

## **Appendix A: International Chiropractors Association (ICA) Policies and Procedures**

### ***A.10 ICA Policies and Procedures on Logistical Matters***

#### **A.10.1 Location**

The principal office of the International Chiropractors Association shall be 6400 Arlington Boulevard, Suite 650, Falls Church, Virginia 22042, USA

#### **A.10.2 Registered Agent**

The name and address of the Resident Agent of the Association in the District of Columbia is James S. Turner; Swankin and Turner, 1601 18<sup>th</sup> Street, NW, Suite 4, Washington, DC 20009

The name and address of the Resident Agent of the Association in Virginia is Thomas C. Palmer, Jr.; Brault, Palmer, Steinhilber and Robbins, LLP; 3554 Chain Bridge Road, Suite 400; Fairfax, Virginia 22030-0000; USA.

#### **A.10.3 ICA Stationery and Indicia**

The utilization of ICA stationery or indicia<sup>1</sup> implies certain authority of the Association. Such use carries with it the responsibility of observing certain constraints, legal, ethical, and moral. In keeping with these principles, the following rules shall apply:

1. ICA stationery and indicia shall be used in good conscience and good taste for the free exchange of information within the Association and to carry out the programs and purposes of the Association.
2. Other than within the membership, such stationery and indicia shall be used only in the furtherance and enhancement of ICA programs and policy. Within the membership they shall not be used for the purpose of airing personal grievances.
3. ICA stationery and indicia shall never, without specific authority of the Board of Directors or the Executive Committee, be used in arranging, negotiating, or contracting in such manner as to possibly incur responsibility or liability on the part of the Association.
4. ICA stationery and/or indicia shall not be used to infer or imply that a candidate for office in ICA has official ICA backing. Any soliciting by and for candidates shall be accomplished through personal efforts and not as an Association official. Abuse of discretion in campaigning or soliciting of support is unethical and not in accordance with the standards of ICA membership.

ICA stationery and indicia shall not be used to promote personal programs for personal monetary gain or aggrandizement. Under no circumstances should such programs or enterprises be made to appear as being sponsored or approved by ICA, unless specifically authorized.

#### **A.10.4 Use of Information Provided by the ICA**

**Contact Information, Electronic Communications, ICA Contacts and Members Records**  
Individuals involved in Projects, the Board and on the Representative Assembly from time to

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time are entrusted with the names, addresses, and telephone numbers from the ICA Contact database including its Membership.

These lists may not be used for non-ICA purposes including personal communications or for promoting any other organization or non-ICA activity.

The contacts lists including our membership emails are not for distribution. The ICA policy is that the emails of our members are never distributed. At such time as an official electronic communication for official purposes to a targeted group, by an ICA leader or an Assembly Representative it shall be conducted through the association by the designated staff member on behalf of the representative.

It is unprofessional and inappropriate for individuals to do repeated 'reply all' or mass emails to the ICA Board or Assembly. Matters that require a back and forth communication shall be conducted within the Group forums established for these purposes.

### **A.10.5 Policy Violations**

Unauthorized use of ICA stationary, indicia, logos, graphics, and contact lists shall be addressed initially by the Executive Director, with either a warning or Cease and Desist based on the gravity of the issue. A second violation will be referred to the Governance Committee and if warranted a referral to ICA legal counsel for appropriate recourse.

(Last Revised and Approved by the Board November 8, 2020.)

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<sup>i</sup> Distinctive marks such as the ICA logo, our six specialty council logos and any registered trademarks, emblems