

COMMITTEE ON ACREDITATION OF ACADEMIC PROGRAMS IN CLINICAL RESEARCH

BY-LAWS

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Article I

Name and Purpose

Article II

Organizational Structure

Article III

CAAPCR Board of Directors

Article IV

Officers of the Board

Article V

Meetings

Article VI

Financial and Other Matters

Article VII

Committees

Article VIII

Rules of Procedure

Article IX

Amendments

Article X

Dissolution

Article I: Name and Purpose

1.1 The name of the organization is the Committee on Accreditation of Academic Programs in Clinical Research (CAAPCR)

1.2 The purpose of CAAPCR is to promote the highest levels of professional competence of clinical research professionals through the:

- development and promotion of professional preparation standards;
- encouragement of excellence in educational program development; and
- accreditation of clinical research professional education programs.

Article II: Organizational Structure

2.1 The Committee on Accreditation of Academic Programs in Clinical Research shall be a non-membership organization.

Article III: CAAPCR Board of Directors

3.1 Board of Directors:

The Board of Directors of CAAPCR shall consist of six (6) educators representing academic programs preparing students for clinical research practice who are also members of the Consortium of Academic Programs in Clinical Research, two (2) practicing clinical research professionals, one (1) student currently enrolled in an educational program for clinical research professionals, two (2) representatives from the Supporting Members of COAPCR and one (1) public member who is familiar with the clinical research enterprise.

3.2 General Powers:

The Board of Directors of CAAPCR shall have the following powers: (1) appoint, establish, and guide committees and to set forth specific guidelines for their governance;

(2) raise capital to further the Corporation's organizational purposes as set forth in Article 1; (3) delegate authority to individuals outside the Board to carry out tasks in furtherance of the Corporation's organizational purposes; (4) adopt an annual budget and supervise its implementation; (5) elect officers of the Corporation and its Executive Director; (6) select directors for a vacant position(s) from nominations submitted by organizations and/or persons who have an interest in the affairs of the Corporation, including but not limited to trade organizations; professional societies, professional certifying organizations, consumer groups, or individual members; and (7) perform any other acts permitted by either the (state legal authority under which we incorporate), the Certificate of Incorporation and these Bylaws.

3.3 Qualifications and Criteria for Service on the CAAPCR Board of Directors:

The following criteria must be met to serve on the CAAPCR Board of Directors:

- (1) Individuals must express a commitment to serve and fully participate in the Committee on Accreditation of Academic Programs in Clinical Research;

- (2) Professional Educators must, possess at least three (3) years experience as full time faculty at an institution providing clinical research education, and is a member of the Consortium of Academic Programs in Clinical Research (CoAPCR)

- (3) Practicing clinical research professionals must be certified by an organization accredited by the National Commission for Certifying Agencies (NCCA) or the American National Standards Institute (ANSI), possess at least four (4) years of experience as a clinical research professional and have experience with the supervision of students.

- (4) The Student Member must have completed at least one year of clinical research education.

- (5) The Representatives from COAPCR Supporting Member institutions shall have been involved in the employment/representation of clinical research professionals for at least 3 years.

- (6) The Public Member must be familiar with the clinical research enterprise.

3.4 Nominations to the CAAPCR Board of Directors:

The CAAPCR Board of Directors are selected via nominations from CAAPCR, the COAPCR sponsoring organizations, CAAPCR accredited institutions, clinical research credentialing organizations, clinical research professionals, employers, and consumers of clinical research professional services.

Nominations must receive approval of the majority of the voting members of the CAAPCR Board of Directors in order for the nominee to be elected to the CAAPCR. In the event that more than one person is nominated to fill a vacancy, the nominee(s) receiving a majority of the votes by the Board will be elected to fill the vacancy(ies). Diversification of professional experience, and a reasonable representation of clinical research professionals from the United States and international representatives shall be considered in filling vacancies to the CAAPCR.

Nominations for renewal of CAAPCR members are open annually in April. At the end of each three-year term, nominations will be opened for the renewal of CAAPCR members.

3.5 Length of Term:

Initial CAAPCR Membership:

The initial CAAPCR Board of Directors shall be comprised of members of the existing Committee on Accreditation, with staggered terms of office. New members will be appointed as needed to fill vacant positions according to the following schedule:

Educator Members: Six (6) Educator members, two serving a 1 year, two serving a 2 year, and two serving a 3 year term.

Practicing Clinical Research Professional Members: Two (2) clinical research professional members, one serving a 2 year, and one serving a 3 year term.

Supporting Member: Two members from a COAPCR Supporting Member organization serving a 3 year term

Public Member: One Public member serving a 3 year term.

Student Member: One Student member serving a 1 year term.

Following the initial CAAPCR appointments, the length of term for a CAAPCR member will be three years for the educator, clinical research professional, supporting member, and public members. Student members serve for a one year term. A member may be appointed for one additional term following the completion of the initial appointment.

In the event a position is vacated before the term is over, a successor may be qualified and appointed by the Executive Committee to serve out the term of vacancy.

3.6 Elections:

The CAAPCR Board of Directors will have elections for board vacancies by mail ballot annually within 60 days after the annual meeting of CAAHEP. Newly elected Officers begin their terms at the annual meeting of COAPCR.

3.7 Resignations:

The resignation of any Officer or member of the board of directors shall be tendered to Chair of the Board of Directors in writing. Vacancies may be filled at any regular or special meeting of the CAAPCR, or by written ballot.

3.8 Removal of Directors:

Members of the Board of Directors and Officers may be removed from the CAAPCR Board of Directors by a 2/3 vote of the CAAPCR Board of Directors for failure to perform their duties or in response to legal or ethical actions brought against a Board Member or Officer. The most recent edition of Roberts Rules of Order (Article XIII) will be followed as the procedure to remove Members of the Board of Directors and Officers.

Article IV: Officers of the Board

4.1 Selection of Officers:

The Chair or designee will be charged with establishing the ballot for officers from the members of the CAAPCR Board of Directors. Normal and emergency vacancies will be handled as delineated in Article III (Sections 3.4, 3.6, 3.7 and 3.8).

4.2 Officers:

The Officers of the CAAPCR Board of Directors shall be the Chair, Vice Chair, Secretary, Treasurer, and one Member-at-Large who shall be elected from within the CAAPCR and shall serve for a one year renewable term. No member may hold more than one of the aforesaid offices.

Chair

The Chair of the CAAPCR Board of Directors, shall be the principle elected officer of CAAPCR, shall preside at meetings of the CAAPCR, and the Executive Committee and shall, in general, supervise and control all the business and affairs of the CAAPCR Board of Directors which operates as a Committee on Accreditation (CoA) of the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Vice Chair

The Vice Chair of the CAAPCR Board of Directors shall serve as principle elected officer in the absence of the Chair and perform the duties of the Chair when the Chair is unable to attend a meeting of the Board. The Vice Chair shall serve as council to the Chair on the business and affairs of the CAAPCR Board of Directors.

Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds of the CAAPCR; receive and give receipts for monies due and payable to the CAAPCR from any source whatsoever; and deposit all such monies in the name of the CAAPCR; and, in general, perform all duties incidental to the office of treasurer and such duties as may be assigned by the Chair.

Secretary

The Secretary shall provide notice of all meetings of the Board of Directors of the CAAPCR, shall keep records of all proceedings, and in general perform all duties regularly assigned secretary and such duties as may be assigned by the Chair.

Member-at-Large

The Member-at-Large shall execute the nominations and elections process for the CAAPCR and its officers in accordance with the provisions of the By-Laws and shall serve in an advisory capacity to the Chair, and shall perform such duties as assigned by the Chair.

Executive Director

The Board may appoint an Executive Director to manage the routine administrative and business functions of the Corporation. The Executive Director shall be an ex-officio member of the Board, without the right to vote.

Article V: Meetings

- 5.1** Meetings of the CAAPCR will be held at the time and place of the annual conference of the sponsoring organization (COAPCR) and at the time and place of the annual meeting of CAAHEP, or at any other time as determined by the Chair; however, in no event shall there be less than one meeting per year.
- 5.2** Notice of all meetings of the CAAPCR shall be communicated via email to each member at least two weeks before the date of such meeting and shall state the time, place, and purposes thereof.
- 5.3** The CAAPCR may hold regular meetings, monthly or as it may otherwise determine, at such place and at such times, and upon such notices it may in its discretion determine. Meetings may be held via teleconference or video conference technologies
- 5.4** A majority of the members of the CAAPCR shall constitute a quorum.

- 5.5** Notice of any meeting prescribed by these By-Laws may be waived in writing by the Chair of the CAAPCR unless otherwise directed by a majority of the members of the CAAPCR.

Article VI: Financial and Other Matters:

6.1 Fiscal Management:

The funds of the CAAPCR shall be deposited or kept with a bank or trust company approved by the CAAPCR Executive Committee of the Board of Directors. Such funds shall be disbursed upon the order or orders of such Officers as may be prescribed by the CAAPCR.

6.2 Fiscal Year:

The fiscal year of the CAAPCR shall be the calendar year.

6.3 Contracts:

The CAAPCR may authorize any officer(s) to enter into any contract or execute any instrument in the name of and on behalf of the CAAPCR. Such authority may be general or defined to specific instances.

Article VII: Committees

- 7.1** The Executive Committee shall consist of the Officers of Board of Directors of CAAPCR, with the Chair of CAAPCR designated as the Chair of the Executive Committee. The Executive Committee shall act on behalf of the CAAPCR Board of Directors with respect to matters which cannot be delayed until the next scheduled meeting of the CAAPCR; shall supervise the affairs of the CAAPCR and regulate its budget, approve expenditures and commitments according to rules prescribed by the CAAPCR; report to the CAAPCR at each meeting of the Board; and examine committees appointed by the Chair.

- 7.2** A majority of the members of the Executive Committee shall constitute a quorum.

7.3 The Executive Committee may be called into session by the Chair of the CAAPCR Board of Directors or at the request of the majority of the members of the Executive Committee.

7.4 The CAAPCR shall establish such standing and ad hoc committees as determined necessary by the Board of Directors to carry out the business of CAAPCR, shall designate the number of members to compose each committee, and shall specify the duties of each such committee. All committees shall be responsible to the CAAPCR Board of Directors for assignment of duties, interpretations of functions established within these By-Laws and for actions to be taken upon its direction.

The chair(s) of all committees will be appointed by the Chair of the CAAPCR Board of Directors, subject to approval of the Board. Membership of committees may come from within the CAAPCR, but may also include clinical research professionals internationally, not currently on the CAAPCR Board of Directors.

The Chair of the CAAPCR Board of Directors is an ex-officio member of each committee.

The committee chairs and members shall be appointed for a one-year term to coincide with the annual meeting of the CAAPCR. Committee size and time of meeting, etc. shall be at the discretion of the committee chairs.

Article VIII: Rules of Procedure

8.1 The rules of procedure at meetings of the CAAPCR shall be according to most recent edition of Robert's Rules of Order on parliamentary procedure, so far as applicable and when not inconsistent with these by-laws. The rules of procedure may be suspended by majority vote of those present and voting at any meeting.

Article IX: Amendments

- 9.1** Alterations or amendments to the CAAPCR By-Laws may be considered at any meeting of the CAAPCR and become effective if a majority of the members at such meeting, either present or represented by proxy, vote in favor of such change provided however, that notice of the proposed changes shall have been communicated in writing to the members of the Board of Directors of CAAPCR at least two weeks prior to the meeting.

Article X: Dissolution

- 10.1** Upon dissolution of CAAPCR, after paying or making provision for the payment of all the liabilities of the corporation, The CAAPCR Board of Directors shall turn over all the residual assets of the corporation to one or more organizations which themselves are exempt as organizations described in Section 501(c) (3) and 170(c) (2) of the Internal Revenue code of 1954 of the corresponding provision of any future United States Internal Revenue code or the federal, state or local governments for exclusive public purposes.