

AMERICAN COLLEGE OF VETERINARY EMERGENCY AND CRITICAL CARE

CONSTITUTION AND BYLAWS (as amended September 2024)

CONSTITUTION

ARTICLE I

NAME

This organization should be known as the American College of Veterinary Emergency and Critical Care hereinafter referred to as "The College."

ARTICLE II

INCORPORATION

Section 1. The College shall be incorporated under the laws of the State of Illinois as a not-for-profit educational organization operated exclusively for one of the purposes specified in Sec. 501(c)(6) of the Internal Revenue Code.

Section 2. The term for which The College is organized shall be perpetual; however, if dissolution of the Corporation should occur, assets shall be distributed to the Organization for Veterinary Emergency and Critical Care Specialty Certification and Education. If the Organization for Veterinary Emergency and Critical Care Specialty Certification and Education is unable or unwilling to accept the assets, all assets shall be distributed by majority vote of the Council of Regents one or more Corporations recognized as exempt within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE III

OBJECTIVES

Section 1. Lead the advancement of Emergency and Critical Care and empower the veterinary healthcare team.

Section 2. Establish requirements for residency training programs for post-doctoral education and experience prerequisite to certification in the specialty of Veterinary Emergency and Critical Care Medicine.

Section 3. Examine and certify veterinarians as specialists in Veterinary Emergency and Critical Care Medicine.

Section 4. Encourage research and other contributions to knowledge relating to diagnosis, therapy, prevention and control of veterinary conditions requiring emergency or critical care management.

Section 5. Promote communication collaboration and dissemination of knowledge relating to veterinary emergency and critical care medicine

ARTICLE IV

BOARD CERTIFICATION & MEMBERSHIP

Section 1. Diplomates

- a. **Board Certified Diplomate** (hereafter known as Diplomate): A veterinarian of high ethical and moral character who has paid Certification Fees and is certified as a specialist in the discipline of Emergency and Critical Care as set forth in the Bylaws of The College, including Maintenance of Credentials. The term Diplomate in good standing may also be used.
- b. **Member Diplomate:** A Diplomate in good standing who has paid the ACVECC Certification and Membership Fees. Members will have additional rights and privileges as established by the Council of Regents.
- c. **Founder Diplomate:** Veterinarians having qualifications in the specialty as outlined by the American Veterinary Medical Association (AVMA) American Board of Veterinary Specialties (ABVS), having been recommended by the Organizing Committee and approved by the ABVS.
- d. **Emeritus Diplomate:**
 1. A Member Diplomate can request Emeritus status within The College by petitioning the Council of Regents. The Council of Regents may confer Emeritus status to a Diplomate that has been an active member (paying certification and membership fees) of the ACVECC for 30 years or more. Alternatively, Diplomates who have reached the age of 65 years and have

been an active member diplomate for a minimum of 10 years may also qualify.

2. Annual certification and membership fees are waived for Emeritus Diplomates.

3. An Emeritus Diplomate shall have all the rights, responsibilities, and privileges of a member Diplomate.

e. Disabled Diplomate:

1. A Diplomate may request permanent or temporary disabled Diplomate status within The College by petitioning the Council of Regents.

1.1. A permanently Disabled Diplomate is one who certifies they are permanently disabled and can no longer engage in veterinary medical activity as an occupation.

1.2. A temporarily Disabled Diplomate is one who certifies that due to a temporary medical disability they cannot currently engage in paid veterinary medical activity as an occupation.

2. A Diplomate who is granted temporary disability status will need to re-petition the Council of Regents every year to maintain Disabled Diplomate status. Following resolution of the temporary disability, the Disabled Diplomate may return to Diplomate status by approval of the Council of Regents and subsequently pay the current year's certification fees.

3. Annual certification and membership fees are waived.

4. A Disabled Diplomate shall have all the rights, responsibilities, and privileges of Diplomate status except:

4.1. May not be a voting member of committees or run for office

4.2. May not serve as a Resident mentor or Supervising Diplomate in a residency program.

Section 2. Membership

- a. Diplomates are encouraged to be members of ACVECC and to be members of Veterinary Emergency and Critical Care Society (VECCS).
- b. Diplomates that do not pay ACVECC Membership Fees are not members of The College and should be referred to as 'non-member Diplomates'. A non-member Diplomate may not participate in the affairs of The College but retain specialist status as long as annual certification fees are paid.

- c. Honorary Member: The Council of Regents may confer Honorary Member status on persons who have contributed materially to veterinary emergency and critical care medicine. Potential recipients should have contributed significantly to the advancement of the missions of The College. Honorary Members shall have all the rights and privileges of members except the right to vote, hold office, or attend regular business meetings of The College.
 1. Honorary Members shall not claim specialty certification status in the specialty.
 2. Nominations for Honorary Member status must be made in writing by at least two Diplomates to the Council of Regents, an election shall require approval by a majority vote of the quorum present at the annual business meeting.

Section 3: Certification Fees.

Payment of certification fees annually is required to maintain Diplomate status. Failure to pay annual certification fees will result in revocation of Diplomate status. Reinstatement will require payment of all past due certification fees. Exceptions include Emeritus Diplomates and permanent or temporarily Disabled Diplomates, as described above.

ARTICLE V

ORGANIZATION/ADMINISTRATION

Section 1. The Council of Regents shall be the executive body of The College and shall consider first all business and policies pertaining to the affairs of The College. The Council of Regents will consist of the elected officers (President, President-Elect, Past-President, Vice-President, and Treasurer), and six (6) members elected at large by The College. The Regents will be elected by the Member Diplomates of The College, excluding Honorary, and Disabled members.

ARTICLE VI

OFFICERS AND REGENTS

Section 1. The elected officers of The College shall be the Past President, President, President-Elect, Vice-President, and Treasurer. These officers shall be voting members on the Council of Regents.

Section 2. The President-Elect shall automatically become President at the termination of the predecessor's term of office.

Section 3. Election of President-Elect, Vice-President and Treasurer will take place every two years. The officers shall begin their term of office immediately following completion of the annual business meeting in the year elections are held.

Section 4. An Executive Director will be appointed by the Council of Regents. The appointed officer is not a voting member of the Council of Regents. The duties of the Executive Director may be combined with another office at the discretion of the Council of Regents.

Section 5. A Council of Regents will include 6 at large member Diplomates of which one must be a large animal Diplomat.

ARTICLE VII

COMMITTEES AND APPOINTED POSITIONS

Section 1. This organization shall have the following standing committees: Appeals; Diversity, Equity, Inclusion and Belonging; Credentials; Education; Examination; Financial Affairs; Joint Committee on Training and Certification; Maintenance of Credentials; Nominating; Reassessment Campaign for Cardiopulmonary Resuscitation (RECOVER); Residency Training; Scientific Program Committees, and Veterinary Committee on Trauma (VetCOT). Appointed positions and *ad hoc* committees may be specified by the Regents.

Section 2. An Ombuds will serve for two (2) years and will be appointed by the Council of Regents. The Ombuds will have previously served as an officer or a Regent.

Section 3. The President shall approve the appointment of the chairperson by the committee. The President shall also ensure and support recruitment and appointment of members for all committees.

Section 4. The President shall approve all other appointed positions.

ARTICLE VIII

AMENDMENTS

Section 1. Proposed amendments to the Constitution shall be submitted to the Council of Regents for study ninety (90) days before a scheduled meeting of The College or the distribution of a ballot to the membership. Proposed amendments shall be distributed to the entire membership with a recommendation by the Council of Regents at least thirty (30) days prior to counting of the ballot of the member Diplomates.

Section 2. An affirmative vote shall require that at least 1/2 (50%) of the Member Diplomates vote and at least 3/4 (75%) of those Member Diplomates vote to approve the proposal.

BYLAWS

BYLAWS ARTICLE I

EXAMINATION AND CERTIFICATION

Section 1. The specific requirements, timelines, deadlines, and other details associated with the training, examination, and certification outlined in Article I shall be reviewed, revised, and published periodically in the Residency Standards and Guidelines document by the Joint Committee on Training and Certification.

Credential requirements dictate each applicant, before they are declared an eligible candidate for examination, must:

a. Be a graduate of a college of veterinary medicine accredited or approved by the American Veterinary Medical Association (AVMA) or hold a certificate from the Educational Commission for Foreign Veterinary Graduates or be licensed to practice in some State or Province of the United States, Canada, or other country.

b. Apply and be accepted by an approved Residency Training Facility and Residency Training Program as outlined in the Residency Standards by the Joint Committee on Training and Certification.

c. Meet all residency training requirements as specified in the Residency Standards and Guidelines.

d. Apply and be approved as a credentialed candidate by the ACVECC credentials committee and the Council of Regents.

e. After receiving notification their credentials are accepted applicants must register and pay the examination fee and file all required documents on or prior to the deadline specified by the ACVECC office. Fees will not be refunded if the applicant is not eligible to take the examination.

f. The applicant is required to sign the Waiver, Release, and Indemnity Agreement.

Section 3. Examinations

a. Credentialed candidates will be advised of the examination date(s) by the deadline specified in the Residency Standards and Guidelines.

b. Examinations will be given at least once annually.

c. Examinations will be prepared and administered by the Examination Committee.

d. A minimum passing score, which must be achieved on all parts of the examination, will be proposed by the Examination Committee and approved by the Council of Regents.

1. When taking the certifying examination for the first time, a credentialed candidate must take all parts of the examination to be considered for a passing score in any section.

2. Examination results will be available to all candidates on the same date, by the date specified in the Residency Standards and Guidelines.

3. Credentialed candidates who fail portions accounting for greater than 50% of a multi-part examination must retake the entire examination. Candidates failing less than 50% of a multi-part examination may be allowed to retake only the failed portions of the examination as outlined in advance of the examination by the Examination Committee and approved by the Council of Regents. For example, in a 3-part examination, candidate not achieving a passing score in one (1) portion will need to retake only that portion. Candidates not achieving a passing score in two (2) sections of the examination will be required to retake the entire examination. All candidates retaking any part of the examination must register and pay the examination fee again by the exam registration deadline.

4. Candidates who have failed any part of the examination will receive a discipline categorized performance summary for the multiple-choice portion.

e. After failing a certifying examination, a credentialed candidate will continue to be eligible to sit future examinations as outlined in the Residency Standards and Guidelines.

f. The format and content of the examination(s) will be determined by the Examination Committee. Objectives of the examination(s) will be consistent with those stated in the Constitution and Bylaws for promoting excellence in emergency and critical care medicine.

Section 4. Certification

a. Credentialed candidates must successfully pass all sections of the certifying examination(s).

b. Final approval for Diplomate status must be granted by the Council of Regents.

c. A certificate will be issued to the Diplomate by the office of the Executive Director upon direction of the Council of Regents.

Section 5. Appeals

- a. Candidates denied eligibility to sit for the certifying examination or who fail to pass the certifying examination may appeal these decisions by following the appeals procedure (See Bylaws Article V). Appeals must contain a statement for the grounds justifying the appeal.

- b. Appeals should be made within 30 days of notification of the decision.
- c. The procedure for the appeal process will be included with all examination results.

BYLAWS ARTICLE II

DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside over all meetings of The College and the Council of Regents.
- b. Administer the affairs of the organization according to the Article II (Incorporation) of the Constitution and Bylaws, and the policies enunciated by the Council of Regents.
- c. Oversee the formation and composition of all college committees.

Section 2. The President-Elect shall:

- a. Automatically become President at the termination of the predecessor's term of office.
- b. Assume the responsibilities of the President if the President is unable to perform the duties of the office.

Section 3. The Vice-President shall:

- a. Perform the duties of the President-Elect in the latter's absence or inability to serve.
- b. Be an *ex officio* member of the Scientific Programs Committee.
- c. Be a resource for the content of any scientific meeting planned during their term, which may extend the term of service for this particular duty by up to six (6) months beyond the end of the term.
- d. Be the primary coordinator for the yearly post graduate review course.

Section 4. The Immediate Past-President, hereafter known as Past-President, is the retiring President. In case the President, President-Elect and Vice-President simultaneously are unable to perform the duties of President, the Past-President shall serve as acting President until the next regularly scheduled business meeting or until

either the President, President-Elect, or Vice-President are able to resume the duties of President. At the discretion of the Council of Regents, the Past-President may attend the Veterinary Emergency and Critical Care Society (VECCS) Board of Directors meetings.

Section 5. The Treasurer shall:

- a. Oversee the maintenance of the financial records of the organization consistent with Generally Accepted Accounting Principles (GAAP) and prepare them for audit when requested.
- b. Be the custodian of all assets of The College.
- c. Oversee payment of all expenses of The College as directed by the Executive Director or Council of Regents.
- d. Maintain a file on all vouchers and invoices accompanying them for a period of not less than five years.
- e. Deposit all monies in the name of The College in a federally insured bank approved by the Council of Regents.
- f. Turn over all funds, properties, and records to his or her successor.
- g. Present a report of the financial status of The College at each annual meeting of the Council of Regents and act at such other times as determined by the Regents.
- h. Serve as Chairperson of the Financial Affairs Committee.
- i. Carry out other duties as determined by the Council of Regents.

Section 6. The Executive Director shall:

- a. Maintain the general records of the organization and file all required reports pertaining thereto.
- b. Attend all meetings of The College and the Council of Regents.
- c. Keep all original notes and minutes and records of all official meetings and sessions until the Regents approve their disposal.
- d. Conduct ballots when required.
- e. Coordinate correspondence and proposals regarding residency training programs and process applications for certifying examination(s).
- f. Oversee all correspondence on behalf of The College.

g. Present a report of the activities of the office at the annual meeting of Council of Regents and at such other times as determined by the Council of Regents.

h. Oversee and run the administrative office for The College.

i. Oversee the strategic planning and implementation process for The College.

BYLAWS ARTICLE III

COUNCIL OF REGENTS

Section 1. The management and control of the business and professional affairs of The College shall be vested in the Council of Regents. The Council of Regents or its designated committees shall receive and consider for approval all applications, provide for the conduct of examination, and issue an appropriate certificate to those who successfully pass the examination and are approved for membership by the Council of Regents. It shall consider and act upon charges against members for alleged offenses against the Article II (Incorporation) of the Constitution and Bylaws, charges of unprofessional conduct, and expulsion of members. The Council of Regents shall select the time and place of all meetings, determine the amount of the initiation and ancillary fees, and generally govern the membership of The College. It shall direct the management of funds held by The College.

Section 2. The Council of Regents shall consist of the President, President-Elect, Vice-President, Treasurer, Past-President and six (6) additional members-at-large elected by The College. Annually, two members-at-large will be elected for terms of three (3) years. The ratio of large animal to small animal members-at-large will reflect the proportion of large animal and small animal Diplomates in the College. A minimum of one member-at-large will be a large animal Diplomate. The Executive Director of the College shall be a non-voting member of the Council of Regents.

Section 3. Vacancies between elections occurring on the Council of Regents shall be filled by appointment by the Council of Regents. Any member appointed to fill a vacancy shall hold the office until the expiration of the term in which the vacancy occurred.

Section 4. Meetings

a. The annual meeting of the Council of Regents shall be held just prior to the time and at the place designated for the Annual Business Meeting of the College. Special meetings may be called at any time by the President and must be called at the written request of not less than six (6) members of the Council of Regents.

b. Each Regent shall be given no less than five (5) days' notice of the time and place of any special meeting and no less than thirty (30) days' notice of the time and place of the regular meeting. Notification of meeting shall be given to each

Regent by email or postal mail at the Regent's place of residence or business as it appears in the official records of the College.

c. Six (6) voting members of the Council of Regents present shall constitute a quorum for the transaction of any business which may come before the meeting.

BYLAWS ARTICLE IV

COMMITTEES AND APPOINTED POSITIONS

Section 1. This organization shall have the following standing committees: Appeals; Diversity, Equity, Inclusion and Belonging; Credentials, Education, Examination, Financial Affairs, Joint Committee on Training and Certification, Maintenance of Credentials, Nominating, RECOVER, Residency Training, Scientific Committees, and VetCOT. The Ombuds is an appointed position. Additional appointment positions and *ad hoc* committees may be specified by the Regents, as deemed necessary.

Section 2. Standing and ad hoc committee members will be appointed by the President. Chairpersons shall be selected by each Committee, overseen by the President, and approved by the Council of Regents. Terms of committee members shall overlap. The following shall apply to all committees unless otherwise explicitly stated:

- a. If a committee member is unable to fulfill the term, a replacement shall be appointed by the committee chair and approved by the President or appointed by the President to fulfill the unexpired term.
- b. A committee member may be appointed to a committee for not more than three (3) consecutive terms. Terms may be extended via application to the Council of Regents for extenuating circumstances.

Section 3. Nominating Committee

- a. The Nominating Committee shall be composed of a Chairperson and four (4) members of The College. The Chairperson shall be a prior term member of the committee.
- b. The committee shall be appointed not less than six (6) months prior to the election date.
- c. The term of office is two (2) years.
- d. The Nominating Committee shall present a slate of officers and at-large Council of Regent candidates composed of Member Diplomates of The College prior to the election as specified in Article VII Section 4 of the Bylaws. At least one (1) qualified member for each position shall be presented by the committee.

Section 4. Residency Training Committee

- a. This committee shall be composed of a Chairperson plus at least eight (8) members of The College. Terms will be for a three (3) year period. A senior member of the committee will be the Chairperson unless otherwise designated.
- b. The duties of this committee shall be to establish the specific standards for training residents as outlined in the Residency Training Standards and Guidelines that is written and edited from time to time by the Joint Committee on Training and Certification. These duties include, but are not limited to the following:
 1. Establishing the detailed requirements for Residency Training Facilities and Residency Training Programs consistent with the Residency Training Standards and Guidelines.
 2. Reviewing, evaluating, and approving Residency Training Facilities such that all programs are in compliance with the Residency Training Standards and Guidelines and meet the requirements of the College and the American Veterinary Medical Association's American Board of Veterinary Specialties (ABVS).
 3. Developing the specific requirements under the knowledge, immersion, experience, and skills requirements of the Residency Training Standards and Guidelines. The committee provides this information through the Executive Director to all active residents and fellows, to all Residency Training Facilities, and to all prospective candidates and institutions requesting such.
 4. Developing the specific requirements for the benchmark prerequisite of the Residency Training Standards and Guidelines. The committee provides this information through the Executive Director to all active residents and fellows, and to all Residency Training Facilities.
 5. Providing guidance to and supporting mentors, supervisors, and residency program directors according to Residency Training Standards and Guidelines and the standards and procedures adopted by The College and the ABVS.

Section 5. Credentials Committee

- a. This committee shall be composed of a Chairperson and at least eight (8) members of The College. Terms will be for a three (3) year period.
- b. The duties of this committee shall be to monitor and report the performance of mentors and training programs, to monitor the progress of residents and fellows, and to evaluate for final approval for examination the credentials of residents and fellows. These duties include, but are not limited to the following:

1. Providing through the office of the Executive Director of The College information and application/registration forms to Residency Training Facilities for prospective residents or fellows.

2. Evaluating and verifying eligibility of residents or fellows who have registered with approved Residency Training Facilities to begin residency training.

3. Establishing the specific criteria for monitoring the performance of mentors and training programs, as performance relates to the successful training of residents and fellows and certification of new Diplomates.

4. Establishing specific criteria for reporting on the performance of mentors and training programs so prospective residents or fellows are well informed about the programs to which they apply.

5. Monitoring and reporting the performance of mentors and training Programs.

7. Establishing specific criteria for monitoring the performance of residents and fellows consistent with the Residency Training Standards and Guidelines.

8. Monitoring the performance of residents and fellows. Reporting to the resident or fellow, mentor, Residency Training Facility, and the Council of Regents any deficiencies in training or any concerns about the progress of a resident or fellow.

9. Evaluating and certifying eligibility of applicants requesting examination by The College.

10. Notifying the Council of Regents and the Executive Director of applicants who are not deemed eligible for examination and delineate the areas of deficiency to the applicant, mentor, and program director.

Section 6. Examination Committee

a. The Examination Committee shall be composed of a Chairperson, Co-chairperson, and at least eight (8) members. Additional members may be appointed by the President, as needed, to achieve the goals of the committee as established by the President.

b. The immediate past Chairperson of the committee may also be designated as an *ex officio* member.

c. The Chairperson shall be appointed on an annual basis with renewal of the position permitted for one additional year following initial appointment. The Chairperson must have at least one (1) year prior experience on the committee. The term of office for other members shall be four (4) years. Members will be appointed for scaled terms, such that two (2) members are replaced each year.

d. The duties of this committee shall be to write, administer, score, validate, grade, determine the pass point for, and report on the certifying examination. These duties include, but are not limited to the following:

1. Preparing, administering, scoring, validating, and determining a pass point for the certifying examination. The method of establishing the passing scores will be approved by the Council of Regents.

2. Reporting to the Council of Regents results of such examinations and make recommendations based on the proposed passing point.

3. Administering and overseeing the monitoring process for all portions of the examination.

4. Maintaining and updating the database of examination questions.

5. Upon appeal of a candidate, providing any requested information to the Appeals Committee.

Section 7. Joint Committee on Training and Certification

a. The Chairperson of the Joint Committee on Training and Certification shall be appointed by the President to serve a term of two (2) years.

b. The remaining members of the Joint Committee on Training and Certification shall be comprised of the Chairperson, Vice-Chairperson, and a third member (appointed by the President) from each of the Residency Training, Credentials, and Examination Committees. The term of these committee members will coincide with their appointments on their respective committees.

c. The duties of this committee shall be to coordinate the activities of the Residency Training Committee, the Credentials Committee, and the Examination Committee. These duties include, but are not limited to the following:

1. Monitoring the activity of the Residency Training Committee, the Credentials Committee, and the Examination Committee to ensure they are acting in a coordinated manner consistent with the Residency Training Standards & Guidelines.

2. Maintaining and updating the Residency Training Standards and Guidelines annually.

Section 8. Scientific Program Committee

- a. The Scientific Program Committee is composed of a Chairperson, the Vice-President (*ex officio*), and at least eight (8) members of The College. Tenure for the Vice-President will be two (2) years. The other committee members will have three (3) year terms appointed in scaled terms as to replace one (1) member each year.
- b. The duties of the committee shall be the following:
 1. Coordinating all continuing education and research endeavors of The College.
 2. Coordinating with VECCS to assist in the organization of the annual International Veterinary Emergency and Critical Care Symposium (IVECCS).
 3. Selecting recipients of resident abstract awards at the annual IVECCS and submitting the abstracts to Journal of Veterinary Emergency and Critical Care.
 4. Overseeing the poster session and award at the annual IVECCS.
 4. Overseeing and ensuring the timely publication of all proceedings generated from ACVECC educational programs.
 5. Reviewing and evaluating all grant proposals for the ACVECC Research Grant in emergency and critical care medicine. Recommending recipient(s) to the Council of Regents and reviewing the final research project report.

Section 9. Maintenance of Credentials (MOC) Committee

- a. This committee shall be composed of a Chairperson and at least eight (8) members of The College. Terms will be for three (3) years.
- b. The duties of this committee shall be to address the issue of Diplomate maintenance of certification when charged to do so by the President.
- c. The duties of this committee shall include the following:
 1. Monitoring the progress of Diplomates certified from 2016 onward who are required to undergo MOC.

2. Establishing criteria for MOC, evaluating the eligible activities yearly for any additions or modifications needed. Working with the office of the Executive Director for any modifications needed to the MOC database.
3. Answering questions related to the MOC requirement and eligibility of activities to fulfill MOC requirements.
4. Reviewing MOC submissions yearly and approve automated yearly updates to Diplomates delivered via the electronic database.
5. Providing through the office of the Executive Director of The College information related to submission of application for MOC.
6. Verifying eligibility of Diplomates for application for MOC.
7. For Diplomates at the 10-year mark, evaluating MOC submissions for final approval of MOC. Approving the distribution of letters related to MOC submissions.

Section 10. Financial Affairs Committee

- a. The Financial Affairs Committee shall be composed of the Treasurer, who will act as Chairperson, and two (2) members of The College. The members will serve for two (2) year terms and be appointed so as to have one (1) replacement each year.
- b. This committee shall prepare an annual budget and submit it to the Council of Regents for review and approval. The committee also will advise the Council of Regents on fees, expenditures, speaker honoraria, continuing education costs, and other fiscal matters of The College.

Section 11. Appeals Committee

- a. The Appeals Committee shall be activated by the President to address appeals as outlined in Article I, Section 5 of the Bylaws.
- b. The Appeals committee may be charged by the President to review appeals that have no Bylaws direction.
- c. The President shall appoint a temporary replacement, if necessary, for any member of this committee who has a positive or negative bias for an individual or group who has requested an appeal.

Section 12. Education Committee

- a. The Education Committee is led by either an appointed Chairperson or Director of Educational Initiatives and shall be composed of at least eight (8) ACVECC Member Diplomates with terms of two (2) years. Additional members may be appointed by the President, as needed, to achieve the goals of the committee as established by the President.
- b. The Education Committee shall be responsible for overseeing the development, maintenance, and delivery of educational content that falls outside the purview of residency training other established college committees, and otherwise aims to further the mission of The College as outlined in Article III.

Section 13. Diversity, Equity, Inclusion and Belonging (DEIB) Committee

- a. At the discretion of the Council of Regents, the DEIB Committee will be a joint committee between The College and VECCS and shall be composed of two (2) Co-Chairs, Secretary, Treasurer, and up to 19 VECCS members, 19 ACVECC Member Diplomates, and three (3) ACVECC residents comprised of one (1) from each year of residency.
- b. Each Co-Chair shall be appointed by their respective organizations, one (1) from The College and 1 from VECCS. Their terms will be staggered to ensure overlap with experienced Co-Chairs. The Secretary and Treasurer shall be appointed every four (4) years with these appointments being alternated every four (4) years between The College and VECCS. General membership term shall be 4 years.
- c. The goal of this committee is to promote diversity, equity and inclusion among members of The College and VECCS to create an atmosphere of belonging in both organizations.
- d. Should the Council of Regents elect to form a DEIB committee solely within The College, the committee will be composed of a Chairperson, and a minimum of six (6) committee members with the goal of promoting diversity, equity and inclusion within the field of emergency and critical care.

Section 14. Veterinary Committee on Trauma (VetCOT)

- a. The VetCOT consists of a Director, and subcommittee chairs for the following subcommittees: Communication, Registry, Resources & Trauma Center Support, Identification/Verification, Nursing, and Education. VetCOT may have permanent staff as approved by the Council of Regents.
- b. Additional members and leadership may be recommended by the President or current VetCOT Chair as needed to fulfill the functions of the committee.
- c. The VetCOT will establish the requirements for veterinary trauma center certification and maintain the trauma registry.

- d. The VetCOT will oversee the veterinary trauma center initiative.
- e. The Chair of the VetCOT will oversee the planning of the Annual VetCOT Veterinary Trauma & Critical Care Conference.
- f. The Chair of the VetCOT will oversee the collaborative development and maintenance of the Veterinary Advanced Trauma Life Support course
- a. At a minimum, the Director or their representative will provide an annual plan and budget each in November or as requested by the Council of Regents for approval by the Council of Regents.
- b. The Executive Director or board representative will also provide bi-monthly updates to the Council of Regents with additional updates as requested or deemed necessary by either the VetCOT committee or ACVECC Council.
- g. Legally binding contracts related to VetCOT will be reviewed and signed by the Executive Director after Council of Regents approval

Section 15. RECOVER

- a. The Reassessment Campaign on Veterinary Resuscitation (RECOVER) initiative will be led by an Executive Board in collaboration with the Council of Regents.
- b. RECOVER may have permanent staff (including an Executive Director) as approved by the Council of Regents.
 - ii. All RECOVER staff will ultimately be under the supervision of the Council of Regents. The Council of Regents may assign direct supervisory responsibilities of some staff members to other supervising staff as appropriate to facilitate efficient and effective implementation of the aims of RECOVER.
- a. At a minimum, the Executive Director or Executive Board representative will provide an annual plan and budget each in November or as requested by the Council of Regents, for approval by the Council.
- b. The Executive Director or board representative will also provide bi-monthly updates to the Council of Regents with additional updates as requested or deemed necessary by either the Executive Board or Council of Regents.
- c. Courses related to the RECOVER initiative shall be housed on the ACVECC Learning Management System.
- d. Legally binding contracts related to RECOVER will be reviewed and signed by the Executive Director after Council of Regents approval.

Section 16. Ombuds Position

- a. The Ombuds position shall be appointed by the President for a one (1) year term. This person may be reappointed for a maximum of three (3) consecutive years.
- b. The Ombuds will serve as a neutral, independent, informal, and confidential resource for all Diplomates, residents, and fellows of The College. The Ombuds will provide impartial, confidential consultation to these individuals with concerns about an issue.
- c. The Ombuds' responsibilities may include communicating suggestions and data from people who seek a confidential channel for surfacing responsible concerns, fostering communication between individuals involved in a conflict, and conducting informal fact-finding, when appropriate, to better understand an issue while maintaining confidentiality.

BYLAWS ARTICLE V

APPEALS

1. Any decision made by The College may be appealed by a written petition to the Executive Director's office and shall include a statement of the grounds for reconsideration and appropriate documentation.
2. Upon receipt of an appeal, the Executive Director shall notify the President of the Council of Regents and the Chair of the appropriate committee of the appeal. The Executive Director will activate the Appeals Committee to process the Appeal.
3. The Appeals Committee shall review the appeal and submit its recommendation(s) to the Council of Regents within thirty (30) calendar days from the date the committee was appointed.
4. The Council of Regents may request additional clarification but will act in a manner consistent with the Appeals Committee's decision and notify the petitioner of the decision by the deadline specified in the Residency Standards and Guidelines or another appropriate document.

BYLAWS ARTICLE VI

FEES and FISCAL MATTERS

Section 1. Certification Fees for Diplomates shall be required to maintain Diplomate status and the amount shall be determined by the Council of Regents annually. Certification Fees become payable on April 1st of each calendar year. A late fee will be assessed for Certification Fees not paid by April 15th of each year.

Section 2. Membership Fees shall be established by the Council of Regents annually. Membership Fees become payable on April 1st of each calendar year. A late fee will be assessed for Membership Fees not paid by April 15th of each year and if not paid by June 1st, membership in The College will be terminated. Re-activation of membership may be

done by petition through the Executive Director to the Council of Regents with payment of all delinquent fees.

Section 3. Maintenance of Credentials fees shall be established by the Council of Regents annually. Maintenance of Credentials fees for the review of ten (10) calendar years of activities will be payable on April 1 of each calendar year.

Section 4. Emeritus Diplomates are exempt from Membership and Certification Fees and MOC.

Section 5. A resident's Registration Fee shall be paid by each resident one (1) time at the initiation of the residency training program and will be set by the Council of Regents. Fees will not be refunded. A late fee will be assessed if the Registration Fee is not paid within 72 hours of the deadline set forth in the Residency Standards and Guidelines.

Section 6. A Credentials Fee for application to become an eligible resident to take the certifying examination will be set by the Council of Regents annually. Fees will not be refunded. A late fee will be assessed if the Credentials Fee is not paid within 72 hours of the deadline set forth in the Residency Standards and Guidelines.

Section 7. An Examination Fee will be set by the Council of Regents for all eligible residents qualifying for examination(s) each year. Fees will not be refunded. A late fee will be assessed if the Examination Fee(s) is not paid within 72 hours of the deadline set forth in the Residency Standards and Guidelines.

Section 8. The Council of Regents shall approve the annual operating budget for The College upon recommendations by the Financial Affairs Committee.

Section 9. The fiscal year of The College shall be from January 1 to December 31.

BYLAWS ARTICLE VII

DISCIPLINE

Section 1. Repossession of Certificates of Diplomate Status. Certificates and the rights, responsibilities, and privileges conferred therein, shall remain the property of The College and shall be repossessed as determined by the Council of Regents when one of the following occurs:

- a. The issuance of such a certificate or its receipt violated provisions of The College's Constitution or Bylaws.
- b. The Diplomate fails to maintain acceptable standards of competence in the practice of veterinary emergency and critical care as defined by The College's MOC or the Council of Regents. The Maintenance of Certification Committee will maintain oversight of the process.

c. A Diplomat is guilty of unethical conduct. Unethical conduct such as incompetence, fraud, or other misconduct that discredits The College will be investigated. Such charges must be made in writing to the Council of Regents. If investigation reveals evidence warranting action, the accused will be notified in writing and given full opportunity to respond in writing and through a hearing before the Council of Regents. Disciplinary action may be recommended by the Regents and can be executed following an affirmative vote by a majority of members of The College voting via electronic ballot.

d. The Diplomat fails to pay annual Certification Fees.

Section 2: A Diplomat who fails to pay Membership Fees but is current with Certification Fees will not lose Diplomat status but will be known as a Non-Member Diplomat and may not participate in activities of The College. Reinstatement to Member Diplomat status is contingent on approval by the Council of Regents and payment of all past and current fees in full.

Section 3: An individual who has their Certificate repossessed shall not refer to themselves as a Diplomat of the ACVECC.

Section 4. Withdrawal of privileges. Diplomates acting as representatives of The College do so as a privilege granted by the Council of Regents. This includes committee membership, residency program mentorship, residency program supervision, and other roles in which a Diplomat represents the interest of The College. The Council of Regents may revoke any of these privileges at any time for failure to represent the best interest of The College. If investigation reveals evidence warranting action, the accused will be notified in writing and given full opportunity to respond in writing and through a hearing before the Council of Regents. Disciplinary action may be executed following an affirmative vote by a two-thirds majority of members of the Council of Regents.

Section 5. Individuals who have had Diplomat privileges suspended or terminated may request re-instatement of Diplomat status by submitting a letter to the Council of Regents via the Office of the Executive Director outlining desire for re-instatement and steps taken to remediate causes of suspension. Re-instatement may require payment of outstanding fees at the discretion of the Council of Regents.

BYLAWS ARTICLE VIII

CONDUCT OF BUSINESS

Section 1. The College shall meet annually at a site selected by the Council of Regents for the purpose of conducting and reviewing the business of the College. Additional meetings of The College shall be held if requested by the Council of Regents. Written notice to all Diplomates shall precede the meeting date by at least ninety (90) days. The conduct of all meetings shall follow the procedures set forth in the current edition of Roberts Rules of Order when applicable and when they are not inconsistent with the Constitution and Bylaws of The College.

Section 2. Diplomates who are current in their Membership Fees are eligible to attend business meetings of The College and vote. Non-Member Diplomates are not eligible to attend the business meetings of The College.

Section 3. Election of Officers and Regents.

a. Election of officers shall take place biennially immediately prior to the Annual Business Meeting of The College via ballot. A proposed slate of officers shall be presented by the Nominating Committee to the Council of Regents at least ninety (90) days prior to the annual business meeting.

b. Election of at-large members of the Council of Regents will be held annually. Candidates for open positions will be presented by the Nominating Committee to the Council of Regents at least ninety (90) days prior to the annual business meeting.

c. Election shall be made by confidential ballot. A simple majority of votes shall be necessary to elect. If on any ballot of more than two (2) candidates, simple majority of the votes is not attained, the candidate receiving the smallest number of votes shall be eliminated, and the voting shall proceed until a majority is obtained. A tie vote with two (2) candidates shall be decided by the President casting the tie breaking vote.

d. A ballot shall be submitted to the members at least sixty (60) days prior to the Annual Business Meeting.

BYLAWS ARTICLE IX

AMENDMENTS

Section 1. Proposed amendments to the Constitution and Bylaws shall be submitted to the Council of Regents for study ninety (90) days before a scheduled meeting of The College or the distribution of a mail or electronic ballot to the membership. Proposed amendments shall be distributed to the entire membership with a recommendation by the Council of Regents at least thirty (30) days prior to counting of the mail or electronic ballot or a voice vote of the Member Diplomates. An affirmative vote shall require that at least 1/2 (50%) of the Member Diplomates vote, and at least 3/4 (75%) of Member Diplomates voting to approve the proposal.

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