ACADEMY OF VETERINARY DENTISTRY

BYLAWS

ARTICLE I: MEMBERSHIP AND EXAMINATION

The Credentialing and Examination processes in Article I, Sections 1 and 2 below will cease as of the following dates:

A. Credentials Applications will not be accepted after closure of the 2015 Credentials Application cycle.
B. Item A in Section 1 will be automatically deleted from the Academy By-Laws as of December 31st, 2015.
C. The Academy Fellow examination will no longer be offered once individuals whose credentials were approved in 2015 or earlier have either passed the examination or have failed the permitted three attempts within five years.
D. Article I Section 2 will be automatically deleted from the Academy By-Laws as of December 31st, 2021.

Section 1. Credentials Requirements for admission to the examination for membership as a Fellow of the Academy:

A. Application shall be made to the Academy Secretary on a form approved by the Credentials Committee and received by the Secretary on or before July 15, accompanied by the application fee. Eligibility for admission to the examination is to be decided by the Board of Directors based on the recommendations of the Credentials Committee.
B. The Applicant must:
   1. Be a graduate veterinarian and be licensed to practice veterinary medicine. Exceptions to these requirements may be made by the Board of Directors.
   2. Have spent at least five years in general practice with an emphasis on veterinary dentistry, or completed an accredited residency program with an emphasis on veterinary dentistry, or at least three years in veterinary dental practice prior to application.
   3. Produce documented evidence of advanced competence in veterinary dentistry.

Section 2. Examination shall be offered annually.

A. For admission to membership, all examination requirements must be completed within three attempts and within five examination cycles of receiving notification of acceptance of credentials. Exceptions to this requirement may be made by the Board of Directors following petition by the applicant.
B. The examination shall consist of two areas, a written section and a practical section.
C. Admission to the Academy will be decided by a majority vote of the Board of Directors following recommendations from the Examination Committee.

Section 3. A certificate of accreditation shall be sent to all new Fellows of the Academy following acceptance into membership.
ARTICLE V: STANDING COMMITTEES

Section 1. **Fiscal and Audit Committee.** This committee shall be composed of the three elected Members at Large. They shall receive and review all of the Treasurer’s financial reports and any additional financial data necessary to file their report with the Board of Directors. They shall submit their findings with the recommendations to the Board of Directors in preparation of a final outside audit. The Audit Committee report shall be filed within a reasonable period of time after the fiscal year has been completed.

Section 2. **Credentials Committee.** This committee shall be composed of a chair and four (4) Fellows. The Committee Members shall serve overlapping three (3) year terms. The Chairman shall submit the selections to the Board of Directors for approval. The committee shall review the application and entrance requirements annually and revise as needed. The Chairman shall receive the completed credential packages from the candidates and distribute them to the other Committee Members. The Committee shall review the packages, and the Chairman shall present a review report with recommendations to the Board of Directors. The Board shall direct the Secretary to notify those candidates who are eligible or ineligible to sit the entrance examination. **Section 2, Credentials Committee, shall cease to exist upon completion of the 2015 credentials cycle, and this section of the By-Laws shall be deleted December 31st, 2015.**

Section 3. **Examination Committee.**
A. The Examination Committee shall be composed of six (6) members with overlapping three (3) year terms. Two (2) Members shall be selected each year to serve on this committee. The President shall select the Chair from the two (2) senior committee members.

B. The Committee shall prepare and administer the Academy entrance examination, and shall recommend a list of successful candidates to the Board of Directors. The Board will direct the Secretary to notify the candidates of the Board’s decision for entrance into the Academy.

C. **Section 3, Examination Committee, shall cease to exist upon completion of the final Academy examination in 2021 or earlier, and this section of the By-Laws shall be deleted December 31st, 2021.**

Section 4. **Professional Standards Committee.** The President shall appoint a member of the Academy but not a member of the Board of Directors as the Chair of this Committee. The Professional Standards Committee shall investigate ethical and professional matters and submit a report with recommendations to the Board of Directors. The Board will act on this report.

Section 5. **Education and Programs Committee.** The Education and Program Committee shall organize and manage the Academy’s Annual Scientific Meeting program, and publications.

Section 6. **Public Relations Committee.** The Public Relations Committee shall develop policy and proposals on public relations and other outreach activities. New programs proposed by
the Committee are to be reviewed and approved by the Board of Directors before they are implemented.

ARTICLE VI: DUES AND FISCAL YEAR

Section 1. The amount of dues for the following year shall be recommended by the Board of Directors and approved by a 2/3 vote of the membership at the Annual Meeting. The dues amount will be due and payable on January 1st of each year. A late payment fee will be added on February 1st for all delinquent dues. Membership shall be terminated because of non-payment of dues after May 1, provided the delinquent members have been notified three times of non-payment of all delinquent amounts, and affirmative decisions of the Board of Directors.

Section 2. Fiscal Year. The Fiscal year of the Academy shall be September 1st through August 31st.

ARTICLE VII: AMENDMENTS

Section 1. The Bylaws may be amended by the Board of Directors, requiring 3/4 of all Directors voting in favor of the change. Amendments to the By-Laws made by the Board of Directors are to be reported to the membership at the next Annual Meeting.

Revision
September 13, 1991: Annual Academy of Veterinary Dentistry Meeting, New Orleans, LA
June 23 2014: Revised at Special Academy Meeting to accommodate Alliance with AVDC.
Nov 2014: Revised fiscal year to fit reports to Annual Meeting