BYLAWS
ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS AND PROGRAMS (ACBSP)

ARTICLE I – NAME

SECTION 1. Name. The name of this Council is: Accreditation Council for Business Schools and Programs. (hereinafter referred to as “ACBSP”).

ARTICLE II – OBJECTIVES AND FUNCTIONS

SECTION 1. Objectives. The objectives of ACBSP shall be to:

1. Provide a national and international forum to discuss issues pertinent to education for business in a complex and changing environment.

2. Establish standards for academic achievement in education for business without limiting the freedom of an institution, business school or program in the development and experimentation of new ideas.

3. Accredit programs according to ACBSP’s standards and processes.

4. Assist member institutions in the improvement of their business schools and programs and related activities.

5. Encourage member institutions to utilize planning and evaluation procedures in order to increase the level of excellence in teaching.

6. Maintain a continuing relationship with individuals and groups concerned with fostering the effectiveness of business schools and programs, including business and industry, government agencies, professional associations, and others.

7. Disseminate information to member institutions and the public concerning issues relevant to education for business.

8. Foster instructional innovation and creativity in the education of business students.

9. Offer workshops, consultants, and publications that assist business schools and programs in their pursuit and maintenance of accreditation.

SECTION 2. Functions. ACBSP shall have the power to engage in any lawful activities that advance its objectives. ACBSP shall promote the study of business education and develop and promulgate sound educational standards and practices for the accreditation of such programs.

ARTICLE III – MEMBERSHIP AND CHAMPIONS

SECTION 1. Educational Institution Membership. Institutions of higher education shall be classified as members in the categories outlined below:
1. United States Degree-Granting Institutions. United States institutions with institutional accreditation to award certificates, business, or business-related degrees.

2. International Degree-Granting Institutions. Non-U.S. institutions awarding certificates, business, or business-related degrees and without U.S. based regional accreditation must present, with the application for membership, a certified English translation of an official document from an appropriate government organization in their home country stating their right to grant higher education degrees. For non-U.S. institutions based in countries in which the legal authority to award degrees is not available, the institution must provide with the application for membership, documented evidence acceptable to the Board of Directors for membership in this category.

3. Other Classes of Membership. Other than the membership classes cited above, the Board of Directors may from time-to-time establish or remove other and different classes of membership to achieve the stated objectives of ACBSP. The requirements for such classes of membership shall be established by the Board’s Policies and Procedures Manual for the management of ACBSP.

SECTION 2. Designation of Champions. Each educational institution member will officially designate institutional representatives: (1) Champion and (2) Co-Champion.


1. Membership does not bestow accreditation. Membership status alone may not be presented in such a way as to state or infer accredited status.

2. The Board of Directors will consider all criteria for membership not otherwise covered by these bylaws.

3. Other issues concerning commission responsibility for accreditation not otherwise covered by these bylaws will be determined by the appropriate Boards of Commissioners.

4. Dual memberships and other forms of membership alliances with other related business organizations shall be authorized by the Board of Directors.

SECTION 4. Revocation of Membership. The necessity for revocation of membership and the accompanying policies and procedures for revocation shall be determined by the Board of Directors and published in the Board of Directors Policies and Procedures Manual.

ARTICLE IV - DUES, FEES, AND ASSESSMENTS

SECTION 1. Membership Dues. The annual dues for each membership category shall be established by the Board of Directors.

SECTION 2. Fees. Fees for workshops, professional services, accreditation requirements, publications and other similar activities shall be established by the President/CEO in consultation with the Board of Directors.

SECTION 3. Assessments. No assessment other than dues and fees may be made except by a majority vote of all Educational Institution Members of ACBSP eligible to vote and in attendance at a regular or special meeting called in accordance with the provisions of Article VIII.

SECTION 4. Fiscal Year. The fiscal year shall be a twelve-month period as established by the Board of Directors.
ARTICLE V – GOVERNANCE—BOARD OF DIRECTORS

SECTION 1. Officers of ACBSP Board of Directors. The Officers shall be a Chair (hereinafter “Board Chair”), Chair-Elect (hereinafter “Board Chair-Elect”), Vice Chair, Treasurer, Secretary and President/CEO. Additional Officers may be appointed from time-to-time to perform duties as defined by the Board of Directors.

SECTION 2. Duties of ACBSP Officers and Directors.

1. Board Chair. The Chair shall act as the chief officer of ACBSP. The Chair shall preside at all meetings of the ACBSP Board of Directors and the Executive Committee (see Board of Directors Policies and Procedures Manual). The Chair shall appoint individuals to fill committee vacancies not otherwise provided for in the Bylaws. The Chair shall perform all other duties pertaining to this office.

2. Board Chair-Elect. The Chair-Elect shall serve as advisor to the Chair and shall substitute for the Chair in his/her absence or if he/she is unable to serve.

3. Vice Chair. The Vice-Chair shall assist the Board Chair and Board Chair-Elect as necessary and shall substitute for the Chair-Elect in his/her absence or if he/she is unable to serve.

4. Treasurer. The Treasurer shall be responsible for the appropriate stewardship of ACBSP funds. The Treasurer shall present a report based on the past or current fiscal year at each Annual Meeting or at any other time a report is requested by the Executive Committee or Board of Directors. The Treasurer shall coordinate the preparation of the annual budget and arrange for a yearly audit by a Certified Public Accountant. The Treasurer shall perform all other duties pertaining to this office.

5. Secretary. The Secretary shall assure an accurate recording of the minutes of the Annual Meeting, meetings of the Board of Directors, and meetings of the Executive Committee. The Secretary may appoint an Assistant Secretary to act on behalf of the Secretary in the recording of minutes.

SECTION 3. Terms and Qualifications of Officers and Directors.

1. Terms:

   a. All officers and directors begin their terms on the final day of the annual conference after being duly elected or appointed and shall continue to serve in that position until no longer qualified to serve or upon the election or appointment of a successor. Individuals may only hold one elected board position at a time on either the Board of Directors or the Board of Commissioners. This restriction does not limit appointments of individuals to serve as liaisons between boards.

   b. The Board Chair shall serve a single, one-year term and shall be succeeded by the Board Chair-Elect and serve the next following term as Immediate Past Chair.

   c. The Board Chair-Elect will serve one term and the following term as Board Chair, and the next following term as Immediate Past Chair.

   d. The Vice Chair will serve one term as Vice-Chair, the next following term as Board Chair-Elect, the following term as Board Chair, and the next following term as Immediate Past Chair.

   e. The Treasurer and the Secretary are each elected to serve a three-year term and may be re-elected to serve an additional three-year term but may not serve more than two consecutive terms.
f. At-Large Directors from each Commission are elected to serve three-year staggered terms and may be re-elected to serve an additional three-year term but may not serve more than two consecutive terms.

g. The Chairs of the Associate Degree Commission and the Baccalaureate/Graduate Degree Commission are ex-officio voting members on the Board of Directors for a one-year term.

h. One member of ACBSP’s Council of Regional Chairs shall be selected annually to serve a one-year term on the Board of Directors. The appointment to this position shall rotate through the Regions in numerical order.

i. Any Public Members shall be appointed by the Board of Directors to serve three-year staggered terms or until successors are appointed. Public members can be appointed to two consecutive terms.

j. The three-year terms of Board of Directors positions shall be staggered so that the terms of all Board of Directors members do not expire in the same year.

k. No elected individual may serve on the Board of Directors for more than seven consecutive years. Exceptions may occur when an individual is fulfilling the remainder of an unexpired term.

l. Changes in Employment Status. Any Directors, because of changes in employer or position with their employer will adhere to the following procedure:

   i. If a director changes employment status, the director should complete the current year of the elected term, but the director is not eligible to complete the full term or stand for a second term unless the new employer is an ACBSP member.

   ii. If a director changes employment status while serving as the Chair, Board Chair-Elect, or Vice Chair, then the following procedure applies. The director should complete the current year of office, but the director will only advance from Board Chair to Immediate Past Chair, from Board Chair-Elect to Board Chair, or from Vice Chair to Board Chair-Elect if the new employer is an ACBSP member.

   iii. If a director changes employment status while serving as the Treasurer or Secretary, then the following procedure applies. The director should complete the current year of office, but the director is not eligible to complete the full term or stand for a second term unless the new employer is an ACBSP member.

m. In the event of a vacancy, the Board Chair may appoint an individual to serve the remainder of the unexpired term, subject to ratification by the Board of Directors. In the event of a vacancy in the position of Board Chair-Elect, the position will remain vacant until the next annual election of officers. In the event of a vacancy in the position of Vice Chair, the position will remain vacant until the next annual election of Officers.

2. Qualifications:

   a. When establishing the composition of the Board Chair, Chair-Elect, and Vice Chair, the Nominating Committee should make every effort to seek balanced representation among the global members. **[NOTE: An institution which is a member of both Commissions shall be deemed a member of only the Baccalaureate/Graduate Degree Commission.]**
b. Except for service on the Board of Directors by the Chairs of the two Boards of Commissioners, individuals may only hold one elected board position at a time on either the Board of Directors or the Board of Commissioners. This restriction does not limit appointments of individuals to serve as liaisons between boards.

c. All Officers and At-Large Directors must have previously served as a member of the Board of Directors, as a member of a Board of Commissioners, as chair of a standing committee, or as an officer of one of the Regional Councils.

SECTION 4. Board of Directors

1. Composition. The Board of Directors shall be composed of the following 17 voting members: Chair, Chair-Elect, Vice-Chair, Treasurer, Secretary, Immediate Past Chair, Chair of the Associate Degree Commission, Chair of the Baccalaureate/Graduate Degree Commission, six At-Large-members in an effort to achieve balanced representation among the global membership, a representative of the Council of Regional Chairs, and two representatives of the general public. The President/CEO shall be a non-voting, ex-officio member of the Board of Directors.


SECTION 5. Executive Committee

1. Composition. The Executive Committee shall be composed of the Board Chair, Board Chair-Elect, Vice Chair, Immediate Past Chair, Treasurer, and the Secretary. The President/CEO shall be a non-voting ex-officio member.

2. Authority to Act. The Executive Committee shall have the authority to act for the Board of Directors in accordance with the authority granted by the Board.

SECTION 6. Committees (other than Commission Committees, Nominating Committees, and the Executive Committee) and Task Forces.

1. Establishment. The Board of Directors shall establish and modify all committees and task forces of ACBSP. The Board of Directors will establish the charge and scope of responsibilities in the Policies and Procedures Manual.

2. Appointment. The Board Chair may seek the advice and solicitation of names from the Board of Directors and the Chair of each Regional Council in the appointment of vacancies on all committees. As determined by the Board Chair, appointments may be made without such consultation.

ARTICLE VI – ACCREDITATION GOVERNANCE

SECTION 1. Established Commissions. There shall be two commissions established:

1. Commission of Associate Degree Programs (also “Associate Degree Commission”).

2. Commission of Baccalaureate/Graduate Degree Programs (also “Baccalaureate/Graduate Degree Commission”).
3. Educational Institution Members must be members of the Commission representing the highest degree offered by the business unit. An elected Board of Commissioners will govern each Commission. Establishment and/or modification of accreditation standards of either Commission must be approved by two-thirds vote of the respective Commission membership present at such a vote.

SECTION 2. Board of Commissioners of Associate Degree Commission.

1. Composition. The Board of Commissioners shall be composed of a total of ten (10) Commissioners. Nine (9) elected Commissioners must represent institutions accredited by ACBSP. There will be one public member. The Chief Accreditation Officer (CAO) will be a non-voting ex-officio member of the Board of Commissioners and serve as Secretary. The composition of the Board of Commissioners shall be reflective of the global membership of ACBSP.

2. Powers. The Board of Commissioners shall have the following powers and responsibilities which shall not be subject to review by the Board of Directors:

   a. Recommend changes in accreditation standards for ratification by the Associate Degree Commission’s voting institutional members.

   b. Review and approve accreditation criteria, appeal procedures, and procedures for the evaluation and accreditation of Associate Degree Programs offered by any voting Educational Institution Member including those within the Associate Degree Commission.

   c. Make available to the public general information about the accreditation criteria and procedures while also protecting the privacy of member institutions and the integrity of the accreditation process.

   d. Receive and process accreditation applications for evaluation from Associate Degree programs including those within the Associate Degree Commission.

   e. Approve and remove accreditation status of Associate Degree programs.

   f. Re-evaluate at reasonable intervals the programs of member institutions.

   g. Appoint any committees necessary to carry out the business of the Commission.

   h. Exercise powers as necessary to carry out the functions of the Commission.

3. Election. Voting Members of the Associate Degree Commission shall elect members to the Associate Degree Board of Commissioners as provided in Article VII, Section 4. Any Public Members shall be appointed by the Board of Commissioners to serve three-year terms or until successors are appointed. Public members can be appointed to two consecutive terms.

4. Removal. Any Commissioner whose institution resigns from membership or whose membership is revoked, shall immediately be removed from office. In addition, the Board of Commissioners, by not less than a two-thirds vote of the entire membership of the Board of Commissioners, may remove a Commissioner from office for cause.

5. Changes in Employment Status. Any Commissioners, because of changes in employer or position with their employer will adhere to the following procedure:
a. If a commissioner changes employment status while serving their first term, the commissioner may complete the term, subject to approval by the BOC. The commissioner is not eligible for a second term unless the new employer is an ACBSP-accredited member.

b. If a commissioner changes employment status while serving a second term, the commissioners may complete the second term, subject to approval by the BOC.

6. Vacancies. Any vacancies on the Board of Commissioners occurring because of health, resignation or otherwise shall be filled by recommendation of the Board of Commissioners and the appointment shall be ratified by the Board of Directors. Any Commissioner appointed to serve an unexpired term resulting from a vacancy shall be eligible for election to the full consecutive terms of office as provided in this document.

7. Terms of Office. The Commissioners shall serve the following terms:

a. All Commissioners shall serve for terms of three (3) years or until their successors are appointed. Commissioners appointed to serve unexpired terms are not considered as elected or having served a full term.

b. All newly elected Commissioners shall take office at the close of the Annual Conference of ACBSP.

c. No Commissioner shall serve more than two (2) consecutive three-year terms of office.

8. Development of Policies and Procedures. The Board of Commissioners shall develop its own policies and procedures including the election of a Chair and Chair-Elect.

SECTION 3. Board of Commissioners of Baccalaureate/Graduate Degree Commission.

1. Composition. The Board of Commissioners shall be comprised of a total of thirteen (13) Commissioners. Twelve (12) Commissioners shall be elected by Baccalaureate/Graduate Degree Commission members. There will be one public member. Twelve (12) elected Commissioners must represent institutions accredited by ACBSP. The Chief Accreditation Officer will be a non-voting ex-officio member of the Board of Commissioners and serve as Secretary. The composition of the Board of Commissioners shall be reflective of the global membership of ACBSP.

2. Powers. The Board of Commissioners shall have the following powers and responsibilities which shall not be subject to review by the Board of Directors:

a. Recommend changes in accreditation standards for ratification by the Baccalaureate/Graduate Degree Commission’s voting institutional members.

b. Review and approve accreditation criteria, appeal procedures, and procedures for the evaluation and accreditation of business programs at institutions with baccalaureate and/or graduate level programs.

c. Make available to the public general information about the accreditation criteria and procedures while also protecting the privacy of member institutions and the integrity of the accreditation process.

d. Receive and process accreditation applications for evaluation from Baccalaureate/Graduate Degree institutions.
e. Approve and remove accreditation status of Baccalaureate/Graduate Degree programs.

f. Re-evaluate the programs of member institutions at intervals determined by the Baccalaureate/Graduate Degree Commission.

g. Appoint committees necessary to carry out the business of the Baccalaureate/Graduate Degree Commission.

h. Exercise such other incidental powers as are reasonable and necessary to carry out the functions of the Commission.

3. Election. Voting Members of the Baccalaureate/Graduate Degree Commission shall elect members to the Baccalaureate/Graduate Degree Board of Commissioners as provided in Article VII, Section 4. Any Public Members shall be appointed by the Board of Commissioners to serve a three-year term or until a successor is appointed but may not serve more than two (2) consecutive, three (3) year terms of office.

4. Removal. Any Commissioner whose institution resigns from membership or whose membership is revoked or who loses accreditation status shall immediately be removed from office. In addition, the Board of Commissioners, by not less than a two-thirds vote of the entire membership of the Board of Commissioners, may remove a Commissioner from office for cause.

5. Changes in Employment Status. Any Commissioners, because of changes in employer or position with their employer will adhere to the following procedure:

a. If a commissioner changes employment status while serving their first term, the commissioner may complete the elected term, subject to approval by the BOC. The commissioner is not eligible for a second term unless the new employer is an ACBSP-accredited member.

b. If a commissioner changes employment status while serving a second term, the commissioners may complete the second term, subject to approval by the BOC.

6. Vacancies. Any vacancies on the Board of Commissioners occurring because of health, resignation, or otherwise, shall be filled by recommendation of the Board of Commissioners and the appointment shall be ratified by the Board of Directors. Any Commissioner appointed to serve an unexpired term resulting from a vacancy shall be eligible for election to the full consecutive terms of office provided for in this document.

7. Terms of Office. The Commissioners shall serve the following terms:

a. All Commissioners shall serve for terms of three (3) years or until their successors are appointed. Commissioners appointed to serve unexpired terms are not considered as elected or having served a full term.

b. All newly elected Commissioners shall take office at the close of the Annual Conference of ACBSP.

c. No Commissioner shall serve more than two (2) consecutive three-year terms of office.

8. The Board of Commissioners will develop its own policies and procedures, including the election of a Chair and Chair-Elect.
ARTICLE VII – NOMINATIONS & ELECTIONS

SECTION 1. Champion and Co-Champion. The Champion is the liaison between an educational institution and ACBSP. An educational institution must also designate a Co-Champion for the same purpose. The Champion will be eligible to vote on behalf of the institution, in conjunction with the voting procedures in Article VIII. The duties of the Champion include disseminating ACBSP information throughout their educational institution.

SECTION 2. Nominating Committees. Each year by November 1, three (3) Nominating Committees shall be created for the following boards: Board of Directors, Associate Degree Board of Commissioners, and the Baccalaureate/Graduate Degree Board of Commissioners.

SECTION 3. Officers and Board of Directors Members. Nomination and Election Procedures for Electing ACBSP Officers and Board of Directors members will be contained in the Board of Directors Policies and Procedures Manual.

1. Appointment and Composition. A Nominating Committee shall be appointed by the Board Chair-Elect (presiding as Board Chair during the year for which the appointments are made) and shall function under procedures and criteria set forth in the Policies and Procedures Manual. The composition of the Nominating Committee shall be reflective of the global membership of ACBSP.

2. No more than one person shall be nominated for any position.

3. Nominations from the floor. Motions to nominate from the floor whether seconded or not shall be declared out of order. The ruling of the presiding officer may not be appealed.


1. Appointment and Composition. A Nominating Committee shall be appointed by the BOC Chair-Elect (presiding as Chair during the year for which the appointments are made) and shall function under procedures and criteria set forth in the Board of Directors Policies and Procedures Manual. The composition of the Nominating Committee shall be reflective of the global membership of ACBSP.

2. No more than one person shall be nominated for any position.

3. Nominations from the floor. Motions to nominate from the floor whether seconded or not, shall be declared out of order. The ruling of the presiding officer may not be appealed.

SECTION 5. Recall of Officials. By a majority vote of the entire Board of Directors (not members in attendance), the Board shall have the power to declare vacant any position on the Board of Directors, its committees, or the Boards of Commissioners when the incumbent is unable for any reason to act effectively or is disqualified under the Bylaws.

1. This provision does not apply to removal for cause which requires a majority of not less than two-thirds of the entire membership of the Board (not members in attendance).

2. The Board of Directors shall have the power to make appointments to fill such vacancies created by recall as provided for in the Bylaws.
ARTICLE VIII – MEETINGS

SECTION 1. Annual Business Meeting of ACBSP. The Annual Business Meeting of ACBSP shall be held during the Annual Conference. The Board of Directors will designate a meeting date in the best interest of ACBSP. The meeting may be virtual or in person.


SECTION 4. Meetings of the Boards. Procedures governing regular and special meetings and Board actions-in-lieu-of-a-meeting shall be set forth in the Policies and Procedures Manual. Regular meetings of all Boards shall be held at least twice each year.

SECTION 5. Special Meetings of the Boards. Any of ACBSP’s three (3) Boards may be called into a Special Meeting at the request of the Board Chair, or by a written request to the President/CEO by three (3) members of the Board that is to be called into special session. Such special meetings of any Board may be conducted virtually or may be scheduled as a special in-person meeting. If an in-person meeting is called, notice of at least fourteen (14) days must be given. If a virtual meeting is called, notice of at least 24 hours must be given. At any special board meeting, only such business may be transacted as has been stated in the call for the meeting. The results of any special meeting shall be reported at the next regularly scheduled Board meeting and shall be made part of the record of that meeting.

SECTION 6. Board Action in Lieu of Meeting. Any of ACBSP’s three (3) Boards may act outside of a regular or special Board meeting through a Board vote conducted electronically or other generally accepted methods. Such Board action shall be limited to a specific proposal put forward by the Board’s Chair for approval using this vote-in-lieu-of-a-meeting procedure. The results of any board action in lieu of meeting shall be reported at the next regularly scheduled Board meeting and shall be made part of the record of that meeting.


SECTION 8. Quorum. A majority of the members of the Board of Directors, Executive Committee, or Boards of Commissioners shall constitute a quorum for an official meeting. A quorum of any meeting other than an ACBSP Board shall consist of a majority of the members in attendance.

SECTION 9. Virtual Meetings. Subject to the requirements listed above, all ACBSP meetings may be conducted virtually.

SECTION 10. Voting. The Champion is designated as the person eligible to vote on behalf of the institution. If the Champion is unavailable, the Co-Champion becomes the alternate voter. If both the Champion and Co-Champion are unavailable, the member institution may designate an individual associated with the school to cast votes.

ARTICLE IX – PRESIDENT/CEO

SECTION 1. The President/CEO shall be the Chief Executive Officer, with responsibility for carrying out the policies and procedures and directing the operations of ACBSP. This shall include signing legal contracts and agreements on behalf of ACBSP consistent with an approved budget, existing policy statements, and in consultation with the Board Chair.

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SECTION 2. The President/CEO shall be appointed by the Board of Directors, shall have an employment contract, and shall be subject to annual review by the Board of Directors.

SECTION 3. The President/CEO shall be a non-voting member of the Board of Directors and the Executive Committee.

ARTICLE X – CHIEF ACCREDITATION OFFICER (CAO)

SECTION 1. The President/CEO shall appoint the Chief Accreditation Officer (CAO) to oversee ACBSP’s accreditation process and standards.

SECTION 2. The Chief Accreditation Officer (CAO) shall be an ex-officio member of the two Boards of Commissioners.

ARTICLE XI – REGIONS

SECTION 1. Creation, Organization, and Management of Regions. To facilitate the furtherance of its objectives, ACBSP authorizes the establishment of certain Regions that shall operate under the authority of the Board of Directors and in accordance with the Board’s policies and procedures governing such operations. The ACBSP Board of Directors may add, remove, or otherwise change the Regions. The Regions’ memberships, operations, and legal structure are set by Board policy as outlined in the Board of Directors Policies and Procedures Manual. The Regions’ operations are outlined in the ACBSP Regional Council Handbook.

ARTICLE XII - RULES OF ORDER

SECTION 1. Authority. All meetings of ACBSP will be governed by current and generally accepted rules of order and governance. The Board of Directors may adopt specific parliamentary procedures for ACBSP meetings.

ARTICLE XIII - AMENDMENTS

SECTION 1. Amendments. The Bylaws may be amended by a recommendation as proposed by the Board of Directors when a written notice of the proposed amendment is sent to all Champions at least four (4) weeks before such a vote is taken. Changes must be ratified by a two-thirds vote of ACBSP members eligible to vote at such a meeting.

SECTION 2. Accreditation Amendments. Amendments concerning accreditation issues or powers of the Boards of Commissioners may be amended by a two-thirds vote of the board members present at such a meeting of the Commission affected.

*Note: Dissolution – Dissolution of the corporation shall be done in accordance with Kansas Statute §17-6805a. Dissolution of Nonprofit Corporation.*