



The Commission on the Accreditation of Programs in Applied and Clinical Sociology

Bylaws

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The Commission on the Accreditation of Programs in Applied and Clinical Sociology

CAPACS

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**COMMISSION ON THE ACCREDITATION OF PROGRAMS
IN APPLIED AND CLINICAL SOCIOLOGY
BYLAWS**

1.0 NAME

- 1.1** The name of this organization shall be the Commission on the Accreditation of Programs in Applied and Clinical Sociology (hereafter also referred to as CAPACS or the Commission). Said organization is formed as a nonprofit corporation in the State of Michigan and operates as an exempt Business League under Section 501(c)(6) of the Internal Revenue Code, or corresponding section of any future federal tax code. Any funds that may come into its possession shall be used exclusively for scientific, educational, professional, and advocacy purposes for the accreditation and improvement of programs in applied sociology, clinical sociology, engaged public sociology, translational sociology, forensic sociology, and rural sociology, including all approaches of sociological practice and identity that may emerge consistent with the program curricula, education, training, and professional work recognized by the Commission (hereafter also referred to as sociological practice).

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 training in sociological practice, including applied sociology, clinical sociology, engaged public sociology, translational sociology, forensic sociology, and rural sociology (e.g., development and global).
- 2.2** The Commission shall further the professional work of sociological practitioners, including applied sociologists, clinical sociologists, engaged public sociologists, translational sociologists, forensic sociologists, and rural sociologists by means of the following objectives:
- a) The maintenance of Commission-sponsored accreditation programs in sociological practice, including applied sociology, clinical sociology, engaged public sociology, translational sociology, forensic sociology, and rural sociology (see the Commission's *Accreditation Standards* at the [Bachelor's](#), [Master's](#), and [Doctoral](#) levels, *Accreditation Self Study Guidelines* at the [Bachelor's](#), [Master's](#), and [Doctoral](#) levels; [Accreditation Policies and Procedures](#); and [Accreditation Review Process Guidelines](#)).
 - b) The maintenance of a Commission-sponsored *Registry of Accredited Programs* and *Registry of Program Graduates* for internal use. (For details, see Sections 1.4, and 1.5, in the [Accreditation Policies and Procedures](#)).
 - c) The creation of links between program accreditation and state sponsored professional registries, certification, and licensure.
 - d) The dissemination of program information to departments interested in developing programs in sociological practice, including applied sociology, clinical sociology, engaged public sociology, translational sociology, forensic sociology, and rural sociology (e.g., development and global).

- e) The representation of the objectives of sociological practice, including applied sociology, clinical sociology, engaged public sociology, translational sociology, forensic sociology, and rural sociology to government, non-profit agencies, employers, and other institutions and interested parties.
- f) The maintenance of channels of communication between the Commission and other professional associations.

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. The Board of Directors shall consist of nineteen (19) members representing sociological practice, and include applied sociologists, clinical sociologists, engaged public sociologists, translational sociologists, forensic sociologists and/or rural sociologists:

- a) Fifteen (15) regular members of whom at least two (2) but not more than six (6) shall be from accredited programs.
- b) One (1) ex-officio member (and alternate) with vote appointed by the Association for Applied and Clinical Sociology from among its Board Members, with the approval of the CAPACS Board.
- c) Three (3) international members, with vote, with an advanced degree in Sociology or other closely related field, and documented professional experience in sociological practice, nominated and elected by the Board of Directors of the Commission.

3.3 Terms of Office

- a) Regular and International Board of Directors members shall serve three-year terms.
- b) Ex officio members (and alternates) shall serve a one (1) year term which may be renewed at the pleasure of the appointing organization, with the approval of the CAPACS Board.

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

3.5 Liability. Except as otherwise provided by law, a member of the Board of Directors (hereafter Board Member) is not personally liable to the Commission or its members for all acts or omissions of a volunteer incurred in the good faith performance of his/her/their duties as a Board Member. The attendant provisions are specified below:

- a) Legal Fiduciary Responsibilities. All elected and appointed Board Members shall assume legal fiduciary responsibilities for the Commission in compliance with the [duties of care, loyalty, and obedience to the Corporation](#) as mandated by state and common law. Board Members who receive payments or compensation for services as independent contractors or employees of the Commission shall be subject to the provisions of “reasonable remuneration” and “fair market value” specified in Section 4, of the “Conflict of Interest Policy and Disclosure Form” of the Commission, attached as Addendum A to the Bylaws and subject to the provisions of Section 3.5 (b-d), below:

- b) Indemnification: The Commission shall [indemnify](#) and hold each Board Member harmless from any and all monetary damages to which such Board Member might become liable on account of a breach of his/her/their duties to the Commission, except each Board Member shall remain liable for any such damages arising out of:
 - i. A willful conflict of interest or breach of confidentiality or professionalism, including in the evaluation of a program during and after completion of the accreditation review process, as specified in Sections 1.7, 1.8, and 6.5 of the [Accreditation Policies and Procedures](#) and Section 1 (C) of the [Accreditation Review Process Guidelines](#).
 - ii. A transaction from which the Board Member derived a [benefit from an inurement](#) or other improper personal gain.
 - iii. An act or omission that is willfully, grossly, or wantonly negligent and may cause harm or injury to self and others.
 - iv. An act or omission that is not in good faith or involves intentional wrongdoing, misconduct, or a knowing violation of law.
- c) Conflict of Interest Policy and Disclosure Form. Board Members shall sign the Commission’s “Conflict of Interest Policy and Disclosure Form” prior to service on the Board or any committee and on such other occasions as requested by the Board. The Executive Committee of the Commission, in consultation with the Board, shall have the right to review the disclosure form to determine whether a disclosure constitutes a conflict of interest or an issue that rises to the level of a violation of professionalism, misconduct, or law (including the right to contact appropriate authorities for investigating violations of law). The responsibility for disclosing a potential conflict of interest or violation resulting in any given situation rests solely with the Board Member.
- d) Operational Policies and Procedures. The operational policies and procedures for determining a conflict of interest or a violation of professionalism, misconduct, or law; investigating and terminating a Board Member; processing appeals; and filling a vacancy are specified in Section 5.0, in the Bylaws, below.

3.6 Duties of a Member of the Board of Directors

- a) Serve the term to which he/she/they were 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) Prepare for and attend all Board meetings and Commission functions (in person or virtually, as technologies permit and as arranged by the Board).
- d) Participate in the issues that come before the Board.
- e) Promote the work of the Commission for the advancement of sociological practice in the discipline, profession, and public domain.
- f) Recruit new programs and members to the Commission.
- g) Contribute personal expertise in sociological practice in matters that pertain to the accreditation of programs in sociological practice.
- h) Respond to the communications of the Commission (hardcopy or digital) in Board matters in a timely manner.
- i) Carry out other work, as agreed, with the Chair or Board.

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, Secretary, and Treasurer.
- 4.2.** Methods of Selection and Terms of Office
- a) Officers shall be nominated by the Nominations Committee on recommendations from the Board of Directors.
 - b) Officers shall be elected by a simple majority vote of the Board of Directors.
 - c) Officers shall serve for a two-year term.
 - d) Officers may be re-elected.
 - e) No officer shall serve more than five (5) consecutive terms.
- 4.3** Eligibility for Office. All regular and international members of the Board of Directors are eligible to hold office.
- 4.4** Executive Committee
- a) Membership. The Officers of the Board, plus one member of the Board of Directors, shall constitute the Executive Committee of the Commission. The Board of Directors shall select one of its members to serve on the Executive Committee for a period of two (2) years. The term may be renewed.
 - 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 the Bylaws.
 - c) Actions. Decisions of the Executive Committee shall be made by a simple majority of the Committee.
- 4.5** Duties of the Chair
- a) Acts as the official representative of the Commission.
 - b) Chairs the Executive Committee.
 - c) Presides at the annual and all regular, special, and executive committee meetings (in person or virtually, as technologies permit and as arranged by the Board or Executive Committee, as applicable).
 - d) Expedites the business of the Commission.
 - e) Ensures that legal compliance is maintained for:
 - i. The Commission's incorporation as a "Business League" under Section 501(c)(6) of the Internal Revenue Code of the IRS, including the filing of annual reports in the State of incorporation, as required.
 - ii. The registration, quarterly review, and renewal of the Commission's domestic and international trademarks and logos on the Trademark Status and Document Retrieval (TSDR) webpage of the United States Patent and Trademark Office (USPTO) website.
 - f) Appoints all standing ad hoc, and special committees and task forces of the Commission with the approval of the Board.
 - g) Appoints, with the Vice-Chair, accreditation review committees and designates

the Committee Chair and Site Visit Team, in consultation with the Executive Committee, as provided in Section 6.1 of the [Accreditation Policies and Procedures](#) and in Sections II (A) and III (A) of the [Review Process Guidelines](#) of the Commission.

- h) Appoints, with the Vice-Chair, a representative (and alternate) to the Board of the Association of Applied and Clinical Sociology for a one (1) year term with the approval of the CAPACS Board. *The appointee may not simultaneously serve as the ex officio member, or alternate, with vote appointed by the Association for Applied and Clinical Sociology from among its Board Members, approved by the CAPACS Board.*
- i) Serves as an ex officio member on all committees and sub-committees of the Commission.
- j) Co-chairs the Website Committee with the Vice-Chair, and ensures that the Commission's website, hosting service, and domains are kept current, and comply with the Internet Corporation for Assigned Names and Numbers (ICANN).
- k) Ensures with the Archivist that shared folders in the Cloud (e.g., Dropbox) are kept secure and current for the Commission's archives, repository, standing and ad hoc committees, and accreditation review committees.
- l) Ensures that the *Registry of Programs* and the *Registry of Program Graduates* are kept secure and current.
- m) Ensures that all informational materials on accreditation, such as the Commission's slideshow, publications, and brochures, disseminated to board members and other interested parties by the Outreach and Marketing Committees, are kept current.
- n) Ensures that the Commission's documents are reviewed, at minimum, every three (3) years by means of an appointed ad hoc committee. Relevant documents include the:
 - i. *Bylaws*
 - ii. *Standards* (bachelors, masters, and doctoral levels)
 - iii. *Self-Study Guidelines* (bachelors, masters, and doctoral levels)
 - iv. *Accreditation Policies and Procedures*
 - v. *Accreditation Review Process Guidelines*
- o) Prepares an annual report of the Commission's activities.

4.6 Duties of the Vice-Chair

- a) Serves in the absence of the Chair.
- b) Serves on the Executive Committee.
- c) Notifies accredited Program Directors when annual reports to the Commission are due in sufficient time before the submission deadline (refer to Section VII in the Commission's [Accreditation Review Process Guidelines](#) for timelines). *Normally, this is within two months of the end of the Program's academic year.*
- d) Reviews the annual reports of accredited programs, and reports to the Commission. *The report to the Commission includes recommendations for, and/or further action by, the Program for approval by the Board.*
- e) Communicates the results of the Commission's review of the annual reports to the Program Directors and appropriate administrators.
- f) Maintains a current and inclusive list of accreditation (and re-accreditation) review

committees.

- g) Co-chairs the Website Committee with the Chair.
- h) Assists the Chair in appointing accreditation review committees, and designating the committee chair and the site visit team, in consultation with the Executive Committee, as provided in Section 6.1 of the [Accreditation Policies and Procedures](#) and in Sections II(A) and III(A) of the [Accreditation Review Process Guidelines](#) documents of the Commission.
- i) Assists the Chair in appointing a representative (and alternate) to the Board of the Association for Applied and Clinical Sociology (AACS) for a one (1) year term with the approval of the CAPACS Board. *The appointee may not simultaneously serve as the ex officio member, or alternate, with vote appointed by the Association for Applied and Clinical Sociology from among its Board Members, approved by the CAPACS Board.*
- j) Assists the Chair with other duties as assigned.

4.7 Duties of the Secretary

- a) Serves on the Executive Committee.
- b) Keeps the minutes and records of all annual, regular, special, and executive committee meetings of the Commission.
- c) Keeps accurate records of the membership and attendance of the Board.
- d) Notifies the membership of the Commission of all annual, regular, special, and Executive Committee meetings.
- e) Prepares and distributes necessary correspondence as assigned.
- f) Provides the Chair with minutes for review before disseminating to the Board.
- g) Disseminates the minutes to the Board no later than 60 days after the date a meeting is held.
- h) Maintains a current list of the Board of Directors with contact information.
- i) Maintains a current list of committees with contact information of the members.
- j) Maintains a current list of trained accreditation reviewers with contact information.

4.8 Duties of the Treasurer

- a) Serves on the Executive Committee.
- b) Maintains the financial records and bank accounts of the Commission.
- c) Pays the appropriate expenses of the Commission as authorized by the Board of Directors or the Executive Committee.
- d) Ensures that annual organizational memberships for CAPACS-accredited programs in the Association for Applied and Clinical Sociology are kept current.
- e) Develops an annual budget in consultation with the Chair.
- f) Files appropriate financial reports with the Board, the Internal Revenue Service, and such other agencies as appropriate. *This includes contracting the services of a certified public accountant or an outside consultant, as needed, with the approval of the Board.*

4.9 Duties of the Resident Agent

- a) Maintains residency in the state of incorporation of the organization.
- b) Files the annual report in the state of incorporation as required by law.

The resident agent may be an officer or member of the Board of Directors, or other qualified individual, who resides in the state of incorporation, and is approved by the Board.

4.10 Duties of the Archivist

- a) Oversees the deposition and maintenance of the physical and digital records of the Commission in secure storage and the Cloud (e.g., Dropbox).
- b) Prepares a written report of the Commission's archived records at the annual and regular meetings of the Commission (in person or virtually, as technologies permit) and on such other occasions as requested by the Board.

The archivist is an officer or member of the Board of Directors, who is approved by the Board.

4.11 Succession of Officers. When an officer resigns his/her/their 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 in a special election, as specified in Section 10.4 of the Bylaws.

5.0 TERMINATION OF OFFICERS AND MEMBERS OF THE BOARD OF DIRECTORS

5.1 Absences. The Commission shall have the right to remove an officer or member of the Board for 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.

5.2 Non-performance. The Commission shall have the right to remove an officer or member of the Board for non-performance of duties determined by a two-thirds (2/3) vote of the full Board of Directors. Evidence for the determination shall be duties documented in the *Bylaws*, and in the minutes and reports of the Commission. Excused absences shall not be used as evidence for the determination.

5.3 Violations of Professionalism, Misconduct, and Law. The Commission shall have the right to remove an officer or member of the Board for violations of professionalism, misconduct, and law determined by a two-thirds (2/3) vote of the full Board of Directors. Issues that rise to the level of a violation of professional ethics, misconduct, and law shall be investigated by the Executive Committee of the Commission or its designees (including appropriate authorities for violations of the law) in consultation with the Board. Said Committee (and/or authorities) shall present a report to the Board. The person under investigation shall be provided with an opportunity to address the Board in person or virtually (as technologies permit and as agreed by the parties) and be represented at his/her/their own expense, and/or provide a written statement prior to the vote. The report shall be submitted to the Board no later than 30 days upon discovery. In cases where there is a conflict of interest in the investigation, affected members of the Executive Committee or its designees shall stand aside and be replaced for that investigation determined by a two-thirds (2/3) vote of Board Members. Evidence for the determination shall include, but is not limited to:

- a) Willful conflicts of interest and breaches of confidentiality in the evaluation of programs during and after completion of the accreditation review process, as specified in Sections 1.7, 1.8, and 6.5 of the [Accreditation Policies and Procedures](#), and Section 1 (C) of the [Accreditation Review Process Guidelines](#).
 - b) Breaches of professionalism (including but not limited to discrimination, harassment, sexual harassment, the endangerment of self and others, and the falsification of records and reports), as specified in Section 1 (C) of the [Accreditation Review Process Guidelines](#); the acceptance of gifts, incentives, or other compensation from any institution under review other than for the reimbursement of "Site Visit Expenses," as specified in Section 7.3, of the [Accreditation Policies and Procedures](#), and Section IV (G) of the [Accreditation Review Process Guidelines](#); and other improper inurement or personal benefit derived from a transaction or other form of consideration from third parties, including for the purpose of influencing or obstructing the business or vote of the officers and members of the Board of Directors.
 - c) Commission of a felony, threats or acts of violence, misuse of Commission property and resources, and malicious conduct in the course and term of service to the Commission.
- 5.4** Appeals. Any officer or member of the Board who has been removed by the Board of Directors shall have the right to an appeal before the Board upon written request directed to the Secretary (or to the Board member serving as Acting Secretary, as may be necessary). The request for an appeal shall be submitted in a timely manner for review and processing. The aggrieved party shall have the right to appear before the Board in person or virtually (as technologies permit and as agreed by the parties) and be represented at his/her/their own expense prior to the final vote. The Board shall conduct this appeal at a hearing at its next regularly scheduled meeting or by videoconference (as agreed by the parties). The Board then votes on the appeal with a decision based on a simple majority vote.
- 5.5** Vacancies on the Board. Vacancies on the Board resulting from the removal of an officer or member of the Board of Directors shall follow the provisions of Section 4.11 for "Succession of Officers" and/or Section 10.4 for "Special Elections" in the *Bylaws*, as applicable.
- 5.6** Vacancies of Board Members on an Accreditation Review Committee. Vacancies on an accreditation review committee resulting from the removal of a member of the Board of Directors shall be filled with a current or former member of the Board, or a qualified non-member of the Board, by the Chair and Vice-Chair of the Commission, in consultation with the Executive Committee. Appointees to the position of chair of the accreditation review committee or member of the site visit team shall have completed a training workshop recognized by the Commission, in accordance with Section 6.4 the [Accreditation Policies and Procedures](#) and Sections II (A-C) and IV (C) of the [Accreditation Review Process Guidelines](#) of the Commission.
- 6.0** **TERMINATION OF MEMBERS OF ACCREDITATION REVIEW COMMITTEES WHO ARE NOT MEMBERS OF THE BOARD OF DIRECTORS**
- 6.1** Absences. The Commission shall have the right to remove a member of an accreditation review committee who is not a member of the Board of Directors for missing one or more

meetings of the accreditation review committee. The chair of the accreditation review committee, in consultation with the Executive Committee of the Board, may grant an exemption to this policy through recognizing an excused absence from a meeting for cause.

- 6.2** Non-performance. The Commission shall have the right to remove a member of an accreditation review committee who is not a member of the Board of Directors for non-performance of duties determined by a two-thirds (2/3) vote of the full Board of Directors. Evidence for the determination shall be duties documented in Section 6.6 of the [Accreditation Policies and Procedures](#) and Section II (C) of the [Accreditation Review Process Guidelines](#) of the Commission. Excused absences shall not be used as evidence for the determination.
- 6.3** Violations of Professionalism, Misconduct, and Law. The Commission shall have the right to remove a member of an accreditation review committee who is not a member of the Board of Directors for violations of professionalism, misconduct, and law determined by a two-thirds (2/3) vote of the full Board of Directors. Issues that rise to the level of a violation of professionalism, misconduct, and law shall be investigated by the Executive Committee of the Commission, or its designees (including appropriate authorities for violations of law) in consultation with the Board, as specified in Section 5.3 in the *Bylaws*. Evidence for the determination shall be those specified in Section 5.3 (a-c), in the *Bylaws*.
- 6.4** Appeals. Any member of an accreditation review committee who is not a member of the Board, and has been removed by the Board of Directors, shall have the right to an appeal before the Board upon written request directed to the Secretary (or to the Board member serving as Acting Secretary, as may be necessary). The request for an appeal shall be submitted in accordance with the provisions specified in Section 5.4, for “Appeals” in the *Bylaws*. The aggrieved party shall have the right to appear before the Board in person or virtually (as technologies permit and as agreed by the parties) and be represented at his/her/their expense prior to the final vote. If the work of the accreditation review committee is expected to conclude before the next regularly scheduled meeting of the Board, the vote may be conducted by mail or electronic ballot.
- 6.5** Vacancies of Non-Board Members on an Accreditation Review Committee. Vacancies on an accreditation review committee resulting from the removal of a member of the committee who is not a member of the Board of Directors shall be filled with a current or former member of the Board, or a qualified non-member of the Board, by the Chair and Vice-Chair of the Commission, in consultation with the Executive Committee. Appointees to the position of chair of the accreditation review committee or member of the site visit team shall have completed a training workshop recognized by the Commission, in accordance with Section 6.4 the [Accreditation Policies and Procedures](#) and Sections II (A-C) and IV (C) of the [Review Process Guidelines](#) of the Commission.

7.0 MEETINGS

- 7.1** Annual Meeting. The Board of Directors shall hold an Annual Meeting for the purpose of conducting elections, making appointments to standing committees, reviewing annual reports received from accredited programs, and approving the budget. *Normally, the Annual Meeting*

will be conducted in person at a location determined by the Board. During an international crisis such as the COVID-19 (Coronavirus) pandemic, the Annual Meeting may be conducted virtually (e.g., via teleconference or videoconference) using appropriate interactive technologies licensed by the Commission.

7.2 Regular Meetings.

- a) The Board of Directors shall hold Regular Meetings for the purpose of approving the accreditation and re-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 in person at a location determined by the Board or virtually through teleconference or videoconference services licensed by the Commission, as agreed by the Board.

7.3 Notification of Annual and Regular Meetings shall be given at least thirty (30) days in advance. The Annual Meeting shall be scheduled in the summer. One Regular Meeting shall be scheduled in the winter.

7.4 Agenda. The Chair shall construct an agenda in consultation with the Vice-Chair and the Secretary. The Secretary shall distribute the agenda at least one (1) week prior to the meeting.

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

7.6 Open Meetings.

- a) Meetings of the Board of Directors shall be open.
- b) The Board may declare a portion of the meeting closed to address topics requiring privacy or confidentiality with a two-thirds (2/3) vote of the Board, at a meeting at which a quorum is present.

7.7 Commission Proceedings and Actions. The deliberations and decisions of a simple majority of the Board of Directors voting at the meeting at which a quorum is present shall constitute the proceedings and actions of the Commission.

- a) Meeting proceedings shall be in accordance with the current edition of Robert's Rules of Order as far as they do not affect, alter, or amend the *Bylaws*.
- b) The meeting minutes shall record how many members voted "yes" and "no" and abstained from the vote on all motions, and whether the motion passes.
- c) The proceedings and actions of the Commission shall be included in the meeting minutes.

7.8 Special Meetings.

- a) Special Meetings may be called by the Chair or the Executive Committee, or by a petition of one-fourth (1/4) of the members of the Board of Directors.
- b) Special Meetings may be open or closed as deemed necessary and agreed by the Board.

- c) Special Meetings may be conducted in person at a location determined by the Board or virtually via any communication media (e.g., an exchange of emails, chat session, teleconference or videoconference services, or group software licensed by the Commission), as agreed by the Board.
- d) A good faith effort must be made to notify the entire Board of all such meetings.
- e) The proceedings and actions of the Commission shall be included in the meeting minutes.

7.9 Executive Committee Meetings.

- a) Executive Committee Meetings may be called by the Chair or the Executive Committee.
- b) Executive Committee Meetings may be conducted in person at a location determined by the Executive Committee or virtually via any communication media (e.g., an exchange of emails, chat session, teleconference or videoconference services, or group software licensed by the Commission), as agreed by the Executive Committee.
- c) The proceedings and recommendations of the Executive Committee, including those requiring action by the Board of Directors in quorum at a future meeting, shall be communicated at the Commission's next annual, regular, or special meeting.
- d) The proceedings and recommendations of the Executive Committee shall be included in the meeting minutes.

8.0 FINANCES

- 8.1** The fiscal year of the Commission shall be January 1st through December 31st of each calendar year as required by the Internal Revenue Code (IRC). The Board may petition the Internal Revenue Service (IRS) for a change of the accounting period with the appropriate federal forms. The petition to the IRS must be formally approved by the Board as specified in Section 11.0 of the *Bylaws*.
- 8.2** The Board of Directors shall approve the budget of the Commission.
- 8.3** The Board of Directors shall approve a fee and reimbursement schedule for the accreditation review process.
- 8.4** 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 \$1000.
- 8.5** Financial Review. The Board, at its discretion, may request a financial review by a certified public accountant or an outside consultant.
- 8.6** The Board of Directors shall be responsible and accountable for the expenditures of the funds of the Commission.

9.0. COMMITTEES

9.1 Standing Committees.

9.1.1 Nominations Committee.

- a) The Nominations Committee shall announce vacancies on the Board of Directors and announce a slate of proposed candidates for the Board, recommended by the Board of Directors. The Nominations Committee shall also announce vacancies in offices and propose a slate of candidates for those positions, recommended by the Board of Directors.
- 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.
- d) The Nominations Committee shall prepare a Nomination Committee Report to be presented to the Board at the Commission's annual and regular meetings (in person or virtually, as technologies permit and as arranged by the Board), and on such other occasions as requested by the Board (also see Section 9.4 of the *Bylaws*).

9.1.2 Website Committee.

- a) The Website Committee shall maintain and oversee the Commission's website on the internet, including hosting, domains, security, format, content, updates, appearance, operations, online presence on social media, and compliance with the Internet Corporation for Assigned Names and Numbers (ICANN).
- b) The Chair and Vice-Chair of the Commission shall co-Chair the Website Committee and serve as the Website Review Committee.
 - i. The Website Review Committee shall, at its discretion, contract the services of a qualified webmaster and/or vendors in fulfilling the Committee's functions, as stated in Section 9.1.2 (a) of the *Bylaws*.
 - ii. The Website Review Committee shall, at its discretion, designate up to two additional Commissioners to serve on the Website Committee as additional points of contact (POC) with the webmaster and/or vendors in fulfilling the Committee's functions, as stated in Section 9.1.2 (a) of the *Bylaws*.
 - iii. The Website Review Committee shall respond to all inquiries by programs and third parties on the use of the Commission's Certificate of Completion for program graduates and the Commission's logos that are posted on the CAPACS website and registered under domestic and international trademarks with the United States Patent and Trademark Office (USPTO).
 - iv. The Website Review Committee shall oversee the work of the Outreach and Marketing Committees, including the development of digital content and webinars for the CAPACS website, and the administration of the Commission's presence on social media on the internet and web in compliance with applicable laws.
- c) The Website Committee shall carry out other work, as agreed, with the Website Review Committee (Chair and/or Vice-Chair) or Board.
- d) The Website Committee shall prepare a Website Committee Report to be

presented to the Board at the Commission's annual and regular meetings (in person or virtually, as technologies permit and as arranged by the Board), and on such other occasions as requested by the Board (also see Section 9.4 of the *Bylaws*).

9.1.3 Outreach Committee. The Outreach Committee shall represent the Commission to the public; facilitate the presentation of informational sessions on accreditation at the annual meetings of sociology and interdisciplinary associations (in person or virtually); participate in joint initiatives with sociology and interdisciplinary associations, and other entities, approved by the Board; and provide guidance to the Marketing Committee in branding and marketing the Commission in compliance with applicable laws overseen by the Website Review Committee. Specifically, the Outreach Committee shall:

- a) Maintain a current database or spreadsheet that includes the dates, locations, submission deadlines, contact information, and website addresses of sociology and interdisciplinary associations to facilitate the Commission's representation and outreach at the annual meetings. *The database or spreadsheet is an unpublished document and part of the Commission's records. It is used for internal purposes only.*
- b) Identify CAPACS Board members who will present informational sessions on accreditation at the annual meetings of sociology and interdisciplinary associations and in other venues, approved by the Board (in person or virtually, as arranged by the association or entity), ensuring that proposals are received before the submission deadlines, as applicable.
- c) Participate in joint initiatives with sociology and interdisciplinary associations, and other entities approved by the Board, to advance the Commission's accreditation programs and public outreach.
- d) Consult with the Marketing Committee in the development of digital content and webinars for the CAPACS website, overseen by the Website Review Committee, as specified in Section 9.1.2 (b) (iv) of the *Bylaws*.
- e) Carry out other work, as agreed, with the Chair or Board.
- f) Prepare an Outreach Committee Report to be presented to the Board at the Commission's annual and regular meetings (in person or virtually, as technologies permit and as arranged by the Board), and on such other occasions as requested by the Board (also see Section 9.4 of the *Bylaws*).

9.1.4 Marketing Committee. The Marketing Committee shall work with the Outreach Committee and/or Board in branding and marketing the Commission in compliance with applicable laws overseen by the Website Review Committee. Specifically, the Marketing Committee shall:

- a) Brand the Commission's logos and domestic and international trademarks, registered with the United States Patent and Trademark Office (USPTO), in informational materials, and for appropriate use by accredited programs, and other entities, approved by the Board.
- b) Identify and target prospective applicant programs and other new markets for Commission outreach and promotional campaigns.
- c) Develop digital content and webinars for the CAPACS website in consultation with the Outreach committee overseen by the Website Review Committee, as specified in Section 9.1.2(b)(iv) of the *Bylaws*.
- d) Communicate messages, press releases, and program news in printed and social media on the internet and web in compliance with applicable laws.

- e) Maintain a current database or spreadsheet that includes contact information and mailing addresses of accredited and prospective applicant programs, and other entities, approved by the Board. *The database or spreadsheet is an unpublished document and part of the Commission's records. It is used for internal purposes only.*
- f) Maintain a FAQ sheet of job skills for program graduates for the Commission's website, and for use by accredited and non-accredited programs, and other entities, approved by the Board.
- g) Work with the Vice-Chair in providing the Website Committee with program news and updates, collected in annual reports, to post on the [Gallery and Press](#) and [Testimonials](#) web pages on the CAPACS website.
- h) Work with the Vice-Chair in providing [Certificates of Completion](#) to graduates of CAPACS-accredited programs.
- i) Recommend appropriate outlets for paid and unpaid ads in printed and/or digital media, including sociological and interdisciplinary association publications, conference programs, and websites, for approval by the Board.
- j) Carry out other work, as agreed, with the Chair or Board.
- k) Prepare a Marketing Committee Report to be presented to the Board at the Commission's annual and regular meetings (in person or virtually, as technologies permit and as arranged by the Board), and on such other occasions as requested by the Board (also see Section 9.4 of the *Bylaws*).

9.2 Accreditation Review Committees (ARCs). The Chair and Vice-Chair of the Commission shall appoint Accreditation Review Committees, and designate the Committee Chair and Site Visit Team (SVT) and Site Visit Team Leader, in consultation with the Executive Committee, as provided in Section 6.1 of the [Accreditation Policies and Procedures](#) and Sections II (A) and III (A) of the [Review Process Guidelines](#) of the Commission. The Accreditation Review Committee shall prepare an Accreditation Review Committee Report to be presented to the Board at the Commission's annual and regular meetings (in person or virtually, as technologies permit and as arranged by the Board), and on such other occasions as requested by the Board (also see Section 9.4 of the *Bylaws*).

9.3 Ad Hoc Committees. The Board or Executive Committee may create Ad Hoc Committees as needed to conduct the work of the Commission. Ad Hoc 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.
- d) Ad Hoc Committees shall prepare Ad Hoc Committee Reports to be presented to the Board at the Commission's annual and regular meetings (in person or virtually, as technologies permit and as arranged by the Board), and on such other occasions as requested by the Board (also see Section 9.4 of the *Bylaws*, below).

9.4 Duties of Standing Committee, Accreditation Review Committee, and Ad Hoc Committee Chair.

- a) Keep records of meetings.
- b) Prepare a written report of the Committee's activities to be presented to the Board at the Commission's annual and regular meetings (in person or virtually, as

technologies permit and as arranged by the Board), and on such other occasions as requested by the Board.

10.0 NOMINATIONS AND ELECTIONS

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

10.2 Notification of Elections. 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. The notification shall be a hardcopy postal mailing or a digital email distribution, and shall include:

- a) A curriculum vita or resume from each nominee.
- b) A brief biography (approximately 100 words) from each nominee, discussing his/her/their qualifications for serving on the Board or Office.
- c) A brief vision statement (approximately 150 words) from each nominee, discussing his/her/their reasons for seeking membership on the Commission and the manner in which he/she/they would like to contribute to the Commission (e.g., social media, outreach, or marketing, etc.).

10.3 Jurisdiction. Elections shall be held at the Annual Meeting (in person or virtually, as technologies permit and as arranged by the Board).

10.4 Special Elections. Unanticipated vacancies may be filled by a special election. Special elections may be conducted at Regular Meetings (in person or virtually, as technologies permit and as arranged by the Board) or by mail or electronic ballot provided to all current members of the Board of Directors. Notifications of special elections shall follow the procedures specified in Section 10.2 of the Bylaws.

10.5 Election Decisions. A candidate who receives the greatest number of votes for the open position shall be declared elected. In the case of a tie vote, the Chair of the Commission shall decide by lot between them. If the tie occurs by mail or electronic ballot, the Chair of the Commission shall decide by lot between them at the next annual or regular meeting (in person or virtually, as technologies permit).

11.0 AMENDMENTS TO THE BYLAWS

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

11.2 Notice:

- a) Proposed amendments to the *Bylaws* 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 *Bylaws*. The Commission shall establish an Ad Hoc Committee to review the *Bylaws* every three (3) year. The Ad Hoc Committee shall recommend any modifications or changes in the *Bylaws* to the Board.

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.

13.0 TERMINATION OF THE COMMISSION

13.1 The Board may approve proposals to terminate the Commission at any Board meeting (in person or virtually, as technologies permit and as arranged by the Board). A two-thirds (2/3) majority vote of all Board members in quorum shall be required to terminate the Commission, including by mail or electronic ballot.

13.2 Distribution of Assets. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(6) of the Internal Revenue Code, or corresponding section of any future federal tax code, to a non-profit sociological practice association, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



Addendum A: Conflict of Interest Policy and Disclosure Form

Conflict of Interest Policy

Whenever an officer or member of the Board of Directors and/or chair or member of a committee of the Commission (hereafter “Board or Committee Member”) has a financial or personal interest in a matter coming before the Board of Directors, including matters involving a relationship with a person on the board or Commission, or in another organization or entity, or in an issue that may rise to the level of a violation of professionalism, misconduct, or law such that his/her/their participation as a Board or Committee Member constitutes an existing, potential, or perceived conflict of interest or said violation, the Board shall ensure that:

1. The matter or issue of the Board or Committee Member is fully disclosed to the Board of Directors.
2. No interested Board or Committee Member will vote or lobby on the matter or issue, or will be counted as part of a quorum at the meeting of the Board of Directors when such matter or issue is voted upon.
3. No transaction in which a Board or Committee Member has a financial or personal interest shall be duly approved by the Board of Directors, except as provided in provision #4, below.
4. Payments or compensation to an interested Board or Committee Member for services provided as an independent contractor or employee of the association shall be reasonable and not exceed fair market value, nor shall it result in a [benefit from an inurement](#) or other manner that is inconsistent with Section 501(c)(6) of the Internal Revenue Code, or corresponding section of any future federal tax code. The interested Board or Committee Member shall recuse himself or herself (themselves) on all matters pertaining to the approval of payment or compensation for said services when such matters are voted upon by the Board of Directors.
5. The Minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Conflict of Interest Disclosure Form

- Board and Committee Members shall be required to file a signed and dated Disclosure Form upon election or appointment to the Commission and/or committees and on such other occasions as requested by the Board of Directors.
- Board and Committee Members shall have an ongoing obligation to disclose a conflict of interest with respect to any transaction or matter that affects or may affect the Commission. This includes the disclosure of a conflict of interest or an issue that may rise to the level of a violation of professionalism, misconduct, or law, following the submission of the Disclosure Form. Subsequent disclosures must

describe the nature of the conflict of interest or issue (real potential, or perceived), including all facts known relating to the subject matter.

- The Disclosure Form shall be reviewed by the Executive Committee of the Commission, in consultation with the Board, to determine whether a disclosure constitutes a conflict of interest. The Executive Committee, in consultation with the Board, shall have the right to inquire further with regard to disclosures that may rise to the level of a violation of professionalism, misconduct, and law (including the right to contact appropriate authorities for investigating violations of law), as specified in Section 3.5 (c), and Section 5.3 (a-c) of the CAPACS Bylaws. In the event the Executive Committee, in consultation with the Board, or its designees determine there is a conflict of interest, the appearance of a conflict of interest, a failure of the Member to provide requested information or cooperation in a matter that involves a potential conflict of interest, or in an issue that rises to the level of a violation of professionalism, misconduct, or law, said Committee (and appropriate authorities) shall present a report to the Board. The Board shall have the authority to act upon the determination in the Report as to the continuing role of the Member in the Commission, including his/her/their participation as an officer or member of the Board and/or chair or member of the committee. The existence of a conflict of interest or violation does not necessarily imply the ineligibility of the Member to serve, but rather that his/her/their participation in some matters may be modified, conditioned or, in appropriate circumstances (e.g., in violations of the law), discontinued by a determination of the Board of Directors.
- In cases where there is a conflict of interest in the investigation, affected members of the Executive Committee, Board, or its designees shall stand aside and be replaced for that investigation determined by a two-thirds (2/3) vote of Board Members.
- The responsibility to disclose a conflict of interest or an issue that may rise to the level of a violation of professionalism, misconduct, or law, rests solely with the Board or Committee Member. Any questions as to whether there is an actual, potential, or perceived conflict of interest or violation should be addressed first with the Executive Committee and/or Board of Directors of the Commission.

Instructions:

Please read and check the appropriate box in this Disclosure Form indicating whether or not you have a financial or personal interest in any matter, including matters involving a relationship with a person on the board or Commission, or in another organization or entity, or in an issue that may rise to the level of a violation of professionalism, misconduct, or law, such that your participation as a Board or Committee Member constitutes an existing, potential, or perceived conflict of interest or violation. Please describe in detail the circumstances of the matter or issue. When you have completed this form, please return it to the CAPACS Secretary.

Conflict of Interest and Disclosure Form for CAPACS Board and Committee Members

- Calendar Year of Election or Appointment to the Board and/or Committee: _____.
(Print or type current year)
- I, _____, have read the policy on conflict of interest.
(Print or type your name)

Check One:

- I do not have a financial or personal interest in any matter, including matters involving a relationship with a person on the board or Commission, or in another organization or entity, or in an issue that may rise to the level of a violation of professionalism, misconduct, or law such that my participation as a Board or Committee Member constitutes an existing, potential, or perceived conflict of interest or said violation. (Proceed to page 3).

- I do have a financial or personal interest in a matter, including matters involving a relationship with a person on the board or Commission, or in another organization or entity, or in an issue that may rise to the level of a violation of professionalism, misconduct, or law such that my participation as a Board and Committee Member constitutes an existing, potential, or perceived conflict of interest or said violation. (Continue below.)

Please attach as additional pages in this form a detailed description of the circumstances of the matter or issue. Include any matters involving a relationship with a person on the board or Commission, or in another organization or entity, or any issue that may rise to the level of a violation of professionalism, misconduct, or law that may constitute an existing, potential, or perceived conflict of interest or said violation. Include the names of all persons, organizations, and entities as permitted by policy and law.

Disclaimer

It is my understanding that the information in this Disclosure Form will be retained in the records of the Commission and made available for review by Executive Committee and Board of Directors of the Commission, including appropriate committees of the Commission. My understanding extends to external parties who may be asked or required by policy or law to inquire about my disclosure(s). I acknowledge that it is my responsibility to ensure that the disclosure information is current, complete, and truthful, and that it is my responsibility to update the disclosure records of the Commission if my circumstances change.

Signature: _____

Title of the Member’s Office and/or Committee: _____

Date: _____

Please return the signed and dated Disclosure Form to the CAPACS Secretary.