

**(As officially revised and amended June, 2008
(Projected for further revision on 2015)
THE AMERICAN CORRECTIONAL CHAPLAINS ASSOCIATION, INC.**

BYLAWS

The Constitution of ACCA is implemented by these Bylaws.

ARTICLE I – Parliamentary Procedure

The rules contained in Robert's Rules of Order (latest edition) shall govern ACCSA.

ARTICLE II – Membership

SECTION I – Membership Definitions

There shall be seven categories of ACCA membership. The seven categories of membership are:

- A. Certified Professional/Diplomate
Person whose vocation is to provide religious ministry in the field of corrections. He/she has met a high standard as set by the Certification Committee which generally includes: Master's Degree, three units of Clinical Pastoral Education, 3 years of correctional chaplaincy service, attendance at ACCA meetings at national or regional level for at least two years, ecclesiastical endorsement, good standing in ACCA and in their institutions. Membership fee shall be 3/4 that of professional members. Has voice and vote and may hold national or regional office or chair a committee.
- B. Professional
Persons whose vocation is to provide religious ministry in the field of corrections. Eligibility requirements as set by Certification Committee usually include ordination or ecclesiastical endorsement, theological education, and current employment as religious professional in corrections ministry. Has voice and vote and may hold office or chair a committee.
- C. Affiliate
Religious organizations and other agencies of good will that have an interest in corrections and correctional chaplaincy. A designated member has voice and vote; may not hold elective office but may chair a committee. Membership fee shall be three times that of Professional members.
- D. Associate Members
Lay, part-time volunteers, students, interns, and retired non-professional ACCA members who have been involved in corrections. May have voice and vote, may be a committee member but not hold elective office nor chair a committee.
- E. Retired Professional or Diplomate members
May maintain membership at ½ the cost of Professional members. May have voice and vote; may hold elective or appointed national or regional office.
- F. Auxiliary
Any individual wishing to support the goals and finances of ACCA and receive newsletters. Auxiliary members may attend conference, and may serve on but not chair a committee. They have voice but no vote at meetings. Professional correctional chaplains and organizations are not eligible for this category. Fee shall be \$25 contribution annually.
- G. Honorary Members

Honorary membership may be conferred upon any person who has shown outstanding interest in or service to persons in correctional institutions. Name shall be recommended to the ACCA Membership Committee and presented at summer ACCA meeting. Honorary Membership may be conferred by 2/3 vote of those present. Honorary Members are lifetime members of ACCA. They may not hold elective or appointive office.

SECTION 3 – Joining ACCA

A person may join ACCA by completing an application and submitting it to the Secretary with dues set by ACCA. The Secretary shall determine if the applicant meets the qualification for membership and determine what category of membership fits the applicant. Any questions which arise shall be referred to the Membership Committee.

ARTICLE III – Duties of Officers

SECTION 1 – Duties of the President

- A. Preside at all regular and/or special meetings of the Executive Committee and ACCA national business meetings.
- B. Authenticate by signature, when necessary, all the acts, orders and proceedings of ACCA and represent and stand for ACCA declaring its will and obeying its directions.
- C. Exercise supervision over the development and work of ACCA, its elected officers and committees.
- D. Appoint Standing Committee members and special committees as needed or called for by ACCA.
- E. Appoint persons to fill unexpired terms of elected national officers and regional managers in case of resignations, death, or failure to serve, in consultation with the Executive Committee.
- F. Inform the new president of the duties required and explain in detail the nature of the work to be performed and see that successors of others officers are likewise informed of their duties and serve on the Executive Committee and Executive Council for 2 years as Past President (Chancellor).
- G. Instruct members of various committees regarding their task and work, request and obtain periodic, comprehensive written reports from all chairpersons and regional managers.
- H. Serve as ACCA's representative to the ACA Program Committee.
- I. Sign checks in the evens of the unavailability of the Treasurer. Both signatures shall appear on expenditures over \$1000.
- J. In conjunction with the Treasurer, be responsible for the proper functioning of the budget, annual audit and authorization of expenditures not specified in the annual budget in cases where legitimate interests of ACCA exist and must be served.
- K. Report to meetings of the Executive Council and the national meetings of the ACCA.
- L. Arrange for a national officer to attend and report to each regional conference.
- M. Install new officers
- N. Relate to ACA officials in cooperative ways.
- O. Plan Memorial Services, Invocation, Benedictions and other events requested by ACA for the ACA Congress.
- P. Serve as the delegate of ACCA to ACA General Assembly.

SECTION 2 – Duties of the First Vice-President

- A. Perform all duties of the Office of President in the absence of or at the request of the President.
- B. Assist the President in representing ACCA workshop proposals to the ACA Program Committee.
- C. Chair the Program and Hospitality Committee.
- D. Serve as a member of the Executive Committee of ACCA.
- E. Serve as a liaison with regional conferences which meet in conjunction with national meetings for coordination of programs.

SECTION 3 –Duties of the Second Vice-President

- A. Perform all duties of the office of President and/or office of the First Vice-President in the absence of the President or First Vice-President, at the request of the President or First Vice President, or at the determination of the Executive Committee in the event of their inability or refusal to act.
- B. Serve as Parliamentarian for national business meetings.
- C. Assist the First Vice-President in the duties of the Program and Hospitality Committee.
- D. Chair the Standards Committee.

SECTION 4 – Duties of the Secretary

- A. Record and sign all Minutes of the Executive Council and ACCA business meetings in the official record book.
- B. Keep custody of the Minutes and all other official documents that have come before the Executive Council and ACCA.
- C. Develop an order/agenda for business for the President showing in order what is necessary to come before ACCA.
- D. Have a list of all Standing Committees, faith groups or other special committees that are in existence at the time at all meetings.
- E. Sign official documents of ACCA as appropriate or required.
- F. Provide significant correspondence and minutes of previous meetings at meetings of the Executive Council and ACCA.
- G. Notify members of place and time of all national meetings of ACCA and faith groups at least 60 days in advance.
- H. Conduct correspondence, list reports, etc., promptly and as appropriate and send copies of all appropriate correspondence to the President in a timely manner.
- I. Submit amendments to the Constitution and Bylaws Committee for recommendation. Mail amendments and recommendation of the Constitution and Bylaws Committee to the membership of ACCA.
- J. Provide a written copy of the Minutes of the Executive Council meetings and national ACCA meetings to the membership in a timely manner.
- K. Provide up-to-date copies of ACCA Constitution and Bylaws for all members of ACCA.
- L. Provide an up-to-date membership list to national and regional officers annually and to members upon request. Membership lists shall be organized according to regions and carry faith group and officer designations (both national and regional officers).
- M. Retain historical documents of ACCA and predecessor organizations.

- N. Retain a list of members who are certified including those certified by all predecessor organizations and provide documentation of certifications upon appropriate request.
- O. Include the Audit Report in the summer national meeting report.
- P. Send a report to all members following the summer national meeting including the names and addresses of all regional managers, dates and places of upcoming regional conferences and dates and places of the next two national meetings.

SECTION 5 – Duties of the Treasurer

- A. Maintain custody of all funds and securities of ACCA.
- B. Receive all dues assessments and monies from the Secretary.
- C. Deposit in the bank in the name of ACCA all funds together with cash notes, checks or similar instruments. The bank account shall include the signature of the President as person authorized to sign checks.
- D. Sign all receipts and vouches for payment.
- E. Pay by check obligations of ACCA when due and make distribution of funds as authorized. Such payments are to be made only on order of ACCA and/or its officers as authorized by the Constitution and Bylaws and after receiving invoices for such expenditures.
- F. Maintain complete and permanent financial book(s) of account (receipts, disbursements, etc.). These records shall be audited annually.
- G. Provide reports as requested and make report to meetings of the Executive Council and ACCA. Written copy of the report to ACCA's summer national business meeting shall be given to the Secretary for inclusion in the minutes of the meeting.
- H. Except as otherwise provided for; sign all checks and notes or other evidence of indebtedness. Checks over \$1000 must be signed by both the President and the Treasurer.
- I. Chair the Budget and Finance Committee and make a report at ACCA's annual business meeting including carrying out the responsibilities assigned to the Budget and Finance Committee.
- J. Turn over to the successor the balance of all monies held at the time of the annual meeting, together with a statement covering the same and secure a receipt from the incoming treasurer.

SECTION 6 – Duties of the Membership Secretary

- A. Chairs the membership committee and pursues growing membership for ACCA.
- B. Members of the committee shall come from all ACCA regions. Member who runs for national office as Secretary but is not elected shall fill this position.

SECTION 7 – Duties of the Certification Chairperson

Certification Chair shall chair the committee responsible for setting Certification standards, interviewing candidates, and networking with ACA and other agencies with similar purpose of certification. Description of Committee is in Article VI, Section 11.

SECTION 8 – Development Officer

- A. Chair the Budget and Finance Committee.
- B. Plan and implement annual fund raising activities. The Treasurer or a national office nominee who did not win election may be placed in this position as appointed by the President, considering who is more capable or interested. There should be a member from each region on this committee. Article V, Section 6 describes this committee.

SECTION 9 – Regional Officers Duties

These officers are the Regional Program Committee.

- A. Regional Managers are elected every two years by majority vote of the region's members through mailed ballots. Regional Managers shall have been qualified active members for, at least, two years prior to election. The duties of the Regional Manager shall be:
 - 1. Set date for annual regional conference between January 1st and June 15th or in conjunction with the national ACCA meeting if it is to be held in the region.
 - 2. Make arrangements for topics and accommodations for the annual conference with the Associate Regional Manager, Recorder and Registrar.
 - 3. Conduct regional business meeting.
 - 4. Represent the region at national business meetings twice annually.
 - 5. May appoint State Coordinators and provide for a representative from each State not represented on the Regional Planning Committee.
 - 6. Serve on the Program and Hospitality Committee when national summer or winter meeting is held in the region.
 - 7. Call the Program Committee together at the conference and as needed.
- B. Associate Manager
Shall be elected every two years by a majority vote of the regions' Members through mailed ballots at the same time the Regional Manager is elected. The Associate Manager must be an active, qualified member for at least one year prior to election. The Associate's duties shall include:
 - 1. Substitute for Regional Manger in any of his/her duties when Manager is absent or unable to perform duties.
 - 2. Be a member of the Program Planning Committee.
 - 3. Assist the Regional Manager in making arrangements for the annual regional conference.
- C. Recorder
May be appointed by the Regional Manage or be elected by a mailed ballot. The Recorder shall be responsible for:
 - 1. Recording minutes of any business meeting.
 - 2. Assisting Regional Manager with correspondence.
 - 3. Sending notices of the regional conference to all ACCA members in the region.
- D. Registrar
May be appointed by the Regional Manager or elected by mailed ballot. The Registrar shall:
 - 1. Receive and deposit all monies including registration fees for the conference.
 - 2. Prepare a budget, and
 - 3. Suggest ways that monies can be raised.

- E. State Coordinators
May be appointed by the Regional Manager. The Duties of the State Coordinators will include:
1. Representing their State or Province on the Regional Program Planning Committee, if their State or Province is not already represented.
 2. Recruit members of ACA and promote regional meetings and programs.
 3. Be a liaison between chaplains in a State and ACCA.

ARTICLE IV – Executive Council and Committee

SECTION 1 – Membership

- A. Executive Council
The Executive Council shall be composed of the President, First Vice President, Second Vice-President, Secretary, Treasurer, Chancellor (Immediate Past President/Officer of ACCA), Regional Managers, Chairpersons of Standing Committees and Chairpersons of national faith groups if that group is not represented on the Executive Council. Members at large may be appointed by the ACCA President to insure a faith group being represented on the Executive Council.
- B. Executive Committee
The Executive Committee shall be composed of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Chancellor.

SECTION 2 – Quorum

- A. A quorum of the Executive Council shall consist of 8 of the members at least two of which shall be elected national officers.
- B. A quorum of the Executive Committee shall consist of 8 or the Members one of which must be the President or First Vice-President.

SECTION 3 – Duties of the Executive Council

- A. Receive and approve reports from Regions and Committees.
- B. Propose changes in membership fees to ACCA
- C. Propose and communicate suggestions and ideas to committees and regions.
- D. Employ staff as deemed necessary when provided for by ACCA.

SECTION 4 – Duties of the Executive Committee

- A. During interim between meetings of ACCA, the Executive Committee shall carry forward the work, policies and purposes of ACCA, shall act in behalf of ACCA and shall conduct all business including receiving, safe guarding and disbursing of funds.

SECTION 5 – Meetings

The Executive Council shall meet at least twice annually, at least once in conjunction with the ACA national meetings.

ARTICLE V – Standing Committees

All Standing Committees shall meet at least once annually unless other wide indicated.

SECTION 1 – Membership Committee

- A. The Chairperson shall be the Secretary
- B. There shall be 3 members appointed by the President
- C. The Membership Committee shall assist the Secretary in implementing membership requirements in the Constitution and Bylaws by:
 - 1. preparing official application forms;
 - 2. assisting in recruiting new members and renewing delinquent members.
 - 3. processing applications;
 - 4. resolving questions of membership, and
 - 5. preparing an annual list of members to be mailed to members by Regions.

SECTION 2 – Communications Committee

- A. The Communications Committee shall have a Chairperson appointed by the President and 3 members chosen by the chairperson in consultation with the President.
- B. The Communications Committee shall provide for media coverage of all national meetings and events of ACCA both to members and nonmembers.
- C. The Committee shall be responsible for developing a newsletter, flyers posters, radio and TV promotion and other communications as deemed appropriate, or a requested by the Executive Council.
- D. Relate to professional publications in the area of chaplaincy or pastoral care.
- E. Encourage ACCA members to publish articles in professional journals.

SECTION 3 – Nominating Committee

- A. The Nominating Committee shall include a chairperson and six additional members in good standing, elected from nomination from the floor at the appropriate summer meeting of ACCA. The members will select a chairperson.
- B. The Committee shall prepare a slate of officers considering suggestions from the regions. Nomination shall be checked with the Membership Committee to ascertain that these are qualified members in good standing and ACA members.
- C. The Committee will prepare biographical sketches on all candidates and mail the ballot to all ACCA members by June 15th of an election year.
- D. The Committee may assist the President, upon request, in filling vacancies or making appointments.
- E. The Committee shall meet on call of the chairperson, as needed.

SECTION 4 – Standards Committee

- A. Chairperson shall be the Second Vice-President.
- B. The membership of Standards Committee shall consist of at least four members and other needed representatives of various faith groups in ACCA. Members shall be appointed by the President.
- C. The Committee shall:
 - 1. keep in contact with ACA standards;

2. review standards for chaplains and religious programs;
 3. recommend improvements to the ACA Standards Committee.
- D. The Committee shall report to ACCA Executive Council meeting and annual meeting when where is a change in standards being considered or proposed.

SECTION 5 – Constitution and Bylaws Committee

- A. The membership of this committee shall consist of four persons representative of major faith groups in ACCA appointed by the President. The chairperson shall be the Chancellor (immediate past President).
- B. The Committee shall:
1. carefully consider constitutional amendments and changes in the bylaws;
 2. report requested changes to the next national ACCA meeting; and
 3. insure that proposed changes are properly processed.

SECTION 6 – Budget and Finance Committee

- A. The Budget and Finance Committee shall include the Treasurer, who may be appointed as Development officer consistent with Article III, Section 8, and four additional members appointed by the President.
- B. The Committee shall:
1. prepare the annual budget or review by the Executive Council and approval at the annual business meeting.
 2. present to the Executive Council and ACCA business meetings the means of raising and disbursing funds, recommendations for membership fees and amount of funds established for Regional Programs; and
 3. serve as financial consultant to the Regions.

SECTION 7 – Program and Hospitality Committee

- A. The Membership of the Committee shall be the First Vice President, who will chair the committee and the Regional Managers of ACCA.
- B. The Committee will:
1. plan the workshops for the chaplains at annual meetings including topics, speakers and costs;
 2. promote the ACA seminars to be sponsored by the chaplains at annual meetings;
 3. be responsible for all arrangement of rooms, meals and accommodations for the national meetings;
 4. communicate to the Secretary the arrangements and program information for notification to membership.

SECTION 8 – Research, Planning and Development Committee

- A. The Committee shall include a chairperson appointed by the President and, at least, four other member chosen by the chairperson in consultation with the President. Committee members shall be active members of ACCA.
- B. Duties of the Research, Planning and Development Committee are to:
1. Design and solicit workshop and seminar proposals and submit them to the President for ACA winter Program Committee meeting.

2. Stimulate research in the religious area of corrections.
 3. Serve as a clearing office for collection, analysis and distribution of existing research in the religious area of corrections.
 4. Facilitate communication between researchers and centers promoting research activities.
 5. Encourage relationships with major fields allied with the interest of religion in corrections.
 6. Innovate appropriate research.
 7. Provide for stipends for research and scholarly papers as authorized by ACCA.
 8. Formulate and carry out goals and plans for projects in the interest of ACCA, its members and the correctional chaplaincy and recommend to the Executive Committee relevant ways for accomplishing these goals and plans.
 9. Further the growth and development of ACCA as it relates to communications with individuals, ecclesiastical bodies, institutions and their staff members (Wardens, Superintendents, Directors, etc.), seminaries, clinical pastoral education centers and the general public.
 10. Provide for historical research, documents and papers including the history of ACCA, correctional chaplaincy, the role of religion in corrections and correctional reform.
 11. Serve as a resource to the regions upon request.
- C. Meetings
The committee shall meet, at least, annually prior to the summer national meeting.

SECTION 9 – Audit Committee

- A. Shall consist of a chairperson and two non-officers appointed by the President of ACCA.
- B. Shall audit all financial records annually and forward report to the Secretary who shall include it in the national summer meeting report.

SECTION 10 – Teller Committee

A Teller Committee of 4 persons and a chairperson, none of whom may be a candidate, shall be appointed by the President for the purpose of counting the ballots in a national election.

SECTION 11 – Certification Committee

- A. The Certification Committee will be composed of a Chairperson, a Vice-Chairperson and six (6) members all appointed by the President.
- B. The Committee will meet twice a year at each of the national meetings.
- C. The quorum necessary for an Interview Committee will be three (3) Certification Committee members, one of whom will be the Chairperson or Vice-Chairperson. An exception may be the Chair or vice-chair with (2) ACCA certified members.
- D. Duties of the Chairperson
 1. To read and review all applications for certification and inform applicants of all the necessary forms and fees for certification.
 2. To review all completed forms, determining that all forms are present and correctly completed.

3. To check with all the committee members to ascertain that a quorum will be present for the interviews of applicants.
 4. To inform the applicants and committee members of the times and places of the interviews.
 5. To inform each applicant, in a timely manner, of the results of the decision of the certification Committee.
- E. Duties of the Vice-Chairperson
1. To assume the duties of the Chairperson when necessary.
 2. To chair the interview committee in the absence of the Chairperson.
- F. Duties of members
1. To review all for forms of applicant prior to the interview.
 2. Vote on recommendation of the interview committee to certify, not certify or put on In-Care status.
- G. Notification of Interviewing Committee
The Interviewing Committee is to notify the applicant of its recommendation immediately after the interview and send its recommendation, in writing, to the Chairperson of the Certification Committee.
- H. Appeal process, if certification is not granted.
1. An applicant who is informed that he/she is denied certification and is placed in In-Care Status or non-certification may appeal that recommendation and the decision of the Certification Committee.
 2. The appeal of a decision by the Certification Committee must be made to the President of ACCA and the Executive Committee.
 - a) The appeal must be accompanied by, 1) the packet originally sent to the members of the Certification Committee and 2) the written recommendations of the Interviewing Committee.
 - b) The decision of the Executive Committee will be sent to the applicant in writing within 30 days of the receipt of all the material.
 - c) The decision of the Executive Committee is final.

ARTICLE VI – Regions

SECTION 1 – Regional Definitions

The Regions are defined as follows:

- A. The Northeastern Region shall include the states of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, West Virginia, Maryland, Delaware, Virginia, the District of Columbia, the Maritime Provinces and the provinces of Quebec and Ontario.
- B. The Southeastern Region shall include the states of North Carolina, South Carolina, Georgia, Alabama, Florida and Tennessee.
- C. East Central Region shall include the states of Kentucky, Ohio, Indiana, Michigan, Illinois, Wisconsin and Minnesota.
- D. West Central Region shall include the states of North Dakota, South Dakota, Iowa, Nebraska, Kansas, Colorado, Missouri, and the provinces of Manitoba, Saskatchewan and Alberta.
- E. The South Central Region shall include the states of New Mexico, Texas, Oklahoma, Arkansas, Louisiana and Mississippi.
- F. The Northwestern Region shall include the states of Alaska, Washington, Oregon, Idaho, Wyoming and Montana and the province of British Columbia.

- G. The Southwestern region shall include the states of Utah, California, Hawaii, Nevada and Arizona.

ARTICLE VII – Meetings and Conferences

SECTION 1 – National Meetings

The ACCA is an independent Association is existence since 1860. As an affiliate of the ACA, its meetings shall be held at the time and place designated by the Executive Committee with at least 50% of national meetings in conjunction with ACA conferences or Congress.

SECTION 2 – Annual Regional Conference

There shall be annual regional conferences of ACCA including business meetings. The regional conferences are Northeastern, Southeastern, Central, South Central, Northwestern and Southwestern. The annual regional conference of the region in which the meetings of the ACA and the national meetings of ACCA are held should be coordinated or combined.

SECTION 3 – Open Meetings

The annual regional conference and the annual national meeting shall be open to all the membership of ACCA. Educational seminars may be open to other interested parties.

SECTION 4 – Quorum

A quorum for the national business meetings of ACCA shall consist of 20 members present at a regularly scheduled meeting, provided that members have been notified properly of the meeting.

Constitution and Bylaws
American Correctional Chaplains Association
Presented: August 1988
Adopted at: Denver, Colorado
Date Approved: August 16, 1988

Implementation: ACCA will begin to function under the above constitution and bylaws from the time of adoption and shall be fully implemented no later than August 31, 1990.

Constitution Revision Committee: Chaplain Judith Coleman, Chairwoman; Dr. Irving Koslowe, Father Richard Houlihan and Father Frank Menei.

AMENDMENTS:

An amendment providing for the incorporation of Canada into the Northern Regions, changing “general” to “national” and editorial changes were passed August 1993 and have been incorporated above.

An amendment providing for membership vote by mail ballot on amendments passed August 1997 and has been incorporated above.

An amendment providing for the Certification Committee was passed by mail ballot in November 1998 and has been incorporated above.

An amendment to include the Immediate Past President in the Executive Council as passed by mail ballot in June, 2002 and has been incorporated above.

Amendments to Article II (L., M.); Article III, Membership; Article IV, Officers (A.,B.); Article IV, Section II, Qualifications of Officers (A., B., C., D.) ; Article V, Section 3, Organizational Structure (A., B.); Article V, Section 5 of the **Constitution** were passed by mail ballot in June, 2005, and have been incorporated above.

Amendments to Article II, Membership, (A. through E. and G.); Article III, Duties of Officers, Sections a4, 6, 7, 8, and 9; Article IV, Section 5; Article V, Section 6 (A.) and Article VII, Section 1 of the **Bylaws** were passed by mail ballot in June, 2005, and have been incorporated above.

Date of Completed Revision in this Edition of Constitution: April, 2006

Amendment to Article VI – Regions, Section 1 – Regional Definitions C. and D. of the **Bylaws** (changing the Central Region to the East Central and West Central Regions) were passed by mail ballot June, 2008 and have been incorporated above.