

# New Chapter Guidelines

The World Congress of Chiropractic Students (WCCS) is a student managed apolitical, inclusive, not-for-profit organisation which endeavours to develop greater unity within the global chiropractic profession. The organisation provides students with a platform to develop leadership skills and global connections. Any student body of a chiropractic program interested in furthering the objectives of the WCCS may apply for membership of the organisation.

The purpose of these guidelines is to provide information to potential new chapters which are interested in joining the WCCS.

## Before the Annual General Meeting (AGM)

### 1. Contact the respective Regional Coordinator (RC)

Potential new members may contact the respective RC to receive guidance and support in starting a chapter at their educational institution\*. Contact details may be found on the WCCS website <https://www.wccsworldwide.org/team-of-officials>

### 2. Investigate rules and regulations for clubs at the educational institution of the prospective new chapter.

Potential new members must meet the regulations that their educational institution requires for clubs. Potential new members are highly encouraged to liaison with their respective students' council or the body which oversees student clubs at their educational institution.

### 3. Liaison with the administration of their respective educational institution

Potential new members must establish permission from their administration to initiate a WCCS Chapter. If potential new members need support in this matter they can ask their RC for assistance. The RC may then contact the Board of Directors (BoD) if additional assistance is required.

### 4. Provide interested students with the opportunity to become involved.

Chapters must be representative of their student body opinion as a whole. Therefore, all chapters must provide ample opportunity for students to join the new chapter. This includes giving students the opportunity to be involved in the formation of a new chapter. Depending on the structure of a respective educational institution this opportunity may vary from a general meeting of those interested, to an email list invitation, etc.



## 5. Chapter membership application is to be submitted to the Board of Directors, entailing the following information:

- a. A description of the course of study (including, but not limited to, subjects/modules taught, approximate in-class hours and duration of the course);
- b. A description of the chiropractic courses taught.
- c. Clinical Internship requirements;
- d. Institutional mission and objective statements;
- e. Scope of Practice;
- f. A description of how chiropractic is perceived by the public within their region.

The Board of Directors are responsible for determining if any given applicant meets the application criteria to be voted upon by the congress as it is outlined in the by-laws. These applications will be available to voting members approximately one month prior to the AGM to allow for an informed voting process.

## 6. Preparations for AGM

Provided that the prospective chapter is voted in as a member then they will have the opportunity to contribute to discussion topics and proposals. Therefore, it is highly encouraged that prospective chapters prepare themselves to participate in these discussions by reading the relevant material in advance. It is also highly encouraged that prospective new chapters participate in regional calls organized by their RC, to help prepare them for the AGM.

## 7. A head delegate needs to be appointed prior to the AGM.

Most contact regarding the AGM will be made to the head delegate. The head delegate is required to be at the AGM, as well as attend the head delegate meeting on the first day of registration. The head delegate is also responsible to ensure that delegate fees are paid by the appropriate deadline until a treasurer can be voted in. Deadlines and payment transfer process can be accessed through the BoD treasurer to be contacted at [finance@wccsworldwide.org](mailto:finance@wccsworldwide.org).

## At the AGM

### 1. Prospective New Chapters must attend the Annual General Meeting (AGM) which immediately follows the submission of their application.

There must be a minimum of one delegate from a prospective new chapter present at the AGM immediately following their application submission. This is so that a member may be present to participate in the ways outlined below. It should be noted that at least one



member from new chapters must be present at the New Delegate meeting, which takes place on the first day of registration.

## 2. Presentation regarding program

A detailed presentation to the congress is required and must include, at a minimum, the information submitted within the new chapter application. Following the presentation, the floor will be opened for a question and answer session.

## 3. Voting on membership

The applicant will then leave the room for the Congress to vote. The final outcome will be determined by a majority vote of Congress. The new chapters will assume their voting rights following the completion of all new chapter votes and after the appropriate role call has been completed.

## After the AGM

### 1. Creation of ByLaws

By-laws must be written by the respective chapters. These bylaws may vary between educational institutions based on the vast variety of programs, however all bylaws should follow a general outline as described below:

- a. Name
- b. Objects of the WCCS (standardized as found in the Standard Operating Policies and Procedures (SOPPs))
- c. Objectives of the Chapter
- d. Official Language
- e. Definition of Terms (standardized as found in SOPPs)
- f. Conditions of Membership
- g. Voting
- h. Quorum (minimum number of attendees required to have an official meeting)
- i. Executive Board Members
- j. Professionalism (standardized as found in SOPPs)
- k. Code of Conduct (standardized available as an appendix of the first SOPPs)

### 2. Creation of the Chapter Blueprint

The Blueprint is a document that contains all the important information of a chapter. This document is essential. It includes all the relevant chapter information (bylaws, contact information for the individuals on the chapter's Board of Directors, contact information for resources at the educational institution, passwords, etc.)



### 3. Growing/ Establishing a Chapter

It is encouraged that you promote your chapter within your educational institution, and allow general membership to those interested. Chapter growth can be accomplished in a number of ways such as, but not limited to: club socials, guest speakers, community events, trivia nights, etc.

### 4. Dues/ Fundraising

New chapters approved during an AGM must pay their annual fees before voting on proposals and the members of the next ToO. Therefore, their introduction and admission will take place on the first day of the AGM. While the proposals will be presented throughout the week, the voting will occur on the last day of the AGM, allowing new chapters to pay their fees for the next term before the votes and have a say in those votes. For more information about chapter fees, refer to the document titled “Annual chapter fees and payment”.

\*Educational institution: A university or college

*\*\*The latest revisions to this document were made in October 2023 by the BoD and RCs.*

*This document is due to be updated as appropriate in a maximum of three years. \*\**

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