PURPOSE

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.

ARPAS Mission Statement, Vision Statement and Organizational Objectives

I. The following statements and objectives were accepted by the ARPAS Governing on January 26, 2010.

ARPAS Mission Statement:

The American Registry of Professional Animal Scientists (ARPAS) provides certification of animal scientists through examination, continuing education and commitment to a code of ethics, and disseminates applied scientific information through publication of the peer-reviewed journal *The Professional Animal Scientist*.

ARPAS Vision Statement:

To be the recognized source for certified professional animal scientists to serve animal producers, industry and all others desiring research-based technical information on the animal sciences.

ARPAS Organizational Objectives:

- To provide certification of professional animal scientists through examination, continuing education, and commitment to a code of ethics.
- To provide a directory of ARPAS-certified professional animal scientists.
- To disseminate applied scientific information through publication of the peer-reviewed journal *The Professional Animal Scientist*.
- To promote and provide a listing of continuing education opportunities.
- To disseminate applied scientific and educational information through a Symposium sponsored and organized by ARPAS at the FASS Annual Meetings.
- To provide a Board Certification Program administered by the American Colleges of Animal Sciences.
- To cooperate with organizations having similar interests and goals, including ADSA, AMSA, ASAS, ESA, FASS, PSA, AFIA and PAACO.
- To cooperate with organizations requiring new categories of certifications for professional animal scientists, i.e. NRCS.
- To recognize outstanding achievement through the granting of “Distinguished Professional Animal Scientist” awards.
- To grow the assets of the ARPAS Foundation and to provide funding for educational efforts.
- To support the activities of ARPAS Chapters
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:

ARPAS
1800 S. Oak St., Suite 100
Champaign, IL 61820-6974
phone: 217/356-5390, fax: 217/398-4119
e-mail: arpas@assochq.org

B. 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.

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

C. Revocation of certification is vested in the Governing Council for causes, which are listed in the Constitution.

D. 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.

E. 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.

Up to 16 CEU’s may be carried over to apply to the next year’s recertification.

BOARD CERTIFICATION

III. Registrants will be Board Certified by meeting the requirements for membership in a specific discipline within the American College of Animal Sciences. Specific requirements for membership are established by the board certified membership of each discipline.

A. Members are authorized to use the term “Diplomate,” American College of Animal “discipline.”

B. The disciplines eligible for Board Certification include
CODE OF ETHICS

IV. 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 of 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 by:

1. Submitting a Reinstatement Application Form, which includes a list of required CEU’s for the previous year
2. Payment of a reinstatement fee as determined by the Governing Council
3. Payment of the current year’s membership dues

ORGANIZATIONAL CHART

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

American Registry of Professional Animal Scientists

Governing Council

Executive Vice President

American College of Animal Sciences

Standing Committees

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. Chapter representatives from qualifying chapters

E. Editor of the Professional Animal Scientist

F. Chairperson of the Examining Committee
G. Historian

H. President of ACAS

I. Chairperson ARPAS Foundation

I. Executive Vice President as a non-voting member

J. 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:

A. President, President-elect, Past President, Secretary and Treasurer. The Executive Vice-President is a non-voting member.

B. 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. 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 Committee members 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.

CONSTITUTION AND BYLAWS

Updated 12/22/2011