

# Rules for the Evangelical Council on Abuse Prevention (ECAP)

## Accreditation Committee Charter

1. Purpose: The purpose of the Accreditation Committee (hereinafter referred to as “Committee”) is to review and approve new and renewed accreditation status for candidate entities applying for accreditation according to the Standards developed by the Evangelical Council on Abuse Prevention (hereinafter referred to as ECAP, or The Corporation). In making their recommendations, the Committee shall review accreditation reports submitted by the ECAP validation team and approve or deny Accreditation. The Committee may also send a report back for additional information. These duties are reserved for this Committee, but may be alternatively performed by the Executive Board with proper notice of intent to do so by the Chair of the Executive Board.
2. Committee Structure: The Committee is a standing committee without corporate authority as defined in section 4.03 of ECAP bylaws. The Committee shall have a minimum of three (3) members and no limit to the total number of members. The Committee shall include a majority of individuals from member organizations having received ECAP accreditation but may be supplemented as determined by the ECAP Executive Board.
3. Leadership of the Committee: The initial officers of the Accreditation Committee shall be appointed by the Executive Board. Subsequently, the leadership of the Committee shall include a Chair, Vice Chair and Secretary to be selected by a majority vote of a quorum of the Accreditation Committee.
4. Committee Expansion: Taking into consideration the future of ECAP membership and requirements for expanded accreditation, the ECAP Executive Board may elect to expand the Accreditation Committee to include one or more of the following subcommittees:
  - A. Church Accreditation Subcommittee.
  - B. School Accreditation Subcommittee.
  - C. Camp Accreditation Subcommittee.
  - D. Ministry Accreditation Subcommittee.
5. Subcommittees: The initial officers of the subcommittee(s) shall be appointed by the Accreditation Committee. Subsequently, the leadership of the Subcommittee shall include a Chair and Secretary selected by majority of a quorum of the Subcommittee. The Subcommittee shall operate under the same rules and guidelines as the Accreditation Committee as provided herein and in the ECAP bylaws.
6. ECAP Staff affiliation to the Committee: The Executive Director of ECAP shall serve in an ex-officio non voting capacity on the Committee. The ECAP Accreditation Director shall

serve as the staff liaison to the Committee and Subcommittee(s) or an alternate determined by the Executive Director.

7. Qualification for Committee Members. Each Committee member shall (i) be at least 18 years of age, (ii) be selected for their ability to contribute to the pursuit of the Committee's purpose, (iii) assent and agree with the purpose of the Corporation as reflected in the Bylaws, (iv) submit to an initial reasonable background check prior to assuming the role of ECAP Committee member, and to regularly scheduled reasonable background checks during his/her term(s) on the Committee; and (v) annually certify adherence to the Statement of Faith, the Code, the Dispute Resolution Policy, and appropriate obligations of confidentiality

8. Terms of the Committee Officers: Officers shall serve one (1) year term, and may not serve more than two (2) consecutive terms. Individuals who have served two consecutive terms, may be nominated again for a Committee Officer position after being off the Committee for a one (1) year term.

9. Terms of the Committee Members: Committee members shall serve one (1) year term, and may not serve more than two (2) consecutive terms. Individuals who have served two consecutive terms, may be nominated again to serve on the Committee after being off the Committee for a one (1) year term. The Executive Board shall appoint new Committee members nominated by the Nominations Committee.

10. Duties of the Chair: The Chair of the Committee shall be the liaison to the Executive Board. The Chair shall set the meeting schedule, establish the agenda for each meeting, direct the meetings, manage the membership of the Committee and report to the Executive Board on all matters related to Nominations and other business of the Committee.

11. Duties of the Vice Chair: The Vice Chair shall conduct all of the business of the Committee in the place of the Committee Chair in the event of the Chair's absence or inability to attend or participate in the Committee meetings.

12. Duties of the Committee Secretary: The Secretary shall record and keep the minutes of all meetings of the Committee in books kept for that purpose. He or she shall see that all notices and reports are given and served as required by law or ECAP's by-laws. He or she shall affix the corporate seal to and sign such instruments as require the seal and his or her signature and shall perform all duties as usually pertain to his or her office or as are properly required of him or her by the Board.

13. Committee Meetings. Meetings of the Committee shall be held in person or virtually and called by the chair of the committee, the Vice Chair in the absence of the Chair, or by a majority of the committee's voting members. Notice of the time and place of any meeting of a committee shall be given at least ten (10) business days prior to the meeting, and otherwise in accordance with Section 3.08 of the Corporation's Bylaws.

14. Frequency and timing of Committee Meetings: The Committee shall meet twelve times each year to be determined and noticed by the Chair.

15. Recording of Committee Meetings: Committee meetings held virtually shall be recorded and stored securely by the Secretary of the Committee. Committee meetings shall also be recorded in writing by the Secretary and a draft sent to the full Committee and the ECAP Executive Director within 10 business days of the meeting.

16. Resignation and Removal. Any member of the Committee may resign at any time by giving written notice to the Chairperson of the Committee or to the Secretary of the Committee. Such resignation, which may or may not be made contingent on formal acceptance, shall take effect on the date of receipt or at any later time specified therein. Any member of a committee may be removed at any time by resolution adopted by a majority of the Board.

17. Quorum and Manner of Acting. Unless otherwise provided in the resolution of the Board a majority of the Committee's members shall constitute a quorum. The act of a majority of committee members present at a meeting with a quorum shall be the act of the committee. The committee may otherwise conduct its meetings and act in accordance with Article III of the Corporation's Bylaws.

18. Written approval for accreditation: Accreditation may be approved in writing, absent a virtual or in person meeting if all members of the Committee approve. If during the audit review any Committee member requests a virtual or in person discussion, the Chair shall schedule the discussion for a future meeting.

19. Accreditation Policies. The Committee shall work with ECAP accreditation staff on compliance and validation process and shall approve any policies or handbooks related to accreditation.

20. Board Opinions: The Chair of the Committee may request an advisory opinion from the ECAP Executive Board on issues related to accreditation.

21. Alternate Members. The Board may designate one (1) or more directors as alternate members of the Committee, who may replace any absent or disqualified member or members at any meeting of the committee.

22. Limits of Committee Authority. Notwithstanding anything in the Corporation Bylaws to the contrary, the committee shall not have authority as to the following matters:

(a) The filling of vacancies on the Executive Board

(b) The amendment or repeal of the by-laws, or the adoption of new by-laws; or

(c) The amendment or repeal of any resolution of the Board which by its terms shall not be so amendable or repealable.

23. Ethics and Conduct. The Committee and its members shall at all times abide by the Corporation's Code of Ethics Policy to include a Conflicts of Interest Policy, and a Code of Conduct (the "Code"), and a "Whistleblower Policy."

24. Amendments. These Committee Rules may be altered, amended, or repealed by the affirmative vote of the majority of the Entire ECAP Board present at any meeting of the Board at which a quorum is present.

25. Non-Discrimination. In all of its dealings, neither the Corporation nor its duly authorized agents shall discriminate against any individual or group for reasons of race, color, sex, age, national origin, marital status, mental or physical handicap, or any category protected by state or federal law; provided that nothing herein shall limit or hinder the Corporation's rights to uphold, apply, and remain faithful to the Corporation's Statement of Faith.

26. Incorporation of ECAP Bylaws. The Bylaws of ECAP shall be incorporated into these Committee Rules and shall be the authority for all activities of the Committee not otherwise provided for herein.

These Rules are hereby approved by the ECAP Board.

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ECAP Board Chair

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Date

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