

HANDBOOK FOR OFFICERS, COMMITTEES AND
REPRESENTATIVES OF THE AMERICAN REGISTRY
OF PROFESSIONAL ANIMAL SCIENTISTS
(July 2003)

PURPOSE

- I. The purpose of the Handbook is to provide members, officers, committee members, and affiliate members of the Registry with a description of the Registry and the responsibilities of members who have been elected or appointed to serve it.

MEMBERSHIP

- II. The Registry shall be open to all animal scientists who meet the standards for professional certification as established by the Registry. There are two types of members, Associate and Full Membership. The qualifications for membership are given in the Constitution in this Handbook.
 - A. Applications for membership can be obtained from the ARPAS Business Office (1111 North Dunlap Avenue, Savoy, IL 61874, phone: 217/356-5390, fax: 217/398-4119, e-mail: arpas@assochq.org). Examinations can be administered by individual ARPAS members to individuals applying for membership. Group examinations may be offered at regular meetings of professional societies, by University and College Departments and at other approved sites.
 1. Any applicant whose application is denied may file an appeal with the Governing Council. The ruling of the Council will be final.
 - B. Revocation of certification is vested in the Governing Council for causes, which are listed in the Constitution.
 - C. Reinstatement of certification. If membership lapses due to non-payment of fees, it may be reinstated in the first year by payment of fees and satisfying continuing education requirements.
 - D. Continuing Education Unit (CEU) Requirements. To maintain certification, each registrant must submit 16 CEU's per year. One CEU equals one hour participation in an approved activity as published by the ARPAS or approved by the Examining Board upon request.
 1. Up to 16 CEU's may be carried over to apply to the next year's recertification.

BOARD CERTIFICATION

- III. Board Certification. Registrants may be Board Certified for membership in a College discipline according to the requirements established by the membership of that College.
 - A. Each discipline is organized as an American College of Animal "discipline" with members authorized to use the term "Diplomat," American College of Animal "discipline."
 - B. The disciplines eligible for Board Certification include
 1. Applied Animal Behavior
 2. Food Science
 3. Genetics
 4. Nutrition
 5. Physiology

CODE OF ETHICS

Professional Animal Scientists will uphold the ARPAS Code of Ethics, which is as follows:

Animal Science is and will continue to be, an important profession to the physical, personal and economic well being of society. Animal scientists have earned positions and authority that will enable them to fulfill their responsibilities and render effective service to humanity. In order that the credibility of the profession be maintained, the American Registry of Professional Animal Scientists has established this code of ethics to define the professional conduct and obligations binding its members.

Every animal scientist incurs an obligation to advance the science and art of the profession, to guard and uphold its high standards and conform to the best principles of professional conduct.

It is the duty of an animal scientist to take part in sustaining the laws, institutions and burdens relating to all facets of the care and husbandry of animals and of the animal science profession.

An animal scientist will:

- A. Have proper regard for the safety, health, environment and welfare of the public in the performance of professional duties.
- B. Have proper regard for the safety, health, environment and comfort of animals.
- C. Express an opinion on subjects related to the animal sciences only when it is founded on adequate knowledge and honest conviction.
- D. Act in professional matters as a faithful agent or trustee for each employer or client.
- E. Indicate to each employer, employee or client the alternatives and the adverse consequences to be expected if sound scientific judgment is not followed.
- F. Act fairly and justly toward vendors, contractors and commercial applicators, recommending products and services only when appropriate and on the basis of merit and value.
- G. Inform each employer or client of personal interest (financial or otherwise) in any vendor or contractor, or in any invention, machine or apparatus which is involved in a project or work of employer or client, and not allow such interest to affect decisions regarding services to be performed.
- H. Refrain from associating with or allowing their name to be used by an enterprise of questionable character and not knowingly engage in illegal work or cooperate with those so engaged.
- I. Report to the Registry any persons or organizations using the words animal scientists, animal science or derivatives thereof in a manner implying performance or supervision by a Professional Animal Scientist when such is not true.
- J. Undertake only those animal science assignments for which qualified, and engage or advise employer or client to engage other specialists and cooperate with them whenever employer's or client's interests are served best by such an agreement.
- K. Not disclose information concerning the business affairs or technical processes of any present or former employers or clients without their consent.
- L. Not accept compensation, financial or otherwise, from more than one party for the same service, or for other services pertaining to the same work, without the consent of all interested parties.

- M. Engage in supplementary employment or consulting practice only if full-time employer is fully aware of such an activity.
- N. Ensure that credit for animal sciences work is given to those to whom the credit is properly due.
- O. Cooperate in improving the profession by exchanging general information and experience with fellow animal scientists and by contributing to the work of technical societies and the technical press, where such information does not conflict with the interests of employer or client.
- P. Provide prospective animal science employees with complete information on working conditions and their proposed status of employment and after employment keep them informed of any changes.
- Q. Uphold the principle of appropriate professional opportunity and development and adequate compensation for those engaged in animal sciences work, including those in subordinate capacities.
- R. Not intentionally or maliciously injure the professional reputation, prospects or practice of another animal scientist. However, if adequate proof exists that another animal scientist has been unethical, illegal or unfair in animal science practice, the Registry should be so advised.
- S. Cooperate in advancing the animal science profession and promote solidarity and harmony herein by interchanging information and experience with other animal scientists, by respecting their judgment and by supporting them collectively and individually whenever possible against unjust claims and accusations.
- T. Violations of the Code of Ethics should be reported to the Chairman of the Ethics Committee. The Committee will be responsible to investigate the violations according to procedures in the Constitution. They will recommend revocation of registration to the person(s) involved if appropriate.
- U. Revocation of registration due to violation of the ARPAS Code of Ethics can be appealed to the Governing Council. The ruling of the Council will be final.

Ethical Review Process

Step 1: Complaint. Allegations of ethical misconduct must be sent by letter, marked confidential to the President of ARPAS. This letter should include a description of the alleged behavior, information in support of the allegation, and citation of the canon(s) of the ARPAS Code of Ethics deemed violated.

Step 2: President's Responses to a Complaint. The President of ARPAS shall determine in fourteen days, on the basis of evidence from the complaint, and in consultation with the Ethics Committee, whether the alleged conduct would constitute a violation of the ARPAS Code of Ethics. If it is deemed that the facts, as alleged, would not constitute a violation, the President shall dismiss the complaint at this point.

If it is deemed that the conduct, as alleged, would constitute an ethical violation, the President shall notify the accuser and the accused that an investigation has been initiated. The accused will be provided a copy of the written complaint and be given 21 days to respond to the complaint and to provide rebuttal information to the Chair of the Ethics Committee in writing. Failure to respond within this time period shall be considered a waiver of the right to provide rebuttal information.

Step 3: Decision by the Ethics Committee. The Ethics Committee will have 30 days to review the complaint and rebuttal information. On the basis of the information and its own deliberations, the Ethics Committee will render a decision and report that decision to the president of ARPAS. This decision will include a synopsis of the complaint and its investigation, a decision as to whether an ethical violation occurred, and a recommended order

of action to be taken by ARPAS. The Ethics Committee must recommend one of the following to the President:

- A. Exonerate the defendant
- B. Write a letter of warning
- C. Suspend the defendant
- D. Revoke certification
- E. Extend the investigation by 30 days

The action may include dismissal of the complaint.

All material, other than its report to the President, remain with the Ethics Committee.

A quorum of the Ethics committee will be required to conduct the review. The decision of the Ethics committee will require agreement by a two-thirds vote of the participating Ethics Committee members.

Step 4: Notification of the ARPAS Decision. Upon receipt of the decision and order of action from the Ethics Committee, the President of ARPAS shall promptly and in confidence notify all parties in writing of the decision and order of action. In that same notification, if the decision is other than dismissal of the complaint, the accused will be notified of the right to appeal.

Step 5: Right of Appeal. Written notice of intent to appeal must be received by the president of ARPAS within thirty (30) days of receipt of the notice of the decision. If such notification is not received, the decision of the Ethics Committee will be carried out.

The appeal may be based on claims that the decision was incorrect in light of the evidence presented and/or that the procedure was flawed in the particular case investigated. Arguments supporting the appeal must be received by the President within ninety (90) days of receipt of the notice of decision.

If an appeal is made, the President shall request the ARPAS Governing council to appoint an Appeal Committee consisting of at least five Council Members. The Ethics Committee will release to the Appeal Committee the entire record.

The Appeal Committee will review the record and render its own decision and order of action. Two-thirds of the Appeal Committee must agree to the decision and order action. Reversal of the decision of the Ethics Committee by the Appeal Committee shall be based on the conclusion that the original decision was not supported by substantial evidence, that the original decision was clearly erroneous, or that due process had not been followed. The decision and order of action will be communicated to the President, and all materials will be returned to the Ethics Committee.

Upon receipt of the report of the Appeal Committee, the President shall promptly notify all parties of that decision and order of action.

The decision and order of action will be the final disposition of the matter by the ARPAS.

Confidentiality. It is important in any investigation of alleged ethical misconduct that all aspects be treated in a strictly confidential manner. All elements of the investigation, including the fact that an investigation is proceeding, will be known only to the participants. Breach of this confidentiality shall itself be considered ethical misconduct.

This confidentiality shall be maintained until thirty (30) days after receipt of notice of decision from the President of ARPAS. In the event of an appeal, this confidentiality shall be extended until thirty (30) days after notification by the President of the results of the appeal.

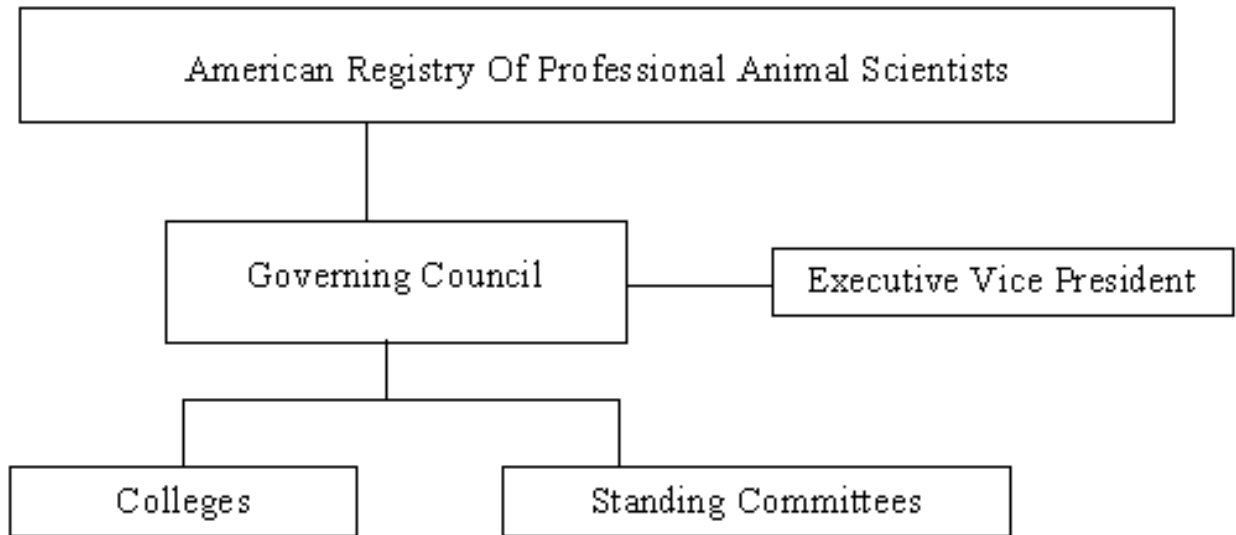
In revoking a registration the Governing Council shall specify the grounds for revocation and set forth the terms, if any, under which the member's registration may be reinstated.

Reinstatement of lapsed membership:

Individuals who allow membership in the registry to lapse on account of nonpayment of fees may be reinstated in the first year by payment of current fees and verification of having met the continuing education requirements. After a lapse of more than one year, individuals must apply for membership and meet the criteria for membership at the time.

ORGANIZATIONAL CHART

V. The following represents the lines of authority within ARPAS:



GOVERNING COUNCIL

VI. Composition: The Governing Council shall consist of:

- A. The Officers of the Registry (President, President-elect, Past President, Secretary, Treasurer).
- B. A director representing each of the four regions of the United States (Northeast, Southern, Midwest and Western).
- C. A director representing each of the affiliated societies.
- D. Editor of The Professional Animal Scientist.
- E. Historian
- F. Executive Vice President as a non-voting member.

G. Duties: The Governing Council shall meet twice yearly to conduct the business of the Registry. The mid-year meeting shall be conducted by conference call, and will normally be scheduled during November-January. The annual meeting shall normally be scheduled in connection with an affiliated professional society meeting.

EXECUTIVE COMMITTEE

- VII. Composition: The Executive Committee shall consist of the President, President-elect, Past President, Secretary and Treasurer.

Duties: To manage the affairs of the Registry between Governing Council meetings as delegated by the Council. Report actions to the Council if they need ratification by the Council. The Executive Committee shall establish such committees as needed to manage the business of the Registry.

STANDING COMMITTEES

- VIII. The Standing Committees are as follows:

- A. Examining Board
- B. Editorial Board
- C. Ethics
- D. Membership
- E. Program
- F. Professional Relations
- G. Publication
- H. Nominating
- I. The membership of the Examining Board and Editorial Board shall be determined by the Chairman and Editor, respectfully, subject to ratification by the Council. All other committees, except the Nomination Committee, shall consist of six members with staggered three-year terms. Committee members should represent different regions, different areas of specialization and academic and industry members. The Nominating Committee shall consist of the three immediate Past Presidents of ARPAS.
- J. The Standing Committees shall be approved by the Governing Council at their mid-year meeting based on recommendations of the President-elect.

ELECTIONS

- IX. The election procedures are defined in the Constitution.

DATES FOR REGISTRY ACTIVITIES

- X. Mid-year meetings of the Governing Council will be conducted by conference call, and will normally be scheduled during November-January. Annual meetings of the Governing Council will be held during the summer in connection with one of the professional societies' annual meeting (ADSA, AMSA, ASAS, ENPS, and PSA). Committee reports and agenda items are due one month prior to each Council meeting and should be forwarded to the President of ARPAS. Agenda items for the annual meeting will be determined by the Governing Council. The annual meeting will include an informational seminar as well as the business meeting.

A BRIEF HISTORY OF ARPAS

- XI. Following the 1970 annual meeting of ASAS at the Pennsylvania State University, The Inter-Society presidents (ADSA, ASAS, PSA) established a committee to study the feasibility of a certification program. Since the original committee did not come up with recommendations, O. D. Butler, President of ASAS, appointed another committee comprised of D. E. Becker, chairman, J. L. Williamson, W. M. Beeson and B. O. Cardon, to continue work on the study. In addition, the Executive committee of ASAS sponsored a symposium, entitled "Professionalism of Animal Science", at the 1972 annual ASAS meeting. The participants of that symposium supported the idea of a certification program for animal scientists; and the proceedings were published in the Journal of Animal Science (36:1004-1005, 1973). At the annual meeting of ASAS in 1973, D. E. Becker moved approval of the proposal as published and to implement the program. The motion was approved by voting members present.

In 1973, President Frank Baker instructed D. E. Becker, chairman, the new Professional Standards and Status Committee, to activate such a program as soon as possible. The committee laid the foundation for what was to become the American Registry of Certified Animal Scientists (ARCAS), the forerunner of the American Registry of Professional Animal Scientists (ARPAS).

In a survey of the membership, the proposal for a Registry elicited mixed reactions; some said we don't need it; some said it was a great idea; and some said the program was inadequate and not sufficiently rigorous.

The first bylaws were published in the Journal of Animal Science (41:440-487). A total of 444 were certified in the first year. At the 1975 ASAS annual meeting, D. E. Becker, chairman of the Professional Standards and Status Committee, proposed that ASAS and the newly formed ARCAS embark on a new publication to be called, "The Animal Scientists". The committee proposed that this journal could include much of the applied research that was not being published in the Journal of Animal Science. President Verle Bohman appointed a committee to study Becker's proposal that the ASAS membership subsidize the new journal for two years, after which time it was projected the new journal could be self-supporting through page charges, gifts, advertising and grants. However, such proposal did not come into being for a while.

The records showing when the ad hoc committee became the official committee on Professional Standards and Status are not clear. The committee for 1976-77 included, D. E. Becker, chairman, L. L. Wilson, C. R. Adams, J. L. Williamson, W. M. Beeson, B. P. Cardon, G. E. Mitchell, D. W. Cassard, and W. D. Price. The committee for 1977-78 included Becker, Wilson, Adams, Williamson, Mitchell and Cassard, with W. E. Dinusson and K. Dolge replacing Beeson and Cardon.

In 1978 ARCAS was authorized to hire a full time Director with concurrent responsibility to serve as Editor of a professional publication. At the 1978 mid-year meeting, ASAS authorized \$25,000.00 to supplement ARCAS dues in launching the ARCAS organization. Edwin A. Trout was employed as the first Director and Editor for ARCAS, and the first issue of, ANIMAL INDUSTRY TODAY, was published in July, 1978. Publication of this journal continued into 1979 with Vol. 2, No. 5, the final issue. The cost of publishing the magazine, plus the salary of the Director greatly exceeded the combined resources of membership dues plus "seed money" from ASAS. The membership had grown from 420 to 550 members from May, 1978 to March 31, 1979, but this was not sufficient income to maintain the status of organization.

The 1979-80 committee included V. W. Hays, J. Algeo, W. E. Dinusson, K. Dolge, W. D. Price, E. D. Naber, Zerle Carpenter, a Mr. Kelley, and D. D. Becker.

ARCAS had formed a committee to publish guidelines for the use of production animals in research and production, including guidelines for housing, care, record keeping and quality assurance. The goal was to publish such recommendations within a few weeks; however, with the virtual "shutdown" of ARCAS, this work was pretty much in limbo.

Nevertheless, at the 1981 business meeting of ASAS (Cornell University) President Milt Wise reported ARCAS was still active and he urged ASAS members to consider becoming members of ARCAS. He announced Wayne Perry had agreed to be the editor of a quarterly ARCAS Newsletter.

The 1981-82 Professional Standards and Status Committee included, Z. L. Carpenter, chairman, E. C. Naber, T. W. Perry, H. Brown, H. B. Guerin, W. G. Luce, C. J. Elam, and R. J. Gerrits. By this time, approximately 600 members had been certified. At a meeting of this committee on December 1, 1982, the future of ARCAS was discussed and alternative actions were considered, including:

1. Continue as is-low profile, few services
2. Continue only as a registry at much reduced fees and function only as a registry.
3. Establish reasonable, definable goals, perform services to members, and go back to the Board of ASAS with an aggressive program.
4. Establish a separate organization and develop a program consistent with ARCAS goals.
5. Recommend dissolution of ARCAS

The committee voted to recommend to the ASAS Board:

“That the Directors of ASAS approve the concept of ARCAS incorporating as a separate organization. Further, it was recommended that the ASAS Board appoint a committee of representatives of the ASAS Board, and for the Professional Standards and Status Committee to proceed to develop the necessary credentials and operational procedures for the new organization”.

The ASAS Board accepted the above resolution and appointed a transition committee consisting of V. W. Hays, chairman, L. J. Boyd, D. G. Braund, Z. L. Carpenter, C. J. Cruse, W. G. Luce, E. C. Naber, and T. W. Perry. The committee was charged to “chart the course of ARCAS in becoming a registry in its own right, incorporated separately from ASAS”. The committee was asked to have a draft proposal to be presented to the ASAS Board at their 1983 annual meeting.

On behalf of the Transition Committee, appointed by President Robert Oltjen, committee chairman Virgil Hays presented a detailed report to the ASAS Board at their 1983 annual meeting, which was accepted by the Board. Highlights of the report included a suggested name change to The American Registry of Professional Animal Scientists (ARPAS). The committee recommended that the ASAS Board appoint a nominating committee from the ARCAS membership to develop a slate of officers and board members, no later than September 15, 1983 with mail balloting by ARCAS members to be completed by October 15, 1983. The first set of officers was to include a President, President-Elect, Secretary-Treasurer, and four Directors to represent the four regions of continental United States. The officers and governing board members were to be ARCAS members elected by the current ARCAS members. Further, the committee requested that ARPAS be allowed to have their first annual meeting and sponsor a symposium in conjunction with the 1984 annual meeting of ASAS. The transition committee recommended strongly that ARPAS maintain close ties with the scientific societies (ASAS, ADSA, AMSA, and PSA). To facilitate strong ties with these societies, they recommended these societies have a representative on the Board of Directors of ARPAS; such members, however, must be members of ARCAS. The transition committee had drafted a proposed charter and by-laws. The ASAS Board approved and presented the transition committee report to the ASAS membership at the annual business meeting in the form of a motion, which was approved by the ASAS membership. A companion motion was adopted to endorse ARCAS (now ARPAS) becoming an independent organization. President Robert Oltjen directed the transition committee to serve as nominating committee for officers, and also to serve as the program committee to plan the first annual meeting of ARPAS to be held the day preceding the 1984 ASAS meeting on the campus of the University of Missouri.

Several members should be cited for their efforts in nursing the fledgling ARCAS into present ARPAS. However, for fear of omitting names the Historian of ARPAS did not try to list all these individuals in this historical presentation.

The first meeting of the newly-elected Board of ARPAS was held in Indianapolis, IN, in November 1984. Many concerns faced the first Board of ARPAS, including such questions as:

1. How can the Registry succeed with such limited resources and still communicate with the membership?
2. There was need for a newsletter and/or magazine. How should this be developed, and what should it contain?
3. An organization must have either annual or semi-annual meetings - preferably the former - how can we tie into the meetings of the scientific societies and still provide the image of a separate organization?
4. Certification and the process utilized to accomplish such was a major topic of discussion - particularly, how does one provide an opportunity for certification, as well as requirements for continuing education for certified members?
5. What recognition should be given to members and what type of certificate should members receive in order that their qualifications receive high visibility?
6. Membership has to grow to give viability to the organization. How is this to be accomplished?
7. Naturally, financing of the organization was of major concern.

Since its beginning in 1984, the American Registry of Professional Animal Scientists has published THE PROFESSIONAL ANIMAL SCIENTIST, currently four times per year; its Governing Board has met twice per year; it has sponsored several symposia speakers, without operating at a loss in any one of its years of operation since its establishment in 1984 and - it has shown a gradual increase in monetary reserve since its establishment. The Equine Nutrition and Physiology Society and the American Meat Science Association became affiliate members of ARPAS in 1993 and 1994 respectively.

Later History:

In late 1995 and early 1996, the ARPAS Colleges were formed, consisting of, 1) American College of Animal Nutrition, 2) American College of Animal Physiology, 3) American College of Animal Genetics, 4) American College of Food Science, and, 5) American College of Animal Behavior (changed to American College of Applied Animal Behavior Science.)

The educational tape, "The Animal Science Professional," was completed and shown publicly for the first time, at the Midwest Section, ASAS, in Des Moines, IA, April 10 – 12, 1995.

The PROFESSIONAL ANIMAL SCIENTIST, vol. 11, No. 1, March, 1995, took on a new look. Editor James Oldfield, with the authorization of the Governing Council of ARPAS, made significant changes in the Journal. Two of the changes include, (1) greatly expanded "News and Notes" section, and (2) review articles or interpretive summaries of timely research areas. Since it will not be possible to make a page charge for invited articles, the Registry hopes to defray such charges by selling advertising. In addition, the "new look" magazine was bound in glossy paper with two color picture.

In 1997 after considerable discussion, it was decided that an Executive Director of ARPAS should be appointed, with primary duties to increase membership and seek additional funding for ARPAS. A motion to appoint such director was made and passed at the May 30, 1997, meeting in Fort Worth, TX. At the Governing Council meeting in Phoenix, AZ, in January 1998 actions were taken to implement the decision.

At that meeting, the title was changed to Executive Vice President. The search and agreement process was completed in 1998 and Bill Baumgardt was appointed to fill the position of Executive Vice President on a part-time basis, beginning October 1, 1998.

After a couple of years study, it was decided ARPAS should seek corporate sponsorship. At the May 30, 1997, meeting, the Executive Vice President reported that \$5,750.00 had been received from 6 corporate sponsors.

In 1998, corporate sponsorships were formalized. The levels of support included, Gold (\$1500.), Silver (\$1000.), and Bronze (\$500.) During 1998, \$5,500 was received from Corporate Sponsorships. In 1999 a fifth level was added, that being Platinum (\$2,500.). By the end of 1999 annual Corporate Sponsorship had increased to over \$20,000. Membership dues and page charges were increased effective in 1999.

Significant enhancements were made to the ARPAS website during 1998 and 1999. Continual improvement is being made. The web URL was changed to : <<http://www.arpas.org>>.

XII. Annual meetings of the Registry:

1984 - August 7.	University of Missouri, Columbia, with ASAS
1985 - March 28 - 29.	Chicago, IL, with Midwest Section, ASAS
1986 - June 26, 27.	University of California, Davis with ADSA
1987 - April 13 -15.	Henry VIII Hotel, St. Louis, MO
1988 - April 19 -20.	Henry VIII Hotel, St Louis, MO
1989 - August 1.	Lexington, KY with ASAS and ADSA
1990 - August 7.	Virginia Polytechnic Institute and State University, Blacksburg, with PSA
1991 - August 7.	University of Wyoming, Laramie, with ASAS
1992 - June 22.	The Ohio State University, Columbus, with ADSA
1993 - August 3.	Michigan State University, East Lansing, with PSA
1994 - July 12.	Minneapolis, MN with ASAS and ADSA
1995 - June 25 - 28.	Cornell University, Ithaca, NY with ADSA
1996 - July 7 - 11.	Louisville, KY, with PSA
1997 - May 28 - 31.	Fort Worth, TX with ENPS
1998 - July 27 - 31.	Denver, CO with ADSA and ASAS
1999 - July 21 - 23.	Indianapolis, IN with ASAS
2000 - July 24 - 28.	Baltimore, MD with ASAS and ADSA
2001 - July 24 - 28.	Indianapolis, IN with ASAS and ADSA
2002 - July 21 - 25.	Quebec City, CAN with ASAS, ADSA, and CSAS
2003 - June 22 - 26.	Phoenix, AZ with ASAS, ADSA, and WSASAS

XIII. Past Officers & Directors

Years	President	President-elect	Past President
2002-03	James Males	Kenneth Cummings	David Meisinger
2001-02	David Meisinger	James Males	Keith Lusby
2000-01	Keith Lusby	David Meisinger	Gary T. Lane
1999-2000	Gary T. Lane	Keith Lusby	David Ames
1998-99	David Ames	Gary T. Lane	Lee Shell
1997-98	Lee Shell	David Ames	Gary Potter
1996-97	Gary Potter	Lee Shell	Arthur P. Raun
1995-96	Arthur P. Raun	Gary Potter	D. Wayne Kellogg
1994-95	D. Wayne Kellogg	Arthur P. Raun	Conrad J. Kercher
1993-94	Conrad J. Kercher	D. Wayne Kellogg	Robert Totusek
1992-93	Robert Totusek	Conrad J. Kercher	Dean E. Hodge
1991-92	Dean E. Hodge	Robert Totusek	James E. Oldfield
1990-91	James E. Oldfield	Dean E. Hodge	Lee H. Boyd
1989-90	Lee H. Boyd	James E. Oldfield	Leonard S. Bull
1988-89	Leonard S. Bull	Lee H. Boyd	James L. Williamson
1987-88	James L. Williamson	Leonard S. Bull	Irv R. Omtvedt
1986-87	Irv. T. Omtvedt	James L. Williamson	Virgil W. Hays
1985-86	Virgil W. Hays	Irv. T. Omtvedt	Walter R. Woods
1984-85	Walter R. Woods	Virgil W. Hays	None

Years	Secretary	Treasurer	Editor
2002-03	John Wagner	James Aldrich	Lowell L. Wilson
2001-02	Gary Tibbetts	James Aldrich	Lowell L. Wilson
2000-01	Gary Tibbetts	James Aldrich	Lowell L. Wilson
1999-2000	Gary Tibbetts	James Aldrich	Lowell L. Wilson
1998-99	Michael Galyean	Burton A. Weichental	William P. Flatt
1997-98	Michael Galyean	Burton A. Weichental	William P. Flatt
1996-97	Michael Galyean	Burton A. Weichental	William P. Flatt
1995-96	Charles R. Long	Lee A. Shell	James E. Oldfield
1994-95	Charles R. Long	Lee A. Shell	James E. Oldfield
1993-94	Charles R. Long	Lee A. Shell	James E. Oldfield
1992-93	Richard R. Frahm	E. Everett Hatfield	Frank H. Baker
1991-92	Richard R. Frahm	T. Wayne Perry	Frank H. Baker
1990-91	Richard R. Frahm	T. Wayne Perry	Frank H. Baker
1989-90	Richard R. Frahm	T. Wayne Perry	Frank H. Baker
1988-89	T. Wayne Perry	T. Wayne Perry	Frank H. Baker
1987-88	T. Wayne Perry	T. Wayne Perry	T. Wayne Perry
1986-87	T. Wayne Perry	T. Wayne Perry	T. Wayne Perry
1985-86	T. Wayne Perry	T. Wayne Perry	T. Wayne Perry
1984-85	T. Wayne Perry	T. Wayne Perry	T. Wayne Perry

Years	Midwest Director	Northeast Director	Southern Director	Western Director
2002-03	Larry Berger	William Seymour	L. Wayne Greene	Michel Etchebarne
2001-02	Larry Berger	Kenneth Cummings	L. Wayne Greene	Michel Etchebarne
2000-01	Larry Berger	Lesa G. Griffiths	L. Wayne Greene	Raymond Hinders
1999-2000	Thomas Eck	Lesa G. Griffiths	Wade Robey	Raymond Hinders
1998-99	Thomas Eck	Lesa G. Griffiths	Wade Robey	Raymond Hinders
1997-98	Thomas Eck	Lesa G. Griffiths	Wade Robey	Steven R. Jones
1996-97	Charles E. Jordan	Lisa Griffiths	Keith S. Lusby	Carl F. Hatch
1995-96	Charles E. Jordan	Lisa Griffiths	Keith S. Lusby	Carl F. Hatch
1994-95	Charles E. Jordan	Mary I. Poos	Keith S. Lusby	Edward Duren
1993-94	Arthur P. Raun	Mary I. Poos	Gary D. Potter	Edward Duren
1992-93	Arthur P. Raun	Lonnie Luther	Gary D. Potter	David R. Ames
1991-92	George W. Thrasher	Lonnie Luther	William G. Luce	David R. Ames
1990-91	George W. Thrasher	Roger J. Gerrits	William G. Luce	Glenn R. Schmidt
1989-90	Charles E. Jordan	Robert J. Gerrits	Richard R. Frahm	Glenn R. Schmidt
1988-89	Charles E. Jordan	L. M. Schake	Richard R. Frahm	James R. Oldfield
1887-88	M. E. Rolf	L. M. Schake	Lee H. Boyd	James R. Oldfield
1986-87	M. E. Rolf	Leonard S. Bull	Lee H. Boyd	Conrad J. Kercher
1985-86	E. C. Naber	Leonard S. Bull	Larry Guthrie	Conrad J. Kercher
1984-85	E. C. Naber	Leonard S. Bull	Larry Guthrie	Conrad J. Kercher

Years	ASAS Director	ADSA Director	PSA Director
2002-03	Robert Wettemann	Larry E. Chase	Phillip A. Smith
2001-02	Robert Wettemann	Larry E. Chase	Phillip A. Smith
2000-01	Robert Wettemann	Larry E. Chase	Phillip A. Smith
1999-2000	Robert Wettemann	Larry E. Chase	Phillip A. Smith
1998-99	Robert Wettemann	Gary T. Lane	Phillip A. Smith
1997-98	Robert Wettemann	Gary T. Lane	Phillip A. Smith
1996-97	Leonard S. Bull	Gary T. Lane	John Brake
1995-96	Leonard S. Bull	Gary T. Lane	John Brake
1994-95	Leonard S. Bull	Barney Harris	John Brake
1993-94	Leonard S. Bull	Barney Harris	Robert H. Stock
1992-93	Leonard S. Bull	Barney Harris	Robert H. Stock
1991-92	Leonard S. Bull	Barney Harris	Robert H. Stock
1990-91	Robert Totusek	D. Wayne Kellogg	Robert H. Stock
1989-90	Dean E. Hodge	D. Wayne Kellogg	Henry M. Engster
1988-89	Frank H. Baker	R. H. Johnson	Henry M. Engster
1987-88	Frank H. Baker	R. H. Johnson	Jerry L. Sell
1986-87	Frank H. Baker	L. D. Guthrie	Jerry L. Sell
1985-86	Frank H. Baker	L. D. Guthrie	None
1984-85	None	None	None

Years	ENPS Director	AMSA Director
2002-03	R. J. Coleman	William B. Mikel
2001-02	R. J. Coleman	William B. Mikel
2000-01	R. J. Coleman	William B. Mikel
1999-00	R. J. Coleman	Robert W. Rogers
1998-99	David W. Freeman	Robert W. Rogers
1997-98	David W. Freeman	Robert W. Rogers
1996-97	David W. Freeman	Robert W. Rogers
1995-96	David W. Freeman	Robert W. Rogers
1994-95	Gary D. Potter	Robert W. Rogers

XIV. Constitution
(Amended October 1996)

AMERICAN REGISTRY OF PROFESSIONAL ANIMAL SCIENTISTS (ARPAS)

CHARTER

Preamble

To meet the need for a national registry of Animal Scientists qualified to provide technical service and to provide evidence of this professional competence to the public, to members of other professions and to the profession of the Animal Sciences (meat and fiber producing animals, dairy, poultry, equine, and companion animals) itself, the American Registry of Professional Animal Scientists (ARPAS) was established on August 7, 1984. ARPAS is a professional society affiliated with the American Society of Animal Science, American Dairy Science Association, Poultry Science Association, Equine Nutrition and Physiology Society, American Meat Science Association, and other scientific associations with an interest in the purpose of the Registry, but is not accountable to and does not speak for those scientific associations. The Registry is responsible to its membership and Governing Council. The Registry is self-governing and self-supporting through dues and fees assessed its members.

ARTICLE I - *Name*

This organization shall be known as the American Registry of Professional Animal Scientists (ARPAS).

ARTICLE II - *Purpose*

It shall be the purpose of this organization to provide registration of professional status for qualified members of the Registry, to strengthen the Animal Sciences among the professions and to promote the profession of the Animal Sciences.

ARTICLE III - *Membership*

The Registry shall be open to all Animal Scientists who meet the requirements for professional registration as established by the Registry.

ARTICLE IV - *Officers*

The executive officers of the Registry shall be a President, President-Elect, Past President, Secretary, and Treasurer. The Treasurer shall be appointed on an annual basis by the President, with the advice and consent of the Governing Council. The other officers shall be elected by the members of the Registry according to the terms specified in the Bylaws of the Registry. They shall perform the duties specified in the Bylaws of the Registry and serve as members of the Executive Committee.

ARTICLE V - *Governing Council*

The voting members of the Governing Council shall consist of the officers, a director representing each of the four regions of the United States (Midwest, Northeast, Southern, and Western), a director representing each of the affiliated societies, the Editor of the *Professional Animal Scientist (PAS)*, and the Historian. The Executive Vice President shall be a non-voting member of the Governing Council.

ARTICLE VI - *Funds*

The Registry shall establish and collect fees for registration and dues for membership, and shall use these funds to pay the expenses of the Registry. The financial records and the annual budget of the Registry shall be reviewed and approved by the Governing Council.

ARTICLE VII - *Bylaws*

The Registry shall establish Bylaws, subject to approval by the membership of the Registry.

Adopted August 7, 1984

Amended April 15, 1987

Amended August 22, 1989

Amended July 13, 1994

Amended March 15, 1995

Amended October 11, 1996

Amended July 26, 2001

AMERICAN REGISTRY OF PROFESSIONAL ANIMAL SCIENTISTS (ARPAS) BYLAWS

ARTICLE I. *Membership in Registry*

Section 1. *Eligibility.* Any person trained in one of the Animal Sciences or a closely related field who meets the requirements for professional registration as established by the Registry may become a member of the Registry upon approval of an application for registration and payment of the required fees.

Section 2. *Privileges.* Membership is personal and not transferable. Each member shall receive a certificate of registration, a subscription to ARPAS publications, and other membership services. All members shall be eligible to participate in national and chapter activities, and to use the logotype of the Registry and the appropriate title **Professional Animal Scientist (PAS), Registered Animal Specialist (RAS) or Registered Animal Product Specialist (RAPS).**

Section 3. *General Requirements for Membership.* There shall be two general categories of membership (PAS and RAS/RAPS) and two types of membership within each category, Associate and Full. Additional categories may be added by the Governing Council. Each additional category will be assigned an appropriate identifier, distinct from PAS, RAS/RAPS.

A. *PAS Associate Membership*

Applicants shall provide evidence of a bachelor's, master's or doctor of philosophy degree with a major in one of

the Animal Sciences or a closely related field and shall successfully complete a written examination prescribed by the Examining Board and successfully fulfill all requirements set forth by the Governing Council.

An applicant for Associate and Full Membership must qualify via examination in at least one animal specializations (minimum of one) whereas Board Certification will be available in disciplines. The specializations available:

1. Aquaculture
2. Beef Cattle
3. Companion Animals
4. Dairy Cattle
5. Horses
6. Laboratory Animals
7. Poultry
8. Sheep and Goats
9. Swine
10. Meat

Areas of specialization may be added by the Governing Council. Written requests to add areas of specialization will also be considered by the Governing Council.

B. PAS Full Membership

Full Membership requires meeting all requirements for Associate Membership plus having relevant professional experience. A B.S. plus four years of professional experience, a M.S. plus two years of professional experience, or a Ph.D. plus one year of professional experience in addition to meeting all requirements for Associate Membership will qualify an applicant for Full Membership. Applicants meeting all requirements may apply directly for Full Membership. An Associate Member will be promoted to Full Membership after gaining the requisite experience and Continuing Education Units (See ARTICLE II).

C. RAS/RAPS Associate Membership

There are no formal educational requirements for an Associate or Full Membership; however, applicants shall successfully complete a written examination prescribed by the Examining Board and successfully fulfill all requirements set forth by the Governing Council. An Associate Member must have a minimum of two years in their respective fields and recommended for membership by a Professional Animal Scientist (PAS).

An applicant for Associate and Full Membership must qualify via examination in at least one animal specialization (minimum of one) as specified in ARTICLE 1. Section 3.A. Areas of specialization may be added by the Governing Council. Written requests to add areas of specialization will also be considered by the Governing Council.

D. RAS/RAPS Full Membership

Full membership requires meeting all requirements for Associate Membership plus have a total of six years of experience in the respective field (four years beyond an Associate Member). Applicants meeting all requirements may apply directly for Full Membership. An Associate Member will be promoted to Full Membership after gaining the requisite experience and Continuing Education Units (See ARTICLE II).

Section 4. *Application Procedure.* Application forms and requirements for ARPAS membership can be obtained from the ARPAS Business Office. If there is reasonable doubt as to the applicant's qualifications, the Examining Board may require the applicant to provide additional evidence of training and experience.

An applicant who fails an examination may apply for reexamination not earlier than six months or later than twelve months after the first examination without submitting a new application for registration. Thereafter, a new application will be required.

Any applicant whose application is denied in whole or in part may file an appeal with the Governing Council. The ruling of the Governing Council will be final.

Registration shall be effective for the current calendar year for members whose applications are received on or before June 30. Registration shall become effective commencing with the following calendar year for members whose applications are received after June 30, unless the member requests registration for the current calendar year and pays the required additional fees. All registrations must be renewed annually.

Section 5. *Board Certification.* The highest level of recognition for professional competency and expertise awarded by the Registry is Board Certification. Board Certification is available to any full member of ARPAS with an approved graduate degree in one of the Animal Sciences or a closely related discipline who meets the requirements set forth by the Governing Council; Board Certification is available to any member who meets the requirements set forth by the Governing Board. Application forms and specific requirements for Board Certification can be obtained from the ARPAS Business Office.

Board Certification is available for the following disciplines:

1. Behavioral Science
2. Food Science
3. Genetics
4. Nutrition
5. Physiology

The Governing Council may add disciplines. Written requests to add disciplines will also be considered by the Governing Council.

Applicants approved for Board Certification will become members of an academic college, formed within ARPAS, for each discipline authorized for Board Certification. This academic college is designated: American College of Animal (discipline). The college formed for each discipline will have the responsibility for determining, with Governing Council approval, criteria for Board Certification in that discipline and evaluate applicants using those criteria through a Board Certification Committee composed of members of that college.

Section 6. *Revocation and Reinstatement of Registration.* The right to revoke registration is vested in the Governing Council.

Registration may be revoked for any of the following causes: violation of rules of the Registry, misrepresentation in an application, falsification in any communication with the Examining Board or the Governing Council, revocation of a State or Federal license pertaining to the Animal Sciences, conviction of a felony while a member of the Registry, or willful violation of the Code of Ethics.

Allegations against a member, other than for ethical misconduct, will be handled as follows. Whenever the Governing Council determines that allegations (other than allegations of ethical misconduct) against a member may be sufficient to warrant revocation of registration, formal charges shall be drawn and communicated to the member by certified mail, together with a notice of hearing, complete copies of all documents alleging misconduct by the member, and a list of all witnesses to be present at the hearing. At least 30 days notice of hearing shall be given, and the member can appear or be represented at the hearing. In revoking a registration the Governing Council shall specify the grounds for revocation and set forth the terms, if any, under which the member's registration may be reinstated.

Ethical Review Process

Step 1: Complaint. Allegations of ethical misconduct must be sent by letter, marked confidential to the President of ARPAS. This letter should include a description of the alleged behavior, information in support of the allegation, and citation of the canon(s) of the ARPAS Code of Ethics deemed violated.

Step 2: President's Responses to a Complaint. The President of ARPAS shall determine in fourteen days, on the basis of evidence from the complaint, and in consultation with the Ethics Committee, whether the alleged conduct would constitute a violation of the ARPAS Code of Ethics. If it is deemed that the facts, as alleged, would not constitute a violation, the President shall dismiss the complaint at this point.

If it is deemed that the conduct, as alleged, would constitute an ethical violation, the President shall notify the

accuser and the accused that an investigation has been initiated. The accused will be provided a copy of the written complaint and be given 21 days to respond to the complaint and to provide rebuttal information to the Chair of the Ethics Committee in writing. Failure to respond within this time period shall be considered a waiver of the right to provide rebuttal information.

Step 3: Decision by the Ethics Committee. The Ethics Committee will have 30 days to review the complaint and rebuttal information. On the basis of the information and its own deliberations, the Ethics Committee will render a decision and report that decision to the president of ARPAS. This decision will include a synopsis of the complaint and its investigation, a decision as to whether an ethical violation occurred, and a recommended order of action to be taken by ARPAS. The Ethics Committee must recommend one of the following to the President:

- A. Exonerate the defendant
- B. Write a letter of warning
- C. Suspend the defendant
- D. Revoke certification
- E. Extend the investigation by 30 days

The action may include dismissal of the complaint.

All material, other than its report to the President, remain with the Ethics Committee.

A quorum of the Ethics committee will be required to conduct the review. The decision of the Ethics committee will require agreement by a two-thirds vote of the participating Ethics Committee members.

Step 4: Notification of the ARPAS Decision. Upon receipt of the decision and order of action from the Ethics Committee, the President of ARPAS shall promptly and in confidence notify all parties in writing of the decision and order of action. In that same notification, if the decision is other than dismissal of the complaint, the accused will be notified of the right to appeal.

Step 5: Right of Appeal. Written notice of intent to appeal must be received by the president of ARPAS within thirty (30) days of receipt of the notice of the decision. If such notification is not received, the decision of the Ethics Committee will be carried out.

The appeal may be based on claims that the decision was incorrect in light of the evidence presented and/or that the procedure was flawed in the particular case investigated. Arguments supporting the appeal must be received by the President within ninety (90) days of receipt of the notice of decision.

If an appeal is made, the President shall request the ARPAS Governing council to appoint an Appeal Committee consisting of at least five Council Members. The Ethics Committee will release to the Appeal Committee the entire record.

The Appeal Committee will review the record and render its own decision and order of action. Two-thirds of the Appeal Committee must agree to the decision and order action. Reversal of the decision of the Ethics Committee by the Appeal Committee shall be based on the conclusion that the original decision was not supported by substantial evidence, that the original decision was clearly erroneous, or that due process had not been followed. The decision and order of action will be communicated to the President, and all materials will be returned to the Ethics Committee.

Upon receipt of the report of the Appeal Committee, the President shall promptly notify all parties of that decision and order of action.

The decision and order of action will be the final disposition of the matter by the ARPAS.

Confidentiality. It is important in any investigation of alleged ethical misconduct that all aspects be treated in a strictly confidential manner. All elements of the investigation, including the fact that an investigation is proceeding, will be known only to the participants. Breach of this confidentiality shall itself be considered ethical misconduct.

This confidentiality shall be maintained until thirty (30) days after receipt of notice of decision from the President of ARPAS. In the event of an appeal, this confidentiality shall be extended until thirty (30) days after notification by the President of the results of the appeal.

In revoking a registration the Governing Council shall specify the grounds for revocation and set forth the terms, if any, under which the member's registration may be reinstated.

Reinstatement of lapsed membership:

Individuals who allow membership in the registry to lapse on account of nonpayment of fees may be reinstated in the first year by payment of current fees and verification of having met the continuing education requirements. After a lapse of more than one year, individuals must apply for membership and meet the criteria for membership at the time.

ARTICLE II. *Continuing Education Requirements for Maintenance of Registration.*

Section 1. Continual training and education is required of professionals to keep abreast of rapidly changing technology in their field. Therefore, to ensure validity and integrity of registration, each member must submit evidence of continuing education to maintain registration status. Registration will be granted on the basis of the registrant's continuing education activities to maintain professional competency in the specialty area(s) for which the member is registered. Registrants will be expected to participate in conferences, meetings, schools, or programs that contribute to their professional competency. Educational events that may contribute toward registration must be approved by the Examining Board. The Examining Board will establish a list of approved educational events and/or types of events that are held regularly and clearly meet criteria for an appropriate educational experience. A listing of such events will be published in the ARPAS newsletter or circulated among the membership. Other events may be approved by the Examining Board upon request, by submitting a description and agenda to the Business Office.

Section 2. Verification of continuing education credit normally shall be satisfied by submission of a Continuing Education Unit (CEU) Reporting Form. The Examining Board reserves the right to request additional documentation. The continuing education requirements are 16 CEU's per year. One CEU equals one hour of participation in an approved activity. A surplus of CEU's (over 16) in a given year may be carried over to the subsequent year up to a maximum of 16.

Section 3. Upon review, if the minimum credits have been completed for the specialty or specialties for which the member is registered, registration will be granted by the Examining Board. If the minimum Continuing Education Units have not been completed, registration of the individual will be revoked until such time as the CEU requirements are satisfied.

ARTICLE III. *Emeritus Status.*

Section 1. An individual who has been an ARPAS member in good standing for at least three years at the time of retirement from the active practice of the Animal Sciences may retain membership as an ARPAS Emeritus. Request for Emeritus status should be made to the ARPAS Business Office.

Section 2. Privileges of ARPAS Emeritus status include participation in ARPAS meetings, serving on committees and participating in organizational and registry activities. Emeritus members are eligible for the offices of Secretary, Treasurer, Editor, P.A.S., and Historian but not for the offices of President, President-Elect, or Director. They shall not serve on the Examining Board but may serve on the Editorial Board or as reviewers for papers to be published in the *Professional Animal Scientist*.

ARTICLE IV. *Code of Ethics.*

Section 1. A **Professional Animal Scientist** is an individual deemed by ARPAS to have met stipulated standards of education, training and experience to practice the profession of the Animal Sciences. **Professional Animal Scientists** will uphold the ARPAS Code of Ethics. Copies of this Code are to be provided to all members and associate members during the application process.

Section 2. *Rights and Obligations*

- a. Members are authorized to identify themselves, as appropriate, as PAS, Associate PAS or Emeritus PAS, and to proclaim Board Certification by discipline (e.g. PAS, Dpl. ACAN) after name and degree. Any additional categories established by the Governing Council shall be assigned appropriate identifiers for use by those members.
- b. Members are invited and urged to participate in the activities and advancement of ARPAS, including service on boards and committees when opportunities permit.

ARTICLE V. *Officers.*

Section 1. All officers must be Full Members of the Registry.

Section 2. *President and President-Elect.* The President-Elect shall be elected by the membership to one year as President-Elect, and the following year as President. The term in these offices shall commence with the close of the annual meeting held at the end of the terms of the incumbents.

The President shall perform the duties prescribed in the Bylaws and in Roberts' Rules of Order Newly Revised.

Section 3. *Past President.* The President, upon completing service as President, shall serve an additional year as Past President. The Past President shall serve as a consultant and adviser to the President, in order to provide continuity in the development and implementation of long-term policies of the Registry.

Section 4. *Secretary.* The Secretary shall be elected by the membership for a term of three years, commencing with the close of the annual meeting following his/her election. The Secretary shall record all business meetings of the Governing Council and Registry and initiate correspondence as requested by the President.

Section 5. *Treasurer.* The President, with the advice and consent of the Governing Council, shall appoint a Treasurer. The Treasurer shall maintain records of income and expenditures, and provide leadership in the budget development process and financial management.

Section 6. *Elections and Filling of Vacancies.* The President shall appoint a nominating committee. The candidates nominated shall be listed in alphabetical order on a mail ballot to be distributed a minimum of 90 days before the date of the annual meeting. Members may vote for any one of the listed candidates, or may write in the name of another eligible member of the voter's choice. All ballots returned by the deadline specified, which shall be not less than 30 days after the ballots are distributed, shall be counted by a committee of three members appointed by the President, and the candidate who receives the greatest number of votes shall be declared elected.

Vacancy in the office of President shall be filled by the President-Elect.

Vacancy in the office of President-Elect shall be filled by the eligible candidate who received the next highest number of votes in the most recent presidential election.

If at any time the Past President is unable to continue to serve, the office shall be filled for the remainder of the term by the most recent available former President.

ARTICLE VI. *Other Officials.*

Section 1. Other officials of ARPAS are the Editor of the *Professional Animal Scientist* and the Historian. These officials must be Full Members of ARPAS.

Section 2. *Editor, Professional Animal Scientist.* The President, with the advise and consent of the Governing Council, shall appoint an Editor to supervise the preparation and publication of the *Professional Animal Scientist*. An Associate Editor and Section Editor may be appointed in the same manner.

Section 3. *Historian.* The President, with the advice and consent of the Governing Council, shall appoint a Historian. The Historian will be responsible for maintaining an appropriate history of ARPAS in a designated repository.

ARTICLE VII. *Executive Vice President.*

Section 1. The Executive Vice President shall be appointed by the Governing Council at a salary and under conditions to be determined by the Council. The Executive Vice President shall be a non-voting member of the Governing Council.

Section 2. The Executive Vice President shall keep a record of the proceedings, collect all monies due, pay all bills incurred by the Registry, maintain a current file on all registrants, and perform such other duties as may be delegated by the Governing Council. The Executive Vice President shall attend the annual and special meetings of the Registry and meetings of the Governing Council, and make recommendations as to policies or business to be transacted by the Governing Council.

ARTICLE VIII. *Governing Council.*

Section 1. The Governing Council shall conduct the business of the Registry, subject to decisions on policy by the membership, by mail ballot, or at an annual meeting. The Governing Council shall consist of the following:

- President
- President-Elect
- Past President
- Secretary
- Treasurer
- Four Regional Directors
- Directors Representing Affiliated Societies (one per society)
- Historian
- Editor, *Professional Animal Scientist*
- Executive Vice President (ex-officio)

Section 2. *Regional Members.* The four Regional Directors shall be elected by the membership, one from each of the four geographical regions (Midwest, Northeast, Southern, and Western) of the U.S. Elected members are required to be full members of the Registry and shall serve terms of three years, commencing with the close of the annual meeting first following their election.

Section 3. *Representatives of Affiliated Societies.* The affiliated societies' representatives shall be nominated by their respective societies and shall serve terms of three years. Nominations should be made no later than 90 days before the Registry annual meeting and are to be approved by the Governing Council. Society representatives must be Full Members of the Registry. Their term will commence with the close of the annual meeting first following their approval by the Governing Council. The terms of the affiliated societies' representatives shall be staggered so that all do not change in the same year.

Section 4. *Vacancies on the Governing Council.* Vacancies in offices that comprise the Governing Council shall be filled by appointment by the President with approval by the Governing Council.

Section 5. *Meetings and Business Procedure.* The Governing Council shall meet twice annually, at the time of the annual meeting of the Registry, and midyear, and may meet at other times at the call of the President of the Registry.

The President of the Registry shall preside over meetings of the Governing Council. In the absence of the President, the Past President or the President-Elect, in that order, shall preside.

A majority of voting members of the Governing Council shall constitute a quorum for the transaction of business. The majority vote requirement for any action before the Governing Council shall be in accord with Roberts' Rules of Order Newly Revised.

ARTICLE IX. *Standing Committees.*

Section 1. The standing committees shall include Examining Board, Editorial Board, Ethics, Membership, Program, Professional Relations, and Publication. All members of standing committees shall be members of ARPAS. Committee chairs shall be Full Members.

Section 2. *Terms of Office and Rotation.* Members of standing committees shall serve terms of three years. Their

terms shall commence with the close of the annual meeting first following their appointment. Terms of office on each committee shall be staggered so that a portion are appointed each year.

Section 3. *Committee Appointments.* The President-Elect shall nominate committee chairs and new members for consideration and approval of the Governing Council at the midyear meeting. To the extent possible the committees should be balanced across regions and areas of specialization. The President shall appoint individuals to fill unexpired terms whenever vacancies occur on the standing committees.

Section 4. *Examining Board.* The Examining Board shall consist of at least 18 members, with representatives from each of the areas of specialization. The Examining Board will review applications for membership, determining the eligibility of applicants according to requirements for registration developed for each areas of specialization, the general standards for registration and their own professional judgment. The Chair shall receive applications for membership from the ARPAS Business Office and shall return them to the ARPAS business office after completion of the review process. The Examining Board shall review the membership annually to assure maintenance of qualification and specialty.

The Examining Board shall develop and administer the required qualifying examinations for registration.

Section 5. *Editorial Board.* The Editorial Board for the *Professional Animal Scientist* shall consist of at least 18 members. The Editorial Board members, under direction of the Editor, shall review manuscripts submitted for publication. The Editorial Board shall be responsible for maintaining the standard of excellence for publication in the journal.

Section 6. *Ethics Committee.* The Ethics Committee shall consist of six members. This committee shall develop and publish a Code of Ethics and monitor the professional conduct and relationship of Registry members, one to another, to other professionals and to the general public.

Section 7. *Membership Committee.* The Membership Committee shall consist of six members. This committee shall provide leadership in devising and implementing recruitment activities and maintain communication with and provide assistance to Chapter membership committees. The committee shall encourage and assist in the formation of new Chapters.

Section 8. *Program Committee.* The Program Committee shall consist of six members. The committee shall plan programs and special activities for the membership.

Section 9. *Professional Relations Committee.* The Professional Relations Committee shall consist of six members. The committee shall pursue programs for the purpose of gaining greater recognition of ARPAS and the *Professional Animal Scientist*, and maintain liaison with other professional organizations.

Section 10. *Publication Committee.* The Publication Committee shall consist of six members. The committee shall recommend policies and guidelines for publications of the Registry and be responsible for publishing the ARPAS newsletter. The chair of the Publication Committee shall serve as Editor of the ARPAS newsletter.

ARTICLE X. *Fees.*

Section 1. *Registration Fee.* Fees for the initial registration and annual renewals of registration shall be set by the Governing Council.

Section 2. *Board Certification Fee.* The fee for Board Certification in a discipline and annual renewals of Board Certification shall be set by the Governing Council. Fees shall be assessed for each discipline in which the applicant receives Board Certification.

Section 3. *Annual Fees.* Annual fees for renewal of registration and Board Certification are due on January 1 in the year in which they apply. After that, they become delinquent. Failure to submit the annual fee by December 31 of that year will result in the membership being revoked.

Section 4. *Assessments.* Assessments may be levied against all members of the Registry, upon approval of a

majority of the Registry membership by mail ballot.

Section 5. *Emeritus Fees.* The annual fees for Emeritus members shall be one-half of the annual registration fee charged for Full Members. Members qualifying for this status may choose to pay the fee on an annual basis or become an Emeritus Lifetime member by paying a one-time fee of three times the annual registration fee at time of application for that status. The one-time lifetime membership fee must be paid in one payment and previous annual fees will not be credited against this assessment.

ARTICLE XI. *Activities.*

Section 1. *Meetings.* An annual meeting shall be scheduled in cooperation with the Program Chairman to prevent conflict with other program activities of significance to the Registry membership. Special meetings of the Registry may be called by the President.

In all meetings of the Registry a quorum for transaction of business shall consist of members present at a properly called and properly publicized meeting. Majority vote requirements in any action shall be in accord with Roberts' Rules of Order Newly Revised.

Section 2. *Publications.* The *Professional Animal Scientist*, and the ARPAS newsletter shall be published by the Registry at intervals and in the format determined by the Governing Council.

Section 3. *Miscellaneous.* The Registry shall carry out such other activities as are consistent with the purpose of the Registry as provided in its charter as needed to further said purpose, and are not expressly forbidden to the Registry in its Charter or Bylaws.

ARTICLE XII. *Chapters.*

Section 1. *Establishment.* Chapters may be established on the basis of geographical contiguity. The area of a Chapter shall be limited so as to ensure maximum participation of all members of the Chapter in the functions of the Chapter. A minimum of 15 members of the Registry shall be required for formation, chartering, and continuance in good standing of a Chapter.

To become established, proposed Chapters must formally petition the Governing Council and be approved by the Governing Council. The petition must set forth the territorial limits of the Chapter, include the bylaws by which the Chapter is to be governed, and establish that an organized unit of at least 15 Registry members already exists.

Section 2. *Membership.* Membership in a Chapter shall be restricted to members of the Registry who reside in the Chapter area and who elect to affiliate with the Chapter.

Section 3. *Officers.* The officers of a Chapter shall be President, President-Elect, Past President, and Secretary-Treasurer. The Governing Council of the Chapter shall include, in addition to the officers, at least two Directors-at-Large elected from the Chapter membership. The officers and directors of a Chapter shall be elected by procedure to be adopted by the Chapter, and their terms of office and methods of filling vacancies therein shall be determined by the Chapter.

Section 4. *Activities.* Chapters may hold meetings or conferences at appropriate times and places. In all matters of local concern, the Chapters shall be autonomous, but may call upon the Registry office for advice and assistance. Chapters may charge dues to support chapter activities. Chapters shall have no official representation on the Governing council of the Registry, and shall communicate with the Governing Council through the appropriate Regional Representative.

Section 5. *Revocation of Chapter Charters.* The Governing Council of the Registry may revoke the charter of any Chapter which fails to conform to the Charter and Bylaws of the Registry, after written notice and hearing, provided that the Chapter shall first be given an opportunity to take any remedial action recommended by the Governing Council.

ARTICLE XIII. *Amendments.*

Section 1. Changes in these Bylaws may be made by a two-thirds majority of members voting at a business session

of the annual meeting or by a two-thirds majority of all votes cast in a mail ballot; provided, that notice in writing of the proposed amendments shall have been sent to every member at least one month before the date of the meeting at which it is to be considered, or at least one month before the last date for return of ballots in the case of a mail ballot.

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