



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

## **Bylaws**

**BYLAWS**  
**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). Said organization is organized as a nonprofit corporation in the State of Michigan and operated 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, and 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 practice in applied sociology, clinical sociology, engaged public sociology, and sociological practice.
- 2.2 The Commission shall further the professional work of applied sociologists, clinical sociologists, engaged public sociologists, and sociological practitioners by means of the following objectives:
- a) The maintenance of Commission-sponsored accreditation programs in applied sociology, clinical sociology, engaged public sociology, and sociological practice (see the Commission's *Standards and 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 Section 1.4, 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 applied, clinical, and engaged public sociology, and sociological practice.
  - e) The representation of the objectives of applied, clinical, and engaged public sociology, and sociological practice 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 applied, clinical, and engaged public sociology, and sociological practice:
- 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.
  - 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.
- 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 Duties of a Member of the Board of Directors
- a) Serve the term to which he or she 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 regarding 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.

### **4.0 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 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 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 these Bylaws.
- c) Actions. Decisions of the Executive Committee shall be by a majority of the Committee.

4.5 Duties of Chair

- a) Preside at the Annual and all Regular, Special, and Executive Committee meetings.
- b) Expedite the business of the Commission.
- c) Ensure that the organization's legal compliance is maintained regarding:
  - i. The continued incorporation of the organization under Section 501(c)(6) of the Internal Revenue Code of the IRS, and reports as required.
  - ii. The continued registration of the organization's logos under domestic and international trademarks on the Trademark Status and Document Retrieval (TSDR) webpage, of the United States Patent and Trademark Office (USPTO) website, required at least every 3-4 months.
- d) Chair the Executive Committee.
- e) Appoint all standing ad hoc, and special committees and task forces of the Commission with the approval of the Board.
- f) Appoint, with the Vice Chair, accreditation review committees and designate the Committee Chair and Site Visit Team, in consultation with the Executive Committee, as provided in the *Accreditation Policies and Procedures* and *Review Process Guidelines* documents of the Commission.
- g) Appoint, with the Vice Chair, a representative (and alternate) to the Board of the Association of Applied and Clinical Sociology to a one (1) year term with the approval of the 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.)
- h) Serve as ex officio member of all committees and sub-committees of the Commission.
- i) Serve as contact person for the organization.
- j) Co-chair the Website Committee with the Vice Chair, and ensure that the

Commission website, hosting service, and domain names are kept current, and comply with the Internet Corporation for Assigned Names and Numbers (ICANN).

- k) Ensure that the “capacs\_archives,” “capacs\_repository,” and accreditation review committee (ARC) shared folders on Dropbox are kept current.
- l) Ensure that the Registry of Accredited Programs and the Registry of Program Graduates are kept current.
- m) Ensure that all marketing materials, such as the Commission brochure, disseminated to board members, and other interested parties by the Outreach and Market Committees, are kept current.
- n) 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. *Bylaws*
  - ii. *Standards* (bachelors, masters, and doctoral levels)
  - iii. *Self-Study Guidelines* (bachelors, masters, and doctoral levels)
  - iv. *Accreditation Policies and Procedures*
  - v. *Review Process Guidelines*
- o) Prepare an annual report of the Commission’s activities.

#### 4.6 Duties of Vice Chair

- a) Serve in the absence of the Chair.
- b) Serve on the Executive Committee.
- c) Notify accredited Program Directors, in April, that Annual Reports are due in July.
- d) Review the Annual Reports of accredited programs, and report to the Commission. The report to the Commission should include recommendations for approval and/or further action.
- e) Communicate the results of the Commission’s review of the Annual Reports to the Program Director and appropriate administrators.
- f) Maintain a current and inclusive list of Accreditation (and Re-accreditation) Review Committees.
- g) Co-chair the Website Committee with the Chair.
- h) Assist 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 the *Accreditation Policies and Procedures* and *Review Process Guidelines* documents of the Commission.
- i) Assist the Chair in appointing a representative (and alternate) to the Board of the Association for Applied and Clinical Sociology (AACS) to a one (1) year term with the approval of the 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.)
- j) Assist the Chair with other duties as assigned.

#### 4.7 Duties of Secretary

- a) Keep the Minutes and records of all Annual, Regular, Special, and Executive Committee meetings of the Commission.
- b) Keep accurate records of the membership and attendance of the Board.
- c) Notify the membership of the Commission of all Annual, Regular, Special, and

Executive Committee meetings.

- d) Prepare and distribute necessary correspondence as assigned.
- e) Serve on the Executive Committee.
- f) Provide the Chair with Minutes for review before disseminating to the Board.
- g) Disseminate the Minutes to the Board no later than 60 days after the date a meeting is held.
- h) Maintain a current list of the Board of Directors with contact information.
- i) Maintain a current list of committees with contact information of the members.
- j) Maintain a current list of trained accreditation reviewers with contact information.

#### 4.8 Duties of Treasurer

- a) Maintain the financial records and bank accounts 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 in the Association for Applied and Clinical Sociology 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 appropriate.

### 5.0 SUCCESSION AND TERMINATION OF OFFICERS AND MEMBERS OF THE BOARD OF DIRECTORS

5.1 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.

5.2 Termination of Officers and Members of the Board of Directors

- a) Absences. The Commission may 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.
- b) Non-performance. The Commission may 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.
- c) Misconduct. The Commission may remove an officer or member of the Board for misconduct determined by a two-thirds (2/3) vote of the full Board of Directors. Issues that rise to the level of misconduct shall be investigated by the Executive Committee of the Commission or its designees. Said Committee shall present a report to the Board. The person under investigation shall be provided with an opportunity to address the Board and/or provide a written statement. The report shall be submitted to the Board no later than 30 days upon discovery. Evidence for the determination shall include, but not be limited to:
  - i. Willful conflicts of interest and breaches of confidentiality in the evaluation of programs during and after completion of the accreditation review process;

- ii. 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 Sections 1.7, and 1.8, of the *Policies and Procedures* document, and Section 1.C, of the *Review Process Guidelines* document (“Professionalism and Adherence to Ethical Standards”); and 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 *Policies and Procedures* document, and Section IV(G)(4) of the *Review Process Guidelines* document.
  - iii. 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.
- d) 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 Board shall conduct this appeal at a hearing at its next regularly scheduled meeting. The Board then votes on the appeal with a decision based on a simple majority vote.
- e) Vacancies. Vacancies on the Board resulting from the removal of an officer or member of the Board of Directors shall follow the provisions of Section 5.1 for “Succession” and/or Section 10.4 for “Special Elections” in the *Bylaws*, as applicable.

## **6.0 TERMINATION OF MEMBERS OF ACCREDITATION REVIEW COMMITTEES WHO ARE NOT MEMBERS OF THE BOARD OF DIRECTORS**

### **6.1 Termination of Members of an Accreditation Review Committee who are not Members of the Board of Directors.**

- a) Absences. The Commission may 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.
- b) Non-performance. The Commission may 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 the *Policies and Procedures* and the *Review Process Guidelines* of the Commission. Excused absences shall not be used as evidence for the determination.
- c) Misconduct. The Commission may remove a member of an Accreditation Review Committee who is not a member of the Board of Directors for misconduct determined by a two-thirds (2/3) vote of the full Board of Directors. Issues that rise to the level of misconduct shall be investigated by the Executive Committee of the Commission, or its designees, as specified in Section 5.2(c) in the *Bylaws*. Evidence for the determination shall be those specified in Section 5.2(c)(i-iii) in the *Bylaws*.

- d) 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(d) for "Appeals" in the *Bylaws*. 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.
- e) Vacancies. The Chair and Vice Chair of the Commission, in consultation with the Executive Committee, shall appoint a current or former member of the Board, or a qualified non-member of the Board, to fill a vacancy 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. 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 the *Policies and Procedures* and 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.
- 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 via any communication media.
- 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 and the Secretary shall construct an agenda and distribute it 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 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.



- 7.7 Commission Actions. The decisions of the majority of the Board of Directors voting at the meeting at which a quorum is present shall constitute the actions of the Commission.
- 7.8 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.

## **8.0 FINANCES**

- 8.1 The fiscal year of the Commission shall be January 1<sup>st</sup> through December 31<sup>st</sup>.
- 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 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.

- 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 9.1.2a of the *Bylaws*.
    - ii. The Website Review Committee shall, at its discretion, designate up to two 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 9.1.2a 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 logos 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 Outreach and Marketing Committees in the administration of the Commission’s presence on social media on the internet and web, and its compliance with applicable laws.
  - c) The Website Committee shall carry out other work, as agreed, with the Chair or Board.
  - d) The Website Committee shall prepare a Website Report to be presented to the Board at the Commission’s Annual and Regular Meetings.

- 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; 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 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.
  - b) Identify CAPACS Board members who will present informational sessions on accreditation at the annual meetings of sociology and interdisciplinary associations, ensuring that proposals are received before the submission deadlines.
  - 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) Carry out other work, as agreed, with the Chair or Board.
  - e) Prepare an Outreach Committee Report to be presented to the Board at the Commission’s Annual and Regular Meetings.

- 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 Committee. Specifically, the Marketing Committee shall:
- a) Brand the Commission’s logos and 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) Target prospective applicant programs and other new markets for Commission outreach and promotional campaigns.
  - c) Communicate messages, press releases, and program news in printed and social media on the internet and web in compliance with applicable laws.
  - d) 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.
  - e) 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.
  - f) 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.
  - g) Work with the Vice Chair in providing "Certificates of Completion" to program graduates.
  - h) 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.
  - i) Carry out other work, as agreed, with the Chair or Board.
  - j) Prepare a Marketing Committee Report to be presented to the Board at the Commission’s Annual and Regular Meetings.
- 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, in consultation with the Executive Committee, as provided in the *Accreditation Policies and Procedures* and *Review Process Guidelines* documents of the Commission.
- 9.3 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.
- 9.4 Duties of Standing Committee and Ad Hoc Committee Chairs.
- a) Keep records of meetings.
  - b) Prepare periodic reports to the Board on the progress of the Committee.

- c) Prepare a written report of the Committee's activities to be presented to the Board at the Commission's Annual and Regular Meetings.

## 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.
- 10.3 Jurisdiction. Elections shall be held at the Annual Meeting.
- 10.4 Special Elections. Unanticipated vacancies may be filled by a special election. Special elections may be conducted at Regular Meetings, by mail, or electronic ballot provided to all current members of the Board of Directors.
- 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.

## 11.0 RULES OF ORDER

The current edition of Robert's Rules of Order shall guide the Commission, as far as they do not affect, alter, or amend the *Bylaws*.

## 12.0 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.

## 13.0 AMENDMENTS TO THE BYLAWS

- 13.1 Vote. The *Bylaws* may be amended by a vote of two-thirds (2/3) of the Board of Directors.
- 13.2 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.

- 13.3 Review of Bylaws. Every five (5) years, the Commission shall establish an Ad-Hoc Committee to review the *Bylaws* and recommend to the Board any modifications or changes to the *Bylaws*.

**14.0 PUBLIC INFORMATION**

- 14.1 The Commission shall prepare an annual report of its activities.

- 14.2 The Commission shall issue other reports as it deems appropriate.

**15.0 TERMINATION OF THE COMMISSION**

- 15.1 The Board may approve proposals to terminate the Commission at any Board meeting. A majority vote of all Board members is required to terminate the Commission, including by mail or electronic ballot.

- 15.2 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.