

AMERICAN BOARD OF VETERINARY TOXICOLOGY
CONSTITUTION

ARTICLE I

Name

Section 1. The name of this organization shall be the American Board of Veterinary Toxicology, also referred to as the Board or the ABVT in this document.

ARTICLE II

Incorporation

Section 1. The American Board of Veterinary Toxicology shall be incorporated under the laws of the State of Illinois as a nonprofit educational organization. The term for which it is organized shall be perpetual. However, in the event of dissolution of the corporation, its property shall be distributed for educational purposes.

ARTICLE III

Objectives

Section 1. To further the education and scientific progress in this specialty of veterinary medicine and to encourage education, training, and research in veterinary toxicology.

Section 2. To establish and maintain the highest possible standards of training and experience for qualification as specialists in veterinary toxicology.

Section 3. To provide recognition for such qualified specialists by suitable certification and other means.

ARTICLE IV

Membership

Section 1. The types of membership shall be three:

A. Charter Diplomates.

B. Diplomates

C. Retired Diplomates.

Section 2. The qualification of the three types of membership shall be as follows:

- A. Charter Diplomates. These individuals will be recognized as specialists by the American Board of Veterinary Specialties (ABVS) of the Council on Education of the American Veterinary Medical Association when ABVS accepts the original Board as a certifying body. The Charter Diplomates will have established nationally recognized competency in the specialty of veterinary toxicology.
- B. Diplomates. Individuals seeking recognition as Diplomates shall present evidence of their education and experience to the Board as stipulated in Article V. The Board will determine those who qualify for examination.
- C. Retired Diplomates. A diplomate in good standing, who meets one of the following criteria and petitions the Executive Committee for retired status, may be granted the status of Retired Diplomate upon a majority vote of those diplomates present and voting at the Board's annual meeting.
 - 1. A diplomate who has reached 65 years of age.
 - 2. A diplomate who certifies that he/she is permanently disabled and can no longer engage in veterinary toxicology activity as a full-time occupation.
 - 3. A diplomate whom the Executive Committee determines should be granted Retired Diplomate status due to extenuating circumstances.

ARTICLE V

Prerequisites for Board Examination

Section 1. A candidate must: a) be a graduate of a veterinary school or college accredited by the American Veterinary Medical Association (AVMA), or possess a certificate of accreditation in veterinary medicine from the Educational Commission for Foreign Veterinary Graduates of the AVMA, or be legally qualified (i.e., licensed or equivalent) to practice veterinary medicine in some state, province, territory, or possession of the United States or Canada or other country; and b) has subsequent to graduation from a school or college of veterinary medicine, made significant scientific contributions in the field of veterinary toxicology and has provided the Board with sufficient evidence of these qualifications for admission to the examination.

Section 2. An eligible candidate also must:

- A. Have satisfactory moral, professional and ethical standing.
- B. Satisfy the training and experience requirements of the Board by one of the following methods:
 1. Have fully completed four (4) calendar years of training in toxicology, including completion of an advanced degree. Such a program will include courses or training in toxicology (general mammalian, comparative, clinical), biochemistry, analytical chemistry, pharmacology, pathology, and statistics. Experience in teaching of toxicology, and/or toxicological research, and/or the practice of veterinary clinical and/or diagnostic toxicology, or combinations thereof acceptable to the Board, must be obtained. A minimum of two (2) of these four (4) years will be subsequent to receiving the DVM or equivalent degree, and under the direct supervision of an ABVT Diplomate. The candidate must provide evidence of senior authorship of two (2) accepted peer-reviewed publications, or completion of two (2) funded research projects, or equivalent activity in veterinary toxicology acceptable to the Board.
 2. Alternatively, a candidate may complete two (2) calendar years in the clinical practice of veterinary medicine, which may include the practice of clinical and/or diagnostic veterinary toxicology, subsequent to graduation from veterinary school or college, and at least three (3) calendar years in a residency or other training program in toxicology, and/or in the teaching of toxicology, and/or toxicological research, and/or the practice of veterinary clinical and/or diagnostic toxicology, acceptable to the Board. The candidate must provide evidence of senior authorship of two (2) accepted peer-reviewed publications, or completion of two (2) funded research projects, or equivalent activity in veterinary toxicology acceptable to the Board.
 3. Alternatively, for individuals who do not fulfill the requirements denoted under 1) or 2) above, the requirements for candidacy may be met through studies and experience obtained. The time necessary to obtain the required training and experience is dependent upon the amount of time available to be devoted to such activities. The candidate must provide evidence of senior authorship of a total of five (5) accepted peer-reviewed publications, or completion of a total of five (5) funded research projects, or equivalent activity in veterinary toxicology acceptable to the Board. The candidate is responsible for providing sufficient evidence of training and experience equivalent to that required in Article V, Section 2, B. 2. above that is acceptable to the Board to gain admission to the examination.

4. Have successfully passed the certification examination and be a current Diplomate in good standing of the American Board of Toxicology.

Section 3: The candidate must:

- A. Indicate which option or options the Board is to consider when evaluating the application. Training and experience requirements must be completed prior to sitting for the examination.
- B. Submit to the Board, with the application, a written statement containing all information necessary and required by the Board to judge his/her qualifications including references of publications, documentation attesting to the training of the candidate signed by the ABVT Diplomate or Academic Advisor supervising the training program, and other evidence of professional experience, training, and competency in veterinary toxicology. All publications must be accepted at the time the candidate applies for the certifying examination. Candidates must submit preprint copies of the manuscript as well as the journal's letter of acceptance. Candidates must submit copies of any published manuscripts. All publications must be related to toxicology, pharmacology or an affiliated discipline acceptable to the Board and should be submitted to journals listed as part of the Board's suggested study materials or other high quality, peer reviewed journals.
- C. Satisfactorily complete the Board examination within four (4) consecutive examining periods after notification of eligibility, but the candidate can only take the examination three (3) times during this time frame. Failure to complete the examination satisfactorily during the time limitations will require reapplication and evidence of additional qualifications.

ARTICLE VI

Examination

Section 1. The examination will be given only to those who have satisfied all the requirements of Article V.

Section 2. A comprehensive examination will be administered in an effort to assure that those who successfully pass it will be a credit to the profession and fully capable of functioning as toxicologists in any area with dignity, respect, and wisdom.

Section 3. Candidates will be examined for knowledge within the broad discipline of veterinary toxicology including but not necessarily limited to the following areas:

- A. The concept of toxicology, its usefulness, definitions and philosophies.
- B. Dosage-response relationships.

- C. Metabolism and detoxication.
- D. Toxicology of inorganic compounds.
- E. Toxicology of natural and synthetic organic compounds.
- F. Toxicology of plant poisons and biotoxins.
- G. Toxicology of radiation and radiomimetic compounds.
- H. Residues and residual effects of chemicals and radiation in foods.
- I. Testing for safety, including experimental design and interpretation.
- J. Antidotal procedures.
- K. Environmental toxicology--industrial, water, and air contamination.

ARTICLE VII

Officers

Section 1. The officers of this organization shall consist of the following: President, President-Elect, Secretary, and Treasurer.

Section 2. The election of the officers and their duties shall be provided in the Bylaws.

ARTICLE VIII

Administration

Section 1. The officers shall be responsible for the administration of all Board activities.

ARTICLE IX

Amendments to the Constitution

Section 1. Proposed amendments to this Constitution shall first be submitted to the officers for their recommendation. Only those amendments approved by at least one of the officers shall be submitted for a vote. Any proposed amendment with the recommendation of the officers, favorable or unfavorable, shall be announced to the Diplomates by mail or electronic mail, and they shall have thirty (30) days in which to reply to the Secretary signifying their ratification or rejection of the amendment.

A. The Secretary shall phrase the question so that a yes or no answer may be given.

B. The mail or electronic ballot shall be sent to each Diplomat of the Board entitled to vote.

- C. For mail ballots, the required return postmark date shall be set at thirty (30) days from the time the measure is posted by the Secretary. For electronic ballots, the open period for voting shall be set at thirty (30) days from the time the measure is posted or announced by email.
- D. Ballots postmarked or electronically cast after the closing date shall not be considered by the Secretary in determining the results.
- E. All ballot results shall be certified by the Secretary and relayed to the membership at large.
- F. An affirmative vote of at least three-fourth (75%) of the Diplomates voting shall be required for adoption of the amendment.
- G. In the event of a request for a recount, the officers shall constitute a committee to do so and shall be the final authority in such situations.

ARTICLE X

Council of Regents

- Section 1. Council of Regents shall consist of three Diplomates of the Board.
- Section 2. The Council of Regents shall not be current officers of the Board and shall have no responsibilities for the administration of Board activities.
- Section 3. The selection of the Council of Regents and duties shall be provided for in the Bylaws.

BY-LAWS

ARTICLE I

Election of Officers

- Section 1. The President, President-Elect, Secretary, and Treasurer shall be Diplomates elected by a majority vote of the Diplomates voting. The election shall be by paper ballot sent by postal mail and/or electronic ballot. "Electronic ballot" can include voting via an online format via the World Wide Web, a downloadable form suitable for postal mail delivery, or other electronic means as determined appropriate by the officers. In the event of a tie in the election, the Council of Regents will vote to break the tie. The President and President-Elect shall serve for 2 years and the Secretary and Treasurer shall serve for 4 years, with elections of Secretary and Treasurer staggered every 2 years. The President-Elect shall automatically succeed to the office of the President at the end of the term as President-Elect and will also succeed to the office of the President if that office be vacated during the ensuing 2 year term. In the event of a vacancy in the position of either President-Elect, Secretary, or Treasurer, the Council of Regents shall name an interim President-Elect, Secretary, or Treasurer who shall serve until the next election. In the event of a vacancy among the members of the Council of Regents, the President shall name a committee of three Diplomates who shall name a successor who shall serve until the next election. An appointed President-Elect shall not automatically succeed the out-going president.
- Section 2. Nomination(s) for all officers shall be made by a committee of three Diplomates elected by the members present at the Annual Business Meeting, for one year terms. Officers shall be ineligible to serve on the nominating committee.

ARTICLE II

Duties of the Officers

- Section 1. The President. The President shall preside over all meetings of the Board; shall be a member, ex-officio, of all committees; and shall perform the usual duties of such an office. The President shall appoint all committees, except the nominating committee. The President shall have no vote on committees when in an ex-officio capacity.
- Section 2. The President-Elect. The President-Elect shall preside at meetings in the absence of the President and shall be an ex-officio member of all committees. The President-Elect shall have no vote on a committee when serving in an ex-officio capacity.
- Section 3. The Secretary. The Secretary shall keep minutes of all the meetings of the Board and in that capacity shall conduct the routine affairs of the Board.

Section 4. The Treasurer. The Treasurer shall collect fees, issue receipts, draw vouchers, and pay bills and expenses. He/she shall arrange for the safekeeping of all funds and shall submit a financial statement at each annual meeting.

ARTICLE III

Meetings

Section 1. The regular meeting of the Board shall be held annually at a time and location to be determined by the Officers of the ABVT in consultation with ABVT membership. Meeting locations will be selected at least two years in advance. Special meetings may be called by the President. Such meetings shall be announced by mail or by electronic mail to the entire membership no less than thirty (30) days prior to the stated time of the meeting.

ARTICLE IV

Certifying Agency and Examining Committee

Section 1. The officers shall have the duties, powers, and responsibilities given by the Constitution and as follows:

- A. Appointment of an Examining Committee consisting of not less than six (6) Diplomates of the Board, giving due consideration to selecting those having recognized capabilities and accomplishments in the field of education. The term of responsibility shall be three (3) years. They shall be appointed on a rotation basis so that no fewer than two and no more than four of the committee will be appointed each year. The President shall designate the chairperson of the examining committee.
- B. Appointment of a Candidate Coordinator who will be responsible for handling all aspects of candidate applications including the distribution of applications to the members of the Certifying Agency.
- C. Organize and operate a Certifying Agency for specialists in veterinary toxicology. The Certifying Agency shall consist of the Officers, the Candidate Coordinator and the Examining Committee (as described in A above) and shall have the following responsibilities:
 1. Judgment of applicants for certification as to adequacy of meeting prerequisites for Board examination. Applications must be approved by two-thirds (2/3) of the members of the Certifying Agency voting in order to be certified to take the examination. Applicants will be informed of their eligibility status for examination within 90 days following the deadline for

receipt of applications.

2. Review and approval of contents of oral and written examinations recommended by the Examining Committee to assure that they reflect current knowledge, including the most recent technical and professional advances in the field of toxicology, and meet the high standards of a specialty board.
3. Review each examination completed and approve or disapprove the Examining Committee's recommendation as to certification of the individual candidates.
4. Make available to candidates and the interested, responsible public necessary information as to experience, prerequisites and examination requirements for certification.

Section 2. The Examining Committee shall prepare and administer written and/or oral examinations in accordance with and under the guidance of the Officers as outlined in Section 1 above. Their specific functions shall include but not be limited to the following:

- A. A comprehensive examination will be given to demonstrate the fitness and ability of the candidate to practice the specialty of veterinary toxicology. Candidates must be informed prior to the examination of the passing point, or, if this is not determined in advance, the method of setting the passing point. The passing point for each section of the examination may be adjusted lower, but not higher, by the Examining Committee and the Officers after the examination is administered. If the candidate passes one or more of the examination sections, the candidate may be reexamined in the following year(s) in the remaining sections not passed as long as it is within the time frame established in Article V, Section 3.C. of the Constitution.
- B. Assure that no less than three (3) of their members are present at all times during any oral examinations.
- C. Assure that not less than one (1) of their members is present during any written examinations.
- D. Prepare and submit to the Officers an oral and written evaluation of each examination completed, together with their recommendations as to the candidate's qualification for certification.
- E. Continually review the contents of examinations and refer to the Officers appropriate recommendations on changes necessary to keep the examinations current and of high quality.
- F. Continually review established minimal standards of accomplishment for the examinations and refer appropriate recommendations to the Officers when changes are indicated to assure certification is extended only to properly qualified candidates.

- G. Establish a schedule for examinations on an annual basis including place and time.
- H. Notify all candidates, in writing, of the results of the examination and any noted deficiencies within 30 days of the date of the completion of the examination. Results will be mailed to all candidates on the same date.

ARTICLE V

Fees

- Section 1. The certification fee for Charter Diplomates and Diplomates shall be established by the officers. The fee is in addition to any application and examination fees.
- Section 2. All components of the certification fee are due when the candidate is notified of acceptance as a Diplomate. The certificate of election as a Diplomate shall not be issued prior to compliance.
- Section 3. Applicants for examination will submit an application fee to be established by the officers along with their application. Those applicants certified to take the examination will submit an examination fee to be established by the officers payable prior to taking the examination. The examination fee is applicable to any reexamination given to the applicant during the four-year eligibility period.
- Section 4. Application and examination fees are not refundable.
- Section 5. An annual monetary sustaining fee will be required of Diplomates by June 30 of each year. Assessment of this fee will be accomplished by the Officers. A Diplomate with fees in arrears for longer than two (2) years will be deleted from the directory except for name alone and will be designated inactive and be ineligible to vote on ABVT matters. When sustaining fees are completely current, the Diplomate will again be listed as active and voting rights will be restored.
- Section 6. Retired Diplomates are exempt from the annual sustaining fee.

ARTICLE VI

Discipline

- Section 1. Any certificate issued by the Board may be revoked upon seventy-five (75) percent affirmative vote of the Diplomates if satisfactory evidence is presented to the Board that the applicant was not eligible at the time of the application or had made any misstatements or misrepresentation of facts or is shown to have demonstrated unethical conduct or has been convicted of a felony.

ARTICLE VII

Dissolution

Section 1. In case of dissolution, the assets of the Board shall be dedicated to the field of veterinary toxicology at scientific and education institutions.

ARTICLE VIII

Conduct of Business

Section 1. Rule of Order--Robert's Rules of Order, Revised, shall govern the conduct of all meetings.

Section 2. A quorum shall consist of those active Diplomates present at meetings of the Board.

Section 3. Meetings shall be held to hear, discuss, and approve officer and committee reports and other matters of concern to the Board.

Section 4. Voting on all measures to be brought before the membership shall be conducted either at a meeting of the Board or by mail or electronic ballot and procedures for any mail or electronic ballot shall be as follows:

- A. The Secretary shall phrase the question so that a yes or no answer may be given.
- B. The ballot shall be sent to each Diplomate of the Board entitled to vote.
- C. For mail ballots, the required return postmark date shall be set at thirty (30) days from the time the measure is posted by the Secretary. For electronic ballots, the open period for voting shall be set at thirty (30) days from the time the measure is posted.
- D. Ballots postmarked or electronically cast after the closing date shall not be considered by the Secretary in determining the results.
- E. All ballot results shall be certified by the Secretary and provided to the membership at large.

Section 5. An affirmative vote shall be at least fifty-one (51) percent of active Diplomates voting by mail or present at the meeting. In the event of a request for a recount, the officers shall constitute a committee to do so and shall be the authority in such situations.

ARTICLE IX

Amendments to the By-Laws

- Section 1. Proposed amendments to the By-Laws shall first be submitted to the officers for their recommendation. Only those amendments approved by at least one of the officers shall be submitted for a vote. Any proposed amendment with the recommendation of the officers, favorable or unfavorable, shall be announced to the Diplomates by mail or electronic mail.
- A. The Secretary shall phrase the question so that a yes or no answer may be given.
 - B. The mail or electronic ballot shall be sent to each Diplomat of the Board entitled to vote.
 - C. For mail ballots, the required return postmark date shall be set at thirty (30) days from the time the measure is posted by the Secretary. For electronic ballots, the open period for voting shall be set at thirty (30) days from the time the measure is posted.
 - D. Ballots postmarked or electronically cast after the closing date shall not be considered by the Secretary in determining the results.
 - E. All ballot results shall be certified by the Secretary and relayed to the membership at large.
 - F. An affirmative vote of at least three-fourths (75%) of the Diplomates voting shall be required for the adoption of the amendment.
 - G. In the event of a request for a recount, the officers shall constitute a committee to do so and shall be the final authority in such situations.

ARTICLE X

Selection of the Council of Regents

- Section 1. The Council of Regents shall consist of the two immediate past Presidents of the Board and a third Diplomat.
- Section 2. Nominations for the third member shall be made by the nominating committee at the same time they make nominations for officers of the Board.
- Section 3. The third member shall be elected by mail or electronic ballot at the same time as the officers are elected and shall serve for a period of two (2) years

Section 4. In the event that one of the members cannot serve a full term, a replacement shall be appointed by the President.

ARTICLE XI

Duties of the Council of Regents

Section 1. The members of the Council of Regents will sit as a Appellate Board to consider any appeals concerning the Board examination or the certification to take the examination.

Section 2. The Council of Regents shall review all ballots prior to their submission to the membership for voting.

Section 3. The Council of Regents shall serve as consultants to the officers of the Board on an as-needed basis.

ARTICLE XII

Procedure for Appeal of Adverse Decision by ABVT.

Section 1. Adverse decisions by ABVT may include, but are not limited to:

- A. Denial of certification of an individual
- B. Denial of adequacy of credentials
- C. Suspension of certification

Section 2. In the event of an adverse decision by ABVT, ABVT shall advise the affected person of the procedure for appealing the adverse decision. An affected party desiring to appeal the ABVT's adverse decision must adhere to the following procedures.

A. Grounds for Reconsideration or Review: The affected party may petition for reconsideration or review of the ABVT's decision on the grounds that ABVT had ruled erroneously by:

- 1. Disregarding the established ABVT criteria for certification or approval.
- 2. Failing to follow its stated procedures.
- 3. Failing to consider relevant evidence and documentation presented.

B. Petition for Reconsideration:

- 1. An affected party may, at his or her option, petition ABVT to reconsider its decision by filing with the ABVT Council of Regents a written petition for reconsideration which shall include a statement of the grounds for

reconsideration and documentation, if any, in support of the petition.

2. Such petition must be received by the ABVT within 90 days of the date ABVT announces its adverse decision.
3. The affected party may, at the discretion of ABVT, be invited to appear at the next regular meeting of the Board officers.
4. The officers and Council of Regents of ABVT will meet in executive session either at a common location or via a telecommunications-based conference to reach a final decision. This decision will be delivered in writing by certified mail to the affected person not more than 60 days after a petition has been received.
5. The affected party may appeal the decision of ABVT to the American Veterinary Medical Association's American Board of Veterinary Specialties (ABVS) if a satisfactory outcome is not reached after completion of steps (1) through (4) above. The ABVS contact information may be obtained by contacting the AVMA's staff member assigned to the ABVS.