

## **Credentials Committee Charter May 2020**

The ACCP Credentials Committee is a Standing Committee. The chair is appointed by the ACCP Incoming President every two years with the change in administration. The ACCP ByLaws (Article VII, Section 3g) indicate that the Board of Regents shall “confirm recommendations of the President in the creation or appointment of Committees and their chairpersons.” The Executive Committee can assume that role (Article XI, Section 2a of the ByLaws) during the period between Board meetings. New Committee members are identified for each two-year term by the Committee Chair from a list provided to the chair by Staff or as otherwise recommended.

The main purpose of the Credentials Committee is to review applications for membership and make recommendations to the Board for approval, as well as to propose language and processes that are consistent with the changing needs of ACCP and support ACCP’s need to attract New Members, but also maintain its high standards for membership. It may recommend to the Board any changes believed necessary to procedural rules or regulations and to review membership relations within ACCP including, but not limited to, controversies, complaints, resignations, dues waivers, non-payment of dues and dues remissions. Student Members and Members are provisionally approved by the Executive Director, but also undergo review by the Committee and formal approval by the Board. Applications for Fellow, Upgrade to Fellow and Emeritus status are reviewed by the Committee for recommendation to the Board and are approved by the Board.

### **Committee Membership**

The ACCP ByLaws (Article XI, Section 2b) states “the Credentials Committee shall consist of the Chairperson (a Regent) and at least two other Fellows of ACCP.” There is no stated limit to the number of Members on the Committee.

In addition, Article V, Section 1a of the ByLaws indicates that the President shall be an “*ex officio* member of all Standing Committees.”

Committee membership should be representative of ACCP’s membership and should therefore include representation from academia, industry and regulatory agencies, as well as MDs, PharmDs and PhDs. Persons with a focus on drug discovery, as well as those involved in clinical care, should sit on the Committee.

No person shall serve on more than one Standing Committee at the same time, nor for more than 6 years consecutively on the same Committee (excluding the Executive Committee, see ACCP ByLaws, Article XI, Section 1), unless approved by the President.

### **Committee Role**

The Credentials Committee activities include, but are not limited to, the following:

- Review of membership applications and recommendations to the Board for Student Members and Members after provisional approval by the Executive Director;
- Review of applications and recommendations to the Board for Fellow, Upgrade to Fellow and Emeritus Members and Fellows;
- Serving in an advisory capacity to address issues requiring the support of the Committee;
- Communicate, as required, to resolve issues where participation by the Committee would be highly desirable and more impactful than a communication from Staff alone;
- Update, as necessary, the requirements for membership and fellowship to stay current.

The ACCP ByLaws (Article IV, Section 5) states that “applications for Fellowship, Membership or Student Membership shall be submitted to the ACCP Executive Office. The completed application, together with a current Curriculum Vitae (CV) and, in the case of Fellowship application, two (2) letters of recommendation from ACCP Fellows in good standing, or in the case of a Student, some form of verification of student status, shall be submitted. Applications for Membership and Student Membership may be reviewed and tentatively approved by Staff and questions referred to the Executive Director or Credentials Committee. Completed

applications shall be forwarded to the Credentials Committee for review prior to each Board of Regents meeting. The qualifications for membership may be waived by the Credentials Committee in individual cases for good cause. Approved applications shall be presented to the Board of Regents at the earliest meeting of that body, where they will be subject to final review and official action for acceptance or rejection. Final action by the Board of Regents shall be communicated to the candidate by the Executive Director or Staff following the Board meeting. Certificates of Fellowship or Membership in ACCP shall be conferred following approval.

As per Article IV, Section 6, "applications for status of Emeritus Fellow or Emeritus Member shall be submitted to the Executive Director of ACCP by those who meet the requirements for this status outlined in Article IV, Section 3, which shall then be provided to the Credentials Committee and Board of Regents for review and approval.

As per Article IV, Section 7, "Members wishing to reinstate their membership after a lapse shall provide their CV and other 3 paperwork, as requested by Staff, to appropriately update their records. Reinstating Members are required to pay a full year of dues for the year in which they are reinstating. Fellows who wish to reinstate membership after failure to pay dues for a period of three (3) years or more shall be required to reinstate as a Member and reapply for Fellow immediately after approval as a Reinstated Member, meeting the criteria as noted in Article IV, Section 3."

ACCP ByLaws (Article IV, Section 8) states that "A Member in any membership category may be expelled for conduct detrimental to the dignity of or inconsistent with the purposes and policies of ACCP or which conduct is deemed to be in violation of these ByLaws. Such action may be initiated by the Credentials Committee. The concerned Member shall receive notification of such action in writing at least 60 days in advance of a Board of Regents meeting that shall consider the action. He/she shall have the right to appear before the Credentials Committee to defend him/herself. The recommendation of the Credentials Committee shall be presented to the Board of Regents at a regularly scheduled meeting. The charged Member shall have the right to appeal the Credentials Committee's recommendation to the Board of Regents. The Board of Regents retains the right of final decision. A motion to expel by the Board requires a 2/3<sup>ds</sup> vote of all voting members of the Board".

ACCP ByLaws (Article X, Section 5) states that "on the recommendation of the Executive Director, Credentials Committee, the President or the Secretary, the dues may be waived for a specific Member or Fellow, in whole or in part, for a specified period, in the case where serious disability or financial difficulties have occurred."

ARTICLE XI Section 2b states that "The Credentials Committee shall review the applications for all classes of membership and recommend to the Board of Regents appropriate actions concerning candidates for admission to ACCP."

It may recommend to the Board of Regents any changes believed necessary to procedural rules or regulations and to review membership relations within ACCP including, but not limited to, controversies, complaints, resignations, dues waivers, non-payment of dues and dues remissions."

### **Staff Support**

At the discretion of the Executive Director, a Staff member is designated to support the Committee. The Committee should seek input from said Staff member for operational guidance and information on Policies & Procedures. Staff plays a critical role in the credentials process in that applications are sent to Staff for review, documentation and follow up. Additionally, Staff holds the responsibility to provisionally approve applications for Members and Student Members, which are subsequently formally approved by the Board.

### **How & When the Committee Meets**

The Credentials Committee may meet in person at the Annual Meeting and by phone for the purpose of training at the beginning of a new Committee term, but more commonly communicates via email or via conference call approximately three times per year when Staff provides the Committee with membership applications and the various support materials for review, comments and/or approval.