

(Latest Revision June 05, 2014)
THE AMERICAN CORRECTIONAL CHAPLAINS ASSOCIATION, INC.

CONSTITUTION

ARTICLE 1 – Name & Principal Office

SECTION 1

The name of this organization shall be: THE AMERICAN CORRECTIONAL CHAPLAINS ASSOCIATION, INCORPORATED and shall be known in its abbreviated form as ACCA. Historically, the American Correctional Chaplains Association is the first affiliate in 1886 of the American Correctional Association (Hawkes & Trivisono, 1995).*

SECTION 2

For the purpose of this constitution and the accompanying bylaws, the American Correctional Chaplains Association, Inc., is hereafter designated as ACCA.

SECTION 3

The principal office of ACCA shall be at the address designated by the President.

ARTICLE II – Purposes

The purposes for which ACCA exists are to:

- A. Create interest of a general character in the spiritual, moral, and social services in corrections through which one's heart and mind are directed to God (original bylaws 1886);**
- B. Provide a vehicle for communicating the interests of persons in correctional chaplaincy;
- C. Stimulate support of correctional chaplaincy by the various faith groups;
- D. Provide spiritual and professional fellowship for persons engaged in correctional chaplaincy;
- E. Promote sound standards in correctional chaplaincy;

- F. Promote and participate in a professional approach to the correctional chaplaincy, respectful of differing religious beliefs;
- G. Publish and circulate an ACCA newsletter and other materials of interest;
- H. Provide for certification of correctional chaplains in conjunction with faith groups or judicatories;
- I. Prepare and support religious programs, seminars, and services at ACCA conferences as needed;
- J. Provide for research and development in areas related to correctional ministry;
- K. Carry out such correctional related activities as the membership may deem wise and valuable;
- L. Meet in conjunction with national ACA conferences and at other times as are deemed necessary by the officers;
- M. Actively pursue a positive and mutually supportive relationship with ACA and other national correctional or chaplaincy organizations.

ARTICLE III – Membership

SECTION 1 – Specifications

- A. ACCA is an affiliate of the ACA and encourages members of ACCA to be also members of ACA.
- B. The membership rolls shall consist of those persons, organizations, and agencies that fulfill the membership requirements of the constitution and bylaws. Members shall be eligible to attend regional and national conferences, take on committee responsibilities, and hold office.
- C. Membership categories in the ACCA shall be:
 - 1) ACCA certified professional, 2) Professional (without ACCA certification), 3) Affiliate, 4) Volunteers and Associates, 5) Auxiliary, 6) Honorary, 7) Retired professional and student, and 8) Lifetime (any of the above categories except affiliate with one-time payment).

SECTION 2 – How to Become a Member

- A. A person may join ACCA by completing an application (link with web page at correctionalchaplains.org) and submitting it to the ACCA Membership Secretary with the dues set by ACCA. The Membership Secretary shall determine if the applicant meets the qualifications for membership and which category of

membership is appropriate. Any questions which arise shall be referred to the Membership Committee.

B. The term of membership shall be annual or one year, and renewal of membership must be paid within 120 days of renewal date. Otherwise, membership is considered lapsed, and one is not eligible to vote.

SECTION 3 – Reinstatement of Lapsed Membership

Reinstatement of lapsed membership by former members is encouraged by reapplying for full membership without penalty.

ARTICLE IV – Officers

SECTION 1 – Officers

A. The elective offices of ACCA shall be: President, 1st Vice President, 2nd Vice President, Recording Secretary, and Treasurer. Other officers shall include: Chancellor (immediate Past President), and Membership Secretary (appointed by the President). Duties are defined by the Bylaws.

B. The regional offices shall be Regional Manager, Associate Manager, Secretary, and Treasurer. The duties of these officers shall be defined by the ACCA.

SECTION 2 – Qualifications for Office

A. A national officer must be an active dues-paying member of ACCA and in good standing with ACCA.

B. National officers must have attended at least three (3) national meetings, or two (2) national and one (1) regional meeting in the past two years.

C. Regional managers must have current membership in ACCA.

D. A national officer or regional manager, who is terminated from employment or who resigns her/his employment under unfavorable circumstances may not be elected or continue as an officer until or unless her/his standing is clarified and he/she receives a 2/3 votes of affirmation in voting from the entire membership.

SECTION 3 – Method of Election

A. National Officers

At least one name, qualified for national office, is to be submitted by any dues-paying member or the regions to the Nominating Committee, as appointed by the President, by June 15 of the election year. The Nominating Committee shall develop a slate of national office candidates from the regions and other members who are qualified to be announced at the summer congress membership business meeting. Biographical sketches of each candidate must be mailed to either the Nominating Committee Chair or President no later than July 15 of election year. Ballots shall be mailed out to all dues-paying members by October 15. They shall be post-marked no later than November 15 and returned to the Teller Committee Chair, as appointed by the President. Members of the Teller Committee shall count the votes, and candidates shall be elected by majority vote of eligible returning ballots. Any tie shall be decided at the next winter conference membership business meeting. Results of the election can be made known as early as December 15 and announced at the winter conference. The new officers are installed at the winter conference membership business meeting and take office immediately following the ACA conference.

B. Regional Officers

Names of officer candidates for the seven regional offices shall be submitted to the Regional Nominating Committee by January 1 of the election year. The Nominating Committee shall develop a slate of candidates for election from these lists and other eligible dues-paying members. A ballot and short biographical sketch of each candidate shall be mailed to the regional membership by March 15 of the election year. Candidates shall be elected by majority vote of those ballots returned by April 15.

C. Vacated or Unfilled Offices

The President of ACCA or the Regional Manager shall appoint a qualified member to complete a term in case of a vacancy in a national or regional office respectively.

SECTION 4 – Term of Office

National and regional officers shall be elected for a term of two (2) years and shall not succeed themselves in the same office more than once. The terms of the newly elected national officers shall begin at the conclusion of the winter ACA

conference following the previous election year. The terms of the newly elected regional officers shall take effect the day following the regional conference in the year which they were elected. Current officers serve until their successors are elected and installed.

SECTION 5 – Duties of Officers

The elected officers shall perform duties customarily assigned to their respected offices and as described in the bylaws.

ARTICLE V – Organizational Structure

SECTION 1 – Organizational Structure

National Organization Divided into Seven Regions

Executive Council

Executive Committee

Standing Committees and Ad Hoc/Special Committees

ACCA shall have a national Executive Council, a national Executive Committee, national officers, and standing committees. Standing committees as well as special and ad hoc committees shall be accountable to the Executive Council unless otherwise specified. The Executive Committee is responsible to the Executive Council of the national ACCA for all business conducted and actions taken on behalf of ACCA. The Executive Council is responsible to ACCA.

ACCA shall be divided into geographical regions with regional officers.

SECTION 2 – Geographic Regions

There shall be seven regions: Northeast, Southeast, South Central, Northwest, Southwest, East Central and West Central.

SECTION 3 – Regional Meetings

A. Geographical regions of ACCA membership shall hold annual conferences or seminars to enhance professional training and fellowship of those involved in correctional chaplaincy. The regional conference or seminar can be held any time of the year, unless the meetings are planned in conjunction with the summer ACA congress. Regional conferences and seminars may also participate in the nominating of national officers from their region.

B. Regional Planning Committee

The Regional Manager, Associate Manager, Secretary, Treasurer, and State Religious Administrators (if any) shall be responsible for planning for any regional conferences and seminars. Together they shall be the Planning Committee for the region. Faith groups may elect regional representatives to work with regional officers in planning these events, if not already represented on the committee.

C. State Religious Administrators may be named by the Regional Manager with duties to help with the regional conference.

SECTION 4 – Executive Council and Executive Committee

A. The Executive Council shall be comprised of all elected national officers (President, 1st Vice President, 2nd Vice President, Recording Secretary, and Treasurer, Chancellor (Immediate Past President), Membership Secretary (appointed by the President), all past presidents, regional managers, chairs of standing committees, national representatives from each faith group, denomination endorsers, and selected ad hoc committee chairs as appointed by the President. The Executive Council shall meet twice a year in conjunction with the ACA national conference meetings.

B. The Executive Committee, in contrast to the Executive Council, conducts any important business between national ACCA business meetings. The President may consult the Executive Council for some matters for advice, but this is usually handled by the Executive Committee between meetings. Members of the Executive Committee shall be comprised of President, 1st Vice President, 2nd Vice President, Recording Secretary, Treasurer, Membership Secretary, and Chancellor (Immediate Past President).

SECTION 5 – Committees

A. The standing committees of ACCA shall be:

1. Audit
2. Budget and Finance
3. Certification
4. Communications
5. Constitution and Bylaws
6. Membership
7. Nominating
8. Program and Hospitality
9. Research, Planning, and Development
10. Standards

B. Ad hoc or special committees may be established by the ACCA President in consultation with the Executive Council.

SECTION 6 – Faith Groups

Faith groups representing broad national groups may form subgroups for the purpose of 1) education and 2) pursuing mutually supportive relationships with ACCA. Faith group meeting times must be coordinated with the 1st Vice President of ACCA who schedules all ACCA and ACA events. Chairpersons of faith groups are voting members of the ACCA Executive Council.

ARTICLE VI – Amendments to the Constitution and Bylaws

Section 1 – Proposing Amendments

Proposed amendments to the Constitution must be presented in writing to the Chair of the Constitution and Bylaws Committee. Upon receipt, the Chair shall forward any amendments to the Constitution and Bylaws Committee for recommendation. The committee then can send them to the Executive Committee for any action between national meetings or make a report at the next conference of ACCA.

Section 2 – Approving Amendments to the Constitution and Bylaws

Amendments to the Constitution and Bylaws must be presented to the membership in writing or by email 60 days prior to the next national meeting with recommendation by the Constitution and Bylaws Committee and approval by the Executive Committee. Vote on the adoption of an amendment to the Constitution and Bylaws can be by mail ballots or email to all dues-paying members of ACCA. Adoption of any amendment requires a majority of vote within 60 days of the date sent. A full report will be given at the next meeting.

*Hawkes, Mary Q. & Trivisono, Anthony P., 1995. Building a Voice: 125 Years of History, page 17. ACA Publication, Alexandria, Virginia

**From the original ACCA bylaws, adopted June 15-16, 1886 in Indianapolis, Indiana

