



**By-Laws**

**Commission on**

**The Accreditation of Programs in**

**Applied and Clinical Sociology**

**BY-LAWS**  
**COMMISSION ON THE ACCREDITATION OF PROGRAMS IN**  
**APPLIED AND CLINICAL SOCIOLOGY**

**1.0 NAME**

1.1 The name of this organization shall be the Commission on the Accreditation of Programs in Applied and Clinical Sociology (CAPACS).

**2.0 PURPOSE AND OBJECTIVES**

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

2.2. The Commission shall further the professional work of applied, clinical and engaged public sociologists by means of the following objectives:

- a) Maintaining a Commission-sponsored accreditation of applied sociology, clinical sociology, engaged public sociology and sociological practice programs (see BA Standards and Accreditation Self Study Guidelines, MA Standards and Accreditation Self Study Guidelines, Accreditation Policies and Procedures, Accreditation Review Process Guidelines).
- b) Maintaining a Commission-sponsored registry of graduates of programs accredited by the Commission.
- c) Creating links between program accreditation and state sponsored professional registries, certification, and licensure.
- d) Disseminating program information to departments interested in developing applied, clinical and engaged public sociology.
- e) Representing to government, non-profit agencies, employers and other institutions and interested parties the objectives of applied, clinical and engaged public sociology.
- f) Maintaining channels of communication between the Commission and other professional associations.

2.3. 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, clinical and public sociology.

**3.0 BOARD OF DIRECTORS**

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

3.2 Composition:

- a) The Board of Directors shall consist of sixteen (16) members representing both applied and clinical sociology:
  - i. Fifteen (15) regular members of whom at least two (2) but not more than six (6) shall be from accredited programs.
  - ii. One (1) ex-officio member with vote appointed by the Association for Applied and Clinical Sociology from among its Board Members.
- b) Terms of Office
  - i. Regular Board of Directors members shall serve three-year terms.
  - ii. Ex-Officio members shall serve a one-year term which may be renewed at the pleasure of the appointing organization.

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

#### 3.4 Termination of Members of the Board of Directors

- a) 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.
- b) 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.

### **4.0 OFFICERS AND EXECUTIVE COMMITTEE**

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

#### 4.2 Method of Selection and Term of Office.

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

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

#### 4.4 Duties of Chair:

- a) Preside at all general, special, and executive committee meetings.
- b) Expedite the business of the Commission.
- c) Ensure that the organization's legal compliance is maintained in regard to the continued incorporation of the organization, IRS status 501 (c) 6, and reports as required.
- d) Chair the Executive Committee.

- e) Appoint all standing and special committees and task forces of the Commission with the approval of the Board.
- f) Appoint a representative to the Board of the Association of Applied and Clinical Sociology to a one (1) year term with approval of the Board.
- g) Serve as ex-officio member of all committees and sub-committees of the Commission.
- h) Serve as contact person for the organization.
- i) Ensure that the Commission webpage, hosting service, and domain name are kept current.
- j) Ensure that the student registry is kept current and posted on the webpage in a timely manner.
- k) Ensure that all marketing materials, such as the Commission brochure, are current and disseminated to board members and other interested parties.
- l) Ensure that Commission documents are reviewed, at minimum, every 5 years by means of an appointed Ad Hoc Committee. Relevant documents include the following:
  - i. By-Laws
  - ii. Standards – Bachelors Level
  - iii. Guidelines for Completing the Self Study Report – Bachelor’s Level
  - iv. Standards – Masters Level
  - v. Guidelines for Completing the Self Study Report – Masters Level
  - vi. Standards – Doctoral Level
  - vii. Guidelines for Completing the Self Study Report – Doctoral Level
  - viii. Policies and Procedures – Accreditation
  - ix. Review Process Guidelines
- m) Prepare an annual report of the Commission’s activities.

#### 4.5 Duties of Vice Chair

- a) Serve in the absence of the Chair.
- b) Serve on the Executive Committee.
- c) Notify (in April) accredited program directors that Annual Reports are due in July.
- d) Review annual reports of accredited programs and report to the Commission. Report should include recommendation for approval and/or further action.
- e) Communicate the results of the annual report review to the Program Director and appropriate administrators.
- f) Maintain a current and inclusive list of accreditation/re-accreditation review committees.
- g) Assist chair with other duties as assigned.

#### 4.6 Duties of Secretary

- 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 as assigned.
- e) Serve on the Executive Committee.
- f) Provide Chair with minutes for review before disseminating to Board.
- g) Disseminate minutes to Board no later than 60 days after the date a meeting is held.
- h) Maintain a current board of directors list with contact information.

- i) Maintain a current committee list with contact information.
- j) Maintain a current list of trained accreditation reviewers with contact information.

#### 4.7 Duties of Treasurer

- 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) Ensure that annual organizational memberships for accredited programs are kept current.
- d) Serve on the Executive Committee.
- e) Develop an annual budget in consultation with the Chair.
- f) File appropriate financial reports with the Board, the Internal Revenue Service, and such other agencies as are appropriate.

#### 4.8 Duties of a Board Member

- a) Serve the term to which she/he was elected and take office at the next meeting immediately following.
- b) Share responsibility for formulating the policy and the general direction of the affairs of the Commission.
- c) Attend all Board meetings and Commission functions.
- d) Come to meetings prepared to participate in the issues that come before the Board.
- e) Promote the work of the Commission and sociological practice.
- f) Recruit new members to the Commission.
- g) Contribute personal expertise in regard to sociological practice in matters that pertain to the accreditation of practice programs in sociology.
- h) Respond to electronically communicated Board matters in a timely manner.
- i) Carry out other work, as agreed to, with the Chair or Board.

4.9 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:

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

4.10 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.

#### 4.11 Executive Committee.

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

### 5.0 MEETINGS.

5.1 Annual Meeting. The Board of Directors shall hold an annual meeting for the purpose of elections, appointments to standing committees, receiving annual reports, and approving the budget.

5.2 Regular Meetings.

- a) 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.
- b) Regular meetings shall be called by the Chair or the Executive Committee.
- c) Regular meetings shall be held at times and places selected by the Executive Committee.
- d) Regular meetings may be conducted via any communication media.

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

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

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

5.6 Open Meetings.

- a) Meetings of the Board of Directors shall be open.
- b) 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.
- c) A closed executive session may be called for a whole meeting or part(s) of a meeting as deemed necessary.

5.7 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.

5.8 Special Meetings.

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

## **6.0 FINANCES.**

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

6.2 The Board of Directors shall approve the budget of the Commission.

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

6.4 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.

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

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

## **7.0. COMMITTEES**

7.1 Standing Committee. Nominations Committee.

- a) 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.
- b) 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.
- c) 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.

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

7.3 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.

- a) 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.
- b) Chairs of Ad Hoc Committees shall be members of the Board of Directors.
- c) The Chair of the Commission, with the approval of the Executive Committee, shall appoint three (3) members to the Ad Hoc Committee and shall designate its chair.

7.4 Duties of Standing Committee and Ad Hoc Committee Chairs.

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

## **8.0 NOMINATIONS AND ELECTIONS**

8.1 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.

8.2 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.

8.3 Elections shall be held at the annual meeting.

8.4 Unanticipated vacancies may be filled by a special election.

## **9.0 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.

## **10.0 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.

## **11.0 Amendments:**

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

11.2 Notice.

- a) 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.
- b) Notice of the proposed amendment must be submitted to each member of the Board at least fourteen (14) days in advance of the meeting.

11.3 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.

## **12.0 Public Information**

12.1 The Commission shall prepare an annual report of its activities.

12.2 The Commission shall issue other reports as it deems appropriate.