

**BY-LAWS FOR THE EPIDEMIOLOGY SPECIALTY, AMERICAN
COLLEGE OF VETERINARY PREVENTIVE MEDICINE**

ARTICLE I

Mission and Objectives

- Section 1 The Mission of the Epidemiology Specialty is to promote the understanding and application of epidemiologic principles and methods by veterinarians to enhance animal and human health.
- Section 2 The Objectives of the Epidemiology Specialty are as follows:
- a. To certify qualified Diplomates of the American College of Veterinary Preventive Medicine as specialists in epidemiology and to recognize excellence in epidemiology.
 - b. To advance veterinary continuing education in epidemiology.
 - c. To foster collaboration between veterinary and human medicine in epidemiologic research and practice.

ARTICLE II

Membership

- Section 1 The Epidemiology Specialty, hereinafter referred to as the “Specialty,” is an affiliate organization of the American College of Veterinary Preventive Medicine (ACVPM). The Epidemiology Specialty became an affiliate organization of the ACVPM on September 18, 1984.
- Section 2 The Specialty shall be composed of Diplomates of the ACVPM who have been awarded Diplomat status in the Specialty in accordance with Sections 4 through 7 of this Article. Members of the Specialty shall maintain good standing in the ACVPM in order to maintain membership in the Specialty.
- Section 3 The members of the Specialty shall be known as Diplomates of the Specialty. There shall be four classes:
- a. Charter Diplomat
 - b. Active Diplomat
 - c. Emeritus Diplomat
 - d. Honorary Diplomat
- Section 4 **Charter Diplomat:** Charter Diplomates of the Specialty are those Diplomates of the ACVPM who initially formed the Specialty. Charter Diplomates are considered Active Diplomates of the Specialty. Their credentials were approved by members of the Organizing Committee and they were required to satisfy one or more of the following criteria.

- a. Be a Professor or Head of an academic section of epidemiology in a recognized institution.
- b. Be the author of significant publications in epidemiology resulting from research or practice and contributing substantially to its development. Such publications must appear in journals, the credibility of which will be established by the ACVPM Councilors.
- c. Have at least ten (10) years experience in epidemiology with greater than 50% of his/her professional time in each of the ten years being devoted to the specialty; and by teaching, research, or practice, have contributed to the development of epidemiology.
- d. Have advanced training in epidemiology from a recognized program and have thoroughly demonstrated his/her competence in teaching, research, or practice of epidemiology to which he/she devotes most of his/her professional time.

Section 5 **Active Diplomat:** An active member of the ACVPM who is of good moral and ethical standing acceptable to the Specialty, who satisfies the qualifications specified in Article VI, has successfully completed the certifying examination, and has paid application, certification, and membership fees as provided in Article VII.

Section 6 **Emeritus Diplomat:** Any Diplomat of the Specialty who has been granted Emeritus status by the ACVPM shall become an Emeritus Diplomat of the Specialty. Emeritus Diplomates have the same voting rights and privileges as Active Diplomates.

Section 7 **Honorary Diplomat:** An individual of established reputation who is not a Diplomat of the Specialty but who has made outstanding contributions to the Specialty may be awarded Honorary Diplomat status in the Specialty. Nominations for such membership shall be made in writing to the President of the Specialty by any Diplomat of the Specialty in good standing or any Emeritus Diplomat of the Specialty. The nomination shall set forth fully the grounds for such proposal and shall include letters of recommendation. The nominee must then receive majority approval of the Credentials Committee of the Specialty, which shall then forward the nomination, along with its recommendation, to the general membership of the Specialty for approval by electronic or mail ballot by a majority vote of not less than three-fourths of the Diplomates voting. Honorary Diplomates shall not be eligible to vote or hold office in the Specialty.

ARTICLE III

Officers

Section 1 **Officers:** The officers of the Specialty shall be President and Secretary. Each will serve a two-year term, and their terms will be staggered by one year.

Officers shall be Active or Emeritus Diplomates of the Specialty in good standing.

Section 2 **Nominations:** The Nominating Committee shall prepare annually a slate of nominees for the office of President or Secretary, whichever is applicable.

Section 3 **Elections:** Voting shall be conducted by electronic or mail ballot of the members of the Specialty at least 60 days prior to the annual meeting. The candidate for an office who receives the majority of votes cast in that election is elected. The results of the election shall be announced at the annual meeting following the election.

Section 4 **Installation:** Newly elected officers shall assume their duties at the conclusion of “Old Business” at the meeting following their election.

ARTICLE IV

Duties of Officers

Section 1 **President:**
The President shall preside over all meetings of the Specialty and make appointments to the committees.

Section 2 **Secretary:**
The Secretary shall keep minutes of all meetings and perform the usual duties of a secretary. The Secretary shall succeed to the presidency, should that office become vacant or the President be unable to fulfill his/her duties.

Section 3 Vacancies in the office of Secretary shall be filled by presidential appointment.

ARTICLE V

Committees

Section 1 **Credentials Committee**

a) Composition

This committee shall be composed of three (3) members appointed by the President for staggered terms of three (3) years. The President shall be an ex-officio member of this Committee. The senior member of the Committee in terms of service shall serve as Chair.

b) Duties

1. The Credentials Committee shall develop a public relations and recruitment policy for the Specialty.
2. The Credentials Committee shall establish prerequisites to application for the certifying examination. The prerequisites shall be published as a set of

guidelines for applicants.

3. The Credentials Committee shall receive, review, and approve the candidacy of applicants for the certifying examination.
4. The credentials of approved applicants shall be forwarded to the Examination Committee.
5. The Credentials Committee shall also receive, review, approve, and forward to the membership any nominations for Honorary Diplomate status within the Specialty as described in Article II, Section 7.

Section 2 **Examination Committee**

a) Composition

This Committee shall be composed of three (3) members appointed by the President for staggered terms of three (3) years. The President shall be an ex-officio member of this Committee. The senior member of the Committee in terms of service shall serve as Chair.

b) Duties

The Examination Committee shall be responsible for the preparation, administration and grading of all the certifying examinations for the Specialty. Results of the examination shall be forwarded to the President of the Specialty.

Section 3 **Nominating Committee**

a) Composition

This Committee shall be composed of three (3) members appointed by the President for staggered terms of three (3) years.

b) Duties

The Nominating Committee shall prepare a slate of candidates for the offices of the Specialty. The committee will report to the group at its annual business meeting.

Section 4 **Continuing Education Committee**

a) Composition

This Committee shall be composed of three (3) members appointed by the President for staggered terms of three (3) years.

b) Duties

The Continuing Education Committee shall present educational programs directed

to epidemiology at the annual meeting of the American Veterinary Medical Association in conjunction with the annual meeting of the Specialty. These programs shall be primarily for the membership of the ACVPM but others may attend. The Committee will make known the schedule and contents of the program in the Spring Pre-convention issue of the Journal of the American Veterinary Medical Association. Programs may also be presented at other times and locations with the approval of the officers of the Specialty.

ARTICLE VI

Certification

Section 1 Candidates for certification must:

- a) Be a Diplomate of the ACVPM,
- b) Have two (2) years of experience in epidemiology within five years previous to application. Time spent in a residency or graduate program with a focus on epidemiology does qualify toward the years of experience,
- c) Demonstrate competency in teaching of epidemiology, epidemiologic research, or practice that has contributed to the development of epidemiology by
 - 1) providing evidence of co-authorship of at least one scientific article in the peer-reviewed literature within five years previous to application,
OR
 - 2) if a manuscript has been submitted but is not published at the time of application, providing a letter from a collaborating researcher, faculty advisory, or epidemiologist (i.e., co-author with evidence of peer-reviewed scientific publications) stating that the applicant has co-authored a scientific manuscript and submitted it for peer-review and publication within the 12 months prior to application. At least 60 days prior to sitting for the examination, the applicant must submit an acknowledgement from a peer-reviewed journal that the manuscript was submitted and accepted for publication,
OR
 - 3) if the applicant wishes to satisfy this requirement through a non-peer reviewed major report (e.g., surveillance report, program monitoring report) in which she/he had a substantial role in analysis and preparation, submitting the report or a link to a publicly available version together with a detailed description of the applicant's role in the analysis and preparation of the report,
- d) Provide letters of reference (to be dated within one year of the date of application submission) from at least three Diplomates of the ACVPM or nationally recognized epidemiologists, to include one person who was responsible for a significant portion of the candidate's training in epidemiology, and
- e) Pass the certifying examination as established by the Examination Committee.

Section 2 Credentials of candidates who pass the certifying examination will be forwarded

to the Executive Vice President of the ACVPM by the President of the Specialty.

ARTICLE VII

Fees and Fiscal Matters

- Section 1 There are membership fees for the Specialty in addition to those of the ACVPM, and also an application fee and certification fee set by the officers in consultation with the ACVPM Executive Vice President. Emeritus and Honorary Diplomates shall be exempt from payment of membership fees.
- Section 2 A proposal for the annual operating budget of the Specialty shall be submitted to the Executive Board of the ACVPM at least 30 days prior to the annual meeting of the ACVPM.

ARTICLE VIII

Meetings

- Section 1 The annual meeting of the Specialty will usually take place in association with the annual meeting of the ACVPM.

ARTICLE IX

Amendments

- Section 1 Proposed amendments to these By-Laws shall be submitted to the President for study. Any proposed amendment receiving the recommendation of the officers shall be brought to a vote conducted by electronic or mail ballot of the members of the Specialty at least 60 days prior to the annual meeting. An affirmative vote of at least three-fourths of the members voting shall be required for adoption.

ARTICLE X

Non-Disciplinary Appeals Procedure

- Section 1 Adverse decisions by the Epidemiology Specialty include denial of adequacy of qualifications and denial of certification. In the event of an adverse decision, the ACVPM Executive Vice President or the Epidemiology Specialty President shall promptly advise the affected individual of the decision.
- Section 2 Adverse actions of a non-disciplinary nature, such as denial of applicant credentials or the failure of a candidate to successfully complete the certifying examination, may be appealed. The affected party may petition the officers of the Specialty to reconsider the decision by filing with the Executive Vice President a written petition for reconsideration. Such petition must include a statement of the grounds for reconsideration, must include any documentation available to support the petition, and must be received by the Executive Vice President within 45 days

of the date on which the Epidemiology Specialty announced its adverse decision.

- Section 3 Within 30 days of receipt by the Executive Vice President of an appeal based on credential or examination procedures, the Epidemiology Specialty President will appoint a five-member Ad Hoc Appeals Committee to investigate, review, and render a decision on the merits of the appeal. The members of this Ad Hoc Appeals Committee shall not be from the Epidemiology Specialty Examination or Credentials Committees and officers of the Specialty shall not serve on the Committee. The Ad Hoc Committee shall be a review committee and consist of:
- a) An Epidemiology Specialty past president not currently serving as an officer of the Specialty. This person shall serve as Chair of the Ad Hoc Appeals Committee;
 - b) A professional individual not affiliated with the ACVPM;
 - c) Three Active or Emeritus Diplomates of the Specialty in good standing and not excluded for reasons noted previously.

- Section 4 The Chair of the Ad Hoc Appeals Committee shall contact the affected party within five days of the date on which the last member of the Ad Hoc Appeals Committee was appointed. The Committee shall render its decision and the Chair shall notify the Epidemiology Specialty President within 30 days of the date on which the last member of the Ad Hoc Appeals Committee was appointed. Any extension of these timelines must be approved by the officers of the Specialty with notification to the appellant. The Chair shall collect and submit to the Executive Vice President all documentation of contact with the affected party as well as a written summary of the committee actions and findings. The Executive Vice President shall notify the affected person by mail within 30 days after the decision is made. The Ad Hoc Appeals Committee shall be dissolved upon resolution of the specific appeal(s). The decision of the Ad Hoc Appeals Committee is final.

As amended:
May, 2003
July 1, 2003
July 9, 2004
July 17, 2006
May 16, 2008
May 11, 2009
March 23, 2011
July, 2013