AMERICAN COLLEGE OF ANIMAL SCIENCES (ACAS)

CONSTITUTION

Article I

Name
The name of this organization shall be the American College of Animal Sciences (ACAS), hereinafter referred to as the “College”. The College functions as a subsidiary and with sanction by the American Registry of Professional Animal Scientists (ARPAS).

Article II

Organization

Section 1: The College shall be organized under the articles of incorporation of ARPAS.

Section 2: The term for which it is organized shall be perpetual; however, if dissolution of the College should occur, its property shall be distributed to the ARPAS.

Article III

Objectives

Section 1: The primary objectives of the College shall be to advance the level of professionalism in the fields of animal nutrition, animal physiology, animal genetics, animal food science, applied animal behavior science and animal welfare science, and to increase the competence of those practicing in these fields by:

a. Establishing requirements for postgraduate education and experience for board certification of expertise in animal nutrition, animal physiology, animal genetics, animal food science, applied animal behavior science, and animal welfare science.

b. Examining and certifying specialists in these animal science disciplines.

c. Stimulating animal scientists to pursue a program of continuing education for professional advancement throughout their careers;

d. Promoting research relating to the needs of animals to 1) maintain health and well-being, 2) enhance productivity through nutritional, physiological, genetic, behavioral evaluation, animal welfare science and experimentation and 3) enhance composition and quality of products;

e. Enhancing the dissemination of knowledge in these fields of animal science.

Section 2: For the purposes of the College:

a. Animal nutrition will be considered to comprise all aspects of knowledge and practice relating to the nutritional needs of animals for maintaining health and well being, enhancing productivity and prevention of disease, including practical aspects of animal feeding and animal management.

b. Animal physiology will be considered to compromise all aspects of the knowledge
and practice relating to environmental, growth and reproductive physiology.

c. animal genetics will be considered to compromise all aspects of the knowledge and practice relating to genetic evaluation and improvement of animals for components of production efficiency, composition and quality of products and resistance to diseases.

d. animal food science will be considered to comprise all aspects of the knowledge and practice relating to meat, milk and egg science.

e. applied animal behavior science will be considered to comprise all aspects of knowledge and practice relating to the behavioral needs of animals for maintaining health and well-being, enhancing productivity and prevention of disease, including practical aspects of animal behavior, ethology and animal management.

f. animal welfare science will be considered to be the search for and application of knowledge which encompasses germane facets of the applied ecology, applied ethology, applied nutritional science, applied physiology, preventive health care, and overall care, husbandry, and management of avian and mammalian animals that are kept to serve a variety of human purposes.

Article IV
Organization of Members

Section 1: The College shall be composed of ARPAS members that are certified in one of the disciplines within the American College of Animal Sciences: Applied Animal Behavioral Science, Animal Food Science, Animal Genetics, Animal Nutrition, Animal Physiology, and Animal Welfare Science

Section 2: The College shall have a Board of Directors consisting of officers and other members, hereinafter referred to as the Board. The Board of Directors shall consist of ten members: President, President-Elect, Secretary, immediate Past President and six Board members. Each Board member will represent one of the six Discipline Colleges and will be appointed from members of that Discipline by the President with approval of a majority of ACAS officers.

Section 3: Standing committees of the College shall consist of the Nominating Committee and the Examination Committee.

Section 4: The College will hold at least one meeting annually.

Article V
Membership

Section 1: Members of the College shall be designated under one of the following
categories:

a. Diplomates
b. Diplomates-in-Training

Article VI

Officers and Governance

Section 1: Officers of the College will consist of a Past President, President, President-elect, and Secretary.

Section 2: The Board of Directors shall be composed of the officers and six other voting members, and shall be the governing body of the College.

a. The officers will be elected by the voting membership. Each of the six Disciplines listed in Article IV, Section 1, have one representative member on the Board of Directors who is appointed from that Discipline by the President, with the approval of a majority of elected officers.

Article VII

Amendments

Section 1: Proposed amendments shall be submitted to the Board of Directors at least 60 calendar days before a scheduled meeting of the College. Proposed amendments, with the recommendation of the Board, shall be mailed (Postal Service or electronic mail) to the membership at least 30 calendar days prior to the counting of ballots.

Section 2: An affirmative vote on an amendment will require that at least 3/4 of the eligible membership that votes, approves the proposed amendment.

Section 3: Voting shall be by Postal Service mail or electronic mail ballot as specified in Article VII, Section 1.

Section 4: Amendments approved by the College membership must also be approved by ARPAS Governing Council prior to incorporation into the College Constitution.
AMERICAN COLLEGE OF ANIMAL SCIENCES (ACAS)
By Laws

Article I
Election of Officers and Other Members of the Board of Directors

Section 1: The Officers of the College, as specified in Article VI, Section 1 of the Constitution shall be Diplomates in the College and shall be elected by a majority of the members who vote.

a. Annual elections will be held for the President-elect and Secretary.
b. Continuity of leadership will be attained by the President-elect moving to President in succeeding years and the Past President continuing on the Board as a voting member for one year.
c. Term of office for each of the officers shall be one year. Reelection to the position of Secretary shall be allowed.

Section 2: Sequence of election events.

a. A slate of candidates for each available officer shall be submitted by the Nominating Committee to the Secretary at least 60 calendar days before the annual meeting of the College.
b. The slate developed by the Nominating Committee shall be sent electronically or by mail to the membership at least 60 calendar days before the annual meeting.
c. Additional nominations from the membership must be received by the Secretary/Treasurer by 45 calendar days before the annual meeting.
d. A final ballot shall be sent to the membership by 30 calendar days before the annual meeting.
e. Signed or electronically submitted ballots must be returned to the Secretary no later than 15 calendar days before the annual meeting. The Secretary will tally the vote and announce the winners at the annual meeting.
f. If a majority of the vote for a position is not received by one candidate, an additional ballot, containing the names of the two candidates with the highest number of votes, will be taken at the annual meeting. The winner in a run off will be declared by a majority vote at the annual meeting.
g. Newly elected officers shall take office at the conclusion of the annual meeting at which their election is announced.

Section 3: The six additional members of the Board, as specified in Article VI, Section 2a of the Constitution shall be appointed from members of that Discipline by the President with the approval of a majority of the ACAS officers.

a. Candidates for membership on the Board shall be Diplomates and selected to represent one of the Disciplines.
b. The Nominating Committee, as appointed by the President, shall select candidates for election to the Board as specified in Article I, Section 2 of these By Laws.
Candidates for election to any office, or appointment to the Board, must provide confirmation to the Secretary of their willingness to serve, before they can be recommended to the membership.

Section 4:
Unforeseen vacancies of any offices or Board positions occurring between annual meetings shall be filled by appointment by the Board for the remainder of the term, at which time the vacancy shall be filled by election as specified in Article I, Section 2 or by appointment as specified by Article 1, Section 3 of these By Laws.

Article II
Duties of Officers

Section 1: President. The President shall preside over all meetings of the College, call the meetings of the College with the approval of the Board, serve as chairperson of the Board, and perform the usual duties of a president. The President will also be a member of the Governing Council of ARPAS.

Section 2: President-elect. The President-elect shall succeed to the office of the President should that office be vacated between elections, serve on the Board, and perform the usual duties of a vice-president.

Section 3: Secretary. The Secretary shall keep minutes of all meetings of the College and the Board, serve on the Board, conduct the correspondence of the College with the approval of the Board, arrange secure and safekeeping of all records, shall coordinate the fiscal affairs of the College with the ARPAS Business Office, and perform the usual duties of a secretary/treasurer.

Section 4: Past President. The Past President shall chair the nominating committee and perform other duties as requested by the President.

Article III
Duties and Powers of the Board of Directors

Section 1: The Board shall have the duties and powers ordinarily delegated to the governing body of a corporation and granted by the Constitution. These shall include but not be limited to:
a. developing and administering a procedure for certifying specialists in animal nutrition, animal physiology, animal genetic, animal food science, applied animal behavior science and animal welfare sciences.
b. publishing the requirements for certification as Diplomates;
c. appointing the Nominating Committee, the Chair of which shall be the Past President;
d. appointing the Discipline Examination Committees, the Chair of which shall be the Board Member that represents the Discipline;
e. reviewing and approving examinations prepared by the Examination Committee;
f. establishing minimum standards of performance that examinees must demonstrate to pass the Diplomate Certification Examination;
g. reviewing recommendations of the Discipline Examination Committees as to the qualifications of candidates for certification as Diplomates;
h. formally accepting candidates as Diplomates and issuing of certificates;
i. act on recommendations of the Appeals Committee.

Article IV
Meetings

Section 1: The annual business meeting of the College may be held in conjunction with the annual meeting of the ARPAS or one of the ARPAS affiliated scientific societies, or with other meetings approved by the Board.

Section 2: The entire membership of the College shall be informed by Postal Service mail or electronic mail of the time and place of all meetings of the College at least 15 days prior to the meeting date.

Section 3: Meetings of the Board will be as called by the President.

Article V
Committees

Section 1: Nominating Committee

a. The Nominating Committee shall consist of Diplomates appointed by the Board, in addition to the Past-President who will serve as Chair of the Committee.
b. Members of the Nominating Committee shall serve for a term of one year but may be reappointed.
c. The Nominating Committee shall prepare a slate of at least one candidate for each official vacancy as specified in the Constitution and By Laws, including President-elect, and Secretary.

Section 2: Examination Committee

a. Each Discipline College will have an Examination Committee. The Examination Committees shall be chaired by the discipline member on the Board and have a minimum of three other Diplomates from the Discipline College who shall be appointed by the Board for staggered terms of three years each. Members shall be appointed so as to provide a reasonable balance of expertise on the
b. The Examination Committee shall be responsible for:
   1. preparing, administering, grading all Diplomate Certification Examinations, and evaluating all candidates nominated as highly qualified individuals;
   2. assuring appropriate supervision and monitoring of the Diplomate Certification Examinations;
   3. reviewing candidate applications for Discipline College membership and determining eligibility to take the examination.
   4. making recommendations to the Board regarding competence of applicants based on their performance in the Diplomate Certification Examination and evaluation.

Section 3: Ad Hoc Committees
The Board will appoint ad hoc committees to assist the Board as needs for those committees arise.

Article VI
Membership, Training, Experience and Examinations

Section 1: Diplomates shall have the following qualifications:
   a. be a member in good standing of the American Registry of Professional Animal Scientists and one of its affiliated scientific societies;
   b. M.S. or Ph.D. in animal nutrition, animal physiology, animal genetics, food animal science, applied animal behavior science, or animal welfare sciences (subject of thesis or dissertation) or any post-baccalaureate/post-secondary/professional degree (or equivalent as approved by the ACAS Board) from an approved institution;
   c. either successfully pass the Diplomate Certification Examination(s) given by the Discipline College or be nominated as a highly qualified individual (HQI) by a current board certified member and pass an evaluation by the examination committee. To be eligible for HQI the candidate must have 10 years experience beyond the M.S. degree or post-baccalaureate/post-secondary/professional degree from an approved institution. The Diplomate Certification Examination may be taken 1 year after receiving the Ph.D. degree or 4 years after receiving M.S. degree or post-baccalaureate/post-secondary/professional degree. Publication requirements must also be met before the application will be approved for Diplomate status.
   d. be accepted for membership in the Discipline College by majority votes of the Examination Committee of the Discipline College and by the Board.

Section 2: Diplomates in Training shall have the following qualifications:
   a. is enrolled in, and within one year of completion, of a Ph.D. program in animal nutrition, animal physiology, animal genetics, animal food science, applied animal behavior science or animal welfare science (subject of thesis or dissertation) from an approved institution.
b. is a member in good standing of the American Registry of Professional Animal Scientists and one of its affiliated scientific societies.

c. successfully passes the written Diplomate Certification Examination given by the Discipline Examination Committee. Other requirements specified by a Discipline Examination Committee for Certification may be taken 1 year after receiving the Ph.D. degree or 4 years after receiving M.S. degree or post-baccalaureate degree (Article VI, Section 1b). Publication requirements must also be met before the application will be accepted.

d. be accepted for Diplomate in Training status by majority votes of the Examination Committee of the Discipline and by the Board.

Section 3: Requirements for admission to examination for certification as a Diplomate of the Discipline College shall be as follows:

a. application:
   1. applicants shall submit a written request to the ARPAS Business Office for a copy of the official application form;
   2. application forms, along with supporting documents and a nonrefundable application fee, shall be submitted to the ARPAS Business Office;
   3. all prospective candidates are required to sign the following agreement at the time of application;

   “I hereby apply to the American College of Animal Sciences in the discipline of (animal nutrition, animal physiology, animal genetics, animal food science, applied animal behavior science or animal welfare science) for Diplomate examination in accordance with its rules and herewith enclose the nonrefundable application fee. I also hereby agree that prior to or subsequent to my examination or certification, the Board of the College may investigate my competence and standing as an animal scientist, including my reputation for complying with the Code of Ethics as set forth by the ARPAS.”

b. The examination process may be waived for two types of highly qualified individuals that are nominated by a board certified member and rigorously evaluated by the examination committee:
   1. faculty members of approved institutions who have been recognized by having gained tenure appointments, have been teaching undergraduate and/or graduate course in their species and discipline annually, and are the principal researcher on at least 5 referred journal publications in the last five years, not including their thesis or dissertation-related publications.
   2. professional animal scientists with 10 or more years experience in the animal sciences profession with unanimous consensus by the examination committee and the executive board of ACAS. These nominees will require at least 2 letters of support and submission of materials that demonstrate their qualifications.
c. Before being declared eligible for examination, or promotion from Diplomate in Training to Diplomate; or being certified as a highly qualified individual, each applicant must satisfy the following requirements in addition to those listed in Article VI Section 1a and b:

1. have completed one year of experience (research, education, service or practice) after receiving the Ph.D. degree in an animal science discipline listed in Article III, section 1 of the Constitution, or a related degree, or 4 years of similar experience after receiving the M.S. degree (or equivalent degree, Article VI, Section 1b) in an animal science discipline. Students within one year of completing their M.S. or Ph.D. or other degree (Article VI, Section 1b) will be eligible to take specific portions of the exam to become Diplomates-in-Training. Final requirements for certification in a Discipline will be completed only after submission of revised application indicating all experience and publication requirements are met. Diplomates-in-Training must maintain ARPAS membership and meet annual continuing education requirements.

2. have published or accepted for publication in a refereed journal two scientific reports in the area of animal science containing original research data and on which the candidate is a primary author. If not the first author, the applicant must submit a statement from the first author, or any Diplomat on the author list, describing the original contribution of the candidate regarding the research described in the papers. A report is considered to have been published in a refereed journal if in the instructions to the authors reference is made to the peer review process for submitted manuscripts. In case such reference is not directly made, a statement from the editor in chief confirming the peer review process should be provided by the applicant; 

3. submit reports of animal management (as required by the Discipline Examination Committee) that have significant component(s) in which the applicant personally handled or prescribed the management practices of animals relative to their indicated discipline.

d. if it is not possible for a prospective candidate to fulfill the requirements under Article VI, Section 3.c.2 and 3 of these By Laws, alternative experience or qualifications or accomplishments may be considered as satisfying the eligibility requirements. Proposed alternative experience must be approved in advance by the Discipline Examination Committee.

e. eligibility of prospective candidates is decided by the Board upon consideration of
the recommendation of the Discipline Examination Committee.

Section 4: Requirements for admission to examination for certification as a Diplomat-in-Training of the Discipline College shall follow the same procedure as for Diplomates described in Article VI, Section 3.a.

Section 5: Examples of Experience

a. As stated in Article VI, Section 3c, applicants for the Diplomate Certification Examination must have completed 1 year of experience following the Ph.D. or 4 years of experience following the M.S. (or equivalent, Article VI, Section 1b) training in one of the animal science disciplines indicated in Article III, section 1 of the Constitution.

b. Practical experiences such as: 1) setting up feeding programs for animals including determining nutritional requirements or needs, obtaining necessary feed, ration formulation, feeding management and monitoring of responses; or visiting animal enterprises at which nutritional problems are suspected and providing consultation in the evaluation and management of such problems; 2) setting up management programs for animal growth or reproduction including the use of products or techniques to influence or regulate growth or reproduction and monitoring of responses; or 3) visiting animal enterprises at which problems are suspected and providing consultation in the evaluation and management of such problems.

c. Teaching experience must be in courses relating directly to animal science disciplines described in Article III, section 1 of the Constitution.

d. Research - Applicants must have conducted original research in the area of animal science species and discipline that the applicant is seeking certification. It is required that the results be prepared as a manuscript(s) and accepted for publication in a refereed journal as specified in Article VI, Section 3.c.2.

e. Extension experience must include documented consultations with animal managers or veterinarians on nutrition and feeding management problems and practices, animal growth or reproduction, breeding programs, or animal food products.

Section 6: Examination - The Diplomate Certification Examination will be offered at least once annually.

a. Candidates approved by the Board to take the Diplomate Certification Examination shall be notified and apprised of the date and format of the examination at least 30 calendar days before the date of the examination. The 30 calendar day notice may be waived if mutually agreed by the candidate and Board.

b. A minimum score as defined by the Examination Committee and approved by the
c. Candidates failing the Examination will receive written notification thereof within 90 calendar days of the examination.

d. Candidates failing to achieve satisfactory performance on the examination may retake the examination within 2 years of the original examination without fulfilling the other prerequisites, with the exception that they must pay an examination fee.

Section 7: Certification

a. Candidates will be granted Diplomate status by the Board upon consideration of the recommendation by the Examination Committee.

b. Diplomate certificates will be issued to successful candidates by the Board within 90 calendar days of the Diplomate Certification Examination.

c. Upon receipt of the certificate, Diplomates will be authorized to affix letters to their name signifying Diplomate status. i.e., Dpl. ACAS

Section 8: Appeals—Candidates denied eligibility to take the Diplomate Certification Examination may appeal this decision within 30 calendar days of the postmarked date of the notification. The appeal must be made in writing to the ARPAS Business Office and shall include a statement of the grounds for reconsideration and appropriate documentation.

a. Upon receipt of an appeal, the ARPAS Business Office shall notify the President and the Chair of the Discipline Examination Committee. The President will appoint a committee of three Diplomates of the Discipline College (and name its convener) to serve as an ad hoc Appeal Committee within 30 calendar days of notification of the appeal.

b. The President shall submit to the Appeal Committee written statements indicating the reasons for rejecting the candidate. The complete dossier of the candidate will be provided for the Appeal Committee to review.

c. The Appeal Committee shall review the appeal(s) and render a recommendation(s) to the Board within 30 calendar days.

d. The Board will render a decision on the appeal upon the recommendation of the Appeal Committee and notify the petitioner of the decision within 30 calendar days after receipt of the Appeal Committee.

e. A petitioner may appeal the decision of the Board to the Governing Council of the ARPAS.

f. If an appeal is unsuccessful, the petitioner must wait two years and reapply to take the Diplomate Certification Examination.
Fees and Fiscal Matters-The fee for Board Certification in a discipline and annual renewals of Board Certification shall be set by the Governing Council of ARPAS

Article VIII
Discipline

Section 1: Certificates of Diplomate status always remain the property of the College and shall be repossessed when:
a. the issuance of such a certificate or its receipt by the Diplomate shall have been contrary to, or in violation of, any provisions of the Constitution and By Laws of the College.
b. the Diplomate fails to pay dues within the fiscal year. In this instance reinstatement is contingent on approval by the Board.
c. the Diplomate fails to meet the Continuing Education Units requirements and other requirements of the ARPAS.
d. the Diplomate brings discredit or risk of discredit upon the College through unethical conduct, incompetence, fraud or by any other action.

Section 2: It is the duty of any Diplomate, and especially any officer, (hereinafter called the Complainant) who becomes aware that any other Diplomate (hereinafter call the Respondent) has brought discredit or risk of discredit upon the College, through unethical conduct, incompetence, fraud, or any other reason(s), to submit a written complaint of such actions to the Board. If the Board is satisfied with the validity of the complaint, it shall appoint an ad hoc Hearing Committee of three Diplomates (and name its convener) to investigate the matter. The Hearing Committee shall hold a review and hearing of the matter under the direction of legal counsel retained by the ARPAS. At such a hearing, the Complainant and the Respondent shall have full opportunity to state their respective positions in writing and/or in person. The Hearing Committee shall submit a report and recommendation(s) to the Board. Upon consideration of the report and recommendation(s) of the Hearing Committee, the Board may submit a motion on the matter to the Governing Council of the ARPAS. Approval of any motion shall require a two-thirds majority of the ARPAS Governing Council.

Article IX
Conduct of Business

Section 1: Diplomates who have paid dues for the fiscal year shall be eligible to attend, have voice, and vote in business meetings and to vote through electronic or mail ballots.

Section 2: A quorum of the College shall consist of eligible members present at a properly called meeting or polled by electronic or mail ballot.

Section 3: A quorum of the Board shall consist of a simple majority of the Board.

Section 4: Roberts’ Rules of Order, Revised, shall govern the conduct of all meetings.
Article X
Liability

In the event that any person is made a party to or threatened with any civil, criminal or administrative action, suit, or proceeding by reason of the fact that he or she is or was a member, emeritus member, officer, or employee of the Board, the ARPAS shall indemnify that person against the reasonable expenses, including attorney’s fees, actually and necessarily incurred by him or her in connection with such matter, or in connection with any appeal therein, except as to matters as to which such person is guilty of negligence or misconduct in the performance of his or her duties.

Article XI
Dissolution

In case of dissolution, the assets of the College shall be transferred to the ARPAS.

Article XII
Amendments

Section 1: Proposed amendments to the By Laws shall be submitted through the Board to the ARPAS Governing Council for study at least 30 calendar days before a scheduled meeting of the College or of the distribution of a mail or electronic ballot to the voting membership.

Section 2: Proposed amendments shall be distributed to the entire voting membership, with the recommendation of the Board, at least 30 calendar days prior to the conduct of a mail or electronic ballot or a voice vote at an annual meeting.

Section 3: An affirmative vote on an amendment shall require that at least three-fourths of the eligible membership voting approve the proposed amendment.

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