

# American College of Veterinary Microbiologists

## BY-LAWS

### Article I. NAME

Section 1. The name of this organization shall be the American College of Veterinary Microbiologists, Inc. (ACVM). It is referred to hereinafter as the College.

### Article II. INCORPORATION

Section 1. The College is incorporated under the laws of the State of Illinois as a nonprofit educational organization. The term for which it is organized shall be perpetual. However, in the event of dissolution of the Corporation, its property shall be distributed for educational purposes within the meaning of Section 501 (C) (3) of the Internal Revenue Code.

### Article III. OBJECTS

Section 1. To further educational and scientific progress in the specialty of veterinary microbiology.

Section 2. To strengthen and improve instruction at the pre- and postdoctoral level in veterinary microbiology.

Section 3. To promote the highest professional standing of veterinary microbiologists.

Section 4. To establish standards of postdoctoral training and experience for qualification of specialists in veterinary microbiology.

Section 5. To certify qualified and competent veterinary microbiologists in specialty areas of bacteriology and mycology, virology, immunology, and parasitology.

### Article IV. MEMBERSHIP

Section 1. The types of membership in this College shall be:

- (1) Diplomate
- (2) Emeritus Diplomate
- (3) Honorary Member

Section 2. Qualification for membership:

- (1) Diplomate

(a) A veterinarian of good moral character who satisfactorily meets the training and / or experience requirements outlined hereinafter in Article V and who successfully completes the board examination shall be an eligible candidate.

(b) Election of the candidate shall be accomplished by a majority vote of the Board of Governors, hereinafter referred to as the Board.

- (2) Emeritus Diplomate

Any Diplomate, who because of age or disability has retired from active practice of this specialty may, with his or her consent, be designated Emeritus Diplomate by the Board.

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## (3) Honorary Member

- (a) A microbiologist of good moral character who has had not less than ten (10) years of experience in the specialty and who has achieved unquestioned eminence in Veterinary Microbiology may be nominated for election as an Honorary Member.
- (b) Nomination and sponsorship is to be submitted to the Nominating Committee. Nomination shall require the support of two (2) Diplomates in good standing. The Committee shall make an annual report to the Board, identifying qualified candidates and presenting biographical information about each.
- (c) Upon receiving at least a 2/3 favorable vote of the Board, the nomination shall be submitted to the voting membership at the time of the regular election of Board members.
- (d) Election requires a simple majority of the total ballots cast.
- (e) The American College of Veterinary Microbiologists shall elect no more than one (1) Honorary Member per year.

## Section 3. Voting and Office Privileges:

### (1) Voting

Only Diplomates in good standing and Emeritus Diplomates shall be eligible to vote.

### (2) Office

Only Diplomates in good standing shall be eligible to hold office.

## Article V. REQUIREMENTS FOR BOARD EXAMINATION AND CERTIFICATION

### Section 1. The College shall fully endorse and actively support:

- (1) The attainment and maintenance of the highest professional standards of competency and excellence in the certification of specialists in veterinary microbiology.
- (2) The constant improvement of specialty training programs and training facilities.
- (3) Improvement in the standards of excellence and competence of those veterinary microbiologists employed in departments of veterinary microbiology or related areas in schools or colleges of veterinary medicine, research institutions, veterinary medical diagnostic laboratories, and those other institutions where veterinary microbiological activities are conducted.

Section 2. The candidates for Diplomate status must have capabilities extending over the broad area encompassed by microbiology as applied to veterinary medical science. The candidate must be well informed in bacteriology, mycology, virology, immunology, and parasitology, and must be qualified to assume responsibility for the basic and/or applied aspects of veterinary microbiology in research and teaching, and/or clinical and diagnostic microbiology.

Section 3. The candidate shall have knowledge of and mastery of veterinary microbiology, which includes the disciplines of bacteriology, mycology, virology, immunology, and parasitology, as they apply to veterinary medical science. The science of microorganisms includes knowledge of the molecular biology, structure, function, propagation and biological and ecological relationships of microbes and prions with animals, plants, humans, other microbes and the environment. Immunology includes knowledge of the components and functions of host defense mechanisms in both antigen-specific and nonspecific responses, and applications of immunological

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processes in laboratory assays. Veterinary medical science includes knowledge of the etiology, pathogenesis, transmission, immunity/resistance, diagnosis, therapeutics,

prevention and control of diseases of animals and zoonotic diseases as applied in the practice of teaching, research, clinical veterinary medicine, comparative medicine, or public health. Therefore, knowledge of veterinary microbiology is not to be narrowly defined as related only to microbial agents of disease in non-human animals or the laboratory characteristics of microbes and is expected to include current literature and modern laboratory techniques.

Section 4. The candidate must have a comprehensive knowledge of at least one of the following specialties:

- (1) Bacteriology and Mycology
- (2) Virology
- (3) Immunology
- (4) Parasitology

Section 5. General requirements for eligibility:

The following prerequisites must be met to the satisfaction of the Board before the applicant is determined eligible to take the Board Examination in Veterinary Microbiology:

- (1) Have graduated from a college or school of veterinary medicine in some state, province, territory, or possession of the United States or Canada or other country.
- (2) Have satisfactory moral and ethical standing in the veterinary profession.
- (3) Must be sponsored by two (2) Diplomates of the College.

Section 6. Academic training and experience requirements:

(1) In addition to having earned the veterinary degree, the applicant must satisfy one of the following conditions:

- (a) Route 1. Have earned the Ph.D. degree with major emphasis in veterinary microbiology and the thesis was in an area directly related to veterinary microbiology (as defined in Article V, Section 3).
- (b) Route 2. Have earned the Master's degree with major emphasis in veterinary microbiology (as defined in Article V, Section 3) and have sufficient additional experience relevant to veterinary microbiology (as defined in Article V, Section 3) to equal or exceed the experience of a candidate who has completed a Ph.D. Experience relevant to veterinary microbiology may be obtained through teaching, research or service that concentrates on veterinary microbiology (as defined in Article V, Section 3). The experience should, in the opinion of the Examinations Committee, be sufficient to make the candidate proficient in the practice of veterinary microbiology (as defined in Article V, Section 3) and an expert in at least one of these areas. Examples of acceptable experience are: (i) full time practice in a diagnostic laboratory run by a university, state, or commercial organization; or (ii) full time practice in research in a university, state, not-for-profit, federal or commercial organization; or (iii) full time teaching at the undergraduate (baccalaureate) and graduate levels in a university (most of the courses taught should be in veterinary

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microbiology; at least one course each year should be at the graduate level; and teaching at non-degree institutions does not qualify.); or (iv) a combination of the above three points performed on a full-time basis.

- (c) Route 3. Have completed 104 weeks in a training program as outlined in the ACVM Residency Training Standards.
- (d) Route 4. Subsequent to earning the DVM, VMD, or equivalent professional degree, have sufficient professional experience [as defined in Article V, Section 6 (1) (b)] relevant to veterinary microbiology (as defined in Article V, Section 3), with increasing responsibility over this time period to equal or exceed the experience of a candidate who qualifies by routes 1, 2, or 3.

(2) The applicant shall submit to the Board complete and full details of qualifications, including a list of all publications and any other evidence of professional experience, competence and achievements as a veterinary microbiologist. Individuals applying through Route 1 may qualify if a defense date is set within the calendar year in which the application is submitted and a letter with the date is provided by the mentor. Proof of successful defense of the degree is required to take examinations and proof of conferment of the degree is required prior to receiving diplomate status, if earned. Individuals applying through Route 3 may apply following completion of 78/104 weeks of a residency program. Documentation from the program leader, faculty advisor or institution of the residency of successful completion of the full 104 weeks training program will be required to take examinations.

## Section 7. Method of application:

- (1) All applications shall be made on forms prescribed by the Board and made available on the ACVM website or by other authorized means. All application materials must be uploaded in the online application portal or sent to the individual designated by the College.
- (2) The application must be accompanied by a fee in a sum fixed by the Board.
- 3) Eligibility will be determined by the Board.

## Section 8. Examinations:

- (1) The Secretary or College designee shall notify the applicant of eligibility and when and where the examinations are to be held.
- (2) Eligible candidates will be examined at the times and places fixed by the Board, by an Examinations Committee approved by the Board, provided, however, that the Board may at any time appoint such other or additional examiners, who may but need not be, members of the Board, as the Board may deem advisable for the proper examination of an applicant.
- (3) The Board Examination in Veterinary Microbiology shall consist of two (2) parts; namely, a general veterinary microbiology or parasitology examination and a specialty examination.
- (4) The general veterinary microbiology or parasitology examination shall include:
  - (a) Material of a fundamental or general nature in bacteriology, mycology, virology, immunology, and / or parasitology.

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- (b) Material of an applied or specialized nature pertinent or applicable to veterinary microbiology, including ecological relationships relating to animal and human exposure and methods of prevention and control.
- (5) The general veterinary microbiology and the general parasitology examination shall be administered on the day preceding the specialty examinations.
- (6) The candidate is not required to pass the general veterinary microbiology or general parasitology examination before being eligible to sit for a specialty examination.
- (7) The specialty examinations shall be in four specialty areas; namely:
  - (a) Bacteriology and Mycology
  - (b) Virology
  - (c) Immunology
  - (d) Parasitology
- (8) The specialty examination will include material of:
  - (a) a fundamental or generalized nature, including molecular biology, biochemistry and history; and
  - (b) an applied and specialized area pertinent or applicable to the specialty area.
- (9) The specialty examination is a practical examination utilizing visual aids and involving both a test of theoretical knowledge and an ability to solve problems. The candidate is asked to recognize, interpret and analyze the material presented, as if in a real world situation.
- (10) The candidate may sit for one, two, or three specialty examinations. The candidate must pass at least one specialty examination in virology, immunology, or bacteriology/mycology and the general veterinary microbiology examination to be certified in a microbiology specialty. The parasitology candidate must pass the parasitology general examination and the parasitology specialty examination. The candidate will be certified in each specialty area for which competence is demonstrated.
- (11) The Examinations Committee shall notify the Board of its recommendations on each candidate.
- (12) After final action of the Board, the Secretary or Examinations Committee Chair shall notify the candidate of the results.
- (13) The candidate shall have five (5) years (five consecutive examination periods) to complete all phases of the examination successfully. A limit of two (2) attempts during one five-year period will be granted for the relevant general examination and two attempts for each specialty examination. Any candidate who has not successfully completed all phases of the examination within five years after application will be permitted to reapply after a waiting period of one (1) year. Such candidates will be required to submit a new application and examination fees. The applicant will be required to take the entire examination, including the general exam and specialty exam(s), regardless of prior performance.

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(14) No Diplomate of the College who is serving or has served on the Examinations Committee or has participated in examination question writing sessions may take any portion of the examination in order to become certified in an additional specialty area. Any other Diplomate of the College who wishes to become certified in an additional specialty area may take the specialty examination for that area if both the general veterinary microbiology examination and the specialty examination will be completed within the same five (5) year period. If not, the Diplomate must pass the general veterinary microbiology examination again, within the same five (5) year period of the specialty examination.

## Section 9. Issuance of Certification:

The affirmative vote of a majority of the members of the Board shall be necessary and, subject to the preceding provisions of this Article V, shall be sufficient to authorize issuance of a Certificate in accordance with the provisions of Article III. In order to maintain certified status, Diplomates shall adhere to maintenance of certification requirements established by the Board.

(1) Certificates shall be in such form as shall be prescribed and approved by the Board, and shall be signed by the President or Vice President and by the Secretary of the American College of Veterinary Microbiologists, Inc., and shall have its seal affixed. Certificates shall be and remain the property of the American College of Veterinary Microbiologists, Inc., but each person to whom a Certificate shall be issued shall be entitled to its possession unless and until such certification shall be revoked.

## Section 10. Revocation of Certificate:

Any Certificate granted or issued by the Board of the American College of Veterinary Microbiologists may be revoked by resolution of the Board:

(1) In case the granting or issuance of the Certificate was contrary to or in violation of any provision of the By-Laws of the American College of Veterinary Microbiologists, or

(2) In case the person to whom the Certificate was granted made any misstatement or misrepresentation of facts, or omitted to state or concealed any fact, either in the application for certification or otherwise, as to any matter referred to in the application or in any of the preceding sections of Article V, or

(3) In case of failure to maintain requirements for certification, or

(4) For cause following disciplinary action. In case of the revocation of a certificate, the Board shall authorize the Secretary to request the return of the certificate. The names of members whose certificates have been revoked shall be deleted from future American College of Veterinary Microbiologists' directories.

## Section 11. Discretion of the Board:

Notwithstanding, any provisions of Article V or any other section of the By-Laws authorizing or contemplating the exercise of any power or the making of any decision, finding, or determination of the Examinations Committee or any other committee, the Board shall have final power, authority and discretion to prescribe, determine and decide any and all matters and questions relating to or arising under any of the provisions of this Article V, including, but not without limitation to:

(1) The sufficiency of the compliance by an applicant for a Certificate within the provisions of Section 6 of this Article,

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- (2) What standards of competency shall be possessed by applicants, and whether any applicant meets such standards,
- (3) The eligibility under appropriate sections of this Article of any applicant for a certificate.
- (4) Except as otherwise provided in Section 7 of this Article, whether and to what extent and in what manner and as to what matters any such applicant shall be examined pursuant to Section 7, and whether any such examination has been satisfactorily passed,
- (5) Whether a Certificate shall be granted or issued to any applicant, and
- (6) Whether any Certificate granted or issued by the Board shall be revoked.

The determination or decision of the Board as to any and all such matters shall be conclusive.

Appeals are outside the jurisdiction of the Board and shall be handled independently by an Appeals Committee, defined in Article IX.

## Section 12. Appeal procedures:

Adverse decisions by the College may include, but are not limited to: Denial of eligibility for Board examination; Denial of certification of an individual; Suspension of certification; and Revocation of certification. In the event of an adverse decision by the College, the Secretary or other College designee shall advise the affected person of the decision within thirty (30) days and of the procedure for appealing the adverse decision. An affected party desiring to appeal the adverse decision must adhere to the following procedures:

### (1) Grounds for reconsideration or review:

The affected party may petition for reconsideration or review of the decision of the College on the grounds that the College ruled erroneously by:

- (a) Disregarding the established College criteria for certification or approval;
- (b) Failing to follow its stated procedures; or
- (c) Failing to consider relevant evidence and documentation presented.

### (2) Petition for reconsideration:

- (a) An affected party may, at his or her option petition the Board of the College to reconsider its decision by filing with the Secretary of the College a petition for reconsideration, which shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition.
- (b) Such petition must be received in the College office within 30 days of the date on which the College has announced its adverse decision.
- (c) The affected party may, at the discretion of the Board of the College, be invited to participate in the next regular meeting of the Appeals Committee of the College. The cost of travel, food and lodging for the petitioner will be borne by the petitioner.
- (d) The ACVM Appeals Committee will meet in executive session to reach its final decision, which will then be forwarded to the ACVM Board of Governors.

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(e) The Secretary will be notified of the decision by the President of the Board of Governors and the decision will be sent in writing by mail to the affected person not more than thirty (30) days after this final decision is made. Appeals related to results of examination for certification will be made at least 45 days prior to any ACVM examination.

## Article VI. OFFICERS

Section 1. The officers of this organization shall be a President, a Vice President, a Secretary, and a Treasurer. Officers must be Diplomates of the College in good standing.

## Article VII. BOARD OF GOVERNORS

Section 1. The Board shall consist of ten (10) voting members (9 board members and the Vice President), who must be Diplomates in good standing. The President presides over the Board but has no vote in the Board except in case of a tie.

Section 2. The general management and business of this organization shall be vested in the Board.

Section 3. The President shall be elected to no more than two (2) two-year terms. The Board shall annually elect from its membership a Vice President. In addition, they shall also elect a Secretary and a Treasurer as provided. The immediate past President shall continue for one year as an ex-officio member.

## Article VIII. ELECTION AND DUTIES OF OFFICERS

Section 1.

The Board of Governors shall include ten (10) voting members, nine (9) board members and the Vice President. The nine board members shall be Diplomates elected by the membership of the College by anonymous voting, each to serve a term of three (3) years.

Tenure in office shall be such that three (3) members of the Board are replaced each year. Any member having been elected to one full term or to fill a vacancy in an uncompleted term may be elected for one (1) additional term. At the completion of this second term, the Board member cannot be re-elected until at least one (1) year absence from the Board.

The President of the Board of Governors shall be a Diplomate elected by the membership of the College by secret ballot, to serve a term of two (2) years. Any member having been elected to President for one full term or to fill a vacancy in an uncompleted term may be elected for one (1) additional term. At the completion of this second term, the President cannot be re-elected until at least one (1) year absence from the Board.

Section 2.

(1) Nomination for all vacancies on the Board and President of the Board shall be made by the Nominating Committee. The Nominating Committee shall present the names of at least two (2) candidates for each position to be filled on the Board and shall submit the list of recommendations to the Secretary to present for approval by the Board at its summer meeting. The Secretary shall inform diplomates of the nominees following Board approval. Additional nominations for office may be made by petition over the signature of three (3) Diplomates in good standing if the petition is received by the Secretary on or before September 15. A petition bearing the names of three (3) Diplomates may nominate only one (1) candidate to office. Nominations of other candidates will each require a similar petition.

(2) The Secretary shall send to the membership, no later than the 15th day of October, a final ballot bearing all nominations for office, whether made by the Nominating Committee or by petition.



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- (3) In order to be counted, votes must be received by the Secretary or other College designee on or before the next succeeding 15th day of November. Voting shall be performed in such a manner as to maintain anonymity. Once voting ceases and results are tallied, the Secretary shall announce the results promptly.
- (4) The candidates who receive the highest number of votes shall be elected to fill the vacancies on the Board.
- (5) Newly elected members of the Board shall take office at the close of the January Board meeting.

## Section 3. Election of a Vice-President

- (1) The Board shall elect annually from its membership a Vice President. Nominations for Vice President shall be made by a nominating committee comprised of the President of the Board of Governors and one other Diplomate not currently serving on the Board. Nominations will be announced to the Board no later than the 15<sup>th</sup> day of October. Additional nominations by Board members may be made at the fall Board meeting, with the Vice President being elected by majority vote of the Board at the fall meeting.
- (2) The Vice President in any year shall automatically assume the office of President if the latter is unable or unwilling to complete a term. New officers shall assume office at the close of the January Board meeting.

## Section 4.

- (1) The Board shall elect from the Diplomates a Secretary and a Treasurer who can be but need not be a member of the Board. The Secretary and Treasurer, if not an elected member of the Board, shall be an ex-officio member without the power to vote. The Secretary and Treasurer shall each serve a term of 3 years. In the fall of the second year of the term of office of the Secretary or Treasurer, nominations for the next Secretary and Treasurer who will succeed them shall be made by a nominating committee comprised of the President of the Board of Governors and one other Diplomate not currently serving on the Board. The nomination shall be announced to the College before the January meeting of the Board in the third year of the term of the current Secretary and Treasurer. Additional nominations by Diplomates or by Board members may be made at the January Board meeting. The new Secretary and Treasurer will be elected by the Board at the January meeting in the third year of the term of office of the current Secretary and Treasurer. The new Secretary and Treasurer will take office in January of the following calendar year, at the close of the January Board meeting.
- (2) In the event that a Secretary or Treasurer cannot complete the term of office, an interim Secretary or Treasurer (as appropriate) will be nominated by a committee comprised of the Board of Governors and one other Diplomate not currently serving on the Board. The Secretary and Treasurer shall be elected by a telephone or email poll of the Board members. The interim Secretary and/or Treasurer shall serve until the election procedure described above can be completed.

## Section 5. Duties of the President and Vice President:

- (1) The President shall preside over all meetings of the College and meetings of the Board, shall be a member, ex-officio, of all committees and shall perform the usual duties of such office. The President shall have no vote in the Board except in case of a tie, and no vote on committees in an ex-officio capacity. The President is expected, with the assistance of the Board, to develop strategic plans for ACVM and to develop and implement strategies to achieve objectives.
- (2) The Vice President shall be an ex-officio member of all committees, shall preside at meetings in the absence of the President, and shall succeed to the office of President should that office be vacated. The Vice President shall have no vote on a committee when serving in an ex-officio capacity.

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## Section 6. Duties of the Secretary and Treasurer:

(1) The Secretary manages the collection, dissemination, storage, organization, and security of College-related information, especially concerning minutes of meetings and votes by the Board of Governors, membership data, and support for College meetings and examinations. Works with the Treasurer, Nominations Committee, and Exam Committee to exchange and communicate pertinent information. The Secretary shall perform generally accepted duties of an organizational Secretary and other such duties as are assigned by the Board.

(2) The Treasurer shall serve as the Chief Financial Officer of the College. As directed by the Board, the Treasurer shall conduct/oversee business affairs of the College including: collect fees and dues, issue receipts for such fees and dues, draw vouchers, and pay bills and expenses. The Treasurer shall arrange for safekeeping of College funds, shall keep records of all transactions, provide information to the Secretary (as needed), and submit a yearly statement of financial affairs to the Board. All records of financial transactions of the College shall be submitted annually to the Budget Committee for auditing. The Treasurer shall perform generally accepted duties of an organizational Treasurer and other such duties as are assigned by the Board.

(3) The Secretary and Treasurer may be assisted in the completion of their duties by an administrator or administrative organization approved by the Board. However, the Secretary and Treasurer hold ultimate responsibility for the completion of their duties.

## Section 7. Duties of the Board:

The Board shall have the duties and power ordinarily delegated to the governing body of a corporation. Responsibilities given by the By-Laws are as follows:

(1) Shall organize and operate an agency for certification of Diplomates in Veterinary Microbiology.

(a) Judge compliance for certification of applicants with the requirements outlined.

(b) Appoint an Examinations Committee to operate under its supervision.

(c) Certify such candidates who qualify as specialists (Diplomates) in Veterinary Microbiology.

(d) Make available to candidates and the interested public a detailed account of experience and training prerequisite to the Board examination.

(e) Serve the public by preparing and furnishing lists of those individuals who have been certified.

(2) Shall create appropriate committees, appoint committee members and supervise their activities.

(3) Shall report to the College annually its work and activities, including a full financial statement, and shall make such interim reports as are necessary and advisable.

(4) Shall exercise its constitutional authority in promoting and attaining the objectives of the College, especially those pertaining to professional, institutional, and public relations.

(5) Shall identify and elect to Emeritus Diplomate status those Diplomates who have retired from active practice of the specialty. This will be undertaken upon the Diplomate's request or consent.

(6) Shall solicit nominations for Honorary Members and, after consideration of each nomination, shall nominate candidates for election by the voting membership. Such elections shall take place in conjunction with the voting for officers of the College.

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## Article IX. COMMITTEES

Section 1. There shall be the following committees:

### (1) Nominating Committee

The Nominating Committee shall consist of at least three (3) Diplomates. In making the appointments, due regard shall be given to the various fields of endeavor in veterinary microbiology. Members of the Board during their term of office shall not be appointed to the Nominating Committee. Members of the Nominating Committee shall not be eligible for election to the Board of Governors. The committee shall also solicit nominations for Honorary Member status, review the qualifications of individuals proposed as Honorary Members and prepare a summary of the credentials and achievements of each candidate recommended to the College membership for election. The Nominating Committee will also solicit nominations for the Distinguished Veterinary Microbiologist Award in order to identify one or more nominees. The nominees can be an ACVM member or a non-member who has done considerable work in veterinary microbiology/parasitology. Current members of the ACVM Board of Governors are not eligible. Persons nominating a candidate must provide the Nominating Committee with a letter of no more than one page explaining the nominee's qualifications, with a copy of the nominee's CV. These materials will be forwarded to the Secretary and then to the ACVM Board of Governors, who will vote on the nominee.

### (2) Examinations Committee

The Examinations Committee shall consist of at least nine (9) Diplomates. In making appointments, due regard shall be given to the various fields encompassed in veterinary microbiology. The committee shall examine the prerequisite qualifications of applicants for examination according to standards of eligibility established by the Board and recommend action to the Board. The committee shall develop and conduct examinations, evaluate results, and make reports and recommendations to the Secretary and Board with respect to certification of candidates.

### (3) Continuing Education and Program Committee

This committee shall consist of up to five (5) Members (Diplomates or Honorary Members). The committee shall plan the continuing education programs of the College and oversee the presentations. The committee shall also solicit funds to support the continuing education program in collaboration with the Secretary and the Treasurer.

### (4) Graduate Students Awards Committee

The Graduate Student Awards Committee shall consist of up to twelve (12) Members (Diplomates or Honorary Members). The committee will establish procedures for the recognition of graduate students who present outstanding papers at the Conference of Research Workers in Animal Diseases.

### (5) Budget Committee

This committee shall consist of at least three (3) Members (Diplomates or Honorary Members), at least one of whom is a member of the Board of Governors. The committee shall work with the Treasurer to audit the income and expenditures of the College for the recently completed year and recommend to the Board a budget (proposed income and expenditures) for the current year. The committee shall make recommendations regarding honoraria for officers of the College.

### (6) Appeals Committee

The committee shall be appointed by the President as needed and shall consist of three (3) Diplomates. The members of the Appeals Committee must not be members of the Board, must not be involved in the appeal, and must not be members of the Examinations Committee or the Maintenance of Certification Committee. They shall be directed to act on a specific appeal, and the decision of the Appeals Committee is final and independent of the Board.

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## (7) Communications Committee

The Communications Committee shall provide technical support and moderation of the ACVM Listserv, including: monitoring for inappropriate emails, handling subscription/unsubscription requests, updating Listserv settings, and providing occasional editorial comments on topics for discussion as deemed appropriate with input from the BOG for any needed ACVM Consensus Statements.

The Communications Committee also has responsibility for production and dispersal (through the ACVM secretary or other College designee) of the ACVM Newsletter, with content to be approved by the ACVM BOG and/or elected leadership. Newsletters will be sent out at least biannually.

The committee shall consist of five (5) Members (Diplomates or Honorary Members), including one member that serves as the dual Listserv Administrator and Newsletter editor. Other members will serve as Listserv moderators (2) or for newsletter support (2).

## (8) Maintenance of Certification Committee

The Maintenance of Certification Committee shall consist of up to six (6) Diplomates. The committee shall plan the maintenance of certification programs of the College and oversee the processes and their performance. The committee shall evaluate the results of the maintenance of certification program, and make reports and recommendations to the Secretary and the ACVM Board of Governors with respect to candidates' maintenance of certification. The committee members may propose changes to the current maintenance of certification processes and programs. All these changes will be forwarded to the Secretary and then to the ACVM Board of Governors, who will review them and vote on the changes.

Section 2. Members on all standing committees shall serve three (3) years, with the exception of the Chair of the Examinations Committee who will serve a five-year term. A vice Chair of the Examinations Committee will be appointed one year prior to assuming the position of chair. One third of the members of each committee shall be appointed annually by the President of the Board with the approval of the majority of the Board at the time of the fall meeting. Tenure of standing committee members shall begin January 1.

Section 3. Members of standing committees may be elected for one (1) additional term but are ineligible for additional service until they have been absent from the committee for at least one (1) year.

Section 4. The Board may at their discretion approve the establishment of additional committees to assist in the business and scientific programs of the College.

## Article X. DUES AND FEES

### Section 1.

(1) Annual dues or assessments, when established, shall become payable in advance on January 1 of each year and shall be remitted to the Treasurer. The Treasurer shall report dues payment and/or arrears data to the Secretary and President quarterly, or more frequently as needed.

(a) A person who fails to pay dues or assessments for six (6) months after the due date shall be designated not in good standing and shall not be eligible to vote or hold office until the arrears and the ensuing years' dues or assessments are paid in full.

(b) Persons whose dues or assessments are in arrears for two (2) full years will be considered inactive and will be removed from the College directory after due notice has been given. Persons who have lost their active status may be reinstated upon approval of the Board after payment of arrears as well as dues or assessments for the ensuing year.

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(2) Emeritus and Honorary Members shall be exempt from the annual dues and assessments.

Section 2. Fees for application and examination shall be determined by the Board.

## Article XI. DISCIPLINARY ACTION

Section 1. The Board shall have the authority to recommend censure, suspension, expulsion, or revocation of the certificate of any member for cause.

Section 2. If a Diplomate feels that by unethical conduct, fraud, or for any other reason any member has brought discredit upon the College, charges may be presented in writing to the Board. If the charges are considered sufficiently serious to warrant action, the accused member shall be notified by the Board in writing by registered mail of the details of all charges. The accused member shall have full opportunity to reply in writing or to appear before the Board in person. The Board shall weigh the evidence and with concurrence of two-thirds (2/3) of the members may recommend suitable disciplinary action. Such disciplinary action shall be published and executed only after being sustained by an affirmative majority of the members of the College who are voting.

Section 3. Other provisions for revocation of the Certificate granted or issued by the Board are specified in Article V. Appeal procedures are specified in Article V., Section 12.

## Article XII. CONDUCT OF BUSINESS

### Section 1. Quorum

(1) A quorum of the Board shall consist of a simple majority of the Board.

(2) Regular or special meetings of the Board and the College shall be called by the President, subsequent to approval of the Board. Should the President fail to set the date for regular or special meetings, the Board may by a simple majority action set a date for such meetings.

### Section 2. Suspension of By-Laws

The By-Laws may be suspended at any regular or special meeting, as defined above, by unanimous consent of all voting members present and voting.

### Section 3. Rules of Order

Robert's Rules of Order, revised, shall govern the conduct of all meetings.

## Article XIII. AMENDMENTS

### Section 1. Proposed amendments to the By-Laws

The By-Laws may be amended by submission of a proposed change signed by at least three (3) diplomates in good standing. The change shall be submitted to the Board for its consideration. An affirmative vote of at least two-third (2/3) of the Board shall be required for adoption of any amendment.

Amendments approved 10/30/2019