Incorporated in the District of Columbia February 3, 1950 as the American Board of Veterinary Public Health. Reorganized January 29, 1979, pursuant to the District of Columbia Non-Profit Corporation Act, as the American College of Veterinary Preventive Medicine.

Article I - TITLE

Section 1. The name of this organization shall be the AMERICAN COLLEGE OF VETERINARY PREVENTIVE MEDICINE, hereafter referred to as the COLLEGE.

Section 2. The College is incorporated under the laws of the District of Columbia as a not-for-profit, certifying and educational organization.

Section 3. The College is a Recognized Veterinary Specialty Organization (RVSO) of the American Board of Veterinary Specialties (ABVS) of the American Veterinary Medical Association (AVMA).

Article II - DEFINITION

Veterinary preventive medicine is an integral component of veterinary medicine and is a recognized field of veterinary medical specialization. The specialty of veterinary preventive medicine is dedicated to improving individual and population health of animals, humans, and the environments in which they live through the:

   a. Surveillance, prevention, management, and control of diseases;
   b. Investigation of outbreaks and implementation of corrective actions;
   c. Preparation, response, and recovery from natural and man-made disasters;
   d. Reduction of occupational and environmental health hazards;
   e. Advancement of food safety, security, wholesomeness, and defense; and
   f. Creation and implementation of policies and regulations.

“Diplomates” of the College are those who are engaged in public, private, industrial, uniformed services or institutional practice and are involved in regulatory medicine, diagnostic medicine, extension service, public health, epidemiology, research, teaching, herd health management, population medicine, consulting, and other related activities, and who have successfully passed the certifying examination in order to receive such status.
Article III – OBJECTIVES

Section 1. To advance the science and art of the specialty of veterinary preventive medicine.

Section 2. To establish experience and training standards for the qualification of veterinarians in the specialty of veterinary preventive medicine.

Section 3. To further the identification and recognition of such qualified veterinarians as specialists by suitable certification and other means.

Section 4. To provide continuing education for Diplomates in all disciplines and practice categories of preventive medicine at international, national, regional, and state levels.

Article IV - DIPLOMATES

Section 1. Diplomate – A veterinarian who has successfully passed the certifying examination, complies with the maintenance of certification requirements (as applicable), and pays a mandatory annual certification fee to maintain their status and support the maintenance of the College to continue as a certifying body.

Section 2. Other Diplomates - The Bylaws may also provide for, and specify, the qualifications for other classes of Diplomates in the College.

Section 3. Tenure - Diplomates of the College shall retain their status as long as they maintain their Diplomate certification (including maintenance of certification requirements, as applicable) and comply with the provisions of the Constitution and Bylaws and display conduct, ethics and professional competence appropriate to Diplomates of the College.

Article V - OFFICERS

Section 1. Officers - The officers of the College shall be the president, president-elect, secretary-treasurer and immediate past president and such other officers as the Bylaws may from time to time specify.

Section 2. Qualifications - An officer shall be an active Diplomate in good standing. The president and president-elect must be active Diplomates of the College for at least five (5) years immediately prior to the election. All other officers must be active Diplomates of the College for at least three (3) years immediately prior to their election.

Section 3. President and President-Elect - Election, Term, and Succession - A president-elect shall be elected every two years prior to the annual meeting. Except as provided in Section 4 or 5, the terms of the president and president-elect shall commence at the end of the annual meeting following their election and shall terminate at the end of the annual meeting following the next election of their offices.
Section 4. **Death, Resignation, or Removal of the President** - If the president dies, resigns, or is removed from office, the president-elect immediately and automatically succeeds to the office and becomes the president. They will then serve as president for the remainder of the president's term as set forth in Section 3 with the following stipulations. The sitting immediate past president will continue in that office as long as the new president is in office.

a. If the remainder of the departing president's term is less than one year, and the assuming president-elect was elected in the last election rather than having been appointed as in Section 5, that individual will serve until the end of the third annual meeting following their assumption. (Note: Serves out the remainder of the president's term and their full two-year term.)

b. If the remainder of the departing president's term is more than one year, and the assuming president-elect was elected in the last election rather than having been appointed as in Section 5, that individual will serve until the end of the second annual meeting following their assumption. (Note: Serves out slightly less than their assumption full two-year term but is completing the term of the departing president.)

c. If the president-elect was appointed pursuant to Section 5 rather than having been elected, a president in addition to a president-elect will be elected immediately prior to the next annual meeting following the time of succession.

d. If the president dies, resigns, or is removed from office and there is no president-elect then in office, the Executive Board shall appoint an active Diplomate to fill the office of president and a new president and president-elect will be elected immediately prior to the next annual meeting following the appointment.

Section 5. **Death, Resignation, Removal, or Succession of the President-Elect** - If the president-elect dies, resigns, becomes president pursuant to Section 4, or is removed from office, the Executive Board shall appoint an active Diplomate to fill the office until the next annual meeting. A new president-elect shall be elected immediately prior to the next annual meeting following the appointment.

Section 6. **Other Officers – Election and Term**

a. A secretary-treasurer shall be elected every third year and shall serve three (3) years or until the installation of an elected successor or appointee of the Executive Board. If the secretary-treasurer dies, resigns, or is removed from office, the Executive Board shall appoint an active Diplomate to fill the office of secretary-treasurer and a new secretary-treasurer shall be elected immediately prior to the next annual meeting following the appointment.

b. The Executive Board shall have the authority to select and appoint the executive vice president to assist them in conducting the affairs of the College. This appointment shall be reported to the Diplomates at the annual meeting.
c. The Executive Board may appoint other positions, either paid or volunteer, to ensure the needs of the College are met. Such positions may include additional vice presidents or positions to provide specific expertise or services to the College. These appointments shall be reported to the Diplomates at the annual meeting.

d. The Executive Board may appoint a Diplomate to serve as the College historian. The College historian will serve at the pleasure of the Executive Board.

**Article VI - EXECUTIVE BOARD**

Section 1. **Composition** - The voting members of the Executive Board shall consist of the president, president-elect, secretary-treasurer, immediate past president, president of any affiliated organization of the College, and three councilors elected from the College’s active Diplomates. The executive vice president and the College’s representative to the AVMA American Board of Veterinary Specialties (ABVS) shall serve on the Executive Board without voting privileges.

Section 2. **Qualifications** shall be in accordance with Article V, Section 2, of the Constitution, or Article III, Section 3, of the Bylaws, as appropriate to the Diplomate’s status as either an officer or councilor.

Section 3. **Duties** – The Executive Board shall be the administrative and policy-making body of the College. It shall have charge of the property and financial affairs of the College and shall perform such duties as may be prescribed from time to time in the Bylaws. The Executive Board shall report its actions to the Diplomates.

Section 4. **Meetings** - Meetings of the Executive Board shall be held as specified in Article IV, Section 3, of the Bylaws.

**Article VII - MEETINGS**

Meetings of the Diplomates of the College shall be held as specified in Article V of the Bylaws.

**Article VIII - COLLEGE CERTIFICATION IN VETERINARY PREVENTIVE MEDICINE**

Section 1. The College shall establish and publish, by suitable means, the eligibility requirements for Diplomate status in the specialty of veterinary preventive medicine.

Section 2. The College shall establish, maintain, and provide, at appropriate intervals, to eligible applicants, suitable certifying examinations in the specialty of veterinary preventive medicine.

Section 3. In its certifying activities, the College shall abide by the guidelines provided by the AVMA ABVS.
Article IX - AFFILIATE ORGANIZATIONS

Section 1. The College may from time to time, in accordance with procedures established by the AVMA ABVS and Article IX of the Bylaws, recognize a specialty as an affiliate organization. The affiliate organization shall establish standards, examine, and certify active Diplomates in the affiliate organization of the College.

Section 2. The affiliate organization shall make reports to the Executive Board and to the AVMA ABVS as directed.

Section 3. Diplomates of recognized affiliate organizations will first be Diplomates of the College.

Article X - AMENDMENTS

This Constitution may be amended by Diplomates submitting the proposed amendment(s) and justification(s), in writing, to the Internal Affairs Committee with a copy to the executive vice president. The committee will review all proposed changes and forward their recommendations to the Executive Board. If acceptable to the Executive Board, the proposed amendment(s) shall be published and presented to the Diplomates with voting privileges for action by ballot at least 60 days prior to the next regular meeting of the College and they shall have 45 days to respond. The closing date for ballots to be submitted shall be indicated by the executive vice president at the time the ballot is submitted to the Diplomates.

An amendment shall be adopted by an affirmative two-thirds majority of the votes cast and will become effective upon review and confirmation of the voting results by the Executive Board at its next meeting (or conference call) following the ballot closing date.

Article XI - NONDISCRIMINATION

The College does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, military status or any other protected status in compliance with applicable laws, in any of its activities or operations.

Article XII - DISSOLUTION

Upon dissolution and after paying or providing for all debts and obligations, the College shall donate any remaining assets to the American Veterinary Medical Association Foundation, a non-profit, tax-exempt foundation established under Section 501(c)(3) of the Internal Revenue Code.
Article I - DIPLOMATES

Section 1. **Active Diplomate:** A veterinarian who has successfully passed the certifying examination, complies with the maintenance of certification requirements (as applicable), and pays a mandatory annual certification fee to maintain their status and support the maintenance of the College to continue as a certifying body.

Section 2. **Emeritus Diplomate:** An active Diplomate in good standing who has reached the age of 65 years and has maintained continuous Diplomate status in the College for a period of 10 years prior to reaching the age of 65 or an active Diplomate who, for reasons of medical or physical disability, is unable to continue gainful practice may apply to the Executive Board for emeritus status.

Emeritus Diplomates will continue to receive the same voting rights and privileges as active Diplomates. The application for emeritus status shall be submitted to the executive vice president specifying the basis for the request. Approval of the application requires review by the executive vice president and submission to the Executive Board. Upon the Executive Board's affirmative recommendation by majority vote, the active Diplomate’s name shall be added to the College's Emeritus roll.

Section 3. **Fees:** Fees for active Diplomates shall be established by the Executive Board and shall be payable for each calendar year before January 1. Fee notices shall be sent no later than October 1 preceding the due date; no less than two reminders will be sent prior to the deadline. Diplomates who have not paid their fees by January 1 will be assessed a 50% surcharge.

The Executive Board may allocate up to 15% of the certifying fees to activities which benefit the Diplomates and strengthen the College but are not directly related to the certifying activities of the College. These activities will be identified and approved in the annual budget process and tracked and reported by the Finance Committee.

Section 4. **Exemption from Fees:** Emeritus Diplomates shall be exempt from payment of fees, assessments, or other financial requirements of the College. Active Diplomates in good standing may be exempted by the Executive Board from payment of fees for a period of time for reasonable cause, as defined in the Finance Committee standard operating procedure. An application for this exemption from fees for an active Diplomate in good standing shall be submitted to the executive vice president.
Section 5. **Inactive Diplomates:** A Diplomate becomes inactive on January 1 if monies owed to the College have not been paid. Inactive Diplomates will not be eligible to vote, hold office, or serve on any committee of the College, and will be removed from the online ACVPM Diplomate directory. A final fee payment notice will be sent no later than December 1 (11 months after the original due date) describing inactive status and reinstatement requirements. An Inactive Diplomate shall lose their Diplomate certification one year after the original due date (which is twelve months after becoming an Inactive Diplomate) and be removed from the College.

Section 6. **Reinstatement:** Active Diplomate status in the College may be reinstated if:

- a. Within one year of becoming Inactive:
  1) The Diplomate pays all delinquent monies.
  2) If certified in 2016 or later, the Diplomate meets maintenance of certification requirements prior to reinstatement.

- b. After one year of becoming Inactive, the Diplomate will be required to reapply for certification and meet all current certification requirements to become an Active Diplomate.

**Article II - OFFICERS**

Section 1. **Nominations:** The Nominations and Awards Committee shall prepare annually a slate of nominees for the office of president-elect (if applicable), secretary-treasurer (if applicable), and one Executive Board councilor. For the vacancy of president-elect and secretary-treasurer, the slate shall contain the names of one or more candidates for each vacancy with the opportunity provided to submit additional candidates on the ballot. All nominees shall meet the requirements of Article V, Section 2, of the Constitution, or Article III, Section 3, of the Bylaws, as appropriate to the office or position. Nominees must agree prior to being placed on the ballot.

Section 2. **Election and Appointment:**

- a. The president-elect (if applicable), secretary-treasurer (if applicable) and one Executive Board councilor shall be elected by Diplomates with voting privileges. The candidate for an office or position who receives the most votes cast in the election process for that office or position is elected. The results of the election shall be announced no later than the annual meeting following the election.

- b. The executive vice president shall be appointed by the Executive Board in accordance with Article V, Section 6, of the Constitution.
c. Additional positions identified by the Executive Board as necessary to meet the needs of the College shall be appointed in accordance with Article V, Section 6, of the Constitution.

Section 3. **Installation:** Newly elected and appointed officers shall assume their duties at the end of the regular meeting of the Diplomates of the College following their election or selection.

Section 4. **Vacancies:**

a. If the president dies, resigns, or is removed from office, then the president-elect shall immediately become president as provided in Article V, Section 4, of the Constitution.

b. If the president-elect dies, resigns, or is removed from office, then the Executive Board shall fill the vacancy, as provided in Article V, Section 5, of the Constitution.

c. If the secretary-treasurer dies, resigns, or is removed from office, then the Executive Board shall fill the vacancy, as provided in Article V, Section 6, of the Constitution.

d. If the executive vice president dies, resigns, or is removed from office, then the secretary-treasurer shall assume the duties of the executive vice president until the installation of a duly appointed successor, as provided in Article V, Section 6, of the Constitution.

Section 5. **Duties:**

a. The president, as the chief executive officer of the College, shall:

   1) Conduct all proceedings of the College in accordance with the Constitution and Bylaws.

   2) Be empowered to convene the College and the Executive Board.

   3) Make all committee and other appointments not otherwise provided for in these Bylaws.

   4) Preside at all meetings of the College and the Executive Board following *Robert’s Rules of Order*.

   5) Vote at meetings of the College and the Executive Board only when the vote is tied.
6) Ensure College meeting minutes are taken, reviewed, and made available to all Diplomates as soon as reasonably possible.

7) Charge ACVPM Executive Board and Committee Chairs with their duties and responsibilities annually.

b. The president-elect shall:

1) Assume the duties of the president in the event of the president's absence or inability to act.

2) Serve as a voting member of the Nominations and Awards Committee and the Strategic Planning Committee, and as a liaison representative without the right to vote to the Internal Affairs Committee.

c. The secretary-treasurer shall:

1) Be a co-custodian, with the executive vice president, of all financial assets of the College.

2) Hold the executive vice president responsible for:

   a) Distributing monies from the general fund.

   b) Paying all expenses of the College subject to the direction of the Executive Board.

   c) Maintaining a file of all vouchers and invoices accompanying them for a period of three (3) years.

   d) Depositing all monies in the name of the American College of Veterinary Preventive Medicine in a federally insured bank or securities investor protection corporation (SIPC) protected securities fund approved by the Executive Board.

3) Provide a detailed financial report at the regular meeting of the College and at such other times as the Executive Board may request.

4) Invest reserve funds in accordance with policies established by the Executive Board.

5) Relinquish all funds, properties and records to the succeeding secretary-treasurer.
6) Serve as the recording secretary for regular and special meetings of the College and Executive Board meetings and provide copies of the minutes to Executive Board members and other individuals as appropriate.

7) Serve as the chair of the Finance Committee.

d. The executive vice president shall:

1) Be an ex officio member of the Executive Board, be the chief administrative officer of the College, and be accountable to the Executive Board.

2) Be responsible for the daily conduct of College business including the disbursement of monies from the general fund to meet current College expenses within the budget approved by the Executive Board.

3) Transfer all official College records of historical value as determined by the Executive Board to the Department of Special Collections, Iowa State University Library, Ames, Iowa 50011.

4) Ensure publication and distribution of documents as directed by the Executive Board.

5) Serve as a custodian of College property.

6) Prepare an administrative report to be presented at the annual business meeting.

7) File the annual College income tax return with the Internal Revenue Service.

8) Serve as liaison representative to the Credentials, Strategic Planning, and Examinations Committees without the right to vote.

9) Assist the Internal Affairs Committee in preparing the College’s annual report and In-Depth Report for review by the Executive Board and submission to the American Board of Veterinary Specialties (ABVS).

10) Serve in staff support to the Credentials and Examination Committees.

11) Coordinate all relevant activities and committee functions to ensure the scheduled publication and distribution deadlines are met for newsletters, ballots, amendments or any other official actions required of or by the College.

12) Coordinate revenue generating affiliations with College sponsoring organizations as directed and approved by the Executive Board.
13) Be a co-custodian, with the secretary-treasurer, of the College’s financial assets.

14) Review all requests by Diplomates for emeritus status and make recommendations to the Executive Board.

15) Maintain the College website.

16) Serve as a voting member of the Finance Committee.

17) Provide and track official correspondence for the College as directed by the president.

18) Prepare the annual Report to the ABVS for review by the Internal Affairs Committee.

e. The immediate past president shall:

1) Serve as the chair of the Nominations and Awards Committee.

2) Serve as the chair of the Strategic Planning Committee unless delegated to another SPC member.

3) Serve as a liaison representative without the right to vote to the Membership and Outreach Committee.

f. The College historian serves at the pleasure of the Executive Board to collaborate with College officials and Diplomates in preserving documents, photographs, and other memorabilia of historical interest. The College historian shall report to the College on matters of historical significance.

Article III - COUNCILORS

Section 1. Election: The three councilors of the Executive Board shall be elected in the same manner as the officers of the College. Ballots shall contain the names of one or more candidates. An opportunity will be provided to submit additional candidates on the ballot.

Section 2. Representation: The Nominations and Awards Committee shall make a reasonable effort to ensure that the councilor representation to the Executive Board fairly reflects the diversity of the College.

Section 3. Qualifications: A councilor shall be an active Diplomate in good standing and shall have been a Diplomate of the College for at least three (3) years prior to being elected.
Section 4. **Tenure:** Councilors shall serve as members of the Executive Board for three years and their terms shall be staggered.

Section 5. **Committee Advisors:** One councilor, appointed by the president, shall serve as an advisor to each of the College’s committees.

**Article IV - EXECUTIVE BOARD**

Section 1. **Composition:** The Executive Board shall consist of the president, president-elect, secretary-treasurer, immediate past-president, the three councilors, and the president of any affiliated organization of the College. The president of any affiliated organization of the College shall have voting privileges. The executive vice president and the College’s representative to the AVMA ABVS shall serve as members of the Executive Board without voting privileges.

The president will appoint, with the concurrence of the Executive Board, a Diplomate to serve as the College's representative to the ABVS for a four (4) year term at the conclusion of the previous representative's term or their resignation from this position. Representatives may be reappointed once by the president, with the concurrence of the Executive Board.

Section 2. **Duties:** The Executive Board shall perform all acts, transact all business for or on behalf of the College, and do all such lawful acts and things as the Constitution and Bylaws may permit. The Executive Board shall:

a. Make rules and regulations to achieve the provisions of the Constitution and Bylaws.

b. Act upon all matters arising between the dates of regular meetings, except those matters especially excluded from its jurisdiction.

c. Rule upon all charges brought against a Diplomate involving infractions of the Constitution and Bylaws, violations of the examination and certification procedures, and acts of moral turpitude.

d. Establish and publish **Rules of Disciplinary Procedures** for the College in accordance with Article X.

e. Establish an effective agency for setting qualifications, examining, and certifying specialists in veterinary preventive medicine.

f. Present a report of the Executive Board activities at each regular meeting of the College.

g. Approve all awards given by the College, except the President's Award.
h. Serve as liaison representatives to one or more standing committees.

i. Contract for administrative support.

Section 3. Meetings:

a. The Executive Board shall meet regularly at the time and place of the annual meeting of the AVMA. The meeting of the Executive Board shall precede the regular meeting of the College.

b. Special meetings of the Executive Board may be in person, by telephone conferences, or via webinars. Special meetings of the Executive Board may be called by the president or electronic mail requests to the president by at least five members of the Executive Board. The request shall state the purpose of the meeting and the president shall immediately issue the call by electronic mail or telephone. The call for a special meeting shall state the items of business to be considered and no other business shall be considered.

c. The executive vice president or president shall give notice to each member of the Executive Board at least 30 days before each regular or special meeting.

d. A quorum of the Executive Board shall consist of a majority of the members of the Executive Board who shall be present for the transactions of any business.

e. Meetings of the Executive Board shall be governed by Roberts Rules of Order, Revised, latest edition.

Article V - MEETINGS OF THE DIPLOMATES OF THE COLLEGE

Section 1. Annual Meetings: The annual meeting of all Diplomates of the College will be held at a date, time, and place as determined by the Executive Board.

Section 2. Special Meetings: Special meetings for all Diplomates of the College may be called by the president or by electronic mail request to the president by five Diplomates in good standing. The request shall include the purpose of the special meeting. The president shall immediately issue a call for a special meeting and the call shall include the item of business to be transacted. Nothing shall be considered at the special meeting other than business set forth in the call.

Section 3. Notices: Notice of the time and location for all regular and special meetings of the College shall be given to Diplomates by electronic mail at least 30 days prior to the meeting.
Section 4. **Quorum**: For transactions of business, a quorum shall consist of all those Diplomates present who are in good standing.

Section 5. **Agendum and Order of Business**: All meetings of the Diplomates of the College shall be conducted according to an agendum and order of business established by the president and shall be governed by *Roberts Rules of Order*, Revised, latest edition.

**Article VI - SUSPENSION OF BYLAWS**

Section 1. **Purpose**: A Bylaw may be suspended only for the purpose of facilitating important business of the College and shall not disenfranchise any Diplomate of the College.

Section 2. **Requirements**: A suspension of the Bylaws shall require an affirmative vote by two-thirds of the Diplomates present and voting.

**Article VII - COMMITTEES**

Section 1. **Committee Membership**: A member of a committee shall be an active or emeritus Diplomate in good standing. Members of the Executive Board shall not serve concurrent terms as members of standing committees, except for membership on the Nominations and Awards Committee, the Strategic Planning Committee, and the Finance Committee. Committees may employ outside assistance with the prior approval of the Executive Board.

Section 2. **Continuity**: The president-elect shall make committee appointments at the time of assuming the office of the president. The president shall also make committee appointments for vacancies occurring during a president’s term of office. The most recently appointed committee member shall be considered the most junior member of the committee. All committee appointments must receive approval of the Executive Board.

Section 3. **Standing Committees**: The College shall have the following standing committees: Communications, Continuing Education, Credentials, Examinations, Finance, Internal Affairs, Maintenance of Certification, Membership and Outreach, North American Veterinary Licensing Exam (NAVLE) Item Writing, Nomination and Awards, and Strategic Planning. The duties and responsibilities of each committee shall be described in the committee’s standard operating procedures (SOP) document as approved by the Executive Board. Standing committees of the College shall be:

a. **Internal Affairs Committee**: This Committee shall consist of four members appointed for 4-year staggered terms. One member shall be appointed each year by the president as provided in Article VII, Section 2, of the Bylaws. The senior member shall serve as chair and as alternate representative on the ABVS of the AVMA. One councilor, appointed by the president, shall serve as a liaison member to the Committee without the right to vote. The president-elect and the representative to the ABVS shall serve as liaison representatives to the Committee without the right to vote.
b. **Nominations and Awards Committee:** This Committee shall consist of the president, president-elect and the immediate past president. One councilor, appointed by the president, shall serve as a liaison member to the Committee without the right to vote. The immediate past president shall be the chair.

c. **Membership and Outreach Committee:** This Committee shall consist of six members appointed for 6-year staggered terms. One member shall be appointed each year by the president as provided in Article VII, Section 2, of the Bylaws. The member in their fifth year shall be the chair. The member in their sixth year is considered ex-officio serving in an advisory capacity without the right to vote. One councilor, appointed by the president, shall serve as a liaison member to the Committee without the right to vote.

d. **Continuing Education Committee:** This Committee shall consist of five members appointed for 5-year staggered terms, one member from the Epidemiology Specialty, and one at-large member. One member shall be appointed each year by the president as provided in Article VII, Section 2, of the Bylaws. The senior member shall be the chair. One councilor, appointed by the president, shall serve as a liaison member to the Committee without the right to vote. One active Diplomate, appointed by the president, will serve as an AVMA liaison member of the Committee without the right to vote. The Epidemiology Specialty member and at-large member will be appointed by the president and each serve two-year terms and will be eligible for renewal once.

e. **Communications Committee:** This Committee shall consist of five members appointed for 5-year staggered terms. One member shall be appointed each year by the president as provided in Article VII, Section 2, of the Bylaws. The senior member shall serve as chair and will appoint an editor of the College newsletter. The executive vice president will serve as the liaison representative to the Committee without the right to vote. One councilor, appointed by the president, shall serve as a liaison member to the Committee without the right to vote.

f. **Credentials Committee:** This Committee shall consist of five members appointed for 5-year staggered terms. One member shall be appointed each year by the president as provided in Article VII, Section 2, of the Bylaws. The senior member shall be the chair. The executive vice president shall provide staff service to the Committee and serve as liaison with the Executive Board. One councilor, appointed by the president, shall serve as a liaison member to the Committee without the right to vote. Duties of the Committee shall be to implement the requirements of the Constitution and Bylaws of the College in the certification of specialists in veterinary preventive medicine.

g. **Examinations Committee:** This Committee shall consist of six subject matter expert members appointed for 6-year staggered terms. One subject matter expert shall be appointed each year by the president as provided in Article VII, Section 2, of the Bylaws. The senior subject matter expert shall be the chair. The committee may
additionally include one or two Assessment Specialists that work to maintain or improve the validity of the Exam. The Assessment Specialist(s) will be appointed by the president and serve three-year terms with the option of additional terms with president approval. The executive vice president shall provide staff service to the Committee and serve as liaison with the Executive Board. One councilor, appointed by the president, shall serve as a liaison member to the Committee without the right to vote. Duties of the Committee shall be to implement the requirements of the Constitution and Bylaws of the College in the certification of specialists in veterinary preventive medicine to become Diplomates.

h. **Strategic Planning Committee:** This Committee shall consist of the president and eleven members appointed by the current president. The length of term shall be at the discretion of the president. The eleven members shall be: the immediate past president (as chair unless otherwise delegated); the president-elect; one of the Councilors; one member each from the Internal Affairs Committee, the Continuing Education Committee, the Membership and Outreach Committee, and the Examination Committee; two Diplomates at large; the secretary-treasurer; one Epidemiology Specialty representative; the executive vice president (ex officio); and ABVS representative (ex officio). Others may be appointed as needed as ex officio members or consultants.

i. **Maintenance of Certification Committee:** This Committee shall consist of at least five members appointed for 5-year staggered terms, with members serving as vice chair and chair of the committee in their fourth and fifth year, respectively. Members shall be appointed each year by the president as provided in Article VII, Section 2, of the Bylaws. The executive vice president shall provide staff service to the Committee and serve as liaison with the Executive Board. One councilor, appointed by the president, shall serve as a liaison member to the Committee without the right to vote. Duties of the Committee shall be to implement the maintenance of certification requirements of the American Board of Veterinary Specialties applicable to ACVPM Diplomates.

j. **North American Veterinary Licensing Exam (NAVLE) Item Writing Committee:** This committee shall consist of at least 8 members each appointed for a 6-year staggered term. One or more members shall be appointed each year, as needed, by the president as provided in Article VII, Section 2, of the Bylaws. New members appointed by the president shall attend an Item Writing Workshop conducted by the National Board of Medical Examiners. The cost of travel and training for newly appointed committee members shall be paid for by the ACVPM. The senior committee member shall serve as chair of the committee for one year. Duties of the chair shall include submission of items from the committee to the NBME. A senior member of the committee shall serve as the Assessment Development Committee (ADC) member for a 3-year term. The chair position and the ADC positions may overlap. Duties of the ADC member shall include required attendance at the Item Review meeting in Philadelphia in November each year. The ADC member may also be asked to attend other meetings related to item review
throughout the year. All travel and related expenses for attendance at these meetings will be paid by the International Council for Veterinary Assessment (ICVA).

k. **Finance Committee:** This Committee shall consist of the president, president-elect, executive vice president, Epidemiology Specialty president, Councilor (1), the secretary/treasurer (chair) and two at-large Diplomates in good standing. Each member will serve for the duration of the term of their primary office. The at-large members shall be appointed by the president as provided in Article VII, Section 2, of the Bylaws. The at-large members will serve staggered three-year terms, renewable once. The President may appoint others as ex officio members or consultants as needed. The role of the Finance Committee is to provide financial oversight for the ACVPM, including budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. The Committee works closely with the executive vice president and the secretary/treasurer on all financial-related duties outlined for these positions in the Bylaws.

Section 4. **Other Committees:** The president may appoint ad hoc committees to investigate and report on specific issues of interest to the College. These committees will serve at the pleasure of the Executive Board and will be dissolved when the specific investigation and report are completed.

**Article VIII - CERTIFICATION BY THE COLLEGE**

Section 1. **Certification:** Certification in the specialty of veterinary preventive medicine shall be conferred by the College on candidates whose qualifications are acceptable to the Credentials Committee and whose scores on certifying examinations are acceptable to the Examinations Committee and the Executive Board. Those applicants who meet the requirements of Article VIII shall be considered Diplomates.

Section 2. **Qualifications:** An applicant shall meet the following requirements to be eligible for examination by the College:

a. Be a graduate with a degree in veterinary medicine from a school or college of veterinary medicine accredited by the AVMA or possess a certificate from the Educational Commission for Foreign Veterinary Graduates (ECFVG) of the AVMA or be legally qualified (licensed) to practice veterinary medicine in some state, province, territory, or possession of the United States or other country, and

b. Have a history of unquestionable moral character and professional behavior, and

c. Have qualifying experience or training through one of the two following options:

1) Have a total of four years of combined qualifying experience after the DVM (or equivalent degree) as of the exam application deadline. The applicant’s
qualifying experience must encompass three or more areas of veterinary preventive medicine as defined in Article II of the Constitution. The Credentials Committee is responsible for determining the suitability of all experience or;

2) Have successfully completed or be in the final year of a College-approved formal training program. For applicants in the final year of a College-approved formal training or residency program, final certification is contingent upon documentation of successful completion of the approved formal training or residency program.

Section 3. Application: All applications will be prepared following a standard format provided by the College and be submitted to the executive vice president. The applicant shall be sponsored by a Diplomate in good standing who has reasonable knowledge of the character and professional behavior and experience of the applicant. The sponsor shall provide to the executive vice president a written statement testifying to the applicant’s character and professional experience and qualifications for the specialty of veterinary preventive medicine.

Section 4. Examination Fees: The College Executive Board shall establish exam related fees as appropriate. These may include application and/or examination fees. Exam related fees will be published prior to the examination application period. Applicants will submit payment of the required fee(s) prior to established exam-related deadlines. The Executive Board will also establish any necessary application and/or examination fee refund policy at the same time as the application and/or examination fees are established.

Section 5. Examination: A comprehensive examination shall be administered annually to qualified candidates seeking certification. Members of the Examinations Committee shall serve as proctors and graders of this examination.

Following approval by the Credentials Committee to take the examination for the first time, candidates must take the entire examination. Should a candidate fail one or more sections of the examination during the first sitting, he or she must retake and pass the failed sections within three years from the date the Credentials Committee approved the candidate to sit for the initial examination. This three-year period includes both retake examinations and deferments. If the candidate is not able to successfully pass all sections of the examination within the three-year period, the candidate must resubmit an application for approval by the Credentials Committee, pay the current full application and/or examination fees, and then pass all sections of the examination within a new three-year period.

Extenuating circumstances beyond the candidate’s control may allow them to defer the initial examination or postpone retaking the failed sections of the examination within the three-year timeframe. Candidates will follow provided instructions to request a deferment. If a candidate does not sit the next examination, it is considered a deferment. The results of those candidates examined whose scores are acceptable to the Examinations Committee shall be presented to the
Executive Board for a final vote of certification. A majority vote shall constitute confirmation of the certification of a candidate.

Section 6. **Certification Fee**: A Diplomate certification fee shall be set by the Executive Board. The fee is payable by a candidate when notified of certification by the Executive Board. The certification fee shall cover the time period from certification until January. Failure to pay the certification fee within six (6) months of verified receipt of notice of certification will result in cancellation of that individual’s certification, and they will not become a Diplomate of the College. Should an individual who has had their certification canceled desire Diplomate status at a later date, they must reapply and be re-examined with payment of all applicable fees as covered in the other Sections of this Article.

Section 7. **Maintenance of Certification**: The requirements for maintaining certification shall be set by the Maintenance of Certification Committee. Failure to maintain certification and pay applicable fees will result in the cancellation of that individual's certification.

**Article IX – CERTIFICATION OF AFFILIATE ORGANIZATIONS**

Section 1. **Definition**: An affiliate organization is a specialty of the College empowered by the Executive Board to establish standards, examine, and certify specialists in a recognized specialty of veterinary preventive medicine.

Section 2. **Organization**: An affiliate shall be established in accordance with procedures specified by the Executive Board and the AVMA ABVS.

Section 3. **Approval**: Approval of an affiliate organization shall be by affirmative vote of a majority of the Executive Board followed by an affirmative vote of a majority of the College and the AVMA ABVS. All approved affiliate organizations are supported and funded by the College under the direction of the Executive Board. The Constitution and Bylaws of the College have precedence over any bylaws of any affiliate organization. Affiliate organizations shall have a copy of their bylaws on file with the Executive Board.

Section 4. **Examination and Certification**: Following approval by the College, the affiliate shall establish standards and procedures for the examination and certification of specialists among the Diplomates of the College who are in good standing. The standards and examination and certification procedures shall be approved by the Executive Board and published by the Communication Committee.

Section 5. **Reports**: The affiliate shall provide an annual report of its activities to the Executive Board at least 60 days in advance of the annual meeting. The report of the affiliate shall be included in the annual report and In-Depth Report of the College to the ABVS.
Section 6. **Diplomates of Affiliate Organizations**: Diplomates of affiliate organizations shall maintain good standing in the College in order to maintain affiliate status.

Section 7. **Current Affiliate Organizations**: The Epidemiology Specialty became an affiliate organization of the College on September 18, 1984.

**Article X - DISCIPLINARY ACTION, DENIAL OF APPLICANTS OR CANDIDATES AND APPEALS**

Section 1. **Disciplinary Action and Dismissal of Diplomates**: All Diplomates are expected to abide by accepted professional standards of conduct. If a Diplomate has engaged in or is engaging in unethical behavior that damages the profession or the College, or in any activities that are clearly and grossly inconsistent with the purposes or mission of the College, then the Diplomate may be subject to disciplinary action by the College. Unethical behaviors and clearly inconsistent activities include, but are not limited to, assisting potential Diplomate candidates to cheat in any part of the board examinations; falsifying information submitted to the College (including any information related to maintenance of certification); knowingly disseminating false statements that damage the professional reputation of the College or its Diplomates.

The Executive Board shall investigate all instances of potential misconduct by its Diplomates in a timely manner and inform the affected Diplomate of the status of its investigation on a regular basis. The affected Diplomate is entitled to a decision by the Executive Board within 6 months of the start of the investigation. All disciplinary action taken by the Executive Board requires at least a two-thirds vote of the Executive Board members.

Following appropriate deliberations in which all charges, evidence and responses of the accused are considered, if the Executive Board finds that the Diplomate has clearly engaged in such activities as described above, the Executive Board may elect to issue a letter of official reprimand, suspend the Diplomate’s active status for a specified period of time, or ask the Diplomate to permanently resign from the College. In the case where a Diplomate has been asked to resign but they refuse to, then the Diplomate’s active status shall be revoked indefinitely. Certification may be canceled if evidence, satisfactory to the Executive Board, is presented that certification was obtained by fraudulent means.

Section 2. **Charges and Notice**: Charges against a Diplomate shall be filed with the executive vice president for action by the Executive Board. The Diplomate charged shall be notified by certified mail of the charge and of the allegations presented in support of the charge. The Diplomate charged shall be given ample time to respond to the charge and if necessary, appear before the Executive Board when such charges are to be considered.

Section 3. **Adverse Decision**: Adverse decisions by the Executive Board include denial of certification and denial of adequacy of qualifications in addition to those of disciplinary origin. In the event of an adverse decision, the executive vice president shall advise the affected individual of the decision within 30 days and of the procedure for appealing the decision.
Section 4. **Disciplinary Appeals Procedure**:

a. The affected party may petition the Executive Board to reconsider its decision by filing with the executive vice president a written petition for reconsideration. Such petition must include a statement of the grounds for reconsideration, must include any documentation available to support the petition, and must be received by the executive vice president within 90 days of the date on which the College announced its adverse decision.

b. The affected party may petition for reconsideration of the decision on grounds that the Executive Board ruled erroneously by:

1) Disregarding the established criteria of the College,

2) Failing to follow procedures stated in the Constitution or Bylaws, or

3) Failing to consider relevant evidence and documentation presented.

c. The affected party may, at the discretion of the Executive Board, be invited to appear at its next regular meeting to support the petition. Such appearance will be at no expense to the College.

d. The Executive Board shall meet in executive session to reach a final decision. The executive vice president shall notify the affected person by certified mail within 30 days after the final decision is made.

e. If upon completion of the appeal procedure the affected party is not satisfied with the final decision, the affected party may then request mediation by the ABVS. The role of the ABVS is advisory only, final authority rests with the Executive Board of the College. The College and the appellant shall each pay for their own expenses and the lodging expenses of the ABVS representative.

Section 5. **Non-disciplinary Appeals Procedures**

a. Adverse actions of a non-disciplinary nature, such as denial of applicant credentials or the failure of a candidate to successfully complete the certifying examination, may also be appealed. The affected party may petition the Executive Board to reconsider its decision by filing with the executive vice president a written petition for reconsideration. Such petition must include a statement of the grounds for reconsideration, must include any documentation available to support the petition, and must be received by the executive vice president postmarked within thirty (30) days of the postmarked date on which the College mailed the adverse decision.

b. Upon receipt by the executive vice president of an appeal based on credential or examination procedures, the president will appoint a five (5) member Ad Hoc Appeals
Committee to investigate, review and render a decision on the merits of the appeal. The members of this Ad Hoc Appeals Committee shall not be from the Examination or Credentials Committees or the Executive Board. The Ad Hoc Committee shall be a review committee and consist of:

1) A College past president not currently serving on the Executive Board. This person shall serve as chair of the Ad Hoc Appeals Committee.

2) An individual not affiliated with the College who has demonstrable expertise in preventive medicine as outlined in Article II of the ACVPM Constitution.

3) A College Committee chair other than the chairs of the Credentials or Examination Committees.

4) Two active Diplomates of the College in good standing and not excluded for reasons noted previously.

c. The chair of the Ad Hoc Appeals Committee shall contact the affected party within 30 calendar days of receipt of the appeal by the executive vice president and shall maintain contact throughout the appeals process. The executive vice president will send the appeal request and all documentation to the Ad Hoc Appeals Committee members who will meet in person or via conference call(s) to render a decision. This decision shall be forwarded to the president-within sixty (60) calendar days of receipt of the appeals notice by the executive vice president. Any extension of these timelines must be approved by the Executive Board with notification to the appellant. The chair shall collect and submit to the executive vice president all documentation of contact with the affected party as well as a written summary of the committee actions and findings. The executive vice president shall notify the affected person by certified mail within fourteen (14) calendar days after the decision is made. The Ad Hoc Appeals Committee shall be dissolved upon resolution of the specific appeal(s).

Article XI - AWARDS

Section 1. **Distinguished Diplomate Award**: A Distinguished Diplomate shall be a Diplomate in good standing who has made significant contributions to the specialty of veterinary preventive medicine. Nominations for the Distinguished Diplomate Award may be made by any Diplomate in good standing. The nominations shall be made to the chair of the Nominations and Awards Committee including a brief biographical sketch of the nominee not later than March 30. The chair shall submit the committee’s recommendation to the Executive Board for approval not later than April 15. The award shall be a plaque and is not associated with an exemption of fees.

Section 2. **Helwig-Jennings Award**: This award, established in 1980, recognized the significant and lasting contributions of Drs. John H. Helwig and William E. Jennings to the
totality of veterinary preventive medicine. The award may be presented in the future to others in good standing who have rendered outstanding and prolonged service to the College. Nominations for the award may be made by any Diplomate in good standing. The nominations shall be made to the chair of the Nominations and Awards Committee including a brief biographical sketch of the nominee by March 30. The chair shall submit the committee's recommendation to the Executive Board for approval by April 15. The award shall be a plaque and is not associated with an exemption of fees.

Section 3. Frank A. Todd President's Award: This award may be given by the president of the College to a Diplomate in good standing for meritorious service to the College. The period of evaluation commences when the president-elect takes office. The award shall be a plaque and is not associated with an exemption of fees.

Section 4. Other Awards: The College may from time to time establish other awards for contributions to the College or to the specialty.

Article XII - AMENDMENTS

Section 1. These Bylaws may be amended by Diplomates submitting the proposed amendment(s) and justification(s) in writing to the Internal Affairs Committee with a copy to the executive vice president. The committee will review all proposed changes and forward their recommendation(s) to the Executive Board. The Executive Board shall submit the proposed amendment(s) with its recommendation(s) to the College for voting. Diplomates with voting privileges in good standing shall have 45 days to respond. The closing date for ballots to be postmarked shall be indicated by the executive vice president at the time the ballot is submitted to the Diplomates. An affirmative vote of a majority of the Diplomates voting shall be required for the adoption of the proposed amendment(s) which shall become effective upon review and confirmation of the voting results by the Executive Board at its next meeting (or conference call) following the ballot closing date.

An amendment shall be adopted by an affirmative two-thirds majority of the votes cast and will become effective upon review and confirmation of the voting results by the Executive Board at its next meeting (or conference call) following the ballot closing date.

Article XIII - GUIDELINES FOR USE OF COLLEGE LOGO

Section 1. Practices: The purpose of College designations on stationery:

a. Stationery used as official College correspondence is designated with the College logo at the top left-hand corner of the page and this stationery should be used only for Executive Board or College correspondence with other professional organizations or individuals where official College business or concerns are transacted.
b. The College logo with “Diplomate” above it can be added to practice and professional stationery, business stationery, business cards and advertisements of Diplomates for the sole use such that their certification within the College can be appropriately recognized.

Section 2. **Applications**: Proper use of the College Diplomate logo on professional stationery, business cards and advertisements. The College logo is a registered trademark and shall only be used according to these guidelines:

a. The College Diplomate logo should be used only on the professional stationery or business cards of the Diplomate or the stationery of the practice with which the Diplomate is affiliated.

b. In all cases, the College Diplomate logo should be located immediately adjacent to the name of the Diplomate.

c. Specific questions about the appropriate use of the College Diplomate logo should be directed to the Executive Board. Improper use of the College logo could be interpreted as professional misconduct and be grounds for disciplinary action by the College.

**Article XIV – DISSOLUTION**

Upon dissolution and after paying or providing for all debts and obligations, the College shall donate any remaining assets to the American Veterinary Medical Association Foundation, a non-profit, tax-exempt foundation established under Section 501(c)(3) of the Internal Revenue Code.

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