American College of Veterinary Preventive Medicine (ACVPM)
Internal Affairs Committee
Standard Operating Procedures (SOP)
Approved March 2020

1. References:
   a. American College of Veterinary Preventive Medicine Constitution
   b. American College of Veterinary Preventive Medicine Bylaws

2. Committee Procedures:
   a. The IAC will consist of four members appointed for four-year staggered terms by the ACVPM president. The senior member will serve as chair.
   b. Duties of the Chair, IAC:
      i. The Chair will identify or receive all appropriate taskings on behalf of the committee and assign responsibility for the task and its timely completion to a member of the IAC or to the whole committee. The Chair is responsible for reporting all conclusions of the committee.
   c. Duties of the IAC:
      i. Provide to the Executive Board the IAC’s annual Activities Report based on the annual meeting year. The Chair, IAC will appoint one committee member to draft a summary of the committee’s activities and to present it to the committee for review by May 1. The IAC will submit the final Activities Report to the Executive Board by June 1 each year.
      ii. Review all proposed changes to the Constitution and Bylaws and forward recommendations to the Executive Board. Upon notification from the Executive Vice-President that a proposed change to the Constitution and/or Bylaws has been submitted, the Chair will direct the IAC to review and comment on the proposed amendment. The Chair will forward the committee’s recommendations and pertinent comments to the Executive Board no later than 30 days from the date the review was requested. At the request of the EB, the IAC will accommodate shorter review periods if possible.
      iii. Assist as needed with long-range planning to the College, which may include providing a member to serve on the Strategic Planning Committee.
      iv. Prepare the Interim (Annual) and Three-Year In-Depth Reports for review by the Executive Board for submission to the American Board of Veterinary Specialties (ABVS).
         1. The Executive Vice President (EVP) will provide the following to the Chair, IAC no later than August 1 of every year. (This is 90 days prior to the ABVS required submission date of November 1).
            a. All the required data elements for this report.
            b. A copy of the previous year’s Interim (Annual) Report, a copy of the most recent Three-Year In-Depth Report, and copies of any communication from the ABVS concerning the College’s reports as well as any format information for the report.
            c. Copies of all amendments which were submitted for vote
of the membership and approved.

d. A copy of the most recent membership survey and any documentation resulting from it.

2. The IAC will correspond with all members of the Executive Board and to each committee chair and special appointee(s) to the College (i.e., historian, etc.) on an as-needed basis. This letter will request any and all input from these individuals for the reports. In particular, information regarding significant events of the last year should be solicited.

3. The Chair, IAC, will contact the College’s Representative to the ABVS (the IAC Chair serves as the alternate) no later than August 1 to discuss the last report and the last meeting of the ABVS. The purpose is to identify outstanding issues which need to be addressed in the report and to gain understanding of the concerns of the ABVS.

4. The IAC will prepare and submit a draft Interim (annual) report for the Executive Board’s review no later than November 30. This will allow time (60 days) for review, revisions, and final preparation of the report which is due to the ABVS by February 01.

5. Every third year, the Three-Year In-Depth Report is due to the Executive Board for submission to the ABVS. Work on this report should begin in July to allow time to complete a draft and allow review by the committee. A draft of the Three-Year In-Depth Report is due to the Executive Board by September 1 starting in 2019 and occurring in three year cycles from there on.

6. Work with the EVP and Representative to the AVBS to address any follow-up requirements imposed by the ABVS by January 31 of the year following the report submission.

v. The IAC will review the committee SOP annually by February 1, and submit any edits or updates to the EB by March 1.

vi. The IAC will review the Bylaws and Constitution annually for overall content, these will be dated upon review, and any changes will be submitted to the EB by March 31.

vii. A complete Bylaws review will be solicited from all other committees to capture any comments or updates from all other committees starting in December of the previous year and will be due to the IAC by the end of January.

viii. The IAC committee review of the Bylaws to ensure incorporation of any amendments from the previous year will occur in February each year.

ix. The IAC will submit their Committee Annual Report to the Executive Board by June 1.

x. The IAC will review the website to ensure that the correct, updated, and dated Bylaws and Constitution and committee SOP is posted on the ACVPM website by June 30 each year.

3. Effective Date of Standard Operating Procedure:
a. This Standard Operating Procedure is effective on approval by the Executive Board and remains in effect until modified or rescinded.

b. It is reviewed annually by the Committee and an updated/reviewed version submitted to the Executive Board by March 1.