BY-LAWS FOR THE AMERICAN COLLEGE OF VETERINARY PREVENTIVE MEDICINE EPIDEMIOLOGY SPECIALTY

Article I: MISSIONS AND OBJECTIVES

The Mission of the American College of Veterinary Preventive Medicine (ACVPM) Epidemiology Specialty (ACVPM-ES) is to certify qualified veterinarians as specialists in epidemiology.

The Objective of the ACVPM-ES is to promote the understanding and application of epidemiologic principles and methods by veterinarians to enhance animal, human, and public health.

Article II: **SPECIALTY DIPLOMATES** The ACVPM Epidemiology Specialty, hereafter referred to as the "Specialty," is a recognized veterinary specialty (RVS) of the American Board of Veterinary Specialties (ABVS) and an affiliate organization of the American College of Veterinary Preventive Medicine (ACVPM), a recognized veterinary specialty organization (RVSO), of the ABVS, and the American Veterinary Medicine Association (AVMA).

I. The Specialty shall be composed of veterinarians who have been awarded Diplomate status in the Specialty in accordance with Article VI of these bylaws.

II. There shall be two categories of diplomates of the specialty:
   a. Active Diplomate: An Active Diplomate of the ACVPM Epidemiology Specialty who satisfies the qualifications specified in Article VI, has successfully completed the certifying examination, and has paid application, certification, and fees as provided in Article VII and complies with all recertification requirements. Those requiring recertification shall recertify every 10 years from the first date of achieving Epidemiology Specialty Diplomate status, according to the Maintenance of Certification guidelines.
   b. Emeritus Diplomate: Any Diplomate of the Specialty who has been granted Emeritus status in accordance with ACVPM bylaws shall become an Emeritus Diplomate of the Specialty. Emeritus Diplomates have the same voting rights and privileges as Active Diplomates.

Article III: OFFICERS

I. Officer positions
   a. Officers: The Officers of the Specialty shall be President and Secretary. Each will serve a two-year term. Officers shall be Active or Emeritus Diplomates of the Specialty in good standing.
   b. Officer Elects: A President Elect and Secretary Elect will assist the President and Secretary. Officer Elects shall be Active or Emeritus Diplomates of the Specialty in good standing.
   c. Immediate Past Officers: At the conclusion of the Officers' two-year terms,, the Officers will assume the Ex-Officio offices of Immediate Past President and Immediate Past Secretary for two years.

II. Elections: Voting shall be conducted by electronic ballot of the Diplomates of the Specialty at least 30 days prior to the annual meeting. The candidate for an office who receives the most votes cast in that election is elected. The results of the election shall be announced at the annual meeting following the election.

III. Installation: Newly elected officers shall assume their duties at the conclusion of "Old Business" at the annual ACVPM meeting following their election.

Article IV: DUTIES OF OFFICERS

I. President: The President shall preside over general meetings of the Specialty and make appointments to the committees. The President will be a member of the ACVPM Finance Committee.

II. Secretary: The Secretary shall keep minutes of all meetings and perform the usual duties of a secretary. The Secretary shall succeed to the presidency, should that office become vacant, or the President be unable to fulfill his/her duties.

Article V: COMMITTEES

I. Credentialing Committee
   a. Composition: This committee shall be composed of at least three (3) Specialty Diplomates appointed by the President for a term of three (3) years. The President shall be an ex-officio member of this Committee. The chairperson shall have served on the committee for at least one (1) year and will be elected annually by members of the committee and will assume office at the close of the annual meeting.

II. Examination Committee:

a. Composition: This committee shall be composed of at least three (3) Specialty Diplomates appointed by the President for a term of three (3) years. The President shall be an ex-officio member of this Committee. The chairperson shall have served on the committee for at least one (1) year and will be elected annually by members of the committee and will assume office at the close of the annual meeting.

III. Nominations and Strategic Planning Committee
   a. Composition: This committee shall be composed of chairs of each committee and at least three (3) Specialty Diplomates appointed by the President for a term of three (3) years. The President and Secretary shall be ex-officio members of this Committee. The chairperson will be elected annually by members of the committee and will assume office at the close of the annual meeting.

IV. Maintenance of Certification Committee
   a. Composition: This committee shall be composed of at least three (3) Specialty Diplomates appointed by the President for a term of three (3) years. The President shall be an ex-officio member of this Committee. The chairperson shall have served on the committee for at least one (1) year and will be elected annually by members of the committee and will assume office at the close of the annual meeting.

V. Continuing Education Committee
   a. Composition: This committee shall be composed of at least three (3) Specialty Diplomates appointed by the President for a term of three (3) years. The President shall be an ex-officio member of this Committee. The chairperson will be elected annually by members of the committee and will assume office at the close of the annual meeting.

Article VI: CERTIFICATION

I. Candidates eligible for certification must satisfy all of the following criteria as outlined by the Credentials Committee and published in the announcement call for applications.
   a. Be a Diplomate in good standing of the ACVPM.
   b. Have at least two (2) years of experience in epidemiology within the five years preceding the candidate's application. Time spent in a residency or graduate program with a focus on epidemiology does qualify toward the years of experience.
   c. Demonstrate competency in the teaching of epidemiology, epidemiologic research, or the practice of epidemiology. as outlined by the Credentials Committee.

d. Submit the required professional references.
e. Pass the certifying examination as established by the Examination Committee.

II. The ACVPM Executive Vice President will print and mail certificates to candidates who pass the certifying exam

Article VII: FEES AND FISCAL MATTERS

I. There are annual fees for the Specialty and an examination application fee and certification fee set by the officers.
II. Emeritus Diplomates shall be exempt from payment of annual fees.
III. A proposal for the annual operating budget of the Specialty shall be submitted by the Officers to the Executive Board in accordance with ACVPM guidelines.

Article VIII: MEETINGS

I. An in-person meeting of the specialty shall occur at least once yearly. In the event that an in-person meeting cannot occur, a virtual Diplomate meeting shall be conducted.
II. All-hands meetings, committee meetings, and interest group meetings shall occur virtually or face-to-face as needed.

Article IX: AMENDMENTS

I. Proposed amendments to these By-Laws shall be submitted to the President for study.
II. Any proposed amendment receiving the recommendation of the Officers and the Nominations and Strategic Planning Committee shall be brought to a vote conducted by electronic ballot of the Diplomates of the Specialty at least 60 days prior to the annual meeting. A majority vote shall be required for adoption.

Article X: NON-DISCIPLINARY APPEALS PROCEDURE

I. Adverse decisions by the Epidemiology Specialty include denial of eligibility to sit for the certifying examination, denial of examination certification, and denial of recertification. In the event of an adverse decision, the ACVPM Executive Vice President or the Epidemiology Specialty President shall promptly advise the affected individual of the decision.

II. Adverse actions of a non-disciplinary nature, such as those listed in Article X, Section I above may be appealed. The appeals process is outlined in a separate ACVPM policy document.

As Amended:
May, 2003
July 1, 2003
July 9, 2004
July 17, 2006
May 16, 2008
May 11, 2009
March 23, 2011
July, 2013
October, 2025