



# By-Laws

of the

## Academy of Veterinary Clinical Pathology Technicians (AVCPT)

### **ARTICLE I: MEMBERSHIP**

#### **Section 1:**

The Academy of Veterinary Clinical Pathology Technicians shall be composed of Veterinary Technicians who have achieved distinction in the field of veterinary clinical pathology and have fulfilled the requirements for and successfully passed the certification process as set forth in the By-laws of the AVCPT.

### **ARTICLE II: OFFICERS**

#### **Section 1: Offices and Executive Board**

The officers of the AVCPT shall be President-Elect, President, Past-President, Secretary, Treasurer, and Members at Large. The Executive Board shall consist of the Officers and Members-At-Large who are Active members and who are elected by the membership. Each member of the Executive Board shall have one vote on issues for seconded motions at AVCPT meetings. No one on the Executive Board shall be paid for his or her time. All on the Executive Board shall understand that this is a volunteer, not for profit organization and no funds in excess of budgeted expenses shall be allocated for any officer without a majority vote of the Executive Board. At-Large Members shall be diversified by career field (i.e. private practice, research, zoo, academia, corporate, etc) as active members in those fields are credentialed by AVCPT.

#### **Section 2: Terms of Office**

The terms of office shall be as follows: President, President-Elect, Past President, Secretary, and Treasurer shall be for two years. These terms shall begin when AVCPT has received recognition by the National Association of Veterinary Technicians in America (NAVTA). Initially the remaining organizational committee members not appointed to an office will serve as Members-at-Large. Initially, approximately half of the At-Large members will have two year terms and approximately half shall have a one year term. After these initial terms, At-Large members shall have two year terms. After applicants become active members of the AVCPT, At-Large members shall be elected by the membership. These terms shall stand unless there is a majority vote by the Executive Board amending that particular office term.

#### **Section 3: Election of Officers**

Election of the officers shall take place by mail or secure electronic ballot prior to the annual meeting. The election of officers shall be held biennially (every other year) for each office.

#### **Section 4: Term Limitations**

The Officers shall have no limit as to how many terms they can serve in all positions on said Executive Board.

#### **Section 5: Vacancies of Offices**

If a vacancy other than the President occurs within the Executive Board, the President shall assume the duties of that position until the next regular or special Executive Board Meeting can be called to elect another individual to fill the vacancy. A majority of the Executive Board will be required to elect a replacement for the vacant office. The President-Elect shall succeed the President at the end of the President's term and shall fill the unexpired term of office of President if the President is unable to fulfill his or her term.

#### **Section 6: Resignation Process**

Any member of the Executive Board who resigns his or her elected position must notify the President in writing at least thirty days prior to resignation. Upon receipt of the notice of resignation the President must advise the members of the Executive Board so nominations can be made at the next Executive Board meeting. If the President resigns his or her position, the President-Elect shall be notified and it will be his or her duty to notify other Board Members.

### **ARTICLE III: DUTIES OF OFFICERS**

#### **Section 1: President**

- a. Serves a two year term that begins at the close of the AVCPT general meeting in the year that elections are held.
- b. Presides over all meetings of the AVCPT and the Executive Board.
- c. Has the ability to call Executive Board meetings as needed.
- d. Creates an agenda for all meetings.
- e. Administers the affairs of the organization according to the Constitution and By-laws of the AVCPT.
- f. Coordinates the activities of all the AVCPT's Committees and appoints a chair to all committees.
- g. Represents the AVCPT in all matters unless otherwise delegated to the Executive Board or specific Board members.
- h. Acts as the spokesperson for the AVCPT to the media, public, and other related organizations unless otherwise delegated to a specific Board member.
- i. Appoints a liaison with all other designated allied associations.
- j. Signs checks and accesses funds in the absence of the Treasurer.
- k. Attends and presents a report of the activities of the office at each meeting of the Executive Board and at such other times as determined by the Executive Board.
- l. Attends the annual general meeting of the AVCPT and presents an annual report.
- m. Assumes the role of past president at the end of the term.

#### **Section 2: President Elect**

- a. Serves a two year term that begins at the close of the AVCPT general meeting in the year that elections are held.

- b. Automatically becomes President at the termination of the predecessor's term of office.
- c. Assumes the responsibilities of the President if the President is unable to perform the duties of the office.
- d. Serves as an *ex officio* member of the Examination Committee.
- e. Signs checks and accesses funds in the absence of both the Treasurer and President.
- f. Serves as chairperson of the Continuing Education Committee.
- g. Serves as an advisor for other Board members and the AVCPT.
- h. Attends and presents a report of the activities of the office at each meeting of the Executive Board and at such other times as determined by the Executive Board.
- i. Attends the annual general meeting of the AVCPT and presents an annual report on the activities of the office.

### **Section 3: Past-President**

- a. Serves a two year term that begins at the close of the AVCPT general meeting in the year that elections are held.
- b. The Past-President (retiring President) shall be called upon if the President and President-Elect are simultaneously unable to perform the duties of President.
- c. Serves as acting President until the next regularly scheduled election or until either the President or President-Elect are able to resume the duties of President.
- d. Chairs the examination committee.
- e. Attends and presents a report of the activities of the office at each meeting of the Executive Board and at such other times as determined by the Executive Board.
- f. Attends the annual general meeting of the AVCPT and presents an annual report on the activities of the office.

### **Section 4: Secretary**

- a. Serves a two year term that begins at the close of the AVCPT general meeting in the year that elections are held.
- b. Maintains the general records of the organization and files all required reports pertaining thereto.
- c. Attends all meetings of the AVCPT and the Executive Board and all meetings of the Credentials Approval Committee unless specified otherwise by the President.
- d. Provides an agenda to all Executive Board members of upcoming meetings.
- e. Records and keeps all original notes, minutes, and records of all official meetings and sessions until the Executive Board approves their disposal.
- f. Maintains archival copies of all publications, documents, and other records of the AVCPT.
- g. Conducts mail ballots or electronic ballots when required.
- h. Coordinates correspondence and proposals regarding training programs and process applications for AVCPT Certification Examination.
- i. Handles all correspondence on behalf of the AVCPT.
- j. Attends and presents a report of the activities of the office at each meeting of the Executive Board and at such other times as determined by the Executive Board.

- k. Attends the annual general meeting of the AVCPT and presents an annual report on the activities of the office.
- l. In case the Secretary is unable to perform their duties, the vacancy will be filled by a member appointed by the Executive Board until the next regular election.

### **Section 5: Treasurer**

- a. Serves a two year term that begins at the close of the AVCPT general meeting in the year that elections are held.
- b. Maintains the financial records of the organization and prepares them for audit annually or as requested.
- c. Files state and federal financial forms of the AVCPT as needed.
- d. Serves as the custodian of all assets of the AVCPT.
- e. Pays all expenses of the AVCPT as directed by the Executive Board.
- f. Maintains a file of all vouchers and invoices accompanying them for a period of not less than five years.
- g. Deposits all monies in the name of the AVCPT in a federally insured bank approved by the Executive Board.
- h. Serves as Chairperson of the Financial Affairs committee.
- i. Serves as member of the Continuing Education Committee.
- j. Carries out other duties as determined by the Executive Board.
- k. Turns over all funds, properties, and records to their successor.
- l. Attends and presents a report of the activities of the office at each meeting of the Executive Board and at such other times as determined by the Executive Board.
- m. Attends the annual general meeting of the AVCPT and presents an annual report on the activities of the office.
- n. In case the Treasurer is unable to perform their duties, the vacancy will be filled by a member appointed by the Executive Board until the next regular election. The President and President-Elect shall have check signing privileges.

### **Section 6: Member at Large**

- a. Serves a two year term that begins at the close of the AVCPT general meeting in the year that elections are held.
- b. Serves as an ambassador of the AVCPT and helps promote the Academy at the annual meeting and to the general public
- c. Assists in the formation of and advising of committees within the AVCPT.
- d. Attends and presents a report of the activities of the office at each meeting of the Executive Board and at such other times as determined by the Executive Board.
- e. Attends the annual general meeting of the AVCPT and presents an annual report on the activities of the office.
- f. Carries out other duties as determined by the Executive Board.
- g. Serves on committees as appointed.
- h. In case a Member at Large is unable to perform their duties, the vacancy will be filled by a member appointed by the Executive Board until the next regular election.

## **ARTICLE IV: COMMITTEES**

### **Section 1: Executive Board**

- a. The management and control of the business and professional affairs of the AVCPT shall be vested in the Executive Board.
  - i. The Executive Board or its designated committees shall receive and consider for approval all applications, provide for the conduct of an examination, and issue appropriate certificates to those who successfully pass the examination and are approved for membership by the Executive Board.
  - ii. It shall consider and act upon: charges against members for alleged offenses against the Articles of Incorporation and By-laws, charges of unprofessional conduct, and expulsion of members.
  - iii. The Executive Board shall select the time and place of all meetings, determine the amount of the initiation, ancillary fees and dues, and generally govern the membership of the AVCPT.
  - iv. It shall direct the management of funds held by the AVCPT.
- b. The Executive Board shall consist of the President-Elect, President, Past-President, Secretary, Treasurer, and Members at Large elected by the AVCPT.
- c. Vacancies between elections occurring on the Executive Board shall be filled by appointment by the Executive Board. Any member appointed to fill a vacancy shall hold the office until the expiration of the term in which the vacancy occurred.
- d. One of the meetings of the Executive Board shall be held immediately preceding the annual business meeting of the AVCPT. Special meetings may be called at any time by the President or at the written request of not less than four members of the Executive Board.
- e. Not less than five days notice of the time and place of any special meeting (including teleconferences) and not less than thirty days notice of the time and place of the regular meeting shall be given by mail, e-mail, or FAX. The notice will be addressed to each Executive Board member at their residence or place of business, as it shall appear in the official records of the AVCPT.
- f. A majority of voting members of the Executive Board present in person, on a telephone conference call, or by other electronic means shall constitute a quorum for the transaction of any business that may come before the meeting.

### **Section 2: Committees**

- a. This organization shall have the following committees: Nominating, Credential Approval, Examination, Re-certification, Continuing Education, and Financial Affairs. Additional committees may be specified by the President and approved by the Executive Board, as deemed necessary for temporary or continuous terms based on need.
- b. Standing and ad hoc committee members and chairpersons shall be appointed by the President and approved by the Executive Board. Terms of committee members shall overlap. Committees shall be composed of a chairperson and a minimum of two members of the AVCPT. They shall be initially appointed for one year (one member), two years (one member), and respectively thereafter, terms will be for a two-year period.
- c. The following shall apply to all committees unless otherwise explicitly stated:

- i. A senior AVCPT member on the Committee will be the Chairperson unless otherwise designated. A senior AVCPT member is a person with the most number of years experience on the committee.
- ii. If a committee member is unable to fulfill his or her term; once he/she notifies the Chairperson in writing, a replacement shall be appointed by the President to fulfill the un-expired term.
- iii. Once the term is ended, nominations will be accepted for fulfillment of the new term
- iv. The appointed replacement from the previous term may be nominated for the new term if they express an interest in further service.

### **Section 3: Nominating Committee**

- a. The committee shall be appointed not less than six months prior to the election date.
- b. The duties of this committee shall be:
- c. Present a slate of officers composed of at least one nominated member of the AVCPT per office prior to the election as specified in Article VI, Section 2 of the By-laws.

### **Section 4: Credentials Approval Committee**

- a. The duties of this committee shall be:
  - i. Provide through the Secretary of the AVCPT information and application forms as well as guidance to prospective applicants.
  - ii. Evaluate and certify eligibility of applicants requesting examination by the AVCPT.
  - iii. Forward approved applications to the President.
  - iv. Notify the President of applicants who are not deemed eligible for examination and delineate the areas of deficiency.
  - v. Participate in development of educational criteria to ensure standardization of requirements. Provide this information through the Secretary to all prospective candidates and institutions requesting such.
  - vi. Provide guidance to educational program coordinators according to the standards and procedure adopted by the AVCPT.

### **Section 5: Examination Committee**

- a. The President-Elect shall be an ex officio member of this committee.
- b. The duties of this committee shall be:
  - i. Preparation, administration, and grading of the examination. The passing score will be established by the Examination Committee with approval by the Executive Board. The method of establishing the passing scores will also be approved by the Executive Board.
  - ii. Inform prospective examinees about the format and content of the upcoming examination.
  - iii. Report to the President results of such examinations and make recommendations based on the proposed passing point.
  - iv. At least one member of this committee will monitor and proctor the examinations as designated by the chairperson.

- v. Provide written critique in a letter of clarification through the Executive Board to individuals requesting that information following failure to pass examination.

### **Section 6: Re-certification Committee**

- a. The duties of this committee shall be:
  - i. Determine the distribution of CE units used to satisfy the re-certification process, with approval by the Executive Board.
  - ii. Evaluate applications and CE units for re-certification. Successful completion of the CE units will result in re-certification for another five year period. Final approval for re-certification status must be granted by the Executive Board.

### **Section 7: Continuing Education Committee**

- a. Composed of the President-Elect, Treasurer, and a minimum of one additional member of the AVCPT.
- b. The duties of the Committee shall be:
  - i. Coordinate all continuing education and publications of the AVCPT.
  - ii. Identify and communicate clinical pathology continuing education opportunities to the membership.
  - iii. Plan, organize, select speakers and conduct continuing education meetings of the AVCPT.
  - iv. Oversee and ensure the timely publication of all proceedings generated from AVCPT educational programs.
  - v. Maintain and update the AVCPT website

### **Section 8: Financial Affairs Committee**

- a. The Treasurer shall be Chairperson of this committee.
- b. The duties of this committee shall be:
  - i. Prepare an annual budget and submit it to the Executive Board for review and approval.
  - ii. Advise the Executive Board on dues, fees, expenditures, speaker honorariums, continuing education cost, and other fiscal matters of the AVCPT.

## **ARTICLE V: DUES, FEES, FISCAL MATTERS**

### **Section 1: Dues**

- a. The dues for members of the AVCPT shall be established by the Executive Board and reviewed as needed.
  - i. Dues become payable on January 1st of each calendar year. Dues are delinquent March 1st and if not paid by May 1st active membership in the AVCPT will be terminated, but only after notification of members in question by registered mail, return receipt requested.
  - ii. Dues paid at any time during the year after January 1<sup>st</sup> are still renewable the following January 1<sup>st</sup> regardless of date previously paid.

- b. Reactivation of membership within six months of termination may be requested by petition through the Secretary with approval of the Executive Board plus payment of all delinquent dues plus twenty-five percent (25%).

### **Section 2: Exam Application Fee**

- a. The AVCPT certifying examination fee will be set by the Executive Board annually for all eligible candidates qualifying for the examination each year.
- b. Fees will not be refunded for any reason.

### **Section 3: Annual Operating Budget**

- a. The Executive Board shall approve the annual operating budget for the AVCPT upon recommendations by the Financial Affairs Committee.

### **Section 4: Fiscal Year**

- a. The fiscal year of the AVCPT shall be from January 1 to December 31.

## **ARTICLE VI: CONDUCT OF BUSINESS**

### **Section 1: Annual Business Meeting**

- a. The AVCPT shall meet annually at a site selected by the Executive Board for the purpose of conducting and reviewing the business of the AVCPT. Additional meetings of the AVCPT shall be held if requested by the Executive Board. Written notice to all AVCPT members shall precede the meeting date by at least thirty days. The conduct of all meetings shall follow the procedures set forth in the current edition of Roberts Rules of Order when applicable as long as they are consistent with the Constitution and By-laws of the AVCPT.
- b. All Members of AVCPT who are currently in good standing are able to attend business meetings of the AVCPT.
- c. A quorum for business meetings of the AVCPT shall consist of one third of the members eligible to vote.

### **Section 2: Election of Officers**

- a. A proposed slate of officers shall be presented by the Nominating Committee to the Executive Board at least ninety days prior to the annual business meeting. Recommendations for additional nominations may be solicited from the membership by the Nominating Committee.
- b. Election of officers shall take place annually by mail or electronic ballot at least thirty days prior to the annual business meeting of the AVCPT.
- c. Election shall be made by anonymous ballot. A simple majority of votes shall be necessary to elect. If on any ballot of more than two candidates, simple majority of the votes is not attained the candidate receiving the smallest number of votes shall be eliminated and the voting shall proceed. A tie vote with two candidates shall be decided by the President casting the tie breaking vote.



### **Section 3: Reports**

- a. Annual reports shall be submitted to the Committee on Veterinary Technician Specialties (CVTS) by December 15 of each year while under provisional recognition.
- b. Annual reports shall be submitted to AVCPT 60 days before their annual meeting.
- c. Biennial reports containing AVCPT status and activities will be submitted to CVTS by December 15 every other year upon receiving full recognition.
- d. A five year in depth self-study report shall be submitted to CVTS as required by CVTS.
- e. After the AVCPT has been recognized as a specialty organization for five years the interval for the in depth reports increases to every ten years.

## **ARTICLE VII: AMENDMENTS**

### **Section 1: Proposed Amendments to the By-laws**

- a. The members may amend, alter or repeal any part of the By-laws by an affirmative vote, provided the substance of the proposed amendment shall have been communicated to the membership.
- b. Proposed amendments to the By-laws shall be submitted to the Executive Board for review ninety days before a scheduled meeting of the AVCPT.
- c. Proposed amendments shall be distributed to the voting membership with a recommendation by the Executive Board at least thirty days prior to a voice vote, the distribution of a mail, or secure electronic ballot.
- d. An affirmative vote shall require that at least one half of the voting members in good standing vote and at least two-thirds of the members voting approve the proposal.
- e. All changes in the Constitution and By-laws shall be included in the CVTS annual report.

## **ARTICLE VIII: EXAMINATION, CERTIFICATION AND RECERTIFICATION**

### **Section 1: Credential Requirements**

- a. Credential Requirements dictate that each applicant, before he or she is declared eligible for examination, must:
  - i. Be a graduate of an AVMA accredited Veterinary Technology program and/or credentialed to practice as a Veterinary Technician in a State or Province of the United States, Canada, or other country.
  - ii. In states that do not offer credentialing, applicants must show evidence of a passing score on the Veterinary Technician National Exam (VTNE). Applicants from another country shall be credentialed by their country of residence.
  - iii. The candidates must be a member of NAVTA, capable of showing proof of current membership.
- b. After graduating from an accredited Veterinary Technology program and/or becoming credentialed to practice as a Veterinary Technician (or its equivalent), candidates must meet education and experience requirements, as specified:
  - i. Three years and a minimum of 4,000 hrs work experience in the field of veterinary clinical pathology. All experience must be completed within six years prior to the application.

- ii. A minimum of forty continuing education (CE) clock hours related to veterinary clinical pathology.
  - 1. The continuing education must be completed within the last six years immediately prior to submitting the application.
    - a. The continuing education must be RACE approved or its equivalent, and/or from an accredited veterinary technician school, school of veterinary medicine, national / state / local conference with approved CE's. Proof of attendance is required. No more than 25% may come from electronic and / or printed sources. (Effective January 16, 2015)
- iii. Provide the documentary evidence of advanced competence in veterinary clinical pathology.
  - 1. Completion of the veterinary clinical pathology skills form. The skills form documents skills that have been mastered by the candidate and are necessary to practice as a veterinary technician at an advanced level within the field of clinical pathology. The form will be provided by the credentials approval committee. It is subject to change based upon the current state of the art in veterinary clinical pathology.
  - 2. A case log is maintained for the length of time necessary to complete all the required skills, within the three years immediately preceding the submission of the application. The cases shall reflect the mastery of advanced veterinary clinical pathology skills.
  - 3. Three detailed case reports. Case reports must demonstrate expertise in the collection, handling, and processing of patient samples requiring laboratory/pathology services. The case report must also demonstrate knowledge and understanding of disease processes and pathology of the patient. The case reports should be selected from the case log. Case reports must be the original work of the applicant.
  - 4. Two letters of recommendations from two different categories: an AVCPT member, a supporting veterinarian, supporting credentialed technician, a member of the American Society of Veterinary Clinical Pathology (ASVCP), or a veterinary technology specialist (VTS) in any of the NAVTA approved specialties.

**Section 2: Applicant procedures for admission to examination for AVCPT status are as follows:**

- a. Application for examination must be made by the applicant to the Secretary on a form provided by the AVCPT and submitted along with the prescribed application fee and required documents on or prior to the calendar date eight months preceding the scheduled examination. The application fee will not be refunded if applicant is not eligible to take the examination.
- b. Eligibility rulings are made by the Executive Board on recommendation by the Credentials Approval Committee and applicants will be notified of results no less than six months preceding the scheduled examination date.
- c. The applicant is required to sign the following agreement when he or she applies: I hereby apply to the AVCPT of Veterinary Clinical Pathology Technicians for

examination in accordance with the guidelines set forth by the AVCPT for credentials evaluation and appeal; herewith, I enclose the application fee. I also hereby agree that prior to or subsequent to my examination the AVCPT may investigate my standing as a veterinary technician, including my reputation for complying with the standards of ethics of the profession.

### **Section 3: Examinations**

- a. Candidates approved by the Credentials Approval Committee and the Executive Board, upon receipt of the prescribed examination fee by the stated due date, will be advised of the exam format no less than three months prior to examination.
- b. Examinations will be prepared and administered by the Examination Committee.
- c. Passing scores will be proposed by the Examination Committee and approved by the Executive Board.
- d. Examinations will be given at least once every other year.
- e. The examination committee may include written and practical items (computer simulations, use of audiovisual aids, or laboratory equipment may be used as part of the testing process).
  - i. Topics to be covered on the examination are those that are crucial to veterinary clinical pathology.
  - ii. Exam items will be referenced using current scientific sources.
  - iii. Exam items may be submitted by ASVCP or AVCPT members and approved by the examination committee.
- f. All candidates will be notified of the results of the examination by mail. All results will be mailed on the same date within sixty days of the examination.
- g. Candidates who have failed the examination will, upon written request through the Secretary to the Executive Board within thirty days of notification, be given written clarification as to the areas of deficiencies. The letter of clarification of deficiencies will be provided by mail within sixty days of receipt of the candidate's request.

### **Section 4: Certification**

- a. Candidates must successfully pass the certifying examination.
- b. Final approval for AVCPT status must be granted by the Executive Board.
- c. A certificate will be issued to the candidate by the Secretary upon direction of the Executive Board.
- d. AVCPT certification is conferred for a period of five years. The certification period will begin on the first day of the month that the examination is passed and end on the same date five years later.

### **Section 5: Appeals**

- a. Candidates denied eligibility to sit for the AVCPT Certification Examination may appeal this decision within thirty calendar days from their receipt of the letter of notification. The appeal must be made by written petition to the Secretary and shall include a statement of the grounds for reconsideration. The Appeals Committee may request additional information as needed.
  - i. Upon receipt of an appeal, the Secretary shall notify the President and the Chair of the Credentials Approval Committee. The President will appoint a

- committee of three AVCPT Board Members to serve as an *ad hoc* Appeals Committee within fifteen calendar days of receiving notification of the appeal.
- ii. The Chair of the Credentials Approval Committee shall submit to the Appeals Committee a written statement indicating the reasons for rejecting the candidate. The complete application file of the candidate will be provided for the Appeals Committee to review.
  - iii. The Appeals Committee shall review the appeal(s) and render the recommendation(s) to the Executive Board within thirty calendar days from the date the committee was appointed. The Executive Board will render a decision on the appeal upon the recommendation of the Appeals Committee and notify the petitioner of the decision within fifteen calendar days after receipt of the report of the Appeals Committee. The decision of the Executive Board shall be final.
- b. Failure of the examination.
    - i. Failure of the examination is not appealable.
    - ii. The credentials committee will determine what documentation will be required for re-examination. A complete application packet may be required. The full certification examination fee must be paid for each repeated examination.
    - iii. No refund of the fees will be rendered due to failure to sit for scheduled exam or failure of examination.
  - c. Appeals of other adverse decisions by the AVCPT, including suspensions, may be made by written petition through the Secretary to the Executive Board. An *ad hoc* Appeals Committee will be established and the petitioner notified of the appeal process and timetable.
  - d. The procedure for the Appeals Process will be included with all application forms.

### **Section 6: Re-certification**

- a. Re-certification may be obtained through one of two options.
  - i. Completion of forty RACE approved, or equivalent, continuing education (CE) hours in clinical pathology and demonstration of professional development per five year period. The CE hours may be obtained through attendance at seminars pertaining to veterinary clinical pathology and related disciplines or electronic, journal, or distance learning opportunities. Professional development may be obtained by completion of one of the following: contribution to professional publications, presentation of a lecture or wet lab, teaching a course in clinical pathology, completion of research projects, or completion of advanced coursework in clinical pathology. The distribution of CE hours will be determined by the Re-certification Committee with final approval by the Executive Board. Other forms of professional development may be approved by the Re-certification Committee.
    1. The recertification date may be extended by six months due to extenuating circumstances. A request in writing to the Executive Board must be accompanied by documentation of extenuating circumstances. Extension is contingent on approval by the Executive Board

2. If the extension is granted, subsequent recertification deadlines will revert back to the original recertification date.
  - ii. Retaking the AVCPT examination.
- b. Recertification also requires submission of ten test questions suitable for use on future exams.
  - i. Each question must be validated by a minimum of three acceptable sources.

## **ARTICLE IX: DISCIPLINE**

### **Section 1: Revoking of certification**

- a. Revoking of certification shall occur when:
  - i. Certification violates provisions of the AVCPT's Constitution or Bylaws.
  - ii. The AVCPT member fails to maintain acceptable standards of competence in the practice of clinical pathology as determined through investigation by the Executive Board.
  - iii. The AVCPT member(s) fails to pay dues.
  - iv. The AVCPT member(s) fails to complete the re-certification process by the deadline.
- b. Notification of revocation will be made by registered mail, return receipt requested.
- c. Reinstatement is contingent on approval by the Executive Board and, if applicable, payment of all past dues.

### **Section 2: Unethical Conduct**

- a. Members accused of unethical conduct, incompetence, negligence, fraud, or other charges that discredit the AVCPT will be investigated.
- b. Such charges must be made in writing to the Executive Board. If investigation reveals evidence warranting action, the accused will be notified in writing and given full opportunity to respond in writing to the Executive Board.
- c. Disciplinary action may be recommended and executed by the Executive Board.