**BYLAWS**

**COUNCIL ON ACCREDITATION OF PARKS, RECREATION, TOURISM, AND RELATED PROFESSIONS**



**NATIONAL RECREATION AND PARK ASSOCIATION**

Initial approval: April 1983

Revised: 10/83, 1/90, 10/93, 10/95, 10/00, 10/03, 4/05, 4/06, 3/07, 10/07, 4/08, 4/10, 10/10, 04/13

**A. NAME** — The Council on Accreditation of Parks, Recreation, Tourism, and Related Professions (COAPRT), hereinafter referred to as the Council is sponsored by the National Recreation and Park Association (NRPA).

**B. AUTONOMY** — The Council shall function autonomously from any other entity in setting accreditation fees and policies, determining accreditation status of academic programs, and appointing representatives to the Council.

**C. PURPOSES —** The purposes of the Council are:

1. To advance academic quality in teaching, learning, research and service
2. To demonstrate accountability fostering public awareness, confidence, and investment
3. To encourage planning for change and improvement through assessment of quality, especially student achievement

**D. MEMBERSHIP ON THE COUNCIL**

**1. Composition** — The Council shall consist of ten members elected for three-year terms on a staggered basis. The composition of the Council shall be five educators; three practitioners; one college/university administrator holding an academic appointment of administrative rank; and one public representative who represents the general public. Additionally, Council-approved Specialty Accreditation Committees shall appoint one representative to the Council on matters pertaining to their respective professional specialization.

**2. Duration of Terms** — No member of the Council may serve more than two consecutive full terms. If a vacancy occurs in the membership of the Council in mid‑term, the Council may appoint a replacement for the unexpired term in accordance with composition. Membership shall be elected each year to vacancies identified by composition with no more than four members in any given year. Terms expire at the conclusion of the fall COAPRT meeting.

**3. Qualifications** — All Council members will meet the following criteria:

* With the exception of the public representative, all Council members must meet all visitor requirements
* With the exception of the public representative, all Council members shall have prior Council visitation experience within five years prior to appointment
* Educators and practitioners must be currently employed in the parks, recreation, tourism, and related professions
* The public representative must be actively involved in the profession (e.g., be currently serving on a park and recreation board)

**4. Honoraria/Expenses** — No Council member shall receive an honorarium for her or his services on the Council. Expenses related to authorized travel to meetings of the Council are reimbursed per NRPA guidelines.

**5. Nomination and Selection Process** — Request for nomination will be provided to NRPA component groups as well as other organizations with interest in Council activities. The Council is comprised as follows:

1. One college/university administrator (holding an administrative appointment beyond that of an academic unit) shall be appointed by the Council. In case of lack of candidates, an educator at the rank of chair or director will be selected
2. One public representative shall be appointed by the Council
3. Five educators and three practitioners, holding membership in appropriate professional organization(s), shall by appointed by the Council

Council shall take into consideration such elements as region of the country, employing agency or institution, demographics, diversity and other related criteria in order to assure balanced representation

If, during a Council member’s term, he/she does not meet the Council qualifications, the Executive Committee reserves the right to dismiss the individual and declare the position vacant

**6. Absence**

1. A Council member who cannot be present at an official Council meeting shall notify the Council Staff Liaison in advance of such meeting and the reason for his or her absence
2. The Chair may grant an excused absence for cause
3. The seat of a Council member who is absent, unexcused, for two official meetings during his/her three-year term shall be declared vacant

**7. Conflicts of Interest** — The Council is committed to maintaining thehighest level of objectivity and integrity in every aspect of its operations and deliberations. Every effort is made to avoid such conflict and to establish and publicize specific policies and procedures applicable to particular situations as they may arise.

1. As specified in the COAPRT Accreditation Handbook; in cases of conflict of interest or perceived conflict of interest, the Council member will remove himself/herself from the review discussion and executive session and will not contribute to the consideration of the institution under question
2. No Council member shall provide consulting services related to Council business absent direction of the Council

**8. Officers** — Officers must be educators and are elected annually at the fall Council meeting.

* 1. **Council Chair**
		1. Conducts Council hearings and business meetings of the Council
		2. Chairs the Executive Committee
		3. Is the signatory for official communication from the Council
		4. Serves as official spokesperson for Council
		5. Approves postponement of continuing accreditation visits for up to 6 months
		6. Serves as the liaison to the Council of Higher Education Accreditation (CHEA)
		7. Monitors CHEA standards
		8. Assist the Staff Liaison in preparing the Action Letters that will be sent to the Chief Executive Officer of programs under consideration to assure consistency among the programs.
	2. **Vice Chair**

 Assumes responsibilities of Chair in the absence of the Council Chair

* 1. **Past-Chair**

 In cases where a Past-Chair is unavailable, the Council will appoint a member of the Council to serve as Past-Chair

**9. Non-Discrimination** — The Council shall not discriminate on the basis of race, disability, religion, color, national origin, age, gender, covered veterans status, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act.

**E. Executive Committee —** The Council Executive Committee, comprised of the Chair, Vice Chair and Past-Chair, advises the Council Chair on emergent issues that occur between official meetings of the Council and conducts business on behalf of the Council on matters of exigency between scheduled meetings

**F. STAFF —** An NRPA Staff member shall be appointed as Staff Liaison of the Council by NRPA. The Staff Liaison shall be an ex-officio member of the Council. The Staff Liaison shall prepare an annual budget with input from the Council, and shall authorize expenditures within the approved budget and available funds. The salary, travel and related expenses of the Staff Liaison attributable to Council activities shall be included in the annual budget.

**G. MEETINGS**

1. **Times** — The Council shall hold an annual meeting. In addition, it shall meet upon call of the Chair or petition by four or more members of the Council
2. **Procedures** — Roberts Rules of Order shall govern the order and conduct of all meetings
3. **Quorum** — For purposes of transacting business a quorum of the Council shall be six members
4. **Motions** — All motions shall be passed by a simple majority of eligible Council members present and voting, except where accreditation or continuing accreditation is concerned
5. **Actions** — All Council actions involving an academic program’s accreditation status are to remain confidential until the academic program has been such notified by, and only by, an official communication from the Council Chair or Staff Liaison
6. **Appeals** — When accreditation or continuing accreditation is not approved by the Council, an appeal may be made in accordance with procedures established by the Council

**H. PROCEDURES —** The Council procedures are available in the COAPRT Handbook.

**I. AMENDMENTS** — Amendments to the Bylaws shall be approved by 70% of the entire Council.