

ACADEMY OF VETERINARY TECHNICIANS IN CLINICAL PRACTICE

BYLAWS

ARTICLE I
COUNCIL OF REGENTS

Section 1. The Council of Regents (hereafter referred to as the Regents) will control all business pertaining to the Academy. The Regents shall consider and act upon all matters of the Academy relating to training, examination, recognition, discipline, and finance.

Section 2. The Regents shall be the executive body of the Academy and shall consider first all business and policies pertaining to the affairs of the Academy. The Regents will consist of the Executive Secretary and the following elected officers: Past-President, President, Vice-President, Treasurer, and one member elected at large by the Academy from each practice category.

Section 3. Following the first examination, with acceptance of members to the Academy, the Regents will be elected by the Charter VTS (Clinical Practice).

Section 4. Vacancies on the Council occurring between elections shall be filled by appointment of the Regents. Any member appointed to fill a vacancy shall hold the office until the expiration of the term in which the vacancy occurred.

Section 5. Meetings.

- A. The annual meeting of the Regents shall be held just prior to the time and at the place designated for the Annual Business Meeting of the Academy. Special meetings may be called at any time by the President. The President must call a meeting after receiving written request of not less than four members of the Regents.
- B. Not less than five (5) days notice of the time and place of any special meeting and not less than thirty (30) days notice of the time and place of the regular meeting shall be given by mail, e-mail, or FAX addressed to each Regent member at his or her residence or place of business as it shall appear in the official records of the Academy.
- C. Five voting members of the Regents present in person or on a conference call shall constitute a quorum for the transaction of any business.

ARTICLE II
DUTIES OF REGENTS

Section 1. The President shall:

- A. Serve for two (2) years.
- B. Automatically become Past-President at the termination of her or his term of office as Chair.
- C. Preside over all meetings of the Academy and the Council of Regents.
- D. Coordinate activities of all Academy Committees.

- E. Appoint, with the approval of the Regents, all standing and ad hoc committee members and chairpersons.

Section 2. The Vice-President shall:

- A. Serve for two (2) years.
- B. Automatically become President at the termination of his or her predecessor's term of office.
- C. Assume the responsibilities of the President if the President is unable to perform the duties of his or her office.
- D. Be an ex-officio member of the Examination Committee.

Section 3. The Past-President shall:

- A. Serve for two (2) years.
- B. Serve as acting President in case the President and Vice-President simultaneously are unable to perform their duties as President. The Past-President shall continue these duties until the next regularly scheduled business meeting or until either the President or Vice-President are able to resume the duties of President.
- C. Assume the duties of the Media Relations Representative.

Section 4. The Executive Secretary shall:

- A. Serve for a term determined by the Regents.
- B. Maintain the general records of the Academy and file all required reports pertaining thereto.
- C. Attend all meetings of the Academy and the Regents and all meetings of the Credentials Approval Committee unless specified otherwise by the Chair.
- D. Record and keep all original notes, minutes and records of all official Academy meetings and sessions for five (5) years or until the Regents approve of their disposal.
- E. Maintain archival copies of all publications, documents, and other records of the Academy.
- F. Coordinate correspondence and proposals regarding training programs and process applications for VTS (Clinical Practice) Examinations.
- G. Handle all correspondence on behalf of the Academy.
- H. Present a report of the activities of the office at the annual meeting of the Regents and at such other times as determined by the Regents.

Section 5. The Treasurer shall:

- A. Serve for a term determined by the Regents.
- B. Oversee the financial records of the organization and prepare them for audit when requested.
- C. Prepare and present an annual operating budget to the Regents at the annual meeting.

- D. Present a report of the financial status of the Academy at each Annual Meeting of the Academy and at such other times as determined by the Regents.
- E. Carry out other duties as determined by the Regents.
- F. Prepare and submit bills for audit.
- G. Deposit all funds in the name of the Academy in a federally insured bank approved by the Regents.
- H. Turn over all funds, properties and records to her or his successor.
- I. Collect Academy Dues and pay Academy expenses as directed by regents.
- J. Maintain the financial records of the organization and prepare them for audit when requested.
- K. Maintain a file of all vouchers and invoices accompanying them for a period of not less than five (5) years.

Section 6. Members at Large shall:

- A. Serve for six (6) years. Except for the first election, when one will serve for two (2) years, one will serve for four (4) years and one will serve for six (6) years.
- B. Serve in the fifth and sixth years of office as the liaison to the ABVP. The position will be filled by the Academy Acting Liaison to the ABVP for the first four years.
- C. Assist with the business of the Academy.

ARTICLE III
COMMITTEES

Section 1. The Academy shall have the following standing committees: Nomination/Election, Credentials Approval, Examination, Renewal, Appeals, and Mentorship. Additional committees may be specified by the Regents.

Section 2. Standing and ad hoc committee members and chairpersons shall be appointed by the President and approved by the Regents. Terms of committee members shall overlap, i.e. initial appointments shall be for scaled terms (except for the first three (3) years) and subsequent appointments shall be for fixed, scaled terms. The following shall apply to all committees unless otherwise explicitly stated:

- A. If a committee member is unable to fulfill his or her term, a replacement shall be appointed by the President to fulfill the duration of the term.

Section 3. Nomination/Election Committee

- A. The Committee shall be composed of a chairperson and at least two members of the Academy. They shall be initially appointed for one year (one member), two years (one member), and three years (one member). Thereafter terms will be for a three (3) year period.
- B. The term of office for the chairperson shall be two years and she or he must have at least one year of prior experience on the Committee (except for the first chairperson).
- C. The Committee shall be appointed not less than six months prior to the election date.

- D. The Committee shall present a slate of officers, composed of Academy members, to the Regents prior to the election as specified in Article V, Section 4-B of the Academy Bylaws. At least one qualified member for each position shall be presented by the Committee.
- E. Elections shall be conducted by the Committee according to Article V, Section 4 of the Academy Bylaws.

Section 4. Credentials Approval Committee

- A. The Committee shall be composed of a chairperson and at least three (3) members of each practice category of the Academy or more as determined by the Committee. They shall be initially appointed for one year (two members), two years (four members), and three years (four members). Thereafter terms will be for a three (3) year period. A senior Regent of the Academy will be the chairperson unless otherwise designated.
- B. The term of office for the chairperson shall be two years and she or he must have at least one year of prior experience on the Committee (except for the first chairperson).
- C. The duties of the Committee shall be:
 - 1. Provide, through the Executive Secretary of the Academy, information and application forms to prospective applicants.
 - 2. Evaluate and certify eligibility of applicants requesting examination by the Academy.
 - 3. Forward approved applications to the Chair.
 - 4. Notify the Chair of applicants who are not deemed eligible for examination and delineate the areas of deficiency.
 - 5. Participate in developing and establishing training program criteria to ensure standardization of training requirements. Provide this information through the Executive Secretary to all prospective candidates and institutions requesting such information.
 - 6. Provide guidance and support to training program directors according to the standards and procedures adopted by the Academy.

Section 5. Examination Committee

- A. The Committee shall be composed of a chairperson and at least two (2) members of each practice category of the Academy or more as determined by the Committee. They shall be initially appointed for one year (two members), two years (two members), and three years (three members). Thereafter terms will be for a three (3) year period. A senior Regent of the Academy will be the chairperson unless otherwise designated.
- B. The Vice-President shall be an ex-officio member of the Committee.
- C. The term of office for the chairperson shall be two years and she or he must have at least one year of prior experience on the Committee (except for the first chairperson).
- D. The duties of the Committee shall be:
 - 1. Preparation, administration and grading of the examinations. The Committee will establish the passing scores, with approval by the Regents, using current psychometric standards. The method of establishing the passing scores will also be approved by the Regents.

2. Provide examinees with subject matter that will be covered on the upcoming examinations.
3. Report to the President of the Regents the results of such examinations and make recommendations based on the proposed passing points.
4. At least one member of the Committee will monitor the written examinations as designated by the chairperson.
5. Administer an oral examination if required. The oral examination will be conducted by at least three (3) members of the Committee as designated by the chairperson.
6. Provide in a letter of clarification, through the Regents, a written summary of deficiencies to individuals requesting such information following failure to pass examination.

Section 6. Renewal Committee

- A. The Committee shall be composed of a chairperson and at least four (4) members of the Academy with at least one member from each practice category. They shall be initially appointed for one year (one member), two years (two members), and three years (two members). Thereafter terms will be for a three (3) year period.
- B. The term of office for the chairperson shall be two years and she or he must have at least one year of prior experience on the Committee (except for the first chairperson).
- C. The duties of the Committee shall be:
 1. Determine the distribution of hours used to satisfy the renewal process, with approval by the Regents.
 2. Evaluate applications and hours for renewal.
 3. Submit reviewed applications to the Regents for final approval.

Section 7. Appeals Committee

- A. The Committee shall be composed of a chairperson and at least three (3) members of the Academy with at least one member from each practice category. They shall be initially appointed for one year (one member), two years (one member), and three years (two members). Thereafter terms will be for a three (3) year period.
- B. The term of office for the chairperson shall be two (2) years and he or she must have at least one year of prior experience on the Committee (except for the first chairperson).
- C. The duties of the Committee shall be:
 1. Following the procedures outlined in Article VI, Section 5 of the Bylaws, the Committee shall review all written appeals made to the Academy regarding denial of eligibility to sit for the Academy examinations, suspension of VTS status, or other adverse decisions of the Academy.
 2. The Committee shall render their recommendation(s) to the Regents within thirty (30) calendar days of the date the Chair of the Committee receives the petitioner's file from the Credentials Approval Committee or other applicable committee.

Section 8. Mentorship Committee

- A. The Committee shall be composed of a chairperson and at least two (2) members of each practice category of the Academy or more as determined by the Committee. They shall

be initially appointed for one year (one member), two years (one member), and three years (two members). Thereafter terms will be for a three (3) year period.

- B. The term of office for the chairperson shall be two (2) years and he or she must have at least one year of prior experience on the Committee.
- C. The duties of the Committee shall be:
 - 1. Ascertain and compile a list of applicants for each practice category based on Letter of Intent or other requests received by potential applicants.
 - 2. Offer these applicants the option of obtaining a mentor from their practice category.
 - 3. Provide mentorship to applicants who have requested or accepted the offer of mentorship.
 - 4. Mentorship duties include answering general questions and providing guidance regarding the application process. Guidance may include but is not limited to reviewing select case logs or reports, advising on recommendation letters, providing assistance with CE issues, and helping with skills or knowledge list questions. Mentors will not be held liable for outcomes of application denial or approval status.

Section 9. Additional Committees

- A. The Regents shall have the right to appoint such committees or research groups as it shall deem appropriate, all of which are to act as advisory to the Regents.

ARTICLE IV DUES, FEES, FISCAL MATTERS

Section 1. The fiscal year of the Academy shall be from January 1 to December 31.

Section 2. Dues for members of the Academy shall be established by the Regents annually. Dues become payable on January 1 of each calendar year. Dues are delinquent March 1 and if not paid by May 1 membership will be inactivated. Inactive members lose their VTS status. Their status can be restored if they pay all delinquent and current annual dues plus a fee for reactivation of their membership and completion of all ongoing requirements of the Academy to maintain VTS status. The reactivation fee will be set by the Regents.

Section 3. The application fee for the VTS (Clinical Practice) examinations will be set by the Regents. Fees are non-refundable.

Section 4. The examination fee for the VTS (Clinical Practice) examinations will be set by the Regents for all eligible candidates qualifying for the examinations. Fees are non-refundable.

Section 5. The Regents shall approve the annual operating budget for the Academy.

ARTICLE V CONDUCT OF BUSINESS

Section 1. The Academy shall meet annually for the purpose of conducting and reviewing the business of the Academy. Additional meetings of the Academy shall be held if requested by the

Regents. Written notice to all members shall precede the meeting date by at least thirty (30) days. The conduct of all meetings shall follow the procedures set forth in the current edition of Robert's Rules of Order when applicable and when they are not inconsistent with the Constitution and Bylaws of the Academy.

Section 2. Active Academy members who are current in their dues are eligible to attend business meetings of the Academy and vote.

Section 3. A quorum for business meetings of the Academy shall consist of the members present that are eligible to vote.

Section 4. Election of Regents

- A. Election of Vice-President, Treasurer, and one (1) Member at large shall take place biennially by mail or by secure electronic ballot. The person receiving the most votes is elected. A tie vote with two candidates shall be decided by the President casting the deciding vote.
- B. A proposed slate of offices shall be presented by the Nomination/Election Committee to the Regents at least ninety (90) days prior to the election. Recommendations for additional nominations will be solicited from the membership by the Nomination/Election Committee.
- C. The election shall be held no less than sixty (60) days prior to December 31st of the current year. To conduct a mail ballot, the ballot must be sent to all members eligible to vote. When the ballot is sent, the date of counting and the return address shall be clearly noted on the ballot.
- D. Results will be announced on January 1st of the new year at and the new officers will commence their terms of office on that same day.

Section 5. Mail or secure electronic ballots may be utilized in the event that membership approval on an issue is desired by the Regents prior to the next annual meeting. To conduct a mail ballot, the motion approved by the Regents must be sent to all the members eligible to vote. When the ballot is sent, the date of counting and the return address shall be clearly noted on the ballot.

ARTICLE VI EXAMINATION, RECOGNITION, AND RENEWAL

Section 1. Credential requirements dictate that each applicant, before she or he is declared eligible for examination, must demonstrate the highest standards in the art and science of contemporary veterinary technology in clinical practice. Applicants share a common desire and willingness to deliver superior, comprehensive, and multi-disciplinary veterinary technology services to the public. Furthermore, applicants must demonstrate expertise in a broad range of clinical subjects and display the ability to communicate medical observations and data in an organized, professional manner by meeting the following criteria:

- A. Must be credentialed to practice as a veterinary technician or veterinary nurse and in good standing.
1. If the applicant works in a state or province that offers credentialing, the applicant must obtain those credentials and work as a credentialed veterinary technician for a minimum of five (5) years and 10,000 hours prior to applying.
 2. If the applicant works in a state or province that does not offer credentialing, the applicant must pass the Veterinary Technician National Examination (VTNE) prior to accruing the minimum of five (5) years and 10,000 hours of work experience.
 3. Applicants outside the United States and Canada must hold equivalent credentials to practice in their respective countries. The Credentials Committee with Board of Regents approval will assess applicants where credentialing is not yet established. This will be on a case-by-case basis with measures for accepting eligibility defined in Policies and Procedures.
- B. After becoming credentialed to practice as a veterinary technician, meet training requirements as specified:
1. A minimum of five (5) years and 10,000 hours of experience in veterinary clinical practice with a minimum of 7500 contact hours of that time spent in the applicable practice category. All experience must be completed within seven (7) years of the application. All work hours submitted for consideration as part of the application must be performed as a credentialed veterinary technician or veterinary nurse. Applicants must work a minimum of 7500 hours in the specialty category they are applying for prior to the application year.
 2. Applicants may only apply for one NAVTA approved VTS academy at a time. Applicants must wait a minimum of five years between applications for specialties.
 3. A minimum of fifty (50) hours acceptable advanced continuing education in the applicable practice category within the last five (5) years.
 - a. Proof of attendance, name of speaker, topic and length of talk is required for organized conference seminars.
 - b. Title of article or online CE course, the name of the author or instructor, a copy of the certificate of completion, and the number of credits granted is required for CE from journal articles or online courses.
- C. Provide documentary evidence of advanced competence in veterinary clinical practice through:
1. Completion of the Advanced Veterinary Clinical Practice Skill Form for the applicable practice category. The skill form serves to document those skills that have been mastered by the candidate and are necessary to practice as a veterinary technician or veterinary nurse at an advanced level. The forms will be provided by the Credentials Approval Committee. The skill forms are subject to change based on the standard of care in veterinary medicine. Specifications for completion of the skill form will be found in the credentials packet for each practice category.
 2. A Case Record Log is to be maintained for one year prior to submitting the application. Specifications for case record logs will be found in the credentials packet for each practice category.
 3. Four (4) case reports demonstrating expertise in the management and treatment of clinical cases will be submitted by the candidate. The case reports are to be selected

- from the case record log and must be the original work of the candidate. Criteria for the case reports will be found in the credentials packet for each practice category.
4. One letter of recommendation from an Academy member, or a Diplomate of the American Board of Veterinary Practitioners, or a Diplomate of an AVMA recognized veterinary specialty organization (RVSO), or a member of another NAVTA approved VTS academy.
 5. An additional letter of recommendation sent separately and confidentially to AVTCP from any of the above or a doctor of veterinary medicine (DVM or VMD).
 6. Submission of five (5) examination questions for future use.

Section 2. Applicant procedure for admission to examination for VTS (Clinical Practice) status is as follows:

- A. Application for examination must be made to the Executive Secretary on a form provided by the Academy upon written request of the applicant. The form will accompany the designated application fee and required documents on or prior to the calendar date six (6) months preceding the scheduled examination. The application fee is non-refundable, even if the applicant is not eligible to take the examination.
- B. Eligibility rulings are made by the Regents on recommendation from the Credentials Approval Committee. Applicants will be notified of results no less than four (4) months preceding the scheduled examination.
- C. The applicant is required to sign the following agreement when application is sent: "I hereby apply to the Academy of Veterinary Technicians in Clinical Practice for examination in accordance with the guidelines set forth by the Academy for credentials evaluation and appeal and, herewith, enclose the application fee. I also hereby agree that, prior to or subsequent to my examination; the Academy may investigate my standing as a veterinary technician, including my reputation for complying with the standards of the profession. I assign to the Academy all rights and title to and interest in any and all such issues, questions, and ideas which I may submit now or in the future. I understand that, upon submission, all parts of this application become the property of the Academy."

Section 3. Examination

- A. Applicants approved by the Credentials Approval Committee and the Regents, upon receipt of the designated examination fee by the stated due date, will be advised of the exam format no less than three (3) months prior to examination.
- B. Examinations will be given at least once every other year.
- C. Examinations will be prepared and administered by the Examination Committee.
- D. Passing scores will be proposed by the Examination Committee and approved by the Regents.
- E. The examinations will be in multiple-choice format and will reflect the professional activities expected of a specialist in the field. The Examination Committee may include oral examination, latent image, computer simulations or use audiovisual aids as part of the testing process.
 1. Topics to be covered on the examinations may include but are not limited to: anesthesia/analgesia, behavior, dentistry, diagnostic imaging, general medicine

- (knowledge of systems and common diseases), general nursing, laboratory testing, pharmacology, practice management, and surgical nursing.
- F. A minimum passing score as established by the Examination Committee and approved by the Regents must be achieved to obtain VTS (Clinical Practice) status.
1. All applicants sitting for an examination will be notified of the results of the examination by letter no later than sixty (60) days following the date of the examination.
 2. Applicants who fail the examination:
 - a. Will, upon written request through the Executive Secretary to the Regents within thirty (30) days of notification, be given written clarification as to the areas of deficiencies. The letter of clarification of deficiencies will be provided within sixty (60) days of receipt of the applicant's request.
 - b. May sit for the examination up to two (2) additional times.
 - c. May reapply after failing the examination three (3) times by repeating the entire application process as stated in Article VI, Section 2.
- G. The examination may be postponed once, for one year at the request of the candidate.
1. Candidates must request in writing (electronic or paper) to the Chair of the Examination Committee their desire to postpone examination.
 2. Requests must be received no later than thirty (30) days prior to examination date.
 3. Emergency situations may occur that prevent a candidate from sitting the examination. Any situation that occurs within thirty (30) days of the date of examination would be considered an emergency postponement.
 4. Emergency postponement requests must be sent electronically to the Executive Secretary up to and including the day of examination administration.
 5. Specifications for postponement and emergency postponement will be determined by the Board of Regents and the Examination Committee and will be found in the Consensus Statement on Policy for Examination Postponement.

Section 4. Specialty Recognition

- A. Applicants must successfully pass the examination. If an applicant has not successfully passed the exam after the third attempt, the entire application process must be repeated.
- B. Final approval for VTS (Clinical Practice) status must be granted by the Regents.
- C. A certificate identifying the veterinary technician or veterinary nurse as a VTS (Clinical Practice) will be issued by the Executive Secretary upon direction of the Regents.
- D. A VTS (Clinical Practice) is conferred for a period of five (5) years, beginning on the first day of the month that the examination is passed and ending on the same date five (5) years later.
- E. A VTS (Clinical Practice) is required to maintain their status as a credentialed veterinary technician or veterinary nurse or forfeit VTS status.

Section 5. Appeals

- A. Applicants denied eligibility to sit for the examination may appeal this decision within thirty (30) calendar days of receipt of the letter of notification. The appeal must be made by written petition to the Executive Secretary and shall include a statement of the grounds for reconsideration and appropriate documentation.

1. Upon receipt of an appeal, the Executive Secretary shall notify the President of the Regents and the Chair of the Appeals Committee. They will notify the Credentials Approval Committee within fifteen (15) calendar days of receiving the notification of the appeal.
 2. The Chair of the Credentials Approval Committee shall submit to the Appeals Committee a written statement indicating the reasons for rejecting the petitioner's application. The complete application file of the petitioner will be provided for the Appeals Committee to review.
 3. The Appeals Committee shall review the appeal and render their recommendation(s) to the Regents within thirty (30) calendar days of the date the Chair of the Appeals Committee receives the petitioner's file from the Credentials Approval Committee.
 4. The Regents will render a decision on the appeal upon the recommendation of the Appeals Committee and notify the petitioner of the decision within fifteen (15) calendar days of receipt of the recommendation of the Appeals Committee. The decision of the Regents shall be final.
- B. Failure of the examination cannot be appealed.
- C. Appeals of other adverse decisions by the Academy, including suspensions of VTS (Clinical Practice) status, may be made by written petition through the Executive Secretary. The Executive Secretary will notify the Appeals Committee and the petitioner will be notified of the appeals process and timeline.
- D. The procedure for the appeals process will be included with all application forms.

Section 6. Renewal

- A. Renewal of VTS (Clinical Practice) recognition may be obtained by active members of the Academy by the following:
1. Provide proof of good standing as a credentialed veterinary technician or veterinary nurse from an overseeing veterinary regulatory authority.
- AND
2. Write and submit five (5) examination questions (mandatory).
- AND
3. Completion of fifty (50) hours/points of advanced continuing education in the applicable practice category, pertaining to clinical practice and other pertinent medical and surgical topics per five (5) year period. The hours may be obtained through attendance at organized conferences, on-line CE coursework, contributing to professional publications, conference presentations, or in-residence training. Members must have a minimum of twenty five (25) hours of species specific CE regardless of how they acquire their total points. As of 2014, the following distribution of hours/points is optional in addition to the minimum 25 hours/points to make the 50 hour/point total:
 - a, RACE approved online CE can make up forty percent Relevant (40%) of total CE hours.
 - b. Members can obtain twenty five (25) recertification points for writing an acceptable book chapter that is related to their species category. This is limited to one chapter per recertification period.

- c. Members can obtain ten (10) recertification points by writing an acceptable journal article related to their specific specialty category. The journal must be a well-known journal that is peer reviewed. This is limited to one (1) article per recertification period.
- d. Members can obtain ten (10) recertification points for being an active member of an AVTCP committee (i.e. credentials, appeals, exam, recertification). You must serve on the committee for at least three (3) years.
- e. Members can obtain a total of two (2) recertification points for presenting a case report at a major conference with a maximum of four (4) points per recertification period.
- f. Members can obtain one (1) point per acceptable lecture given in their species category with a maximum of ten (10) points per recertification period.
- g. Members can obtain one (1) point per journal article read relating to their species category. No more than five (5) points can be obtained per recertification period and copies of journal articles must be submitted.

OR

- 4. Retaking the applicable VTS (Clinical Practice) examination.

Section 7. Applicants to the Academy and Academy members are encouraged to be members of their local, state, and/or provincial veterinary technician or veterinary nurse associations as well as the National Association of Veterinary Technicians in America.

ARTICLE VII DISCIPLINE

Section 1. Revocation of Specialty Status

- A. Certificates remain the property of the Academy and shall be revoked when:
 - 1. The issuance of such a certificate or its receipt violates the provisions of the Academy's Constitution or Bylaws.
 - 2. The VTS (Clinical Practice) fails to maintain acceptable standards of competence in veterinary medicine as determined through investigation by the Regents.
 - 3. The VTS (Clinical Practice) fails to maintain their status as a credentialed veterinary technician or veterinary nurse in good standing.
 - 4. The VTS (Clinical Practice) fails to complete the renewal process by the stated deadline.

Section 2. Conduct

- A. Any member accused of unethical conduct, incompetence, fraud or other charges that discredit the Academy will be investigated. Such charges must be made in writing to the Regents. If action is warranted, the accused member will be notified in writing and given full opportunity to respond in writing and through a hearing before the Regents. Disciplinary action may be recommended by the Regents. This action will be executed

following an affirmative vote of two-thirds (2/3) of the responding Academy membership. The decision is final and cannot be appealed.

ARTICLE VIII AMENDMENTS

Section 1. Proposed amendments to the Bylaws shall be submitted to the Regents for review ninety (90) days before a scheduled meeting of the Academy. Proposed amendments shall then be distributed to the entire membership at least thirty (30) days prior to said meeting of the Academy.

Section 2. An affirmative vote shall require a two-thirds (2/3) majority of the Regents.