**CONSTITUTION**

**of the**

**AMERICAN COLLEGE OF VETERINARY ANESTHESIA and ANALGESIA**

**(ACVAA)**

(amended December 2019)

**Article I** **Name**

The name of this organization shall be the "American College of Veterinary Anesthesia **and Analgesia**" (hereinafter referred to as the "College" or “ACVAA”).

**Article II** **Definition of Veterinary Anesthesiology and Veterinary Anesthesiologist**

Section 1 -Veterinary anesthesiology is defined as:

1. The application of methods to relieve pain, to relax muscles and to facilitate restraint during surgical, obstetrical and other medical procedures of animals.
2. The support of life functions in animals during anesthetic management.
3. The clinical management of critically ill animals including those unconscious from whatever cause.
4. The management of procedures for relief and prevention of pain in animals following surgical, obstetrical, therapeutic and diagnostic procedures.
5. The management of cardiac and respiratory resuscitation of animals.
6. The evaluation of respiratory function and application of inhalation therapy of animals.
7. The clinical management of fluid, electrolyte and metabolic *balance of animals*.
8. The administration of drugs for the restraint and/or capture of domestic and wild animals.

Section 2 -An ACVAA Board certified veterinary anesthesiologist is defined as a veterinarian who is certified as a Diplomate of the American College of Veterinary Anesthesia and Analgesia and

1. provides medical management and consultation for the anesthetic management of animals.
2. provides medical management and consultation on matters of pain prevention and therapy in animal.
3. provides medical management and consultation in veterinary critical care medicine.
4. possesses knowledge, judgment, technical and other clinical skills, and personal characteristics sufficient to independently, effectively engage in the complete scope of veterinary anesthesiology.

**Article III** **Incorporation**

Section 1 -The American College of Veterinary Anesthesiologists, as of December, 2012, American College of Veterinary Anesthesia and Analgesia, shall be incorporated under the laws governing the State of Tennessee as a non-profit educational organization.

Section 2 - The term of organization shall be continual.

Section 3 - Should this organization become dissolved, its property shall be disposed of by the Board of Directors or turned over to the A.V.M.A. Foundation. In either event, all property shall be distributed to veterinary medical educational institutions.

Section 4 - If the A.V.M.A. Foundation is not exempt under 501 (c)(3) of the Internal Revenue Service Code, or if the A.V.M.A. Foundation is no longer in existence at the time of dissolution, the residual assets of the A.C.V.A. will be turned over to one or more organizations which themselves are exempt as organizations described in Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State or local government for exclusive public purpose.

**Article IV Purpose**

Section 1 - To establish, evaluate and maintain the highest standards in the practice of veterinary anesthesiology by promoting establishment of educational facilities and clinical and research training in veterinary anesthesiology at the undergraduate and post-doctoral levels.

Section 2 - To establish criteria of fitness for the designation of a specialist in the practice of veterinary anesthesiology.

Section 3 - To advise the Council on Education of the A.V.M.A. on matters concerning approval of veterinary anesthesiology training programs.

Section 4 - To arrange and conduct examinations to determine the competence in veterinary anesthesiology of veterinarians who apply and to issue certificates to those who meet the required standards. The major criteria on which judgment of competence shall be based include:

1. Technical facility - Facility in providing for all technical services required for practice of specialty and for training the specialist in veterinary anesthesiology.
2. Medical judgment - Medical decision making appropriate to solution of medical problems which arise during the practice of anesthesiology.
3. Scholarship - The talent, training and habits of study conducive to the maintenance of high standards of achievements and to the competencies to develop, evaluate and apply new knowledge in veterinary anesthesia.

Section 5 - To serve the public, veterinary profession, hospitals and veterinary schools and colleges**.**

Section 6 - The purposes for which the American College of Veterinary Anesthesiologists, as of December, 2012, American College of Veterinary Anesthesia and Analgesia, is organized are exclusively scientific and educational within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law. Notwithstanding, any other provision of these articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

**Article V Membership and Qualifications**

Section 1 - There shall be five types of membership in this College:

a. Founding Charter Diplomate and Charter Diplomate (included for historical reference only)

b. Diplomate

c. Emeritus Diplomate

d. Inactive Diplomate

e*.* Honorary Member

Section 2 Qualifications of Diplomates

1. *Founding Charter Diplomate and Charter diplomate* are included for historical reference only. Founding Charter Diplomates enabled establishment of the American College of Veterinary Anesthesiologists. The selection of these members was based on earlier guidelines for establishment of specialty organizations meeting two or more of their stated criteria:
   1. Be a professor or head of an academic department (or section) in the specialty
   2. Have authored significant publications in the specialty
   3. Have ten years of experience in the specialty with 75% of his or her time devoted to the specialty as well as significant contribution to the development of the specialty.
   4. Have advanced training in the specialty and have thoroughly demonstrated his or her competence in teaching, research or practice of the specialty.
   5. The seven Founding Charter Diplomates became the original Board of Directors (BOD) of the College and they initiated development of the ACVAA. At the BOD meeting in 1976, thirteen Charter Diplomates (refer to the ACVAA website) who met the membership criteria and gained 2/3 support of the Board of Directors and the Council of Education of the AVMA joined the college. From that time on the Founding Charter Diplomates and Charter Diplomates were known as Diplomates of the American College of Veterinary Anesthesiologists.
2. Diplomate

1. A veterinarian of high ethical character who has fulfilled the requirements set forth in Article 1, Section 2 and 3 of the Bylaws of this Constitution.

2. Election of the candidate to Diplomate status shall be by majority vote of the Board of the College as defined in Article VI, section 2 of the Bylaws of this Constitution and listed in Article VI, section 1,b of this Constitution. Hereinafter referred to as the “Board”.

1. *Emeritus Diplomate*
   1. At his or her request, a Diplomate may be elected to Emeritus Diplomate status. A candidate for Emeritus Diplomate must be retired from full time active involvement in veterinary anesthesia related activities and / or have reached 65 years of age. A diplomate who does not meet these criteria may petition the Board of Directors for consideration.
   2. He or she shall not be required to pay dues. Voting privileges are retained but an Emeritus Diplomate may not hold office.
   3. Election of a Diplomate to Emeritus Diplomate shall require a majority vote of the Board of Directors.

c. *Inactive Diplomate*

1. A Diplomate will be deemed inactive upon non-payment of annual dues to the ACVAA. Dues are considered delinquent if not paid by July 1 of that calendar year.

2. An Inactive Diplomate shall not have the privilege of ACVAA diplomate website and ACVAA diplomate email list access, holding office, voting, journal subscriptions or access to other services/memberships/discounts paid by or subsidized by the College, or use of the trademark and/or imprimatur of the ACVAA by representing himself or herself publicly or professionally as a Diplomate of the American College of Veterinary Anesthesia and Analgesia. He or she shall not be required to pay dues while inactive.

3. An inactive Diplomate may petition the Executive Secretary/Administrator for re-activation of their Diplomate status after payment of all delinquent dues, current dues, and late fees and after majority approval by the Board of Directors.

1. *Honorary Member* 
   1. Honorary Member status may be conferred on an individual who has made substantial contributions to the development and progress of Veterinary Anesthesiology.
   2. Honorary Members shall not have the privilege of holding office in the College or voting during business sessions of the College.
   3. A majority vote of the College is required to confer Honorary Member status.

**Article VI Officers**

Section I – The administration of the College shall be the responsibility of:

1. The Officers
   1. President
   2. President-elect
   3. Executive Secretary
2. The Board of Directors

Section 2 - Duties and term of office for officers and Directors have been set forth in Article II, Section 1 a, b, c and Section 2 of the Bylaws of this Constitution.

**Article VII Amendments**

This Constitution may be amended by the voting membership of the College as follows:

1. Proposed amendments shall be submitted to the Board of the College for study 120 days prior to the Annual Meeting.
2. Proposed amendments, approved by the Board, shall be distributed to the voting membership 30 days prior to the Annual Meeting.
3. Such amendments shall be introduced by the President and discussed by the membership at the next regular meeting.
4. Within 60 days following the regular meeting, theExecutive Secretary/Administrator shall mail a ballot to each voting member or initiate electronic balloting. The proposed amendments will be included in the mailing or be posted on the voting site.
5. Ballots postmarked within 30 days following initiation of the voting and received by the Executive Secretary/Administrator within 60 days following initiation of the voting shall be considered valid. In the case of electronic balloting, ballots completed within 30 days following initiation of the voting shall be considered valid. The deadline for ballot postmarking and reception, or completion of the electronic vote shall be specified on the ballots, or in the case of electronic balloting, posted on the voting site. The ballots to be returned by mail shall be sealed in a plain envelope, enclosed in a certification envelope with the name of the voting member in print and his/her signature. (approved by the BOD, June 4, 2012)
6. Approval of amendments shall require an affirmative vote bytwo-thirds of the votes cast.

**Article VIII Revocation of Certification and Disciplinary Action**

Section 1 - Certification may be revoked by the Board:

1. If certification was in violation of any of the provisions set forth in this Constitution or Bylaws.
2. If information requested by the ACVAA was misrepresentedor omitted.
3. Revocation of certification shall require unanimous vote of the Board.

Section 2 Certification may be revoked by the College

1. Disciplinary action may be taken against any member certified by the College for:
2. Unethical practice of the specialty
3. Fraudulent misrepresentation
4. Conviction of civil or criminal acts considered by the Board to be detrimental to the veterinary profession and the ACVAA.
5. Revocation of certification as a disciplinary action for reasons stated above shall require two-thirds vote of the College after having been put forward by the Board of Directors.

Section 3 **-** It shall be the right of the person so charged to appear before the Board in defense of any and all charges before final decision is rendered by the College. In such cases, the Committee on Appeals will make the final decision on behalf of the College.

Section 4 – In the event of revocation of certification

1. The individual possessing the certificate in question shall return same upon written demand by the Board.
2. Non-compliance within thirty days of written notice shall be just cause for legal action as deemed necessary by the Board for repossession of the certificate in question.

**Article IX Authority of the Board**

Section 1 - All decisions relative to standards for admission to

examinations, degree of competency, classification of Diplomate status, and recommendations for correcting deficiencies in degree of competence and all other matters not stated otherwise in this Constitution and Bylaws rest with the Board.

Section 2 -Recommendation to the College by any and all committees must have final approval of the Board.

Section 3 -All determinations and decisions by the Board shall be conclusive and final unless otherwise stated in this Constitution and Bylaws.

**BYLAWS**

**of the**

**AMERICAN COLLEGE OF VETERINARY ANESTHESIA and Analgesia**

**(ACVAA)**

(Amended December 2019)

**Article I: Membership and Examination**

Section 1 - Qualifications and types of membership have been set forth in Article V, Sections 1 of the Constitution.

Section 2 - Requirements for certification as a diplomate of the American College of Veterinary Anesthesia and Analgesia

A. Requirements for the ACVAA certification exam

1. Application for admission to the examination must be made only after a veterinarian has completed 104 weeks or more of a clinical veterinary anesthesiology residency in an approved training program as outlined in the Residency Training Standards. Thus, candidates may apply for the ACVAA certification exam after completing 2 of their 3 years of a residency program. Application must be made to the Executive Secretary/Administrator on a form prescribed and provided by the College, through its website or executive secretary/Administrator, and must be filed on or before September 1 of the year prior to the date of the examination. Eligibility rulings are made by the Board of Directors of the College on recommendation of the Credentials Committee. *Candidates* must be of high ethical and professional standing as documented by letters of sponsorship and reference from credentialed specialists in veterinary anesthesiology or a field of medicine or veterinary medicine that requires a close working relationship with anesthesia resident trainees.

2. Have completed one year of general clinical practice of veterinary medicine or a rotating internship prior to the start of an anesthesia residency program.

3. Have an acceptable manuscript demonstrating results of an experimental or clinical investigation supporting advancement in anesthesiology or pain management with the applicant as first author. This manuscript must have been submitted or accepted by an approved refereed journal by the time of credentials submission or this manuscript must be accepted for publication in an approved journal no less than two (2) months prior to the date *of the* certification examination and no earlier than two (2) years prior to starting or no later than five (5) years after completion of the residency.

4. Have an acceptable up-to-date Case and Activities Log in the recommended format consistent with the requirements in the Residency Training Standards. If this log is not finalized by the Credentials Committee at this time, the Committee will review the final log submitted at the end of the residency.

B. Requirements for certification as a ACVAA Diplomate

Each applicant, before he or she shall be certified as a Diplomate of the American College of Veterinary Anesthesia and Analgesia, must:

1. Be a graduate of a college or school of veterinary medicine accredited or approved by the AVMA, or possess a certificate issued by the Educational Commission for Foreign Veterinary Graduates (ECFVG), or be legally qualified to practice veterinary medicine in some state, province, territory or possession of the United States, Canada, or other country.

2. Have the following accepted, submitted to the ACVAA Executive Secretary/Administrator after completing his/her residency training program:

i. Confirmation of satisfactory completion of 3 years of special training in anesthesiology, according to the American College of Veterinary Anesthesia and Analgesia’s Residency Training Standards,by submission of written documentation from the program leader, faculty advisor or institution of the residency.

ii. A case and activity log if not previously approved which must be approved by the Credentials Committee

iii. Confirmation of passing status on the certifying examination

C. Diplomates of the European College of Veterinary Anaesthesia and Analgesia may petition the ACVAA Board of Directors to be allowed to take the certifying examination without fulfilling all the requirements listed above. The petition must be submitted to the Executive Secretary/Administrator on or before September 1 of the year prior to the date of the examination.

D. The Credentials Committee shall recommend the acceptance or rejection of an applicant to the Board of Directors if the criteria listed in section 2 of Article I of these Bylaws have or have not been met, respectively. Formal appeal may be submitted as outlined in Article I, Section 4 of these Bylaws.

E. All applicants shall be notified, by both electronic and printed communication from the Credentials Committee Chairperson and/or the Executive Secretary, of the final decision as approved by the Board of Directors.

Section 3 Certifying examination

A. All candidates shall be examined in a uniform and consistent manner under such rules as the Examination Committee may prescribe.

B. Examinations shall cover all phases of veterinary anesthesiology, including the basic sciences and clinical application. After approval of their credentials which must occur within 3 years of completion of residency, candidates are entitled to three (3) attempts to pass the examination. This is hereafter referred to as a 3-exam cycle. It is preferred that the 3-exam cycle be completed within three calendar years. The 3-exam cycle begins on the date an applicant first sits for the examination. An additional three-exam cycle must be initiated by re-application demonstrating continued involvement in the practice and study of veterinary anesthesiology and a study/training plan with an ACVAA mentor approved by the ACVAAcredentials Committee with input from the Exam Committee. If the candidate is not successful within 6 exam attempts (up to 9 years post-residency to include years of deferral), the candidate will become inactive and will not be allowed further exam attempts. If a circumstance arises that would prevent a candidate from passing the exam within 9 years of finishing residency,the candidate may petition the Executive Secretary for an appeal which shall include a statement of the grounds for reconsideration and any supporting documentation. Upon receipt of the petition, the Executive Secretary will notify the Chairperson of the Appeals Committee. The Appeals Committee will make a determination and submit their decision to the Board of Directors.

C. *Examination*: An eligible applicant may take this examination upon completion of the requirements outlined in Section 2 if the applicant’s credentials are accepted by the Credentials Committee of the College. Examinations will be held annually at locations designated by the Examination Committee of the College. Examination schedules shall be posted on the ACVAA website. A passing grade on the examination, as determined by the Examination Committee and approved by the Board of Directors, is required before a candidate may become board -certified.

D. Failure to take an examination without notifying the ACVAA ExecutiveSecretary/Administrator after having made application, constitutes an opportunity the same as failure to pass an examination. Under some circumstances, a candidate may apply to be excused from taking the examination. Under such circumstances, the Examination Committee may excuse a candidate from any scheduled examination without penalty, provided the request for such absence is filed 7 days prior to the time of the examination.

E. Candidates may request special accommodations for taking the examination, provided such accommodations can be reasonably satisfied (e.g. additional time, private room) and that the request is filed with the ACVAA Executive Secretary/Administrator at least 30 days prior to the date of the examination.

F. The fees for application and matriculation to the certifying examination shall be established by the Board of Directors of the ACVAA.

G. All exam candidates shall be notified by either electronic posting ortelephone**,** followed by a printed letter, of the final outcome of the examination, as approved by the Board of Directors, by the Examination Committee Chairperson and/or the Executive Secretary.

H. All examinations shall be conducted in English.

Section 4 Appeals Procedure

A candidate adversely affected by a decision of the Examination or Credentials Committeesmay petition for a review of the decision. The written petition must be filed with the Executive Secretary and shall include a statement of the grounds for reconsideration and any supporting documentation. The petition must be filed within 30 days of the date on which the Credentials or Examination Committee announces its decision or within 30 days of the date on which either Committee advises the affected person of the availability of this appeals process, whichever is later. Upon receipt of the petition, the Executive Secretary will notify the Chairperson of the appropriate committee or Board of Directors, as applicable, and the Chairperson of the Appeals Committee. The Appeals Committee will make a determination and submit their decision to the Board of Directors.The Executive Secretary/Administrator will inform the appellant of the decision within 30 days of the original petition.

Section 5 - Persons certified by this College shall be designated Diplomates of the American College of Veterinary Anesthesia and Analgesia.

**Article II** **Duties and Terms of Office of Officers and Directors**

Section 1 - Officers

1. *President* - This officer will represent the College and conduct business meetings at least once yearly. The term of office shall be for two years and shall begin January 1.
2. *President-Elect* - This officer will assist the President as requested and conduct activities of the College in the President’s absence. He or she shall succeed to the office of President should that office be vacated. There must be a close liaison between this office and that of President to assure continuity of the College activities. The term of office shall be for two years and shall begin January 1. The President-Elect automatically becomes President at the conclusion of the President’s term.
3. *Executive Secretary* - This officer is responsible for processing applications and carrying on all correspondence relative to the operations of the College. A bank account shall be established and operated by this officer for all exchange of monies. Records of all Diplomates of the College are to be kept by this officer. Certificates are issued by the officer to applicants who have successfully completed the examinations of the College and, hereinafter, are declared Diplomates. The term of office shall be for three years and shall begin January 1 of the calendar year. The officer may delegate any of these responsibilities to an Administrator, who must be approved by the Board. The officer may delegate any of these responsibilities to an Administrator who must be approved by the Board of Directors.

Section 2 - Board of Directors

1. The Board of Directors will direct and provide guidance to College activities and ensure continuity and progress year-to-year in the conductance of College business. The Board of Directors shall consist of 11 members. They will consist of the President, President-Elect, and Executive Secretary; 5 regional Directors elected from within each of 5 regions; and 3 at-large Directors elected by the College as a whole. The President-Elect and Executive Secretary will be nonvoting members of the Board. The 8 elected Directors will serve 4-year terms. Consecutive terms of office as an elected director are prohibited. The Chairman of the Board will be elected by the existing Board members of the year prior to the year the chair will begin their term from the 8 elected Directors and will serve a 2-year term. The President may not serve simultaneously as Chairman of the Board of Directors.
2. Regions will be composed of states of the USA, provinces of Canada and other countries. The initial allocation will be by general geographic proximity. Thereafter the regions will be redefined annually by the Executive Secretary to maintain a relatively equivalent population of ACVAA diplomates as outlined in the Board of Directors’ Policies and Procedures to accommodate newly certified diplomates and changes of address of voting diplomates. The updated composition of regions will be posted on the ACVAA website annually.

**Article III** **Administration of the College**

Section 1 - Board of Directors of the College

1. The elected regional, at-large Directors, President, President-Elect, and Executive Secretary (Article VI of Constitution) shall be the Board of Directors of the College.
2. The Board shall meet at least once a year. Additional meetings may be called as deemed necessary by the Board to oversee the business of the College responsibly.
3. A quorum of the Board of Directors will be ≥50% of the 9 voting Board members. A simple majority of the votes cast will be decisive.

Section 2 - Annual Meeting of the College

1. The College shall meet annually at a site selected by the Board. Notice shall be posted on the ACVAA website at least 270 days prior to the meeting dates.
2. Special meetings shall be held if requested by the Board.
3. The minimum number of members attending the annual meeting needed to constitute a quorum will be ≥ 25% of voting diplomates. If a quorum is not met, any decisions requiring a vote will be made by mail or electronic ballot issued within 60 days of the annual meeting.
4. A simple majority of the votes cast will be decisive.

Section 3 - The conduct of all meetings shall follow the procedures set forth in the revised edition of Roberts Rules of Order.

Section 4 - Nominations and Elections

1. A slate of officers shall be presented to the membership at the annual meeting by a Nominating Committee composed of three members of the College, appointed for a term of one year by the President. Additional nominations shall be acceptable from the floor at the annual business session. A simple plurality of votes shall be necessary to determine the outcome of the election. If on any ballot of more than two candidates a tie vote occurs, the candidate receiving the smallest number of votes shall be eliminated and the voting proceed until a plurality is obtained. A tie vote with two candidates shall be decided by the President casting the tie breaking vote.
2. A slate of regional and a slate of at-large Directors shall be presented to the membership at the annual meeting by a nominating committee composed of the outgoing elected Board members. Nominees will provide a brief statement of their willingness and ability to devote the necessary time and effort to effectively serve as well as their goals for their term as Director. A simple plurality of votes from the voting members residing in each region shall be necessary to elect the Director from that region. If on any ballot of more than two candidates a tie vote occurs, the candidate receiving the smallest number of votes shall be eliminated and the voting proceed until a plurality is obtained. At-large Directors will be elected by the general membership by simple plurality vote of the votes returned. When more than 1 at-large director is to be elected, the at-large candidates with the highest vote totals shall be elected as at-large Directors.
3. Voting must be initiated within 60 days of the annual meeting unless a single candidate is nominated, in which case the vote may be taken *viva voice* at the annual meeting. Ballots postmarked within 30 days following initiation of the voting and received by the Executive Secretary/Administrator within 60 days following initiation of the voting shall be considered valid. In the case of electronic balloting, ballots completed within 30 days following initiation of the voting shall be considered valid. The deadline for ballot postmarking and reception, or completion of the electronic vote shall be specified on the ballots, or in the case of electronic balloting, posted on the voting site. The ballots to be returned by mail shall be sealed in a plain envelope, enclosed in a certification envelope with the name of the voting member in print and his/her signature. The results of the vote will be certified by the Board of Directors.

**Article IV – Committees**

Section 1 – Standing committee members shall be appointed from the active membership by December 31st of each year such that terms overlap. Committee members will be appointed by the President on the first year of his/her term and by the President-Elect during the second year of the President’s term. Unless otherwise explicitly stated, the following criteria shall dictate committee procedures:

1. Committee chairpersons will be appointed by the President on the first year of his/her term and by the President-Elect during the second year of the President’s term.
2. If a committee member is unable to fulfill his or her term, a replacement shall be appointed by the President to fulfill the unexpired term as soon as possible after the vacancy occurs.
3. A committee member may be reappointed by the President, but shall not retain seniority.
4. The chairperson of each committee will submit a written annual report to the Executive Secretary/Administrator no later than January 31st of the year immediately following the year of report coverage. The report shall contain a detailed summary of committee activities during the year along with any associated recommendations. The report will be reviewed by the Board of Directors and posted on the College website.
5. *Ex officio* committee members do not have voting rights unless otherwise indicated.

Section 2 - *Credentials Committee*

1. The Credentials Committee shall be composed of five (5) members of the College, appointed by the President or President-Elect as described in Section 1 of this Article on recommendation of the Board. Terms will be for a three (3) year period. The President shall be an *ex-officio* member of this committee.
2. Duties of this committee shall be to certify eligibility of applicants requesting examination by the College and to provide information regarding certification and to review and report on Resident Registration submissions and active resident Annual Reports.
3. Applicants approved and not approved for eligibility shall be notified by the Executive Secretary/Administrator after review and approval by the Board of Directors and no later than January 31 of the year of examination.
4. Following individual applicant notification by the Executive Secretary/Administrator, this committee shall be responsible for informing applicants not deemed eligible for examination of areas of deficiency.

Section 3 - *Examination Committee*

1. Each year, the President-Elect will appoint four (4) new members to the Examination Committee. The Examination Committee will then be composed of the President-Elect and twelve (12) appointed members (total of thirteen (13) members). The President-Elect will appoint one, or two (2), of the members of the Examination Committee to act as chairperson, or co-chairs, of the Examination Committee for that calendar year. The President-Elect will act as a functioning, voting member of the Committee and will act as liaison to the Board of Directors.
2. The term of office shall be for three (3) years with the exception of the President-Elect who will serve for two (2) years in an *ex officio* capacity.
3. The duties of this committee shall be:
4. Preparation, administration and grading of all certifying examinations.
5. Report to the President results of such examinations and make recommendations to the Board on the competency of candidates.
6. At least one member of this committee or other College members, designated by the chairperson, will monitor certifying examinations.

Section 4 - *Committee on Education*

1. The committee shall be composed of, but not limited to, five (5) members
2. The term of office will be for three (3) years.
3. The Abstract Coordinator will be an *ex officio* member of the committee.
4. The Committee on Education has overall responsibility for all educational offerings of the College. These will include, but not be limited to, providing continuing education for College Diplomates pertinent to the practice of veterinary anesthesia and analgesia in all of its diverse aspects thereby assisting Diplomates in life-long learning. Attendance at the annual meeting will also be credited towards maintenance of certification for diplomates. The Committee on Education may also participate in developing and selecting diplomates for ACVAA resident review/education programs and consult with other organizations in selecting ACVAA speakers or laboratory instructors
5. The duties of the committee shall include:
6. To investigate the wishes and needs for educational offerings by Diplomates of this College,
7. To plan and supervise the development, presentation, and evaluation of educational programs in veterinary anesthesiology
   * 1. To work in harmony with the Committee on Annual Meeting.
     2. To specifically be responsible for planning and supervising the format of the scientific component of the College’s annual meeting and to review and select appropriate abstracts of investigative work submitted for presentation
     3. To integrate current basic, applied, clinical and specialty training information into the meeting.
     4. To evaluate the results of the meeting’s educational program by reviewing attendees’ evaluations and expert opinions.
     5. To refine the annual meeting’s content based on that evaluation.
     6. To review the Committee on Annual Meeting’s annual report with specific focus on the educational activities of the annual meeting, and as necessary to provide specific additional comments.
8. To develop, and if necessary submit for approval, new formats of educational activities as needed by Diplomates
9. To plan, produce and evaluate self-educational tools in support of life-long learning and maintenance of diplomate certification.
10. Serve as a contact point and potential resource for any outside organization (eg. AVMA, State VMAs, and NAVAS) involved in the planning of educational meetings.
11. The Abstract Coordinator will call for, receive, organize the review and decision on and schedule the abstracts to be presented at the annual meeting. The appointment will be for a term of no less than 5 years.

Section 5 *Committee on Annual Meeting*

1. The Committee shall be composed of, but not limited to, four (4) Diplomates
2. The term of office will be four (4) years.
3. The committee on Annual Meeting has responsibility for the College’s annual meeting. Working in cooperation with the College’s Board of Directorsand the Committee on Education, The duties of the committee are to:
4. Plan and supervise the format, development, conduct, and evaluation of the College’s annual meeting.
5. Work in harmony with the Committee on Education to ensure success of the scientific component of the College’s annual meeting
6. Monitor the effectiveness of the annual meeting.
7. Provide responsible fiscal oversight of the annual meeting.
8. Submit a written report by December 1 of the year of the annual meeting to both the Executive Secretary/ Administrator and Chairperson of the Committee on Education. The Committee on Education will review the report, add commentary regarding the Scientific portion of the annual meeting and any other issues and return it to the Executive Secretary/Administrator by the January 31st committee report due date.

Section 6 – *Appeals Committee*

1. The Appeals Committee will be composed of, but not limited to, three (3) members of the College who are not serving on the Credentials or Examination Committees or as Officers or members of the Board of Directors.
2. The Veterinary Specialty Organizations Committee representative will act as an *ex officio* member of the Committee.
3. The term of office shall be for three (3) years. Appointments to the Committee shall be staggered so that one new member is appointed to the Committee annually.
4. The duties of the committee shall be to:
5. Receive all appeals from candidates who have either failed to be accepted into the certification process or to pass an examination and from any individuals negatively affected by a decision approved by the Board of Directors.
6. Make a determination on each case based on information provided by the complainant and the responsible committee.
7. Submit their decision to the Board of Directors
8. Assist the complainant, with the responsible committee, in formulating a plan toward achieving successful resolution of the matter being appealed.

Section 7 - *Committee to prepare the annual and three Year Reports to the ABVS, a committee of the AVMA*

1. The committee will be composed of six members and will include the:
2. ACVAA President
3. ACVAA Past President
4. Chairperson of the ACVAA Board of Directors
5. Immediate Past Chairperson of the ACVAA Board of Directors
6. ACVAA Executive Secretary
7. Current ACVAA Representative to the Veterinary Specialty Organizations Committee
8. The term of committee membership will be determined by the above term of office.
9. Duties of this committee shall be to complete and submit the annual and five year reports to the American Board of Veterinary Specialties in a timely manner.

Section 8 - *Committee for Residency Training*

1. The Committee for Residency Training will be composed of, but not limited to, three (3) members of the College who are not serving on either the credentials or examination committees. The President shall be an ex officio member of this committee.
2. The term of office will be three (3) years.
3. The duties of the Committee for Residency Training shall be to:
4. Be an advocate for, and facilitate resident training in veterinary anesthesiology of the highest quality
5. Periodically review general standards of veterinary anesthesiology residency training and recommend appropriate changes to maintain standards of excellence.
6. Oversee the content of a page on the College website devoted to assisting residents in their preparation for submitting their credentials for the examination.
7. Receive, review, evaluate, and report summaries of issues related to resident training including the annual Residency Training Program Registration submissions.
8. Receive, consider, discuss and respond as appropriate to questions and problems presented to the College by residency training program faculty, residents and other concerned individuals.

Section 9 – *Multiple Choice Exam Committee*

1. The committee shall be composed of, but not limited to, five (5) Diplomates. The manager of the Multiple Choice Question bank will be an *ex officio* member of the Committee.The President-Elect will serve as an *ex officio* member of the Committee and, in this role, will help with communications between the Examination Committee and the Multiple Choice Exam Committee regarding overall examination content.
2. The term of office will be for three (3) yearswith the exception of the President-Elect who will serve for two (2) years in an *ex officio* capacity.
3. The duties of the committee shall be to:
4. Meet annually to review all newly constructed and, on a rotational basis, existing multiple choice questions for relevance, accuracy and appropriate reference citation.
5. Construct, revise and update any questions as needed
6. Construct and review the final multiple choice exam component of the annual ACVAA written examination for accuracy and appropriate depth and breadth of content.
7. Critically evaluate the performance of candidates on the multiple choice examination with a view to determining and documenting the levels of difficulty of individual questions and modifying individual questions as indicated by evaluation of the candidate performances.
8. Carry out any other duties as assigned by the President.
9. The Multiple Choice Question Databank Manager will be appointed to a term of no less than 5 years contingent on performance as determined by the Board of Directors.

Section 10 - *Academy of Veterinary Technician Anesthetists (AVTA)-ACVAA Liaison Committee*

1. The Committee shall be composed of, but not limited to, 3 Diplomates.
2. The term of office will be 3 years.
3. The duties of the committee will be to:
   1. Communicate with the executive secretary of the AVTA
   2. Carry out any duties as assigned, by the President.

Section 11 – *Website Committee*

1. The Committee shall be composed of, but not limited to, three (3) Diplomates.
2. The term of office will be three (3) years.
3. The duties of the committee will be to oversee ongoing development and maintenance of the website and will include but not be limited to the following activities:
4. Timely housekeeping (archiving, deleting) of website material.
5. Development of new material.
6. Editing of member-submitted contribution**s** prior to web-site posting.
7. Expanding the website to provide a user-friendly site that informs the general public, general veterinary practitioners, and other veterinary specialists about the role of the veterinary anesthesiologist in the delivery of veterinary health care.

Section 12 - *Maintenance of Certification Oversight Committee*

1. The Committee will be composed of, but not limited to, five (5) diplomates.
2. The term of office will be three (3) years with overlapping terms to accommodate continuity.
3. A voting member of the Board of Directors will be an *ex officio* member of this committee.
4. The Committee has responsibility for the maintenance of certification of all active members certified in the year 2016 and after. The duties of the Committee will be
   1. Review documentation of activities required for maintaining active diplomate status as submitted by individual Diplomates.
      1. Request clarification of the information provided as needed and judge whether the maintenance of certification requirements have been adequately met.
      2. Make recommendations to the Board of Directors regarding continued certification based on the review.
      3. Advise and assist Diplomates who fail to meet the requirements.
   2. Review, and revise as needed, the Maintenance of Certification Policies and Procedures.
      1. Recommend changes to the Board of Directors for vote of approval.
      2. Changes would apply to members beginning their maintenance of certification cycle after adoption.

Section 13 - *ACVAA Foundation Committee*

1. The ACVAA Foundation Committee shall consist of up to seven (7) Diplomates from academic, corporate, governmental, and private institutions who have demonstrated an interest in advancing research and supporting education in veterinary anesthesiology. One Foundation Committee member will be the Chair of the ACVAA Board of Directors, who will serve in an *ex officio* role.
2. Each member of the ACVAA Foundation Committee shall serve for a term of three (3) years, except that, of the initial members of such Committee, one-third shall serve for a term of one (1) year, one-third shall serve for a term of two (2) years, and the remaining one-third shall serve for a term of three (3) years, as the initial members of such Committee shall decide among themselves. Thereafter, the Chair of such Committee and the Scientific Director of such Committee shall work with the President to identify nominees to fill the positions among such Committee that are due to expire and any vacancies that have not previously been filled. Two (2) consecutive terms of service will be allowed. The Board of Directors shall have the right to remove any members of such Committee at any time for any reason.
3. The President shall designate from among the members of such Committee, a Chair and a Scientific Director. The Chair shall preside at all meetings of such Committee and shall, subject to the general direction and control of the members of such Committee and of the Board of Directors, have the general supervision, direction, and control over the business and affairs of such Committee. The Scientific Director shall be responsible for coordinating all grants management activities of such Committee and shall, with the Chair, periodically report to the membership of the College the results of the activities of the Committee.
4. The ACVAA Foundation Committee shall have and may exercise such authority as shall be provided in resolution of the Board of Directors governing such matters, but shall not have or exercise any authority regarding the management of the College or have or exercise any of the powers reserved by law to the Board of Directors.
5. The ACVAA Foundation Committee may also form two (2) working groups from committee members to assist the Chair and Scientific Director – a Fundraising Workgroup and a Grants Management and Reporting Workgroup. The Fundraising Workgroup shall implement and update policies and procedures for the solicitation of financial contributions, solicit such contributions, with the help of the full ACVAA Foundation Committee, the Advisory Team, and the Board of Directors, promote and maintain awareness of the ACVAA Foundation Committee and of the College, and encourage external funding for the College’s research agenda. The Grants Management and Reporting Workgroup shall implement and update policies and procedures for developing the College’s research agenda, solicit research proposals, screen and make recommendation on received protocols, monitor annual reports from funded researchers, and promote the distribution of the results of research funded by the College through scientific publications, presentations (including seminars and posters), newsletters and other methods.

F. An account of the Foundation Committee’s financial status will be submitted to the Board of Directors on January 1st of each year. The Executive Secretary/Director will manage all Foundation finances in an account separate from the ACVAA College accounts and will report to the Foundation Chair and the ACVAA President on the status of such account.

G. Any investment strategies/proposals made by the Foundation Committee must be approved by the ACVAA BOD. In turn, all expenditures of Foundation money, including grants for research, travel, or other, should be approved by the ACVAA BOD.

Section 14 – *Certificate Endorsement Committee*

A. The Committee shall be composed of three (3) to five (5)

Diplomates.

B. The term of office will be three (3) overlapping years.

C. The duties of the committee will be to review applications

for endorsement from individuals or groups (i.e. granting

organizations) which provide training and certificates

(i.e. a document that is official proof that a person has finished a course of training) in the areas of veterinary anesthesia and/or perioperative pain management.

a. All applications will be reviewed by the Certificate

Endorsement Committee according to the Committee’s policies and procedures document.

Section 15 - *Other committees* may be appointed by the President, on recommendations of the Board, as deemed necessary.

**Article V – Appointed Positions**

Section 1 - *Editor of the Journal*

1. An Editor for Veterinary Anaesthesia and Analgesia will be appointed by the Board of Directors to serve a three (3)-year term as editor for the Americas (North and South America). The Editor may be reappointed for further terms by the Board of Directors.
2. The Editor will provide an annual report to the College with regard to the number of submissions received, the numbers accepted and rejected and the time taken from receipt of an article to acceptance or rejection. This report should also contain information with regard to the time taken for manuscripts to be reviewed and the time taken for editing.
3. The Editor will have the trust of the College to carry out his/her duties with regard to acceptance/rejection of manuscripts, correspondence and editorials.
4. The Board of Directors will have the right to terminate the appointment of the Editor at any time if, in the judgment of the Board, the Editor is failing in his/her duties with regard to the duration of the review and editing process or has engaged in unethical behavior with regard to his/her duties.

Section 2 Veterinary Specialty Organizations Committee(VSOC) Representative

1. The Board of Directors will appoint a representative and alternate representative to the VSOC in accordance with the recommendations set forth in the VSOC Policies and Procedures.
2. Terms will be for four (4) years and renewable beginning and ending at the annual session of the AVMA House of Delegates.
3. Representatives and alternates must be AVMA members in good standing.
4. Representatives should be members of, or in close communications with, the ACVAA governing body, i.e. the Board of Directors.
5. The duties of the VSOC representative will be to:
6. Attend the annual VSOC meeting.
7. Communicate VSOC issues and decisions to the Board of Directors.
8. Communicate ACVAA issues and questions to the VSOC.
9. Serve on VSOC committees as assigned by the VSOC chairman.
10. Play a leadership role in assisting the executive secretary in preparation of the annual and 3 year reports to the ABVS.

**Article VI Dues**

Section 1 - Annual dues for members of the College become payable on or before January 1 of each calendar year. Any proposed change in the amount shall be recommended by the Board of Directors and approved by a majority vote of the attending Diplomates at the annual business meeting. A written notice of the proposed change must be sent to all Diplomates thirty days prior to the annual business meeting.

Section 2 – Email reminders of the date for annual dues payment will be sent by the Executive Secretary/Administrator in January, February, and March of that year. An email notice of pending delinquency will be sent to individual members who have not paid the current year’s annual dues by April 1. Dues are considered delinquent July 1, and membership in the College will become inactive, but only after notification of the diplomate in question by registered mail, return receipt requested. If the diplomate cannot be reached or response received by registered mail has failed alternate methods of contact including attempts by phone at the last known contact number should be made before the diplomate is placed in inactive status. It is a diplomate’s responsibility to maintain current contact information with the Executive Secretary/Administrator. A fine of $50 will be added to annual dues paid after April 1 of the same year.

Section 3 - Reactivation of membership will require petition to the Executive Secretary/Administrator including payment of all delinquent dues and fines and approval by a majority of the Board of Directors.

Section 4 – Annual dues may be deferred for 1 year, and only 1 year, by written request to, and approval by a majority vote of the Board of Directors. In the case of an approved request for deferral, the Diplomate in question will not be considered “inactive” for that one year. The request for deferral of dues must be received prior to July 1 of the year in which they are due. A reasonable justification must be given and may include financial or health/personal hardship. Deferred dues will be requested on January 1 of the next calendar year along with that year’s annual dues and considered delinquent July 1 of the next calendar year. No fines for the deferred dues will be accrued unless they are not paid by July 1 of the next calendar year, at which time they would be subject to the $50 late fine and considered delinquent.

**Article VII - Maintenance of Certification**

Section 1 - Members of the College certified in the year 2016 and after must meet maintenance of certification requirements as specified in the ACVAA Maintenance of Certification Policies and Procedures document.

Section 2 - Changes to the Maintenance of Certification Policies and Procedures document will be recommended by the Maintenance of Certification Committee and approved by the Board of Directors.

Section 3 - Any Diplomate who fails to complete the requirements for maintenance of certification will be re-classified as an Inactive Diplomate.

Section 4 - Recovery of Active Diplomate status will require successful completion of the written examination as administered within the year of petition.

**Article VIII – Inactive Diplomate Status**

Section 1 - Upon discontinuation of active professional participation in Veterinary Anesthesiology, a Diplomate must assume Inactive Diplomate status.

Section 2 - Failure to pay dues annually, within the period designated by Article VI, Section 1 of the Bylaws of this Constitution, shall result in reclassification of Diplomate status from Active, in good standing, to Inactive.

Section 3 - Upon resumption of active participation in Veterinary Anesthesiology and meeting the obligations of active Diplomate status including payment of current annual dues, an individual of Inactive Diplomate status may submit a formal, written request for return to Active Diplomate status to the Board of Directors.

Section 4 - Reinstatement to Active Diplomate status shall require a majority vote of the Board of Directors.

**Article IX Amendments**

Section 1 - Proposed amendments, approved by the Board, shall be distributed to the voting membership at least 30 days prior to the Annual Meeting.

Section 2 - Such amendments shall be introduced by the President and discussed by the membership at the next regular meeting.

Section 3 - Within 60 days following the regular meeting, the Executive Secretary/Administrator shall mail a ballot to each voting member or initiate electronic balloting. The proposed amendments will be included in the mailing or be posted on the voting site.

Section 4 - Ballots post marked within 30 days following initiation of the voting and received by the Executive Secretary/Administrator within 60 days following initiation of the voting shall be considered valid. In the case of electronic balloting, ballots complete within 30 days following initiation of the voting shall be considered valid. The deadline for ballot postmarking and reception, or completion of the electronic vote shall be specified on the ballots, or in the case of electronic balloting, posted on the voting site. The ballots to be returned by mail shall be sealed in a plain envelope, enclosed in a certification envelope with the name of the voting member in print and his/her signature.

Section 5 - Approval of amendments shall require an affirmative vote by two-thirds of the votes cast.

**Article X The Seal**

The seal shall contain the words "American College of Veterinary

Anesthesia and Analgesia. Founded in 1975."