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**AMERICAN COLLEGE OF VETERINARY PREVENTIVE MEDICINE  
(ACVPM) CONSTITUTION**  
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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.

**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 concerned with improving animal, human, and environmental health through:

- a. Surveillance, recognition, prevention, outbreak investigation, and management of diseases of livestock, poultry, wildlife, zoo and companion animals.
- b. Prevention and control of zoonotic diseases and foodborne illnesses.
- c. Reduction of bites, injuries and other environmental and occupational human health hazards related to animals.
- d. Promoting food protection and wholesomeness.
- e. Promotion of humane animal care and the use of animals in animal-facilitated therapy.

Diplomates of the College are engaged in public, private, industrial, military 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.

### **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 members in all disciplines and practice categories of preventive medicine at international, national, regional and state levels.

### **Article IV - MEMBERS**

Section 1. **Member** - A graduate from a school or college of veterinary medicine accredited by the American Veterinary Medical Association (AVMA) or a person possessing a certificate from the Educational Commission for Foreign Veterinary Graduates (ECFVG) of the AVMA, or legally qualified (licensed) to practice veterinary medicine in a state, province, territory, or possession of the United States or other country, of good moral and ethical standing acceptable to the College who satisfies the qualifications specified in the Bylaws of the College and who successfully completes the certifying examination. Active members certified by the College shall be designated Diplomates of the College.

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

Section 3. **Tenure** - Members of the College shall retain their membership as long as they remain active members and comply with the provisions of the Constitution and Bylaws and display conduct, ethics and professional competence appropriate to members 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 member in good standing. The president and president-elect must be active members of the College for at least five (5) years immediately prior to the election. All other officers must be active members 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. He/she 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 by the membership 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 his/her assumption. (Note: Serves out the remainder of the president's term and his/her 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 by the membership 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 his/her assumption. (Note: Serves out slightly less than his/her 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 member 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 member 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 member to fill the office of secretary-treasurer and a

new secretary- treasurer shall be elected by the membership 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 membership at the annual meeting.
- c. The Executive Board may appoint a member 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 active membership. The executive vice president and the College's representative to the AVMA Veterinary Specialty Organization Committee (VSOC) 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 member'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 general membership.

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

## **Article VII - MEETINGS**

Meetings of the membership 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 membership 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 American Board of Veterinary Specialties (ABVS) of the AVMA.

### **Article IX - AFFILIATE ORGANIZATIONS**

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

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

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

### **Article X - AMENDMENTS**

This Constitution may be amended by submitting the proposed amendment(s), in writing, to the executive vice president to be forwarded to the Internal Affairs Committee Chair. 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 membership of the College for action by an electronic or mail ballot at least 60 days prior to the next regular meeting of the College. Active and emeritus members 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 membership.

An amendment shall be adopted by an affirmative two-thirds majority of the electronic 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 shall not discriminate on account of race, religion, color, gender identity, national origin, age, marital status, or disability.

## **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.

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**AMERICAN COLLEGE OF VETERINARY PREVENTIVE MEDICINE  
(ACVPM) BYLAWS**  
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**Article I - MEMBERS**

Section 1. **Active Member:** A graduate from a school or college of veterinary medicine accredited by the American Veterinary Medical Association (AVMA) or a person possessing a certificate from the Educational Commission for Foreign Veterinary Graduates (ECFVG) of the AVMA, or legally qualified (licensed) to practice veterinary medicine who meets the requirements set forth in Article IV of the Constitution and Article VIII of the Bylaws may become an active member by making application on the approved form, providing all required documentation, successfully completing the certifying examination, paying dues as provided in Section 4 of this Article, and maintaining certification as dictated by year of acceptance.

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

Emeritus members will continue to receive the same voting rights and privileges as active members. 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 member's name shall be added to the College's emeritus roll. An emeritus member shall be designated as a Diplomate Emeritus.

Section 3. **Honorary Member:** An individual of established reputation who has made outstanding contributions to veterinary preventive medicine may be awarded an honorary membership in the College. Nominations for such membership shall be made in writing to the Executive Board by any active member in good standing or any emeritus member. The nomination shall set forth fully the grounds for such proposal and shall include letters of recommendation. The nominee must receive majority approval by the Executive Board which shall then forward the nomination, along with its recommendation, to the general membership for approval by electronic- ballot by a majority vote of not less than three-fourths of the members voting. Honorary members shall not be eligible to vote or hold office in the College. An honorary member shall be designated as an Honorary Diplomate.

Section 4. **Dues:** Dues for active members shall be established by the Executive Board and shall be payable for each calendar year on or before January 1. Dues notices shall be sent no

later than December 1 preceding the due date; a reminder shall be sent no later than February 1. Members who have not paid their dues by March 1 will be assessed a 50% surcharge.

**Section 5. Exemption from Dues:** Emeritus members and honorary members shall be exempt from payment of dues, assessments, or other financial obligations of the College. Active members in good standing may be exempted from payment of dues for a period of time by the Executive Board for reasonable cause. An application for exemption from dues for an active member in good standing shall be submitted to the Executive Vice President prior to January 1 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 member will be exempted from payment of dues for a term as indicated by the Executive Board.

**Section 6. Delinquent Members:** An active member shall become delinquent when their dues or assessments for the year are not paid by March 1. Delinquent members shall not be eligible to vote, hold office, or serve on any committee of the College until all monies owed to the College have been paid. Delinquent members shall be sent a final dues notice by April 1 (three months past due) and given 30 days to reinstate their membership.

**Section 7. Inactive Members:** A Delinquent Member becomes an Inactive Member on May 1 (four months past due) if monies owed to the College have not been paid. Inactive Members will not be eligible to vote, hold office, or serve on any committee of the College, and will be removed from the online ACVPM member directory. A final dues notice will be sent on December 1 (11 months after the original due date) describing inactive status and reinstatement requirements. An Inactive Member shall lose their Diplomate certification two years after the original due date (which is twenty months after becoming an Inactive Member) and be removed from the College.

**Section 8. Reinstatement:** Active membership in the College may be regained if:

- a. Within twenty months of becoming Inactive:
  - 1) The member submits a written reinstatement request to the Executive Board
  - 2) The Executive Board reviews and approves with a majority vote
  - 3) The member pays all delinquent monies
  - 4) Inactive members certified in 2016 or later are also subject to maintenance of certification requirements prior to reinstatement.
- b. After twenty months of becoming Inactive, the member will be required to meet current certification requirements to become an Active Member.

## **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 the general membership via electronic ballot during April of each year. 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 at 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.

**Section 3. Installation:** Newly elected and appointed officers shall assume their duties at the end of the general membership meeting 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.
  - 5) Vote at meetings of the College and the Executive Board only when the vote is tied.
  - 6) Appoint a parliamentarian for each meeting of the College and the Executive Board.
  - 7) Prepare an annual activities report to be filed with the executive vice president.
  - 8) 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 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 meetings of the general membership and Executive Board 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 responsible 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 Collection, 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 members for Emeritus member 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.

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 members 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 diverse membership of the College.

Section 3. **Qualifications:** A councilor shall be an active member in good standing and shall have been a member 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's Veterinary Specialty Organization Committee (VSOC) of the AVMA shall serve as members of the Executive Board without voting privileges.

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 member 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 GENERAL MEMBERSHIP**

Section 1. **Regular Meetings:** The regular meeting of the membership of the College shall be held annually, at the time and place of the annual meeting of the AVMA.

Section 2. **Special Meetings:** Special meetings of the membership of the College may be called by the president or by electronic mail request to the president by five members 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 members by electronic ~~or postal~~ mail at least 30 days prior to the meeting.

Section 4. **Quorum:** For transactions of business, a quorum shall consist of all those members present who are in good standing.

Section 5. **Agendum and Order of Business:** All meetings of the membership 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 member of the College.

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

## **Article VII - COMMITTEES**

Section 1. **Membership:** A member of a committee shall be an active or Emeritus member 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:** 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. The president will appoint with the concurrence of the Executive Board, a past chair of the Internal Affairs Committee 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 his/her resignation from this position. Representatives may be reappointed once by the president, with the concurrence of the Executive Board. 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. Duties of the Committee shall be to:
  - 1) Receive and review all proposed changes to the Constitution and Bylaws and forward recommendations to the Executive Board.
  - 2) Provide the annual report of committee activities to the Executive Board by June 1.
  - 3) Prepare and present the College's annual report to the Executive Board at least 60 days before the submission date set by the ABVS.
  - 4) Prepare and present the In-Depth Report of the College to the Executive Board at least 60 days before the submission date set by the ABVS.
- 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. Duties of the Committee shall be to:
  - 1) Publish a notice in every Fall Newsletter soliciting the general membership for their nominations for candidates for office, as applicable, and Executive Board councilor.
  - 2) Develop a slate of qualified nominees from those submitted by the general membership for the College officers and the Executive Board councilors.



- 3) Provide the slate of nominees to the Executive Board by January 31 of each year.
  - 4) Advise the Executive Board in all matters affecting College policy on professional recognition, including criteria and manner of recognition.
  - 5) Provide the annual report of committee activities to the Executive Board by June 1.
  - 6) Administer the professional recognition of the College.
- e. **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. Duties of the Committee shall be to:
- 1) Administer and provide leadership in recruitment and outreach activities of the College.
  - 2) Develop and keep current an exhibit promoting College activities for display at professional meetings.
  - 3) Provide the annual report of committee activities to the Executive Board by June 1.
- d. **Continuing Education 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. 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:
- 1) Promote and administer the continuing education efforts of the College.
  - 2) Evaluate appropriate continuing education materials, exhibited at the annual meeting of the AVMA, for awards conferred by the College.

- 3) Recognize, by suitable means with the approval of the Executive Board, outstanding achievements in continuing education in veterinary preventive medicine.
  - 4) Establish and maintain a current catalog of available continuing education materials and opportunities in veterinary preventive medicine.
  - 5) Evaluate residency and other training programs leading to board eligibility and make recommendations to the Executive Board.
  - 6) Provide the annual report of committee activities to the Executive Board by June 1.
- e. **Communications 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 will appoint or serve as 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. Duties of the Committee shall be to:
- 1) Oversee the preparation of the College newsletter and other publications on a regular basis as directed by the Executive Board.
  - 2) Provide oversight to the College website and College social media pages.
  - 3) Prepare brochures, and other materials, as directed by the Executive Board.
  - 4) Advise the Executive Board on College policy on communications.
  - 5) Respond to current issues.
  - 6) Provide the annual report of committee activities to the Executive Board by June 1.
- 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. Duties of the Committee shall be to:

- 1) Establish and publicize objectives for training, education, and experience that will assist in qualifying applicants for the certifying examination.
- 2) Review the relevancy of master's and doctorate degree programs of applicants.
- 3) Evaluate the applicants' qualifications in accordance with current Credentials Committee SOP and approve for the certifying examination those applicants suitably qualified as stated in Article VIII, Section 2, of the Bylaws.
- 4) Advise unsuccessful applicants of deficiencies which temporarily or permanently preclude qualification for the certifying examination.
- 5) Take all actions necessary to protect the integrity of the qualifications review process.
- 6) Provide the annual report of committee activities to the Executive Board by June 1.

g. **Examinations Committee:** This Committee shall consist of six subject matter expert 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 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. Duties of the Committee shall be to:

- 1) Maintain a secure file of questions appropriate for comprehensive certifying examinations in veterinary preventive medicine.
- 2) Provide a comprehensive written examination for all applicants qualified in accordance with the provisions of the Bylaws of the College.
- 3) Take all actions necessary to protect the integrity of the examination process.
- 4) Proctor and grade appropriate examinations for all qualified applicants.

- 5) Make recommendations to the Executive Board for final voting on candidates for certification during or following the annual meeting of the College.
  - 6) Provide the annual report of committee activities to the Executive Board by June 1.
  - 7) Identify, and present to the Executive Board for approval, additional consultants as needed to facilitate exam writing and assessment as defined in the Examination Committee standard operating procedure.
- h. **Strategic Planning Committee:** This Committee shall consist of the President and ten members appointed by the current president. The length of term shall be at the discretion of the president. The ten members shall be: the Immediate Past President (as chair unless otherwise delegated); the President-elect; one of the Councilors; one member from each of the Internal Affairs Committee, the Continuing Education Committee, the Membership and Outreach Committee, and the Examination Committee; two members at large; the Secretary/Treasurer; one Epidemiology Specialty Representative; the Executive VP (ex officio); and ABVS representative (ex officio). Others may be appointed as needed as ex officio members or consultants. Duties of the Committee shall be to meet monthly and:
- 1) Provide long range vision and oversight to the College.
  - 2) Present recommendations to the Executive Board.
  - 3) Be responsible for surveying the membership at least every 5 years.
  - 4) Set strategic objectives and milestones for achieving them.
  - 5) Deliver the annual report of committee activities to the Executive Board by June 1.
- 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. Duties of the Committee shall be to:

- 1) Establish and publicize the maintenance of certification policies and procedures applicable to ACVPM Diplomates.
  - 2) Evaluate the documentation of Active Members of the College upon their 10-year anniversary for maintenance of certification.
  - 3) Make recommendations to the Executive Board whether to accept or reject the documentation as sufficient.
  - 4) Provide the annual report of committee activities to the Executive Board by June 1.
- 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 NBME in Philadelphia. 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). Duties of the Committee shall be to:
- 1) Write, edit and peer-review public health-related questions for the NAVLE each year.
  - 2) Take all actions necessary to protect the integrity and confidentiality of the NAVLE question writing process including signing individual Item Writing Agreements with the ICVA.
  - 3) Provide an annual report of committee activities to the ACVPM Executive Board by June 1.
- 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 members in good standing. Each member will serve for the duration of the term of his or her primary office. 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. Duties of the committee shall be to:

- 1) Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
- 2) Develop an annual operating budget with committees at least 30 days prior to the Annual Membership Meeting.
- 3) Approve the budget(s) within the finance committee.
- 4) Monitor adherence to the budget.
- 5) Set long-range financial goals along with funding strategies to achieve them.
- 6) Present the annual operating budget, all financial goals, policies, and proposals to the Executive Board for approval.
- 7) Provide the annual report of committee activities to the Executive Board by June 1.

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.

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 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.
  - 1) A master's or doctoral degree in preventive medicine/public health or other relevant medical science may count towards the four years of qualifying experience (for example, two years in a Master of Public Health program may be reviewed and considered by the Credentials Committee as two years of qualifying experience).
  - 2) A formal training or residency program approved by the College shall count as qualifying experience.
  - 3) Applicants in good standing in the final year of a College-approved formal training or residency program, who meet the requirements in Sections 2a and 2b, and who will meet the qualifying experience requirements in this Section upon completion of their approved formal training or residency program, shall be eligible to sit for the examination. 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 member 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 Fee:** The application shall be accompanied by an examination fee set by the Executive Board. An applicant judged to be not qualified according to Article VIII, Section 2, of the Bylaws, shall be refunded 50 percent of the application fee. If an applicant fails to successfully complete any portion of the examination, the entire fee shall be non-refundable, and the entire fee shall be paid again before re-examination.

Section 5. **Examination:** A comprehensive written 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 from the Credentials Committee, pay the current full examination fee, and then pass all sections of the examination.

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 fails to request deferment and does not sit the next examination, the associated deferral fee must be paid prior to the candidate being allowed to sit the next examination. Candidates will be assessed a deferral fee determined by the Executive Board and published on the ACVPM website. The EVP will approve the request, collect the fee, and notify the Examinations Committee. Deferral fees may be waived by the Executive Board. 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 certification fee shall be set by the Executive Board. The fee is payable by an applicant when notified of certification by the Executive Board. The certification fee shall also cover dues until January 1 following certification. 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 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 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 ABVS of the AVMA. 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 members 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. **Membership:** Members of affiliate organizations shall maintain good standing in the College in order to maintain affiliate membership.

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 Members:** All Diplomates are expected to abide by accepted professional standards of conduct. If a member 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 member 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 members.

The Executive Board shall investigate all instances of potential misconduct by its members in a timely manner and inform the affected member of the status of its investigation on a regular basis. The affected member 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 member has clearly engaged in such activities as described above, the Executive Board may elect to issue a letter of official reprimand, suspend the member's active status as a Diplomat for a specified period of time, or ask the member to permanently resign from the College. In the case where a member has been asked to resign but s/he refuses to, then the member'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 member shall be filed with the executive vice president for action by the Executive Board. The member charged shall be notified by certified mail of the charge and of the allegations presented in support of the charge. The member 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 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 members 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 Diplomat Award:** A Distinguished Diplomat shall be a member in good standing who has made significant contributions to the specialty of veterinary preventive medicine. Nominations for the Distinguished Diplomat Award may be made by any member 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 a membership category with an exemption of dues.

**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 member 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 a membership category with exemption of dues.

**Section 3. Frank A. Todd President's Award:** This award may be given by the president of the College to a member 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 a membership category with exemption of dues.

**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 submitting the proposed amendment(s) in writing to the executive vice president to be forwarded to the Chair, Internal Affairs Committee. 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 an electronic or mail ballot. Active and emeritus members 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 membership. An affirmative vote of a majority of the members 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.

### **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.

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7/89 9/92 9/93 11/96 9/99  
8/00 9/01 7/02 7/03 2/04  
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