

COMMISSION ON APPLIED AND CLINICAL SOCIOLOGY

BY-LAWS [Approved August 1995]

ARTICLE I. NAME

Section A. The name of this organization shall be the Commission on Applied and Clinical Sociology.

ARTICLE II. PURPOSE AND OBJECTIVES

Section A. The purpose of this organization shall be to enable sociologists to make significant contributions to society, through the development, promotion, and support of quality sociological education and practice in applied and clinical areas.

Section B. The Commission on Applied and Clinical Sociology shall further the professional work of applied and clinical sociologists by means of the following objectives:

1. Maintaining a Commission-sponsored accreditation of clinical and applied sociological practice programs.
2. Maintaining a Commission-sponsored registry of graduates of programs accredited by the Commission.
3. Creating links between program accreditation and state sponsored professional registries, certification, and licensure.
4. Providing a clearinghouse for dissemination of program models and resources to departments interested in developing clinical and applied programs.
5. Educating the public about applied and clinical sociology by representing to government, non-profit agencies, employers and other institutions and interested parties the objectives of clinical and applied sociological education and practice.
6. Maintaining channels of communication between the Commission and other professional associations.

Section C. The Commission shall be operated as a non-profit organization under Section 501(c)6 of the Internal Revenue Service code. Any funds which may come into its possession shall be used exclusively for scientific, educational, professional, and advocacy purposes in relation to the practice of applied and clinical sociology.

ARTICLE III. BOARD OF DIRECTORS

Section A. Purpose: The purpose of the Board of Directors shall be to direct the functioning of the Commission.

Section B. Composition:

1. The Board of Directors shall consist of seventeen (17) members representing both applied and clinical sociology:
 - a. Fifteen (15) regular members of whom at least three (3) but not more than six (6) shall be from accredited programs.
 - b. Two (2) ex officio members with vote appointed by the Association for Applied and Clinical Sociology from among its Board Members.

2. Terms of Office
 - a. Regular Board of Directors members shall serve three-year terms. Terms shall be staggered so five (5) members are elected each year.
 - b. Ex-Officio members shall serve a one-year term which may be renewed at the pleasure of the appointing organization.
3. Limitation of Terms. No individual shall serve more than three (3) consecutive terms on the Board of Directors.

Section C. Authority. The Board of Directors shall have authority to make decisions regarding the Commission and to commit the Commission to action.

Section D. Termination of Members of the Board of Directors

1. A member may be removed by the Commission upon missing two (2) consecutive regularly scheduled Board of Directors meetings. The Executive Committee of the Board may grant an exemption to this policy through recognizing an excused absence from a meeting for cause.
2. Any member who has been removed from the Board of Directors shall have the right to a hearing before the Board upon written request directed to the Secretary. The request for a hearing shall be submitted in a timely manner for review and processing. The Board shall conduct this hearing at its next regularly scheduled meeting. The Board then votes on the appeal with decision based on a simple majority vote.

ARTICLE IV. OFFICERS AND EXECUTIVE COMMITTEE

Section A. Number and Types of Officers. There shall be four (4) officers of the Commission, as follows: Chair, Vice Chair, Treasurer, and Secretary.

Section B. Method of Selection and Term of Office.

1. Officers shall be nominated by the Nominations Committee.
2. Officers shall be elected by majority vote of the Board of Directors.
3. Officers shall serve a two-year term.
4. Officers may be re-elected.
5. No Officer shall serve more than four (4) consecutive terms.

Section C. Eligibility for Office. All members of the Board of Directors are eligible to hold office.

Section D. Duties of Officers:

1. Chair: It shall be the duty of the Chair to:
 - a. Preside at all General, Special, and Executive Committee meetings.
 - b. Expedite the business of the Commission.
 - c. Appoint all standing and special committees and task forces of the Commission with the approval of the Board.
 - d. Serve as ex-officio member of all committees and sub-committees of the Commission.
 - e. Chair the Executive Committee.
2. Vice-Chair. It shall be the duty of the Vice-Chair to:
 - a. Serve in the absence of the Chair.
 - b. Serve on the Executive Committee.
 - c. Review annual reports of accredited programs.

3. Treasurer. It shall be the duty of the Treasurer to:
 - a. Maintain the financial records of the Commission.
 - b. Pay the appropriate expenses of the Commission as authorized by the Board of Directors or the Executive Committee.
 - c. Develop an annual budget in consultation with the Chair.
 - d. File appropriate financial reports with the Board, the Internal Revenue Service, and such other agencies as are appropriate.
 - e. Serve on the Executive Committee.

4. Secretary. It shall be the duty of the Secretary to:
 - a. Keep minutes and records of all Annual, Regular, Special, and Executive Committee meetings.
 - b. Keep accurate records of membership and attendance.
 - c. Notify membership of the Commission of General, Special, and Executive Committee meetings.
 - d. Prepare and send out necessary correspondence.
 - e. Serve on the Executive Committee.

Section E. Succession. When an officer resigns his/her office prior to the end of the regular term, the vacancy shall be filled in the following manner:

1. For the office of Chair, the Vice-Chair shall assume the office.
2. For all other offices, the Board of Directors shall elect a successor.

Section F. Termination of Officers. Officers may be removed from office for non-fulfillment of duties by a two-thirds (2/3) vote of the full Board of Directors.

Section G. Executive Committee.

1. Membership. The Officers of the Board shall constitute the Executive Committee of the Commission.
2. Duties. It shall be the duty of the Executive Committee to conduct:
 - a. The business of the Commission between regular meetings of the Board.
 - b. Other business as assigned by the Board.
 - c. Other duties as assigned by these By-Laws
3. Actions. Decisions of the Executive Committee shall be by a majority of the Committee.

ARTICLE V. MEETINGS.

Section A. Annual Meeting. The Board of Directors shall hold an annual meeting each year for the purpose of elections, appointments to standing committees, receiving annual reports, and approving the budget. The annual meeting shall be held in conjunction with the annual meeting of the American Sociological Association.

Section B. Regular Meetings.

1. The Board of Directors shall hold regular meetings for the purpose of approving the accreditation of programs, amending the bylaws, and conducting other items of business.
2. Regular meetings shall be called by the Chair or the Executive Committee.
3. Regular meetings shall be held at times and places selected by the Executive Committee.

Section C. Notification of annual and regular meetings shall be given at least thirty (30) days in advance.

Section D. Agenda. The Chair and the Secretary shall construct an agenda and distribute it at least one (1) week prior to the meeting.

Section E. Quorum. A simple majority of the regular voting members of the Board of Directors shall constitute a quorum

Section F. Open Meetings. Meetings of the Board of Directors shall be open. The Board may declare a closed executive session meeting by a two-thirds (2/3) vote of the Board, at a meeting at which a quorum is present.

Section G. Commission Actions. The decisions of the majority of the Board of Directors voting at a meeting at which a quorum is present shall constitute the actions of the Commission.

Section H. Special Meetings.

1. Special meetings may be called by the Chair or the Executive Committee.
2. Special meetings must be called upon petition by one-fourth (1/4) of the members of the Board.
3. Special meetings may be conducted via any communication media.
4. A good faith effort must be made to notify the entire Board of all such meetings.

ARTICLE VI. FINANCES.

Section A. The fiscal year of the Commission shall be January 1st through December 31st.

Section B. The Board of Directors shall approve the budget of the Commission.

Section C. The Board of Directors shall approve a fee and reimbursement schedule for the Accreditation Process.

Section D. The Board of Directors shall authorize the depositing and withdrawal of funds in an appropriate institution and authorize withdrawals requested by the Chair, Vice-Chair, or Treasurer. A motion of the Board of Directors must approve withdrawals over \$1,000.

Section E. Financial Review. The Board, at its discretion, may request a financial review by an outside consultant.

Section F. The Board of Directors shall be responsible and accountable for the expenditure of its funds.

ARTICLE VII. COMMITTEES

Section A. Standing Committee. Nominations Committee.

1. The Nominations Committee shall announce vacancies on the Board of Directors and announce a slate of proposed candidates for the Board. The Nominations Committee shall also announce vacancies in Offices and propose a slate of candidates for those positions.
2. The Chair of the Commission shall appoint three (3) members to the Nominations Committee and shall designate its chair with the advice and consent of the Board of Directors.
3. Members of the Nominations committee shall serve a term of one (1) year. Members may be reappointed but cannot serve for more than two (2) consecutive terms.

Section B: Review Committees. The Chair of the Commission, in consultation with the Executive Committee, shall appoint Accreditation Review Committees as required according to the Policies and Procedures document.

Section C: Ad Hoc Committees. The Board or Executive Committee may create ad hoc committees as needed to conduct the work of the Commission. Such committees are time-limited entities.

1. Ad Hoc Committees may consist of individuals on the Board and other persons who have skills and knowledge relevant to the function and purpose of the Ad Hoc Committee.
2. Chairs of Ad Hoc Committees shall be members of the Board of Directors.
3. The Chair of the Commission, with the approval of the Executive Committee, shall appoint three (3) members to the Ad Hoc Committee members and shall designate its chair.

Section D. Duties of Standing Committee and Ad Hoc Committee Chairs. It shall be the duty of the Committee Chairs to:

1. Keep records of meetings.
2. Prepare periodic reports to the Board on progress of the Committee.
3. Submit a written report of the Committee's activities to be received in time for the annual meeting.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

Section A. The Nominations Committee shall nominate up to two candidates for each vacancy on the Board and for each vacancy among the officers. A vacancy exists when a term of office is completed, or when a member or officer is unable or unwilling to continue on the Board.

Section B. The Nominations Committee shall notify the Board of Directors of the nominees for the Board and Officers at least fourteen (14) days prior to the election.

Section C. Elections shall be held at the annual meeting.

Section D. Unanticipated vacancies may be filled by a special election.

ARTICLE IX. RULES OF ORDER.

This Commission shall be guided by the current edition of Robert's Rules of Order, in so far as they do not affect, alter, or amend these By-Laws.

ARTICLE X. LIABILITY OF BOARD MEMBERS.

Except as otherwise provided by law, a director of the corporation is not personally liable to the corporation or its members for all acts or omissions of a volunteer director incurred in the good faith performance of his or her duties as a director.

ARTICLE XI: AMENDMENTS:

Section A. Vote. These By-Laws may be amended by a vote of two-thirds (2/3) of the Board of Directors.

Section B. Notice.

1. Proposed amendments must be submitted by members of the Board of Directors to the Executive Committee at least one (1) month in advance of the meeting at which the amendment is to be considered.
2. Notice of the proposed amendment must be submitted to each member of the Board at least fourteen (14) days in advance of the meeting.

Section C. Review of By-Laws. Every five (5) years, the Commission shall establish an Ad-Hoc committee to review the By-Laws and recommend to the Board any modifications or changes to the By-Laws.

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