

EUROPEAN ACADEMY OF CHIROPRACTIC



TERMS OF REFERENCE

Approved November 2017

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1. Name and Office

1.1 The European Academy of Chiropractic (hereinafter referred to as the EAC) is a committee of the European Chiropractors' Union (ECU), responsible to the ECU Executive Council.

1.2 Principal office and other offices

For all correspondence the EAC shall use the London Office of the ECU. It may maintain other office accommodation as approved by the ECU Executive Council.

2. Mission and Objectives

2.1. Mission

The EAC exists to support the work and objectives of national associations consistent with the decisions and policies of the ECU General Council:

- (a) To advance the delivery of chiropractic education at all levels from undergraduate to Graduate Education Programmes and continuing professional development in Europe; and
- (b) To promote and develop opportunities for education as a chiropractor in Europe;
- (c) To enhance the standing of the chiropractic profession in the world of education and continuing professional development.

2.2. Objectives

The objectives of the EAC shall be:

- 2.2.1. To promote key professional knowledge, skills and competencies through lifelong learning;
- 2.2.2. To assist national chiropractic associations and institutions develop educational programmes in the light of evolving pedagogical developments in higher education
- 2.2.3. To provide and coordinate access to high quality sources of knowledge and skills through special interest groups (SIGs) open to qualified chiropractors and selected other healthcare professionals;
- 2.2.4. To encourage and actively support the acquisition by chiropractors of higher postgraduate qualifications and to develop a path to the award of EAC Fellowships;
- 2.2.5. To assist national associations develop and deliver Graduate Education Programmes (GEP) to provide a bridge between academic knowledge and employment as a practising chiropractor;
- 2.2.6. To set standards for courses of continuing professional development and assist national associations in meeting those standards;

- 2.2.7. In association with the European Centre for Chiropractic Research Excellence (ECCRE), to give a lead for the continuous raising of quality standards across the profession and promote an appropriate response to developments in teaching and healthcare generally (e.g. from new technology, robotics, artificial intelligence etc.).

3. Operation and accountability

- 3.1 The Dean shall report to the ECU General Council at least twice a year and shall submit each September a budget bid for the following calendar year, including the outturn on previous years and a forecast outturn for the current year.
- 3.2 The Academy shall have four officers, comprising an Executive Board. Each shall act in the best interests of the Academy, independent of any other affiliations or memberships of organisations external to the ECU. Each officer shall declare through the ECU Executive Council any interests that might be perceived to present a conflict of interests.
- 3.3 The four officers shall be:
- Dean
 - Director for undergraduate and postgraduate education
 - Director for continuing professional development
 - A representative of the ECU Executive Council
- No officer shall be appointed to more than one office at any time.
- 3.4 The Dean and Directors shall be appointed by the ECU Executive Council subject to ratification by the General Council. After a transitional period they shall serve for three years (one retiring each year). Subject to approval by the ECU General Council, these officers may serve up to two consecutive terms of office. Applications for the Dean and Director positions shall be invited by the ECU Executive Council at least two months prior to the expiry of their respective terms of office.
- 3.5 Where a vacancy arises outside the normal periods of appointment, the ECU Executive Council shall be empowered to co-opt any person it considers well-qualified to fill the office until the next regular period of appointment.
- 3.6 An appointed officer may be removed from office by a majority decision of the ECU Executive Council. In such circumstances, the individual shall, be provided with a notice setting out the reasons for the proposal removal from office and have the right of appeal to the ECU General Council.
- 3.7 The Executive Board shall be provided with an Administrator, who shall be appointed by the ECU Executive Council and whose duties shall include the arrangement of meetings and the taking of minutes. The Administrator shall not have voting rights.
- 3.8 Any rules and procedures adopted for the Academy or its components shall be consistent with the policies and procedures of the ECU.
- 3.9 The work of the Academy shall be organised wherever possible on a project basis with a clearly identified customer group for each project or activity.

4 Membership

- Membership of the EAC (MEAC) shall be granted to persons who fulfil any one of the following criteria
 - Full members of an ECU affiliated national chiropractic association ;
 - ECU individual members;
 - Full time faculty members of ECCE-accredited educational institutions.
- 4.2 Fellowship of the EAC (FEAC) may be granted to members who can demonstrate to the satisfaction of the Fellowship Sub-Committee that they have excelled in one or more fields of chiropractic. The Fellowship Sub-Committee shall define and publish criteria for fellowship against which nominations shall be measured. There shall be a one-off administration fee on admission to fellowship.
- 4.3 Founding Fellow (FFEAC) - A Founding Fellow (who may not be a chiropractor) is one who was honoured by invitation when the EAC was established. Founding Fellows retain for life all rights and privileges of Fellowship.
- 4.4 Honorary Fellow (FEAC Hon.) - A Fellow whom the EAC Court of Electors has deemed as having excelled in either their professional or academic career, or in their work for the EAC may be elected an Honorary Fellow. Honorary Fellows shall enjoy such privileges as may be conferred upon them and shall enjoy life membership of the EAC.

5 Special Interest Groups

- 5.1 The Dean is responsible for setting up Special Interest Groups to provide and coordinate access to high quality sources of knowledge and skills in areas of chiropractic specialisation. The leadership of a SIG should reside with an appropriate Fellow of the EAC; membership shall be open to chiropractors who are recognised by their national associations or by special agreement by the EAC Executive Board. Other healthcare professionals may be invited to join a SIG where that is desirable.
- 5.2 SIGs should act as a repository of knowledge about research and developments in their respective fields, including, for example, the dissemination of reading lists and details of other sources of information;
- 5.3 The activities of a SIG should be self-financing. An individual SIG may use 50% of any surplus from its annual programme for further investment in its objectives and shall release 50% to a central pool for investment by the EAC in SIG activity as a whole, as directed by the EAC Executive Board. In both cases the monies shall be held by the ECU Treasurer.

6 Termination of Membership

- 6.1 Membership of the EAC shall be terminated if a Member/Fellow is removed from the register of chiropractors in the country where he/she practises and/or; the Member/Fellow's membership of his/her national association is terminated by reason of conduct or practice.

6.2 Where an ECU individual member fails, within 12 months, to become a member of a newly formed ECU member national association in the country where they are domiciled, or resigns from an ECU member association, EAC individual Membership status shall be terminated.

7 Seal

7.1 The common seal of the EAC shall only be used by the authority of the ECU Executive Council or of a Committee authorised by the EC. Every document to which the common seal is attached shall be signed by at least two officers, one of whom shall be the Dean.

8 Indemnity

8.1 All members of the ECU Executive Council, the appointed officers of EAC, members of EAC Committees, agents or employed persons of the EAC shall be indemnified from the assets of the ECU against any liability incurred by them whilst acting in their designated capacity when defending any allegation of improper conduct whether civil or criminal, including negligence, default, breach of duty or breach of trust.

9 Dissolution

9.1 Upon dissolution of the EAC, and after having discharged all outstanding liabilities to creditors, assets shall reside with the ECU.

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