College of Chiropractic-West  
Palmer College of Chiropractic Florida  
Parker College of Chiropractic\*  
RMIT-Japan\*  
Royal Melbourne Institute of Technology\*  
Sherman College of Straight Chiropractic\*  
Southern California University of Health Sciences\*  
Texas Chiropractic College\*  
UNEVE – Mexico  
Universite du Quebec a Trois Rivieres\*  
University of Johannesburg\*  
Welsh Institute of Chiropractic\*  
Western States Chiropractic College

\* *Member Schools*

**World Congress of Chiropractic Students**  
**Appendix B**

**Policy Code**

**Part One – Unity**

Section 1

Be it resolved that in recognition of the fact that unity in the chiropractic profession has remained elusive, we of the World Congress of Chiropractic Students declare the following:

A. We commit ourselves, both within our education and professional practice, to discovering how best to effect that long desired unity.

B. We pledge ourselves to a view of chiropractic in its varied expressions, and we state our intention to review our own thoughts and actions, so as to refrain from any behavior that does not serve in the best interests of chiropractic.

Approved 1984

Section 2

Be it resolved that there are points of divergence in the way we perceive chiropractic philosophy. As well, there are points of convergence that must be acknowledged. We ask that these points of convergence become our focus. In this spirit, we encourage improvement in the quality of chiropractic philosophy taught in our colleges.

Approved 1984

Section 3

We, the World Congress of Chiropractic Students, the unified international organization representing over 14,000 future Chiropractors, support the formation of a single unified national chiropractic association in the United States. While there is room for differences of opinion within a single organization, one powerful voice will better allow combined resources to be focused towards the common goals of the profession.

Approved 1988

Amended 2004

#### Section 4

We, the delegates of the Ninth Annual World Congress of Chiropractic Students, in conjunction with the aims and objectives of promoting unity with individuality within the chiropractic profession and recognizing the various scopes of practice represented within the WCCS, state the need for a unified accrediting body for the purpose of establishing a basic level of education representing all scopes of practice within the profession for the following reasons:

- A. To demonstrate academic unity within the chiropractic educational community.
- B. To provide a vehicle for chiropractic students to sit any board exams around the world.
- C. To maintain the guidelines set forth in the WCCS policy code on individuality and unity.

Approved 1988

#### Section 5

Whereas the WCCS Constitution states WCCS does not discriminate on the basis of philosophical belief the WCCS will tolerate the chiropractic philosophies of each affiliated college, but does not embrace any single chiropractic philosophy.

Approved 1988

#### Section 6

We, the World Congress of Chiropractic Students, being an organization which does not discriminate on the basis of philosophical beliefs and tolerates the chiropractic missions of all affiliated colleges, will not use the name of the WCCS in writing or representation, when involved in political issues which undermine the professional missions of an affiliated college.

Approved 1991

## **Part Two – Individuality**

#### Section 1

We do not support the homogenization of chiropractic and allopathic medicine into one profession

Approved 1987

Amended 1988

Amended 1993

## Section 2

WCCS recognizes that chiropractic has always been a drugless healing profession and that chiropractors would like to maintain their position as a separate and distinct health profession; therefore, taking a strong stance against the advising or promoting of pharmaceuticals by chiropractors. Pharmaceuticals include the prescription of over the counter drugs. Pharmaceuticals are not to include vitamins and minerals and other nutritional supplements.

Approved 1988

## Section 3

We, the World Congress of Chiropractic Students, as representatives of chiropractic schools and students all over the world, present as follows:

1. We resent and condemn the recent incursions into the practice rights of chiropractors.
2. We condemn any further incursions, elimination's or limitations of present chiropractic practice rights presently enjoyed in any state or country.
3. We recognize and respect the right of any chiropractor to practice under a more limited scope, but at the same time we are adamantly opposed to any attempts by individuals or groups to limit the scope of practice of chiropractic.
4. We urge all responsible and concerned individuals, agencies, and associations, jointly and separately, to exert whatever influence they can bring to bear to secure and maintain those practice rights now and previously enjoyed by chiropractors.
5. We congratulate those who have sought and successfully secured expansion of present practice rights and we further encourage continued and increased efforts to secure and appropriate additional rights.
6. We strongly encourage WCCS members, whether individually or as a group, to become dues paying student-members of their respective chiropractic organization within 6 months of attending Congress. It is further encouraged the student membership would be converted to full-paying professional status at the appropriate time.

Approved 1989, revised 2005

#### Section 4

All professional chiropractic organizations should be given equal status. Students should not be discriminated against due to their professional affiliations.

Approved 1989

Revised 2005

#### Section 5

WCCS promotes the right of chiropractic students, in accordance with individual student By-laws, to be able to choose and organize under any chiropractic organizations they desire, without mandatory enlistment or coercion from the respective college administrations including the right to equal time and space within the college.

Approved 1983

#### Section 6

We, the World Congress of Chiropractic Students, support the chiropractic triune as a representation of balanced and harmonious chiropractic. The chiropractic triune is an equilateral triangle with Art, Science, and Philosophy as its sides. Each is an equal part of the whole. When one side grows or expands, the other two must grow and expand in order for balance to remain. We encourage every chiropractor and future chiropractor to evaluate where they stand in accordance to this balance.

Approved 1989

# World Congress of Chiropractic Students

## Appendix C

A Guide for Internship at Traditional Medicine (TRM) Team

*WHO's traditional medicine (TRM) team welcomes your interest in an internship. Please see below for details.*

**The purpose** of granting WHO internships is to provide an opportunity for students to participate in the work of the Organization, and to enable them to widen their knowledge and understanding of WHO's goals, policies and activities.

### **Conditions:**

- Students must be following a course of study leading to a formal qualification, generally in a health-related field, although other disciplines can be considered as appropriate.
- Minimum age 18 years, no maximum age limit.
- Although WHO accepts interns for a shorter duration (Minimum period six weeks, maximum three months), **TRM requires minimum duration of 12 consecutive weeks.**
- No financial assistance is available. Costs of travel and accommodation, as well as living expenses, are the responsibility of the intern or the sponsoring institution. Interns are required to have valid medical insurance cover for their stay. WHO provides third party accident insurance only.
- Internships administered by Headquarters are always based in Geneva.
- Relatives of WHO staff members are not eligible for the internship Programme.

### **How to apply:**

Requests should be submitted if possible at least three months in advance. The application should include an up to date *curriculum vitae*, letter of motivation, letters of reference, and/or university transcripts plus any other additional information which could facilitate a complete review of the application. It is also important to include the exact dates of availability.

Applications and/or any inquiries should be sent to:

Dr Xiaorui Zhang  
Coordinator  
Traditional Medicine (TRM)  
Department of Technical Cooperation for Essential Drugs and Traditional Medicine (TCM)  
The World Health Organization  
1211 Geneva 27  
Switzerland

Facsimile: (41-22) 791 4730

E-mail address: [TRM@who.int](mailto:TRM@who.int)

Additional information on TRM can be found on the WHO Web-site at the address below:

<http://www.who.int/medicines/areas/traditional/en/index.html>

# World Congress of Chiropractic Students

## Appendix D

### College Letters

To: School

The World Congress of Chiropractic Students (WCCS), established in 1979, is an international forum representing the future of the chiropractic profession. Active membership consists of over XX, 000 students from XX chiropractic colleges. The WCCS met on date, City, Country for our annual conference to discuss issues pertinent to our profession.

We recently convened for our # congress at which your college was not in attendance, and we have noted your absence for the past # years.

We are contacting your school to let you know how important your presence is to the function and mission of our organization. Each school's voice is essential towards the unification and strengthening of the chiropractic profession.

We felt it necessary to inform you that your institution is currently at risk of losing voting status and subsequent affiliation to the World Congress of Chiropractic Students. As per the constitution of our organization, a school may go no more than three years without representation, either directly or through officially recognized proxy. Affiliate status is converted to honorary status immediately upon a fourth consecutive absence, resulting in the loss of several privileges, including the right to vote and the right to submit proposals to the Congress.

Please contact me within 30 days regarding this matter. We must know the intentions of your school. Even if there is no one at your school who has attended WCCS previously, you are still eligible to be represented at the congress which would allow you to maintain your affiliated status. I, name, your regional representative, from school can be reached at contact info and I would appreciate the opportunity to discuss your school status as well as provide you with information related to the World Congress of Chiropractic Students. You may obtain additional information from our website [www.wccsworldwide.com](http://www.wccsworldwide.com). I must stress, however, the importance I place on hearing from you directly as soon as can be arranged.

The WCCS and I feel that school name is an important and integral part of our Congress. The right to be heard at an international forum such as this is far too important to not be maintained.

Yours Sincerely,

Name, Regional Representative, Area  
Date

Enclosed: WCCS brochure

**World Congress of Chiropractic Students**  
**Appendix E**

**Vice-Chairperson**

**Quarterly Report to the Chair & WCCS Affiliated Colleges**

- 1. Summary of major business conducted during the previous quarter**
  
- 2. Summary of any action/follow up re proposals passed at previous congresses**
  
- 3. Summary of Regional Representatives collaboration with affiliated WCCS College Chapters**
  
- 4. Summary of Regional Representatives collaboration with non-affiliated WCCS colleges**
  
- 5. Any other issues/comments**
  
- 6. Any outreach activities or events in service/support of the WCCS in the previous quarter**

**NB:** Please complete all sections in this report. In the absence of any activity in a particular area, please state that.



**World Congress of Chiropractic Students**  
**Appendix G**

**Congress Proposal Template**  
**For proposals related to changes to the Constitution**

Proposal #XXXX

We, the (insert name of Member College here) delegation to the World Congress of Chiropractic Students (insert year here) do hereby propose:

That. . .

The WCCS Constitution be changed

From:

(Insert directly quoted section of text from the relevant section of the Constitution here)

TO:

(Insert directly quoted section of text from the relevant section of the Constitution here, with changes and addition marked in bold text)

**World Congress of Chiropractic Students**  
**Appendix H**

**Congress Proposal Template**  
**For proposals related to the mailing of letters**

Proposal #XXXX

We, the (insert name of Member College here) delegation to the World Congress of Chiropractic Students (insert year here) do hereby propose:

That. . .

The following letter be sent to the addresses listed below and that (insert name of Host College) provide (insert number) of copies on appropriate stationary to the Chair so that they may be appropriately signed and provided to us, the (insert name of Member College here) before our departure that they may be sent in accordance with the Constitution.

The return address shall be:

World Congress of Chiropractic Students  
1246 Yonge Street, Suite 202/203  
Toronto, Ontario, Canada M4T 1W5

Letter:

"The World Congress of Chiropractic Students (WCCS), established in 1979, is an international forum representing the future of the chiropractic profession. Active membership consists of over XX,000 students from XX chiropractic colleges. The WCCS met on (month, date, year) in (City, State/Province, Country) for our annual conference to discuss issues pertinent to the chiropractic profession." \*

(\* Accurate statistics will be inserted where indicated by "XX")

(Insert remainder of proposed text and salutation here)

List of Addresses:

(Insert a comprehensive list of recipients here complete with mailing addresses)

**World Congress of Chiropractic Students**  
**Appendix I**

**Congress Proposal Template**  
**For general proposals**

Proposal #XXXX

We, the (insert name of Member College here) delegation to the World Congress of Chiropractic Students (insert year here) do hereby propose:

That. . .

(Insert body of text, including purpose of the proposal, here)

To be completed by:

(Insert parties responsible as well as timeline for the completion of the proposed action here)

Through the process of:

(Insert operational guidelines for practical implication here)