

# **AMERICAN COLLEGE OF VETERINARY NUTRITION**

## **BYLAWS (last amended June 2018)**

### **Article I**

#### **Election of Officers and Board Members**

Section 1: The Officers and additional Members of the Board of Regents ("the Board") of the College, as specified in Article VI, Sections 1 and 2, of the Constitution shall be Diplomates elected by a majority of voting members.

- a. An annual election shall be held for the Chair of the Board, President, President-Elect, Vice-President, Secretary, Treasurer, and one Member-at-Large. An election for the American Board of Veterinary Specialties (ABVS) Representative shall occur on a four-year cycle.
- b. It is expected, but not required, that continuity of leadership within the Board will be attained by the President moving to Chair of the Board, the President-Elect to President and the Vice-President to President-Elect in succeeding years.
- c. Term of office for each of the Members of the Board, with the exception of the ABVS Representative and Members-at-Large, shall be one year. Re-election to the positions of Secretary and Treasurer shall be allowed.
- d. The term of office for the ABVS Representative shall be four years. Re-election to this position shall be allowed.
- e. Three Members-at-Large also shall serve on the Board for a term of three years each. One Member shall be elected annually so that the terms are staggered.
- f. With the exception of the Secretary, Treasurer and the ABVS Representative, a Board Member who has completed a term shall not be eligible for re-election until he or she has been off the Board for at least one year.

Section 2: Sequence of election events.

- a. A slate of candidates for each available position shall be submitted by the Nominating Committee to the Secretary no later than 90 calendar days before the annual meeting of the College. Candidates for election to any office, or to the Board, must provide written confirmation via surface or electronic mail to the Secretary of their willingness to serve before they can be included on the slate.

- b. The slate developed by the Nominating Committee shall be distributed by the Secretary to the membership no later than 60 calendar days before the annual meeting.
- c. Additional nominations from the membership must be received by the Secretary no later than 45 calendar days before the annual meeting.
- d. A final ballot shall be distributed to all eligible Diplomates no later than 30 calendar days before the annual meeting. Diplomates who have paid dues for the fiscal year shall be eligible to vote.
- e. Appropriately identified ballots must be returned to the Secretary so that they are received no later than 15 calendar days before the annual meeting. The Secretary shall tally the vote and announce the results at the annual meeting.
- f. If a majority of the vote for a position is not received by one candidate, the candidate receiving the most votes shall be declared elected. In the event of a tie, an additional ballot containing the names of the two candidates with the highest number of votes for that position shall be distributed by the Secretary to the membership no later than 30 calendar days after the annual meeting. Appropriately identified ballots must be returned to the Secretary so that they are received no later than 15 calendar days after distribution of the ballots. The Secretary shall tally the vote and announce the results no later than 15 calendar days after the closing day for receipt of the ballots.
- g. Newly elected officers shall take office at the conclusion of the annual meeting at which their election is announced, or as soon as their election is declared in the event of an additional ballot.

Section 3: Unforeseen vacancies of any offices or on the Board, occurring between annual meetings, shall be filled as stipulated under Article II, Sections 2, 3, and 4, of these Bylaws, or if not stipulated by these Bylaws, by appointment of the Board. The Diplomat filling a vacancy shall serve until the next annual meeting at which time the vacancy shall be filled by election as specified in Article I, Section 2, of these Bylaws.

## **Article II**

### **Duties of Officers**

Section 1: Chair of the Board. The Chair shall preside over all meetings of the Board, call meetings of the Board, act as the spokesman for the Board, perform the usual duties of a Chair, and serve as the Development Officer for the College and Chair of the Strategic Planning Committee.

Section 2: President. The President shall succeed to the office of Chair of the Board should that office be vacated between elections, preside over all meetings of the College, call the

meetings of the College with the approval of the Board, serve on the Board, serve as Chair of the Nominating Committee, and perform the usual duties of a president. The President shall be responsible for day-to-day communications with the Executive Director (if one has been retained by the College).

Section 3: President-Elect. The President-Elect shall succeed to the office of the President should that office be vacated between elections, serve on the Board, and serve as Chair the Scientific Program Committee.

Section 4: Vice-President. The Vice-President shall succeed to the office of President-Elect should that office be vacated between elections, serve on the Board, and serve as Chair of the Credentials Committee.

Section 5: Secretary. The Secretary shall ensure that minutes of all meetings of the College and the Board are kept, serve on the Board, conduct the correspondence of the College with the approval of the Board, arrange secure and safe keeping of all records, and perform the usual duties of a secretary. He or she shall also ensure the preparation and submission of all documents required by state or federal authorities. Any monies or invoices received by the Secretary related to the business of the College shall be forwarded to the Treasurer.

Section 6: Treasurer. The Treasurer shall oversee collection of dues, issue receipts, draw vouchers, pay necessary expenses of the College, arrange the safekeeping of all funds, submit a financial statement at the annual meeting, and perform the usual duties of a treasurer.

Section 7: American Board of Veterinary Specialties (ABVS) Representative.

- a. The duties of the ABVS Representative include, but are not limited to, the following:
  1. Attend all regular and special meetings of the ABVS as the official representative of the College;
  2. Inform the Board and membership of all actions of the ABVS, especially those having a direct impact on the College;
  3. Assist as needed in the preparation of annual and other reports of the College to the ABVS; and
  4. Provide a summary of all ABVS meetings in a timely fashion to the Secretary.
- b. If the elected ABVS Representative is unable to attend an ABVS meeting, a representative designated by the Board shall serve as the Alternate Representative to the ABVS.

Section 8: Executive Director.

- a. At the discretion of the Board, an Executive Director may be retained as a contracted employee of the College.
- b. If retained, the Executive Director shall facilitate the function of the College as directed by the Board.
- c. If retained, duties of the Executive Director shall include, but shall not necessarily be limited to:
  1. Oversight of the day-to-day operations of the College;
  2. Receipt of correspondence to the College and distribution to appropriate Diplomates;
  3. Assistance to the Secretary and Treasurer in performance of their duties;
  4. Assistance to the Chair in performance as Development Officer;
  5. Attendance of all meetings of the Board and College;
  6. Service as ex-officio member of the Strategic Planning Committee; and
  7. Performance of other duties as directed by the Board.

**Article III**

**Duties and Powers of the Board of Regents**

Section 1: The Board shall have the duties and powers ordinarily delegated to the governing body of a corporation and granted by the Constitution. These shall include but shall not necessarily be limited to:

- a. Development and administration of a procedure for certifying specialists in veterinary nutrition;
- b. Publication of the requirements for certification as Diplomates;
- c. Review and approval of Standard and Alternate Training Programs upon consideration of the recommendation of the Training Program Evaluation Committee;
- d. Determination of eligibility of candidates to the Diplomate Certification Examination upon consideration of the recommendation of the Credentials Committee;

- e. Review and approval of examinations prepared by the Examination Committee;
- f. Establishment of minimum standards of performance that examinees must demonstrate to pass the Diplomate Certification Examination;
- g. Review of recommendations of the Examination Committee as to the qualifications of candidates for certification as Diplomates;
- h. Formal acceptance of candidates as Diplomates and issuance of certificates; and
- i. Approval or disapproval of committee recommendations.

Section 2: The Board shall direct the duties of the Executive Director, if one is retained by the College.

#### **Article IV**

##### **Meetings**

Section 1: The College shall hold or participate in an open scientific/educational meeting annually. This meeting may be held in conjunction with the American Academy of Veterinary Nutrition (AAVN) or another organization.

Section 2: The annual business meeting of the College and Board shall be held in conjunction with the annual scientific meeting of the College.

Section 3: The entire membership of the College, including all classes of Diplomates in good standing, shall be informed of the time and place of the annual business meeting of the College.

Section 4: In addition to its annual meeting, the Board shall conduct at least three quarterly meetings per year.

#### **Article V**

##### **Committees**

Section 1: Nominating Committee

- a. The Nominating Committee shall consist of three members: the President, who shall serve as Committee Chair, and two Diplomates appointed by the Board.
- b. Members of the Nominating Committee, other than the President, shall serve for staggered terms of two years each. The President shall serve a one-year term.

- c. The Nominating Committee shall prepare a slate of at least one candidate for election to each official vacancy for Officers and other Members of the Board, as specified in the Constitution and Bylaws, including Chair of the Board, President, President-Elect, Vice-President, Secretary, Treasurer, ABVS Representative and Member-at-Large, and submit it to the Secretary as stipulated in Article I, Section 2 of these Bylaws. In addition, the Nominating Committee shall recommend to the Board a slate of candidates for appointment to open committee positions. The Committee shall obtain indication from all candidates for election or appointment of their willingness to serve before they are included on the slates.

#### Section 2: Credentials Committee

- a. The Credentials Committee shall consist of five members: the Vice-President, who shall serve as Committee Chair, and four Diplomates recommended by the Nominating Committee and appointed by the Board.
- b. Members of the Credentials Committee, other than the Vice-President, shall serve staggered terms of three years each. The Vice-President shall serve a one-year term.
- c. The Credentials Committee shall evaluate the documentation provided by applicants wishing to sit for the Diplomate Certification Examination in accordance with the requirements specified in the Constitution and Bylaws, and shall recommend eligible candidates to the Board. The Board shall make the final decision in each case on eligibility to sit for the Diplomate Certification Examination.

#### Section 3: Examination Committee

- a. The Examination Committee shall consist of six members, selected to provide a balance of expertise on the Committee. All six, including a designated Committee Chair, shall be recommended by the Nominating Committee and appointed by the Board.
- b. Members of the Examination Committee shall serve staggered terms of three years each. The Chair shall serve in this capacity for his or her three-year term, and also shall serve as an ex-officio member of the Board without vote.
- c. The Examination Committee shall be responsible for:
  - 1. Preparation, validation, administration, and grading of all Diplomate Certification Examinations;
  - 2. Appropriate supervision and monitoring of the Diplomate Certification Examinations; and

3. Recommendations to the Board regarding competence of applicants based on their performance in the Diplomate Certification Examination.

Section 4: Scientific Program Committee

- a. The Scientific Program Committee shall consist of four members: the President-Elect, who shall serve as Committee Chair, the American College of Veterinary Internal Medicine (ACVIM) Liaison (as described below), one additional Diplomate as recommended by the Nominating Committee and appointed by the Board, and the American Academy of Veterinary Nutrition (AAVN) Representative (the AAVN Scientific Program Committee Chair, or as assigned by the AAVN), who shall serve as an ex-officio member.
- b. The members of the Scientific Program Committee, except for the President-Elect and the AAVN Representative, shall serve for a three-year term. The President-Elect shall serve for a one-year term and the AAVN Representative shall serve for a two-year term.
- c. The Scientific Program Committee shall plan the scientific/educational meetings of the College.
- d. The ACVIM Liaison shall be recommended by the Nominating Committee and appointed by the Board. His or her duties shall include serving as liaison between the ACVIM and the College for issues surrounding the ACVIM Forum and for other issues that might arise between the two Colleges.

Section 5: Strategic Planning Committee

- a. The Strategic Planning Committee shall consist of up to 7 members: the Chair of the Board, who shall serve as Committee Chair, the President, the Treasurer, at least one and up to three Diplomates as recommended by the Nominating Committee and appointed by the Board, and the Executive Director (if one is retained by the College), who shall serve as an ex-officio member.
- b. The appointed members of the Strategic Planning Committee shall serve for staggered terms of three years each.
- c. The Committee shall be responsible for the financial development and strategic planning for the College.

Section 6: Education Committee

- a. The Education Committee shall consist of five members appointed so as to provide a balance of expertise as needed on the committee. All five, including a designated Committee Chair, shall be recommended by the Nominating Committee and appointed by the Board
- b. Members of the Education Committee shall serve staggered terms of three years each.
- c. The committee shall be responsible for development, maintenance and distribution of educational information to veterinary colleges and practicing veterinarians, and shall address any other requests for educational information concerning veterinary nutrition.

Section 7: Training Program Evaluation Committee

- a. The Training Program Evaluation Committee shall consist of five members appointed so as to provide a balance of expertise as needed on the Committee. All five, including a designated Committee Chair, shall be recommended by the Nominating Committee and approved by the Board.
- b. All five members of the Training Program Evaluation Committee shall serve staggered terms of three years each. The length of service of the Chair shall be two years and shall begin after that member has served on the Committee for at least one year.
- c. The Committee shall be responsible for:
  - 1. Establishment of minimum criteria for Standard and Alternate Training Programs; and
  - 2. Review of Standard and Alternative Training Program applications and recommendations to the Board regarding acceptability of programs.

Section 8: Marketing and Outreach Committee

- a. The Marketing and Outreach Committee shall consist of five members. All five, including a designated Committee Chair, shall be recommended by the Nominating Committee and appointed by the Board. The Chair shall serve at least one year as a member prior to appointment as Chair.
- b. Members of the Marketing and Outreach Committee shall serve staggered terms of three years each. Upon appointment, the Chair shall serve the remainder of his/her three-year term.

- c. The Marketing and Outreach Committee shall be responsible for the following, with the goal of increasing visibility of the College:
  - 1. Developing and maximizing the value of the web site, and
  - 2. Developing the College's use of social media to engage animal owners and veterinarians.

## **Article VI**

### **Membership, Residency Program and Examinations**

Section 1: Qualifications for the various categories of membership are described in the Constitution.

Section 2: Requirements for eligibility to sit for the examination for certification as a Diplomate of the College shall be as follows:

- a. Applicants shall procure, by written request to the Secretary, a copy of the official application procedures and submit the completed application, along with other required documents and fees to the Secretary and Treasurer, respectively, by the designated deadline.
- b. To be declared eligible for examination, each applicant must satisfy the following requirements in addition to those listed in Article V, Section 3 of the Constitution:
  - 1. Have completed, prior to initiation of training as stipulated in Article VI, Section 2.b.2 of these Bylaws, one year of general clinical experience (e.g., internship, residency, or practice) or equivalent.
  - 2. Have completed either:
    - a. A minimum of two years of training in a Standard Training Program previously reviewed and recommended by the Training Program Evaluation Committee and approved by the Board, with emphasis in veterinary nutrition. The program should include clinical, teaching and research activities, but must include at least 52 weeks of on-clinic time in veterinary nutrition under the supervision of a Diplomate of the College. Program approval is required prior to initiation of training. The trainee must register with the Secretary no later than 90 days after beginning the training program. At least one-half of the training program (e.g., for a two-year program, at least one year of training, including at least 26 weeks of on-clinic time) must be completed prior to submission of credentials.; or

- b. A minimum of two years of training in an Alternate Training Program previously reviewed and recommended by the Training Program Evaluation Committee and approved by the Board as equivalent in training and experience to a Standard Training Program. The program should include clinical, teaching and research activities, but must include at least 52 weeks of on-clinic time in veterinary nutrition under the supervision of a Diplomate of the College, or under the supervision of a Diplomate of the European College of Veterinary and Comparative Nutrition. If the Alternate Training Program is to be completed under the direction of a Diplomate of the European College of Veterinary and Comparative Nutrition, then a Diplomate of the American College of Veterinary Nutrition must also serve as a co-mentor on the candidates training program. The co-mentor shall share responsibility with the ECVCN Diplomate for determining the training program and approving satisfactory progress of the candidate. Program approval is required prior to initiation of training. A response to the application for an Alternate Training Program (approval, disapproval, request for further information or clarification, or indication of program changes required for approval) shall be issued no later than 90 days after the application is submitted. After being approved by the Board, an Alternate Training Program shall not be subject to any additional requirements that might be imposed by the College at a future time. The trainee must register with the Secretary no later than 90 days after beginning the training program. At least one-half of the training program (e.g., for a two-year program, at least one year of training, including at least 26 weeks of on-clinic time) must be completed prior to submission of credentials.
3. Have published, or have provided proof of acceptance for publication, one scientific report in the area of veterinary nutrition as follows:
- a. The applicant must be first or sole author. The publication must have resulted from the applicant's research or clinical investigation.
- b. If published, a copy of the published manuscript showing the date of publication must be submitted with the credentials application. The date of publication cannot be more than five years old by the deadline for credentials applications.
- c. If unpublished at the time of credentials application, proof of manuscript submission must be submitted to the Secretary no later than October 15 of the year credentials are submitted. Proof of acceptance for publication, along with a copy of the accepted version of the manuscript (including all images, tables and figures), must be received no later than 90 days before the applicant intends to sit for the certification examination. An e-mailed letter of acceptance from the editor of the publication can be submitted in lieu of a paper letter from the publication, provided that the following conditions are met:

1. The e-mail must contain the date of acceptance in the body of the message (not simply in the header);
2. The e-mail must indicate the name of the manuscript; and
3. The print out of the e-mail must show all routing information in the message header.
  - d. The manuscript must be published in a refereed, scientific, medical or veterinary publication. The topics of these publications should be relevant to the discipline of nutrition. Original research, retrospective studies, and prospective studies are examples of potentially acceptable publications. A refereed publication is one that is governed by policies and procedures established and maintained by a standing editorial board that requires critical review of all papers and approval of at least one recognized authority on the subject. Mainstream journals of major disciplines are acceptable providing the journals adhere to the principles of peer review, and the subject of the paper is relevant to nutrition. It is the candidate's responsibility to include a letter from the editor of that journal that outlines the editorial process in detail, should potential question exist with respect to rigor of peer review process (e.g., unfamiliar journal). If the letter does not adequately document to the Credentials Committee that the journal is acceptable, the publication will be rejected without further review. Any questions concerning the acceptability of a publication or journal should be directed to the Chair of the Credentials Committee in writing, at least 12 weeks prior to the credentials deadline to allow for committee action on the request.
  - e. Papers such as expanded abstracts, book chapters, proceedings, review articles and case reports are not acceptable.
  - f. The information in the publication must not have been published previously by the same author, other than in abstract or proceedings form.
  - g. The publication must be written in or fully translated to the English language.
4. Have submitted reports of three clinical cases or herd problems having significant nutritional component(s) and in which the applicant has personally handled the nutritional management. Each report shall pass acceptability criteria as dictated by the Credentials Committee.

5. Have submitted a letter from the supervisor of the Standard or Alternate Training Program stating that the applicant has successfully completed at least one-half of the training program, including at least one-half of the required on-clinic time. at the time of credentials submission, and endorsing the applicant for his or her qualifications to sit for the examination.
- c. Honorary Diplomates that meet requirements listed in Article V, Section 3 f the Constitution are eligible to sit for the examination to achieve Diplomate status. Honorary Diplomates are exempt from all requirements listed in Article VI, Section 2 of the Bylaws, except they must give written notice of intention to sit the examination and pay the examination fees to the Secretary and Treasurer, respectively, by the designated deadline.

### Section 3: Examination

- a. The Diplomate Certification Examination will be offered once annually, usually in conjunction with the annual meeting of the College. The Candidate must pass all sections of the examination no later than six years after his or her eligibility to sit for the examination was determined.
- b. Candidates deemed eligible by the Board to sit the Diplomate Certification Examination shall be notified of the date and format of the examination no later than 120 calendar days before the date of the examination.
- c. The examination, given over two consecutive days, will consist of three sections, with the latter two oriented to the track (comparative, small animal or large animal) selected by the candidate at the time of application.
- d. The sections of the examination will be as follows:
  1. Section 1 is a general four-hour examination covering principles of nutrition and related aspects of biochemistry, physiology, pathophysiology, general medicine and metabolic aspects of surgery. It will consist of 100 to 125 multiple choice questions and be given the morning of the first day;
  2. Section 2 is a four-hour examination covering aspects of practical nutrition (feeding and nutritional management), clinical nutrition and nutritional pathology. This section will be track-oriented as per candidate's request and consist of 100 to 125 multiple choice questions given the afternoon of the first day;
  3. Section 3 is a four-hour practical examination covering ration evaluation, ration formulation and problem-solving clinical situations. This track-oriented section shall be consistent with that selected by the candidate in Section 2. It will consist of up to 10 essay questions and be given on the morning of the second day.

- e. Candidates taking the examination for the first time shall take all parts in the same year.
- f. Candidates for the examination shall be required to submit questions for future certifying examinations as instructed prior to the examination.
- g. A minimum score as recommended by the Examination Committee and approved by the Board must be achieved on each section in order to pass the examination.
- h. Candidates shall be sent written notification of the results of the examination no later than 45 calendar days after the examination. All candidates shall be sent such notification on the same day.
- i. Requirements for candidates failing one or more sections of the examination:
  - 1. A candidate taking the full examination but failing to pass only one section may re-take that section at the next scheduled examination without fulfilling other prerequisites, with the exception that he or she must submit a letter of intent to the Secretary and pay the examination fee for only that one section of the examination to the Treasurer. If it has been over six years since the candidate was first deemed eligible to take the examination, he or she must submit a new application with all required documentation, including new case reports and fees, to the Secretary and Treasurer, respectively, for review by the Credentials Committee and approval by the Board, and if deemed eligible, must take the entire Diplomate Certification Examination.
  - 2. A candidate taking the full examination but failing to pass more than one section, or a candidate taking only one section of the examination but failing it a second time must re-take the entire examination. Such candidates must submit a letter of intent, updated curriculum vitae, and examination fee to the Secretary and Treasurer, respectively. If it has been over six years since the candidate was first deemed eligible to take the examination, he or she must submit a new application with all required documentation, including new case reports and fees, to the Secretary and Treasurer, respectively, for review by the Credentials Committee and approval by the Board, and if deemed eligible, must take the entire Diplomate Certification Examination.

#### Section 4: Certification

- a. Candidates passing all sections of the Diplomate Certification Examination shall be granted Diplomate status by the Board upon consideration of the recommendation by the Examination Committee.
- b. Diplomate certificates shall be issued to successful candidates by the Board no later than 90 calendar days after Diplomate status is granted.

- c. For those Diplomates who did not submit a letter showing completion of the training program in full at the time of credentials submission, the supervisor of the Diplomate's Standard or Alternate Training Program shall submit a letter verifying the Diplomate's successful completion of the training program prior to issuance of the certificate.
- d. Maintenance of Certification
  - 1. Certificates issued in 2016 or later shall be valid for a period of ten years from the date of the certificate. Certificates shall be reissued for additional ten-year periods to those Diplomates demonstrating continued professional activity in the field of veterinary nutrition.
  - 2. The College shall set minimum requirements for demonstration of continued professional activity in the field. Such requirements shall be published and available to all Diplomates.
  - 3. The Diplomate shall be responsible for maintenance of documentation sufficient to demonstrate compliance with requirements as set forth by the College. Documentation shall be subject to review and acceptance by the College prior to reissuance of a certificate.
  - 4. Diplomates receiving certificates issued prior to 2016, as well as Honorary and Emeritus Diplomates, shall not be subject to Maintenance of Certification requirements. However, Diplomates with certificates issued prior to 2016 are encouraged to voluntarily relinquish them for replacement with certificates that are subject to the Maintenance of Certification requirements. The replacement certificates shall be valid for a period of ten years from the date of the certificate.

#### Section 5: Appeals

- a. An institution whose Standard Training Program was denied may appeal this decision within 30 calendar days of the postmarked date of the notification.
  - 1. The appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and appropriate documentation.
  - 2. Upon receipt of an appeal, the Secretary shall notify the Chair of the Board and the Chair of the Training Program Evaluation Committee. The Chair of the Board shall appoint three Diplomates (and name its convener) to serve as an ad hoc Appeal Committee no later than 15 calendar days after notification of the appeal. At the time of appointment, the members shall not be current members of the Training Program Evaluation Committee.

3. Upon appointment of the Appeal Committee, the Chair of the Board shall submit to the Appeal Committee documentation indicating the reasons for denial of the Standard Training Program, including, but not necessarily limited to, the complete application package of the institution and all available documentation pertaining to the Training Program Evaluation Committee's review of the application and recommendations to the Board.
  4. The Appeal Committee shall review the appeal and provide a recommendation to the Board no later than 30 calendar days after being appointed and receiving necessary documentation.
  5. The Board shall render a decision on the appeal upon the recommendation of the Appeal Committee and notify the appellant of the decision no later than 15 calendar days after receipt of the recommendation of the Appeal Committee.
  6. Upon completion of 1. through 5., above, if the institution is not satisfied with the decision of the Board it may request mediation facilitation by the American Board of Veterinary Specialties of the AVMA.
- b. An applicant whose Alternate Training Program was denied may appeal this decision within 30 calendar days of the postmarked date of the notification.
1. The appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and appropriate documentation.
  2. Upon receipt of an appeal, the Secretary shall notify the Chair of the Board and the Chair of the Training Program Evaluation Committee. The Chair of the Board shall appoint three Diplomates (and name its convener) to serve as an ad hoc Appeal Committee no later than 15 calendar days after notification of the appeal. At the time of appointment, the members shall not be current members of the Training Program Evaluation Committee.
  3. Upon appointment of the Appeal Committee, the Chair of the Board shall submit to the Appeal Committee documentation indicating the reasons for denial of the Alternate Training Program, including, but not necessarily limited to, the complete application package of the applicant and all available documentation pertaining to the Training Program Evaluation Committee's review of the application and recommendations to the Board, except that such documentation shall be redacted to preserve anonymity of the appellant.
  4. The Appeal Committee shall review the appeal and provide a recommendation to the Board no later than 30 calendar days after being appointed and receiving necessary documentation.

5. The Board shall render a decision on the appeal upon the recommendation of the Appeal Committee and notify the appellant of the decision no later than 15 calendar days after receipt of the recommendation of the Appeal Committee.
  6. Upon completion of 1. through 5., above, if the applicant is not satisfied with the decision of the Board he/she may request mediation facilitation by the American Board of Veterinary Specialties of the AVMA.
- c. An applicant denied eligibility to sit the Diplomate Certification Examination may appeal this decision within 30 calendar days of the postmarked date of the notification.
1. The appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and appropriate documentation.
  2. Upon receipt of an appeal, the Secretary shall notify the Chair of the Board and the Chair of the Credentials Committee. The Chair of the Board shall appoint three Diplomates (and name its convener) to serve as an ad hoc Appeal Committee no later than 15 calendar days after notification of the appeal. At the time of appointment, the members shall not be current members of the Credentials Committee.
  3. Upon appointment of the Appeal Committee, the Chair of the Board shall submit to the Appeal Committee documentation indicating the reasons for denial of eligibility to sit for the examination, including, but not necessarily limited to, the complete application package of the applicant and all available documentation pertaining to the Credential Committee's review of the application and recommendations to the Board, except that such documentation shall be redacted to preserve anonymity of the appellant.
  4. The Appeal Committee shall review the appeal and provide a recommendation to the Board no later than 30 calendar days after being appointed and receiving necessary documentation.
  5. The Board shall render a decision on the appeal upon the recommendation of the Appeal Committee and notify the appellant of the decision no later than 15 calendar days after receipt of the recommendation of the Appeal Committee.
  6. Upon completion of 1. through 5., above, if the applicant is not satisfied with the decision of the Board he/she may request mediation facilitation by the American Board of Veterinary Specialties of the AVMA.

- d. A candidate failing to pass the Diplomate Certification Examination may appeal this decision within 30 calendar days of the postmarked date of notification.
1. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and appropriate documentation.
  2. The Secretary shall notify the Chair of the Board and the Chair of the Examination Committee. The Chair of the Board shall appoint three Diplomates to serve as an ad hoc Appeal Committee (and name its convener) no later than 15 calendar days after notification of the appeal. At the time of appointment, the members shall not be current members of the Examination Committee.
  3. Upon appointment of the Appeal Committee, the Chair of the Board shall submit to the Appeal Committee a written statement of the reasons for the failure of the candidate. The Chair of the Examination Committee shall submit to the Appeal Committee the examination and scores of the candidate, the complete list of scores of all candidates on that examination, and a statement as to the criteria used for the Committee's recommendation for success or failure, except that such documentation shall be redacted to preserve anonymity of both the appellant and the other candidates.
  4. The Appeal Committee shall review the appeal and render a recommendation to the Board no later than 30 calendar days after being appointed.
  5. The Board shall render a decision on the appeal upon consideration of the recommendation of the Appeal Committee and notify the appellant of the decision no later than 15 calendar days after receipt of the recommendation of the Appeal Committee.
  6. Upon completion of 1. through 5., above, if the candidate is not satisfied with the decision of the Board he/she may request mediation facilitation by the American Board of Veterinary Specialties of the AVMA.
  7. If an appeal is unsuccessful and the petitioner wishes to reapply to sit for the Diplomate Certification Examination, the deadline for application shall be extended three months from its designated date. .

Section 6: Nominations and supporting documentation for Honorary Diplomates must be received by the Secretary no later than 90 calendar days before the annual meeting of the College.

- a. The name of nominee and supporting documentation shall be distributed to voting members no later than 60 calendar days before the annual meeting.

- b. A ballot shall be distributed to the membership no later than 30 calendar days before the annual meeting.
- c. Appropriately identified ballots must be returned to the Secretary so that they are received no later than 15 calendar days before the annual meeting. The Secretary shall tally the vote and announce the result at the annual meeting.
- d. If a nominee is elected as an Honorary Diplomat, that person shall be invited to the annual meeting to receive his or her certificate.

## **Article VII**

### **Fees and Fiscal Matters**

Section 1: An applicant for the Diplomat Certification Examination shall pay a prescribed fee to the College when application is made. No portion of this fee shall be refunded under any circumstances. A candidate who does not pass the Diplomat Certification Examination shall be required to pay the prescribed fee for subsequent examinations.

Section 2: Annual dues for Diplomates shall be decided by vote of the membership at the annual meeting and are due and payable as of January 1 each year. Dues shall be collected by the Treasurer.

Section 3: The annual operating budget of the College shall be developed by the Board and approved by the membership at the annual business meeting.

Section 4: The fiscal year of the College shall be from May 1 to April 30.

Section 5: All checks or orders for the payment of money, issued in the name of the Board, shall be signed by such Officer or Officers, employee or employees, as may be so authorized by the Board.

Section 6: No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Board. Such authorization may be general or confined to specific instances.

Section 7: All funds of the College shall be deposited within 14 days to the credit of the College in such bank or banks as the Board may select, or be otherwise invested as the Board may direct.

Section 8: The Board may authorize any Officer or Officers, employee or employees, agent or agents, to enter into any contract or execute and deliver any instrument in the name or on behalf of the Board (and, therefore, the College), and such authority may be general or confined to specific instances.

Section 9: Committee chairs shall submit a proposed budget to the Board at the annual meeting

## **Article VIII**

### **Discipline**

Section 1: Certificates of Diplomate status remain the property of the College in perpetuity and shall be subject to repossession by the College when:

- a. The issuance of such a certificate or its receipt by the Diplomate is found to be contrary to, or in violation of, any provisions of the Constitution and Bylaws of the College;
- b. The Diplomate fails to pay dues within the fiscal year. In this instance reinstatement is contingent on approval by the Board, payment of all dues in arrears, and payment of current dues in full.

Section 2: It is the duty of any Diplomate, and especially any Officer, (hereinafter called the "complainant") who becomes aware that any other Diplomate (hereinafter called the "respondent") has brought discredit or risk of discredit upon the College through unethical conduct, incompetence, fraud, or any other reason(s), to submit a written complaint of such actions to the Board. If the Board is satisfied with the validity of the complaint, it shall appoint an ad hoc Hearing Committee of three Diplomates and name its convener to investigate the matter. The Hearing Committee shall hold a review and hearing of the matter under the direction of legal counsel retained by the Board. At such a hearing, the complainant and the respondent shall have full opportunity to state their respective positions in writing and/or in person. The Hearing Committee shall submit a report and recommendation(s) to the Board. Upon consideration of the report and recommendation(s) of the Hearing Committee, the Board may submit a motion on the matter at the annual meeting of the College. Approval of any motion shall require a two-thirds majority of those Diplomates present at the meeting.

## **Article IX**

### **Conduct of Business**

Section 1: Diplomates who have paid dues for the fiscal year shall be eligible to attend, have voice, and vote in business meetings.

Section 2: A quorum of the Board shall consist of a simple majority of the Board.

Section 3: The Bylaws may be suspended at any meeting by unanimous consent of all Diplomates present and eligible to vote.

Section 4: Roberts' Rules of Order, Revised, shall govern the conduct of all meetings except as described above.

### **Article X**

#### **Liability**

In the event that any person is made a party to or threatened with any civil, criminal or administrative action suit, or proceeding by reason of the fact that he or she is or was a member, emeritus member, officer, or employee of the Board, the Board shall indemnify that person against the reasonable expenses, including attorney's fees, actually and necessarily incurred by him or her in connection with such matter, or in connection with any appeal therein, except as to matters as to which such person is guilty of negligence or misconduct in the performance of his or her duties.

### **Article XI**

#### **Dissolution**

In case of dissolution, the assets of the College shall be transferred to the AVMA.

### **Article XII**

#### **Amendments**

Section 1: Proposed amendments to the Bylaws shall be submitted to the Board no later than 90 calendar days before a scheduled meeting of the College or the distribution of a written or electronic ballot to the voting membership.

Section 2: Proposed amendments shall be distributed to the entire voting membership, with the recommendation of the Board, no later than 30 calendar days before a scheduled meeting of the College or the distribution of a written or electronic ballot.

Section 3: An affirmative vote on an amendment shall require that no less than two-thirds of the eligible membership vote, and that no less than three-fourths of those voting approve the proposed amendment.