THE AMERICAN COLLEGE OF THERIOGENOLOGISTS
CONSTITUTION

Article I. Name

1. The name of this organization shall be "The American College of Theriogenologists," hereinafter referred to as "The College."

Article II. Certification

Section 1. Veterinarians granted certification shall be known as:
   a) Charter Diplomates,
   b) Diplomates,
   c) Emeritus Diplomates, or
   d) Honorary Members.

Section 2. Certification is open to veterinarians who:
   a) have graduated from a college or school of veterinary medicine accredited by the American Veterinary Medical Association or possess a certificate issued by the Educational Commission for Foreign Veterinary Graduates or are legally qualified to practice veterinary medicine in some state, province, territory or possession of the United States, Canada or other country
b) meet the education, training, and experience requirements established by the American College of Theriogenologists, and

c) demonstrate unquestionable moral character and impeccable professional behavior, and,

d) pass a certifying examination.

Section 3. Charter Diplomate (hereinafter referred to as Diplomate).

a) A Charter Diplomate shall:
   1) be a member of the organizing committee and/or a veterinarian who shall have an established reputation in theriogenology
   2) have extensive experience of at least ten years with not less than 75% of this time devoted to the specialty in either advanced study, research, teaching, or practice and
   3) have thoroughly demonstrated competence and/or made substantial and significant contributions to the advancement of theriogenology.

b) Qualified candidates shall be invited to make application for certification and may be elected Charter Diplomates by two-thirds vote of the Organizing Committee. Their applications shall become part of the permanent record of The College.

Section 4. Diplomate.

a) A Diplomate shall:
   1) meet the general requirements for certification as set forth in Article II, Section 2 of the Constitution and Article VI of the By Laws,
   2) have advanced competency in theriogenology,
   3) pass the certifying examination given by The College and
   4) be unanimously approved by a majority two-thirds vote of the Executive Board.

Section 5. Emeritus Diplomate.

a) A Diplomate may be elected to Emeritus Diplomate status upon
   1) the Diplomate's request
   2) a majority vote of the Executive Board of The College and
   3) after reaching age 65 or retirement.

b) Emeritus Diplomates shall not be required to pay dues

c) Emeritus Diplomates may vote but may not hold office.

Section 6. Honorary Member.

a) An Honorary Member may be selected from persons of unusual eminence in the veterinary or allied professions who have made exceptional contributions to knowledge in theriogenology.

b) An Honorary Member shall not be required to pay dues nor shall he/she be privileged to vote or hold office.

c) Individuals may be proposed to the Executive Board, by at least two (2) Diplomates.
d) Upon recommendation by the Executive Board, an Honorary Member shall be selected if they receive an affirmative vote of two-thirds of the Diplomates voting on or through the ACT website prior to any annual business meeting of The College. Ballots shall be posted on or through the ACT website and the ballot announcements will be distributed via the ACT list serve to all voting Diplomates a minimum of sixty (60) days before the annual business meeting of The College.

e) New Honorary Members shall be announced at the annual business meeting of The College.

Section 7. Inactive Diplomates.

a) A Diplomate shall assume inactive status after discontinuing active professional participation in theriogenology.

b) An Inactive Member shall not be required to pay dues nor be privileged to vote or hold office.

Article III. Incorporation

Section 1. The College shall be incorporated under the laws of the State of Tennessee as a nonprofit, educational organization.

Section 2. The term for which it is organized shall be perpetual.

Section 3. However, in the event of dissolution of the Corporation, its property shall be distributed for educational purposes by the Corporation or, should the Corporation fail to act, distribution shall be made by the American Veterinary Medical Association.

Article IV. Purpose

Section 1. The purposes of The College shall be the advancement of knowledge and competence in the areas of undergraduate, graduate, and postgraduate education, research, and clinical service in theriogenology by:

a) the establishment of a certifying organization to recognize veterinarians as specialists in theriogenology,

b) establishing requirements for postgraduate education and experience ` prerequisites to certification in theriogenology,

c) examining and certifying veterinarians as specialists in theriogenology,

d) the encouragement of scientific investigation and research and the reporting of these findings,

e) the development of continuing education methods and programs for disseminating information to and increasing knowledge of all veterinarians, especially practitioners of veterinary medicine,

f) the promotion of graduate study and residency programs, and

g) the establishment of high standards and guidelines for professional attainment and specialization.
Section 2. The College shall evince a dedicated commitment toward the practitioner of veterinary medicine and shall develop special procedures for evaluation, recognition, and certification of competence of veterinary practitioners in theriogenology.

**Article V. Officers**

Section 1. Officers of The College shall be the President, Immediate Past President, President-Elect, Vice President, Secretary, and Treasurer.

Section 2. The Vice President, Secretary, and Treasurer shall be elected by electronic ballot posted on or through the ACT website and the ballot announcements will be distributed via the ACT list serve to all voting Diplomates a minimum of sixty (60) days before the annual business meeting of The College.

Section 3. The President-Elect shall be installed as President at the next annual business meeting of The College.

Section 4. The Vice President shall become the President-Elect at the next annual business meeting of The College.

**Article VI. Privileges**

Section 1. Only Diplomates and Emeritus Diplomates who are on the College mailing list and roster shall be eligible to vote.

Section 2. Only Diplomates who are on the College mailing list and roster shall be eligible to hold office.

**Article VII. Administration**

Section 1. The administration and management of The College business and professional affairs may be assigned to an association manager, employed by and directly responsible to the Executive Board.

a) He/she shall have the title of Executive Director or such other title as the Board shall designate, and he/she may act as Secretary and/or Treasurer.

b) He/she shall be the chief executive and operating manager of the College with responsibility for management and direction of all operations, coordinating the activities and affairs of The College. He/she shall have full responsibility and authority over employment of any members of his/her staff. He/she shall have such other duties as may be prescribed by the Board.

Section 2. The Executive Board shall consist of the officers and three (3) Delegates-at-Large.

**Article VIII. Amendments**

Section 1. Proposed amendments to the Constitution and By-Laws shall be signed by at least three Diplomates and shall be presented to the Executive Board for its recommendations.
Section 2. The proposed amendment with the recommendation of the Executive Board, favorable or unfavorable, shall be posted on the ACT website and distributed via the ACT list serve at least sixty (60) days in advance of any annual business meeting at which the proposed amendment may be discussed.

Section 3. An affirmative vote of a two-thirds majority of the Diplomates voting on or through the ACT website within 30 days after the annual business meeting shall be required for the adoption of any amendment.
THE AMERICAN COLLEGE OF THERIOGENOLOGISTS
BYLAWS

Article I. Organization

Section 1. The College shall meet annually at the time and place designated at the preceding annual business meeting. Other general, special, regional, or other meetings of The College will be called by the Executive Board and announced to the membership.

Section 2. The number of Diplomates of The College present at the annual business meeting shall constitute a quorum for business and the number of Diplomates voting through an electronic process will substitute for a quorum for electronically conducted business. A majority vote at the annual business meeting shall resolve matters of business presented to The College, unless otherwise specified in the Constitution or By-Laws.

Section 3. The Fiscal year shall begin on January 1 of each calendar year and end on December 31 of the same year.

Section 4. The annual dues for all Diplomates, except Emeritus and Inactive Diplomates, shall be established by the officers Executive Board and shall be payable at the commencement of the ACT fiscal year. Unexcused non-payment of Dues or assessments not paid by March 31 of each calendar year shall remove said Diplomate from good standing all College mailing lists and rosters as well as all College mailing lists and rosters. Diplomates who do not pay dues and assessments, without excuse, in good standing shall not be eligible to vote or hold office until dues and assessments in arrears are paid in full.

Section 5. A Diplomate may petition the Executive Board of The College for waiver of dues on the basis of financial hardship or physical disability or illness. The Diplomate may be asked to provide appropriate documentation to support the petition. Diplomates granted a waiver of dues may vote and hold office.

Section 6. The annual business meeting shall be conducted according to Roberts Rules of Order, Newly Revised. The By-Laws may be suspended by unanimous consent of all Diplomates present and voting.

Section 7. The College shall invite veterinarians, physicians, and distinguished scientists to scientific sessions.

Article II. Executive Board

Section 1. The President shall be Chair and preside at all meetings of the Board. The President shall serve a 1-year term. The term shall commence at the annual business meeting of the College at which he/she is installed and shall conclude at the next annual business meeting of The College.

Section 2. The President-Elect shall serve a 1-year term, after which the President-Elect shall be installed as President. The President-Elect shall serve as Chair in the event that the President is absent or unable to serve.

Section 3. The Vice President shall serve a 1-year term, after which he/she will succeed to the office of President-Elect. The Vice-President shall perform the duties of the President-Elect in the event that the President-Elect is absent or unable to serve.
Section 4. The Secretary and Treasurer shall be members of the Executive Board for 3-year terms and shall assume responsibilities at the annual business meeting immediately subsequent to their election. The Secretary and Treasurer shall each be elected by electronic ballot posted on or through the ACT website and the ballot announcements will be distributed via the ACT list serve to all voting Diplomates a minimum of sixty (60) days before the annual business meeting of The College.

Section 5. Three (3) Delegates-at-Large shall be members of the Executive Board. Delegates-at-Large shall be elected for terms of three (3) years. These Delegates-at-Large shall be elected by electronic ballot along with the officers of The College.

Section 6. Election of officers and Delegates-at-Large will be conducted in accordance with the following procedures:

a) Ballots shall be posted on or through the ACT website and the ballot announcements will be distributed via the ACT list serve to all voting Diplomates a minimum of sixty (60) days before the annual business meeting of The College.

b) Diplomates who are in good standing at the time the ballot is posted are eligible to vote.

c) For each position, names of candidates shall be listed on the ballot in alphabetic order. In addition, the ballot shall contain a blank space for each position that can be used by Diplomates to vote for write-in candidates.

d) The winner for each position shall be the Diplomate who receives the largest number of votes cast.

e) Ties will be resolved during the annual business meeting of The College. The number of Diplomates of the College present at the annual business meeting shall constitute a quorum for the breaking of ties. Names of candidates that were tied with the largest number of votes will be placed on the ballot, and Diplomates in attendance at the annual business meeting will vote to determine the winner.

Section 7. Each vacancy on the Executive Board shall be filled until the next annual business meeting by a Diplomate appointed by the President. In the event that an appointment is to fill a position that has greater than fifteen (15) months remaining in the term, then the Diplomate appointed will serve until the next annual business meeting, and a Diplomate who will serve the remainder of the original term will be selected during the election conducted prior to that annual business meeting.

Section 8. The Executive Board shall meet at the time of the annual business meeting of the College, which shall be held in conjunction with the Annual Fall Conference of the Society for Theriogenology. The Executive Board may call special meetings as deemed necessary.

Section 9. The Executive Board shall:

a) consider all business and policies pertaining to the affairs of The College;

b) receive nominations for officers and Delegates-at-Large from the Nominating Committee;

c) conduct elections;

d) select the time and place of meetings of the College and of the Executive Board;

e) direct the use and investment of funds;

f) approve appointed members of all committees, as described in the Constitution;

g) receive and act upon committee reports;
h) evaluate credentials of candidates for examination and candidates for recognition as diplomats following receipt of appropriate reports from the Training and Credentialing Committee and the Certifying Examination Committee, respectively;

i. Credentials of candidates applying for certification and recommended by the Training and Credentialing Committee must be approved by the Executive Board before being recommended to the Certifying Examination Committee for examination. Executive Board approval shall be granted to candidates receiving a favorable vote of three-fourths or greater of those members of the Executive Board voting.

ii. Diplomate status will be granted to those candidates that: meet general requirements for certification; successfully pass the certifying examination; are recommended by the Certifying Examination Committee; and are approved by a two-thirds majority unanimous vote of those members of the Executive Board voting.

i) make recommendations to the membership for Honorary Members;

j) act upon requests for Emeritus Diplomate status (as described in the Constitution);

k) consider and act upon charges against diplomates members for alleged offenses against the Constitution and By-Laws and unprofessional conduct.

**Article III. Officers**

Section 1. The President shall preside at the meetings of The College, preserve order, regulate debates, appoint committees not otherwise provided for, announce results of elections, and perform all other duties legitimately appertaining to the office. In his/her absence, the President-Elect shall preside.

Section 2. The President-Elect shall succeed to the Presidency at the annual business meeting subsequent to the annual business meeting at which he/she was installed as the President-Elect. The President-Elect shall perform the duties of the President in his/her absence or inability to serve.

Section 3. The Vice President shall succeed to President-Elect at the annual business meeting subsequent to the annual business meeting at which he/she was elected. The Vice President shall perform the duties of the President-Elect in his/her absence or inability to serve. The Vice President shall serve as a member of the Nominating Committee.

Section 4. The Secretary shall serve on the Certifying Examination Committee and shall attend to the correspondence of the College and Executive Board; notify officers and Delegates-at-Large of their election and new Diplomates of their certification; and keep minutes of the Executive Board in books which shall be the property of The College and accessible at all reasonable times and places. The Secretary shall receive, keep, and complete all applications and records of all candidates for certification. The Secretary shall send announcements and programs to guests invited to attend the annual business meeting. The Secretary shall be custodian of the records of attendance at all meetings of the College. Various duties of the Secretary may be assigned in whole or in part to the paid College Executive Director as described in Article VII, Section 1 of the Constitution.

Section 5. The Treasurer shall be custodian of all the monies of the College. The Treasurer shall keep full and accurate books of account, containing a record of all monies received and expended; these books shall be the property of the College and open to inspection at all reasonable times and places. The Treasurer shall collect appropriate fees, dues, and assessments that shall be levied as promptly as possible and report to the Executive Board immediately prior to each annual business meeting the names of all Diplomates in arrears. The Treasurer shall present an annual report of account which shall be made a part of the report of the Executive Board. Various duties of the
Treasurer may be assigned in whole or in part to the paid College Executive Director as described in Article VII, Section 1 of the Constitution.

Section 6. The Immediate Past President shall serve for one (1) year.

**Article IV. Committees**

Section 1. The Executive Board shall appoint a Committee on Scientific Information. This committee shall consist of four (4) members, each serving for four (4) years. The expertise of the members of the committee shall encompass the broad spectrum of the discipline of Theriogenology. This committee shall be responsible for the evaluation and dissemination of scientific information, which may include scientific abstracts submitted for presentation at the Society for Theriogenology annual meeting, as directed by the Executive Board of The College.

Section 2. The Executive Board shall appoint a Nominating Committee for the offices of Vice President, Secretary, Treasurer, and Delegates-at-Large and to fill vacancies on the Executive Board. This committee shall consist of the President, who will serve as Chair of the committee, Vice President, and two (2) other Diplomates of the College. Committee members will serve a 1-year term. They shall receive suggestions from members of the College regarding nomination of candidates for elected positions, solicit biographical information about the nominees that can be provided to Diplomates of The College, and submit to the Executive Board a slate of candidates recommended for inclusion on the ballot.

Section 3. The Executive Board shall appoint a Certifying Examination Committee whose duty it shall be to announce and conduct examinations. The Committee shall consist of seven (7) Diplomates, comprising the Secretary and six (6) additional Diplomates. Members shall serve a term of six (6) years, except for the Secretary, who will serve a term of three (3) years commensurate with the term as Secretary of The College.

Section 4. The Executive Board shall annually appoint an Appeals Committee whose duty it shall be to review Petitions for Reconsideration filed by an affected party and recommend a decision on the Petition for Reconsideration to the Executive Board on any Petition for Reconsideration filed by an affected party. The Executive Board shall uphold the recommendation of the Appeals Committee, unless it finds that recommendation was not made in accordance with fair procedure, contrary to applicable requirements, or otherwise arbitrary. The committee members shall consist of four (4) Diplomates of The College who are not currently members of the Executive Board, Training and Credentialing Committee, Maintenance of Certification Committee or Certifying Examination Committee.

Section 5. The Executive Board shall appoint a Training and Credentialing Committee (TCC).

a) The TCC shall consist of seven (7) Diplomates including the Immediate Past President of The College and six (6) additional Diplomates appointed by the Executive Board.

i. Members of the TCC shall serve a term of six (6) years except for the Immediate Past President who shall serve a term of one (1) year, consistent with the term as Immediate Past President of The College.

ii. Initial TCC appointments shall be for staggered terms from one (1) to six (6) years.

iii. Unexpired terms resulting from inability of members to complete their term of service shall be filled through appointment by the Executive Board.

iv. Members shall serve as committee chair in the fifth year of the term of service. Should the member in the fifth year of the term of service to which they were appointed be unavailable to serve as chair, the TCC
membership may select a chair from the remaining membership of the committee.

v. Members of the TCC (other than the Immediate Past President of the College) may not serve concurrently on the Executive Board or Certifying Examination Committee.

b) Duties of the TCC shall include:

i. review of credentials and applications of candidates entering board preparation training programs (residency or alternate routes) and of candidates making application to sit for the certifying examination;
   1. Dates for receipt of applications will be determined annually by the TCC in consultation with the Executive Director and Executive Board and published on the ACT website.
   2. Registration packets for candidates entering board preparation training programs shall be reviewed by the TCC for completeness, and timely reports submitted to the Executive Board for approval.
   3. Credentialing packets for candidates petitioning to sit the certifying examination shall be reviewed by the TCC for completeness, with recommendations for approval or disapproval submitted to the Executive Board at least 10 days prior to the winter board meeting preceding the next scheduled administration of the examination. A list of approved candidates shall be sent to the Certifying Examination Committee by the Executive Board within 60 days after the winter meeting.
   4. Applications and records from the application process for candidates for certification will be provided to the Secretary of the ACT, or the Executive Director of the ACT, as provided for in Article III Section 4 of the Bylaws.

ii. review of training and mentorship programs and submission of recommendations to the Executive Board for consideration;
   1. Requests for approval of new training programs and mentorship programs will be reviewed by the TCC following receipt of a request and description of the program or mentorship program. Requests for new programs shall be reviewed by the TCC for completeness in meeting requirements of the College, with recommendations for approval or disapproval submitted to the Executive Board.
   2. Review of existing programs will be conducted periodically at the discretion of the TCC or upon direction of the Executive Board. Recommendations for continued approval or disapproval of the program are to be submitted to the Executive Board for action.

iii. annual review of requirements for postgraduate education and experience prerequisite to certification as specialists in the discipline of Theriogenology and submission of timely recommendations of updates to the Executive Board for consideration.

c) The TCC shall compile and publish a General Information Guideline (GIG) outlining requirements for certification as specialists in the discipline of Theriogenology and requirements for approval of residency programs and alternate route programs training theriogenologists.
i. The GIG will contain requirements for certification consistent with the Constitution, Bylaws and standard operating procedures of the Certifying Examination Committee, as approved by the Executive Board.

ii. The GIG shall be reviewed annually by the TCC and the Executive Board and recommendations made for updates by the TCC.

iii. Prior to their adoption, proposed non-substantive changes to the GIG reviewed and recommended by a majority of the Executive Board shall be presented and discussed at the annual business meeting.

iv. Proposed substantive changes to the GIG reviewed and recommended by a majority of the Executive Board shall be posted on the ACT website and distributed via the ACT list serve at least sixty (60) days in advance of the annual business meeting at which the proposed changes will be discussed.

v. Substantive changes to the GIG not initiated by changes in the Constitution or Bylaws will be discussed at the annual business meeting but must be submitted for approval by a majority of the Diplomates voting on or through the ACT website within 30 days following the annual business meeting.

vi. Proposed substantive changes to the GIG received too late for publication and distribution sixty (60) days before the annual business meeting may be considered for discussion during the regular business meeting only if the Executive Board votes unanimously to recommend approval of the changes and the prior notice provision is first waived by a two-thirds vote of those in attendance at the annual business meeting.

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1 Non-substantive change: minor editorial change, no change in policy or procedure
2 Substantive change: change in policy or procedure

Section 6. The Executive Board shall appoint a Maintenance of Certification Committee (MOCC) whose duties shall be to evaluate packet submissions from diplomates applying for maintenance of certification and make recommendations to the Executive Board regarding maintenance of certification. This committee shall consist of six (6) members, each serving for six (6) years. Initial committee appointments shall be for staggered terms from one (1) to six (6) years. Members shall serve as committee chair in their fifth year of service. Retiring committee members conclude their term of service following the conclusion of the annual business meeting of The College. Each retiring Chair, in their sixth year of committee service, will act as a resource and aid to the incoming chair in their efforts to lead the committee.

Section 7. The Executive Board shall appoint a Certifying Examination Scoring Committee whose duty it shall be to score the certifying examination questions and set the passing score. The Committee shall consist of six to ten (6 to 10) Diplomates selected according to species of interest and professional affiliation to ensure diversity and balance, in accordance with current Job Task Analysis. Members shall serve a term of six (6) years.

Section 78. Other Committees. The executive Board may appoint other committees which are deemed necessary or are ordered by majority vote of The College.

Article V. Corporate Seal

Section 1. The Seal of The College shall be developed by a committee elected for the purpose and bear the following words: "American College of Theriogenologists Corporate Seal, Tennessee."
Article VI. Requirements for Certification

Section 1. General requirements for certification are listed in the Constitution, Article II, Sections 2 and 4. Specific requirements for certification shall be published in a General Information Guide for The College.

a) A minimum of three (3) years of experience. Completion of one of the following three training routes after graduating from a recognized college or school of veterinary medicine is required for certification:

1) one (1) year of clinical practice or the equivalent as determined by the Training/Credentialing Committee and then approved by the Executive Board. Residency Training Route – candidates must have completed minimum of one (1) year of clinical practice or a one year internship followed by satisfactory completion of a minimum of two (2) additional years training in an ACT-approved residency program.

2) a minimum of two (2) years additional training in a program approved by the Training/Credentialing Committee and Executive Board. Alternate Training Route – candidates must have completed a minimum of six (6) years post-graduate (DVM or equivalent) experience with a major emphasis in Theriogenology including completion of a minimum of 104 weeks in a mentorship program approved by the ACT.

3) Graduate Degree Training Route – candidates must have a minimum of three (3) years post-DVM experience in addition to MSc degree or a minimum of one (1) year post-DVM experience in addition to PhD degree; and all candidates must have completed a minimum of 52 weeks in an ACT-approved mentored training program.

b) Trainees must register with the Executive Director of The College within 90 days of beginning their training to have their program reviewed and approved by the Training/Credentialing Committee. Failure to register may result in disqualification of all or part of the trainee’s program.

Article VII. Examination of Candidates for Diplomate Status

Section 1. The Executive Board shall appoint the Certifying Examination Committee, establish examination policy and procedures, and provide for an appeals procedure.

Section 2. The Certifying Examination Committee shall examine candidates. In this capacity, it shall:

a) Conduct a comprehensive examination in theriogenology.

b) Report in writing to the Executive Board the results of examinations and provide recommendations respective to individual candidates.

c) The Executive Board shall make judgment and issue appropriate certificates to those entitled to receive the same.

1) Certificates shall be in appropriate form as developed and approved by the Executive Board with The College Logo affixed and shall be signed by the President and the Secretary.
2) Certificates shall be returned immediately to the Secretary of the Executive Board upon notification in writing of change of member status to ensure correct and proper designation of status on said certificate.

3) Certificates shall be and will remain the property of The College, but each person to whom a certificate shall be issued shall be entitled to its possession unless and until such certificate shall be revoked or changed to indicate appropriate member status.

Section 3. Appeals Procedure. An affected party has the right to appeal adverse decisions affecting credentials or examination results. In the event of any adverse decision by the Executive Board, the College shall advise the affected party by certified or registered mail, within thirty (30) calendar days of the decision. An affected party desiring to appeal an adverse decision of the Executive Board must adhere to the following procedure:

a) Grounds for Reconsideration or Review: The affected party may petition the College for reconsideration or review of the College’s decision on the grounds that the College has ruled erroneously by: 1) disregarding the College’s established criteria for certification, 2) failing to follow its stated procedures, or 3) failing to consider relevant evidence and documentation presented.

b) Petition for Reconsideration:

1) An affected party may, at his or her option, petition the College to reconsider its decision by filing with the College a written petition for reconsideration which shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition. All petitions shall be mailed by certified or registered mail to the address of the Executive Director.

2) Such petition must be received in the office of the Executive Director within thirty (30) calendar days of the date on which the College provides notice of its adverse decision.

3) The Appeals Committee of the College will convene a meeting to discuss the petition. The affected party may, at the discretion of the Appeals Committee, be invited to address this meeting of the Appeals Committee.

4) The final decision of the Appeals Committee will be reached during an executive session. This decision will be delivered in writing by certified mail to the affected party and to the Executive Board of the College within (90) days after the appeal petition was received by the College.

Article VIII. Maintenance of Certification

Section 1. Any Diplomate may be expelled, asked to resign, or otherwise disciplined for nonprofessional or unethical conduct, misstatement, or misrepresentation of facts in his/her application for certification, unexcused nonpayment of dues for two years, or other action against the best interest of, or in violation of the provisions of the Constitution or Bylaws of the College. The accused person will be given opportunity to reply to charges in writing or in person to the Executive Board before final action.

Section 2. In case of revocation of certification, it shall be the duty of the person having possession of the same to return the certificate attesting to his/her status to the Secretary of the College upon demand by the Executive Board to do so. The Board shall have powers to proceed in any manner permitted by law to enforce the return of any certificate which shall have been revoked.