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, successful completion of an examination 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), or other categories of membership approved by the Governing Council.

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 (see sections 5 and 6). 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.

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

1. Aquaculture
2. Beef Cattle
3. Companion Animals
4. Dairy Cattle
5. Equine
6. Laboratory Animals
7. Poultry
8. Sheep
9. Swine
10. Meat
11. Dairy Product Science
12. Poultry Product Science
13. Goat
D. Two additional areas of specialization are available:

1. Dairy Nutrition - requires prior specialization in dairy.
2. Feed Management - The requirements for Feed Management Certification are: 1) be a current member PAS or RAS in the species in which you are taking the exam, 2) complete the feed management workshop of The National Feed Management Project, 3) pass the feed management exam, and 4) maintain yearly continuing education credits with at least four hours of the sixteen hours required devoted to feed management. Successfully passing this exam will qualify an ARPAS member to become eligible to be a Certified Feed Management Plan provider through NRCS.

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.

E. 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 be 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.C.

F. 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 online or 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. Examinations may be taken as a hard copy or online, and must be proctored by a current ARPAS member in good standing. An applicant who fails an examination must wait 180 days to retake the exam without a new application. A retake of a hard copy exam requires an additional exam fee. If the applicant wishes to retake the exam in a different format (online or hard copy), an additional exam fee is required. An applicant who fails an online examination, may apply for reexamination online, one time between 30 and 90 days after the first examination, without submitting a new application or paying another fee.

Section 5. Board Certification. The highest level of recognition for professional competency and expertise awarded by the Registry is Board Certification. Individuals will be board certified in a specific discipline by the American College of Animal Sciences (ACAS). 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 that meets the requirements set forth by the Governing Council. 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. Animal Behavioral Science
2. Animal Food Science
3. Animal Genetics
4. Animal Nutrition
5. Animal Physiology
6. Animal Welfare Science
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 a member of the American College of Animal Sciences (ACAS) formed within ARPAS with a specific designation for a discipline authorized for Board Certification i.e. American College of Animal (discipline). 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 board certified members of that discipline.

ARTICLE II. Continuing Education Requirements for Maintenance of Registration.

Section 1. Training. 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 credits. 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. Maintenance of registration. 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. Qualification. 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. 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 of the Professional Animal Scientist, Chairperson of the Examining Committee 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.

Section 3 Continuing Education. Emeritus members are not required to complete or report annual continuing education credits (CEU's).
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, Diplomate 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.

c. Membership in ARPAS is a privilege and an honor bestowed only on those individuals who have the necessary professional training and necessary business ethics that this organization strives to promote. The PAS/RAS/RAPS designation recognizes this professional training and ethics. Those individuals who represent themselves as PAS/RAS/RAPS and who have not taken and passed the examination process may be barred from ARPAS membership and privilege of using the PAS/RAS/RAPS designation in their business activities.

ARTICLE V. Revocation and Reinstatement of Registration.

Section 1. Revocation 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.

Section 2. 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, remains 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.

**Section 3. 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
Section 4. Reinstatement of lapsed membership. Individuals who allow membership to lapse on account of nonpayment of dues and/or failure to submit the necessary Continuing Education Units may be reinstated by: (1) submitting a completed reinstatement application form, which includes a list of required CEUs for the previous year, (2) payment of a reinstatement fee as determined by the Governing Council, and (3) payment of the current year’s membership dues.

ARTICLE VI. 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 as described in Roberts’ Rules of Order Newly Revised and in the bylaws. In addition, the President is authorized to enter into agreements and sign documents on behalf of the Registry with the advice and consent of the Executive Committee or Governing Council.

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. The Past President may also chair the nominating committee at the request of the President.

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 or electronic ballot to be distributed a minimum of 60 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 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 VII. Other Officials.

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

Section 2. Editor, Professional Animal Scientist. The President, with the advice 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.

Section 4. Chairperson of the Examining Board. The President, with the advice and consent of the Governing Council shall appoint the Chairperson of the Examining Board. The Chairperson of the Examining Board shall chair the Examining Board, recruit APAS members to serve on the Board and oversee the examination process as defined by the Governing Council.

ARTICLE VIII. Executive Vice President

Section 1. The Executive Vice President shall be appointed by the Governing Council at a salary and terms of employment as determined by the Governing Council. Direct Supervision of the Executive Vice President will be from the Executive Committee through the President. The Executive Vice President will be a non-voting member of the Governing Council and the Executive Committee.

Section 2. The Executive Vice President will provide overall administrative leadership for ARPAS. The Executive Vice President will be actively engaged in and provide coordination of, the activities of the Governing Council and the ARPAS membership. The Executive Vice President shall attend regular and special meetings of ARPAS, Governing Council, and Executive Committee; and make recommendations regarding policies or business to be transacted.

ARTICLE IX. 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
Chapter Representative from Qualifying Chapters
President of ACAS
Directors Representing Affiliated Societies (one per society)
Historian
Editor, Professional Animal Scientist
Chairperson of the Examining Board
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. The Regional Directors will chair standing committees: Midwest, Ethics, Northeast, Publications, Southern, Professional Relations, Western, Membership.

Section 3. Representatives of Affiliated Societies. Affiliated societies are American Dairy Science Association, American Meat Science Association, American Society of Animal Science, Equine Science Society and Poultry Science Association. 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 mid-year, 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 X. Executive Committee

Section 1. The Executive Committee will consist of the President, Past President, President-Elect, Secretary and Treasurer. The Executive Vice-President will serve as a non-voting member of the Executive Committee.

Section 2. The functions of the Executive Committee are to direct the activities of the Executive Vice President and to deliberate and make decisions for the society between meetings of the Governing Council.

ARTICLE XI. 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 is appointed each year.
Section 3. Committee Appointments. The Committee Chairs, under the direction of the President-Elect, shall nominate new members for consideration and approval of the Governing Council at the annual meeting. Nominations should be submitted to the President at least one month before the annual 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 Chair of the Examining Board shall be appointed by the President. The chairperson is responsible for seeking qualified ARPAS members to serve on the board and recommending their appointment to the President. The Examining Board shall consist of 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 area of specialization, the general standards for registration and their own professional judgment. The Chair shall receive applications for ARPAS 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 the Chair and six other 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 the Chair and six other 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 be chaired by the President-Elect and will have membership consisting of the current Executive Committee. The committee shall plan programs and special activities for the membership.

Section 9. Professional Relations Committee. The Professional Relations Committee shall consist of the Chair and six other 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 the Chair and six other 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 XII. Fees.

Section 1. Registration Fee. Fees for the initial registration and annual renewals of registration shall be set by the Governing Council. Membership fees for new members will be prorated based on the month in which the prospective member receives their exam results. Those receiving results in January will pay a
full year’s dues (which includes the exam fee). Dues for those receiving results after January will be reduced by 1/12th per month of the dues portion only.

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 June 30th 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 or electronic 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 XIII. 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 XIV. Chapters.

Section 1. Establishment. Chapters may be established on the basis of geographical contiguity to encourage member participation. 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 consist of members of the Registry who reside in the Chapter area or who elect to affiliate with the Chapter and pay the annual dues established by 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. Representation on the Governing Council. Any state or regional affiliate chapter that has membership equal to or greater than 50 regular members in the national organization shall be entitled to one (1) representative on the Governing Council. The chapter will designate a representative to serve a three-year term and notify the President of ARPAS of the representative at least 30 days prior to the ARPAS Annual Business Meeting. The term will commence with the close of the annual meeting first following their appointment.

If a chapter membership drops below 50, there will be a two-year grace period. The chapter will maintain their Governing Council seat for two years. If during the two-year grace period the chapter membership reaches 50 or above the chapter will then maintain a Governing Council representative.

Section 5. 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 official representation on the Governing council of the Registry only if they have achieved membership equal to or greater than 50 regular members as set forth in Section 4 above, otherwise they shall be encouraged to communicate with the Governing Council through their Regional Director.

Section 6. 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 the Chapter shall first be given an opportunity to take any remedial action recommended by the Governing Council.

Article XV. ARPAS Foundation

The American Registry of Professional Animal Scientists (ARPAS) has established a Foundation hereafter to be known as the ARPAS Foundation.

Section 1. Purpose. The purpose for the ARPAS foundation is to provide a funding source for educational efforts and developmental activities of members independent of the ARPAS annual budget for funding. This Foundation will have tax exempt status under the charter of ARPAS and will be able to accept gifts and grants that are tax deductible from its members and supporters.

Section 2. Reporting Relationship. The Foundation will still be a function of ARPAS, report to ARPAS and utilize the non-profit status of ARPAS for tax purposes. This Foundation is organized separately from the ARPAS financial structure and is not funded as a part of the ARPAS annual budget or any current ARPAS reserve funds. A Governing Board will be established to conduct the business of the Foundation.

Section 3. Use of Funds. Only the earnings from funds directed to the ARPAS Foundation will be used to further the educational efforts of the ARPAS Foundation.

Section 4. Establishment of the Governing Board. The initial governing body for the Foundation will be the ARPAS Executive Committee until such time that the president of ARPAS shall appoint a board of directors for the foundation.

a. The Board will consist of five ARPAS members and the current Executive Vice-President of ARPAS as an ex-officio member.

b. Appointments shall be for a three-year term except for the initial appointments which shall consist of two members being appointed for a three-year term, two members appointed for a two-year term and one member appointed for a one-year term.

c. The Executive Vice-President shall be the moderator for the Governing Board but have no voting
Section 5. Duties of the Governing Board. The Governing Board will have the responsibility for:

a. Developing and coordinating the fund raising efforts of the Foundation.
b. Recommending and overseeing investment of the funds of the Foundation
c. Providing guidelines for the expenditure of earning from the Foundation consistent with the stated purpose for the Foundation and review proposals from members for such activities.

Section 6. Termination of the ARPAS Foundation. In the event the ARPAS Foundation shall be terminated, any remaining funds will revert to ARPAS.

ARTICLE XVI. 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 or electronic 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 or email ballot.

Amended:

April 2, 2004
April 2008
June 1, 2010
July 8, 2017
June 24, 2018