

# **ACADEMY OF DERMATOLOGY VETERINARY TECHNICIANS BYLAWS**

## **ARTICLE I MEMBERSHIP**

### **Section 1:**

The Academy of Dermatology Veterinary Technicians (ADVT) shall be composed of credentialed veterinary technicians, who have achieved distinction in the field of veterinary dermatology, have demonstrated high ethical and moral character, and have fulfilled the requirements for and successfully passed the certification examination as set forth in the Bylaws of the Academy.

## **ARTICLE II OFFICES**

### **Section 1: Officers**

The officers of the Academy shall be President, President-Elect, Past-President, Secretary, Treasurer, and Member at Large.

### **Section 2: Terms of Office**

The term of office is two years and shall begin when ADVT has received recognition by National Association of Veterinary Technicians in America (NAVTA).

### **Section 3: Election of Officers**

Election of officers shall take place by mail or secure electronic ballot prior to the annual meeting. The election of officers shall be held biennially (every other year) for each office.

### **Section 4: Term Limitations**

The officers shall have no limit as to how many terms they can serve in all positions.

### **Section 5: Vacancies of Offices**

If a vacancy other than the President occurs within the Regents, the President shall assume the duties of that position until the next regular or special Regent meeting can be called to elect another individual to fill the vacancy. A majority of the Regents will be required to elect a replacement for the vacant office. The President-Elect shall succeed the President at the end of the President's term and shall fill the unexpired term of office of President if the President is unable to fulfill their term.

### **Section 4: Resignation Process**

Any member of the Regents who resigns their elected position must notify the President in writing at least thirty days prior to resignation. Upon receipt of notice of resignation the President must advise the Regents so nominations can be made at the next Regents meeting. If the President resigns, it is the duty of the President-Elect to notify the Regents.

## **ARTICLE III DUTIES OF OFFICERS**

### **Section 1: President**

- a. Serves a two year term that begins at the close of the ADVT general meeting in the year that elections are held.
- b. Presides over all meetings of the Academy and the Regents.
- c. Has the ability to call Regent meetings as needed.
- d. Creates agenda for all meetings.
- e. Administers the affairs of the organization according to the Articles of Incorporation and Bylaws and the policies enunciated by the Regents.
- f. Oversees the activities of all Academy Committees and appoints Chairpersons.
- g. Attends and presents a report of the activities of the office at the biannual (twice yearly) meeting of the Regents and at such other times as determined by the Regents.
- h. Attends the annual (once yearly) general meeting and presents a report of the activities of the office for the Academy.
- i. Any tie vote shall be decided by the President casting the tie breaking vote.
- j. Assumes the role of Past President at the end of the term.

### **Section 2: President-Elect**

- a. Automatically becomes President at the termination of the predecessor's term of office.
- b. Serves a two year term that begins at the close of the ADVT general meeting in the year that elections are held.
- c. Assumes the responsibilities of the President if the President is unable to perform the duties of the office.
- d. Serves as an *ex officio* member of the Examination Committee.
- e. Serves as chairperson of the Continuing Education Committee.
- f. Attends and presents a report of the activities of the office at the biannual (twice yearly) meeting of the Regents and at such other times as determined by the Regents.
- g. Attends the annual (once yearly) general meeting and presents a report of the activities of the office for the Academy.

### **Section 3: Past-President**

- a. Serves a two year term that begins at the close of the ADVT general meeting in the year that elections are held.
- b. The Past-President (retiring President) shall be called upon if the President and President-Elect are simultaneously unable to perform the duties of President.
- c. Serves as acting President until the next regularly scheduled election or until either the President or President-Elect are able to resume the duties of President.
- d. Chairs the examination committee.
- e. Attends and presents a report of the activities of the office at the biannual (twice yearly) meeting of the Regents and at such other times as determined by the Regents.
- f. Attends the annual (once yearly) general meeting and presents a report of the activities of the office for the Academy.

#### **Section 4: Secretary**

- a. Serves a two year term that begins at the close of the ADVT general meeting in the year that elections are held.
- b. Maintains the general records of the organization and files all required reports pertaining thereto.
- c. Attends all meetings of the Academy and the Regents and all meetings of the Credentials Approval Committee unless specified otherwise by the President.
- d. Provides an agenda to all Regents of upcoming meetings.
- e. Records and keeps all original notes, minutes, and records of all official meetings and sessions until the Regents approve their disposal.
- f. Maintains archival copies of all publications, documents, and other records of the Academy.
- g. Conducts mail ballots or electronic ballots when required.
- h. Coordinates correspondence and proposals regarding training programs and process applications for the ADVT Certification Examination.
- i. Handles all correspondence on behalf of the Academy, as approved by the Regents.
- j. Attends and presents a report of the activities of the office at the biannual (twice yearly) meeting of the Regents and at such other times as determined by the Regents.
- k. Attends the annual (once yearly) general meeting and presents a report of the activities of the office for the Academy.
- l. In case the Secretary is unable to perform their duties, the vacancy will be filled by a member appointed by the Regents until the next regular election.

#### **Section 5: Treasurer**

- a. Serves a two year term that begins at the close of the ADVT general meeting in the year that elections are held.
- b. Maintains the financial records of the organization and prepares them for audit annually or as requested.
- c. Files state and federal financial forms of the Academy as needed.
- d. Serves as the custodian of all assets of the Academy.
- e. Pays all expenses of the Academy as directed by the Executive Secretary and the Regents.
- f. Maintains a file of all receipts and invoices accompanying them for a period of not less than five years.
- g. Deposits all monies in the name of the Academy in a federally insured bank approved by the Regents.
- h. Serves as Chairperson of the Financial Affairs committee.
- i. Serves as member of the Continuing Education Committee.
- j. Carries out other duties as determined by the Regents.
- k. Turns over all funds, properties, and records to their successor.
- l. Attends and presents a report of the financial status of the Academy at each biannual (twice yearly) meeting of the Regents and at such other times as determined by the Regents.
- m. Attends and presents a report of the financial status of the Academy at the annual (once yearly) general meeting.
- n. In case the Treasurer is unable to perform their duties, the vacancy will be filled by a member appointed by the Regents until the next regular election.

### **Section 6: Member at Large**

- a. Serves a two year term that begins at the close of the ADVT general meeting in the year that elections are held.
- b. Attends and presents a report of the activities of the office for the Academy at each biannual (twice yearly) meeting of the Regents and act at such other times as determined by the Regents.
- c. Attends the annual (once yearly) general meeting and presents a report of the activities of the office for the Academy.
- d. In case the Member at Large is unable to perform their duties, the vacancy will be filled by a member appointed by the Regents until the next regular election.

## **ARTICLE IV COMMITTEES**

### **Section 1: Council of Regents**

- a. The management and control of the business and professional affairs of the Academy shall be vested in the Regents.
  - i. The Regents or its designated committees shall receive and consider for approval all applications, provide for the conduct of an examination, and issue appropriate certificates to those who successfully pass the Academy examination and are approved for membership by the Regents.
  - ii. It shall consider and act upon: charges against members for alleged offenses against the Articles of Incorporation and Bylaws, charges of unprofessional conduct, and expulsion of members.
  - iii. The Regents shall select the time and place of all meetings, determine the amount of the initiation, ancillary fees and dues, and generally govern the membership of the Academy.
  - iv. It shall direct the management of funds held by the Academy.
- b. The Regents shall consist of the President, President-Elect, Past-President, Secretary, Treasurer, and one Member at Large elected by the Academy.
- c. Vacancies between elections occurring on the Council of Regents shall be filled by appointment by the Regents. Any member appointed to fill a vacancy shall hold the office until the expiration of the term in which the vacancy occurred.
- d. One of the biannual meetings of the Regents shall be held prior to and at the location designated for the annual business meeting of the Academy. Special meetings may be called at any time by the President or at the written request of not less than four members of the Regents.
- e. Not less than five days notice of the time and place of any special meeting (including teleconferences) and not less than thirty days notice of the time and place of the regular meeting shall be given by mail, e-mail, or FAX. The notice will be addressed to each Regent at their residence or place of business, as it shall appear in the official records of the Academy.
- f. A majority of voting members of the Regents present, either in person, via conference call or via an alternative method in which members can converse simultaneously, shall constitute a quorum for the transaction of any business that may come before the meeting.

## **Section 2: Committees**

- a. This organization shall have the following committees: Nominating, Credentials Approval, Examination, Re-certification, Continuing Education, and Financial Affairs. Additional committees may be specified by the President and approved by the Regents as deemed necessary for temporary or continuous terms based on need.
- b. 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. Committees shall be composed of a chairperson and a minimum of two members of the Academy. They shall be initially appointed for one year (one member), two years (one member), and respectively thereafter, terms will be for a two-year period.
- c. The following shall apply to all committees unless otherwise explicitly stated:
  - i. A senior Regent on the Committee will be the Chairperson unless otherwise designated. A senior Regent is a person with the most number of years' experience on the committee.
  - ii. If a committee member is unable to fulfill his or her term; once he/she notifies the Chairperson in writing, a replacement shall be appointed by the President to fulfill the remainder of the term.

## **Section 3: Nominating Committee**

- a. The committee shall be appointed not less than six months prior to the election date.
- b. The duties of this committee shall be:
  - i. Present a slate of officers composed of VTS (Dermatology) of the Academy prior to the election as specified in Article VI, Section 2 of the Bylaws.
  - ii. At least one qualified member for each position shall be presented.

## **Section 4: Credentials Approval Committee**

- a. The duties of this committee shall:
  - i. Provide through the Secretary of the Academy information and application forms as well as guidance to prospective applicants.
  - ii. Evaluate and certify eligibility of applicants requesting examination by the Academy.
  - iii. Forward approved applications to the President.
  - iv. Notify the President of applicants who are not deemed eligible for examination and delineate the areas of deficiency.
  - v. Participate in development of educational criteria to ensure standardization of training requirements. Provide this information through the Secretary to all prospective candidates and institutions requesting such.
  - vi. Provide guidance to educational program coordinators according to the standards and procedure adopted by the Academy.

## **Section 5: Examination Committee**

- a. The President-Elect shall be an ex officio member of this committee.
- b. The duties of this committee shall be:
  - i. Preparation, administration, and grading of the examination. The passing score will be established by the Examination Committee with approval by the Regents. The method of establishing the passing scores will also be approved by the Regents.

- ii. Inform prospective examinees about the format and content of the upcoming examination.
- iii. Report to the President results of such examinations and make recommendations based on the proposed passing point.
- iv. At least one member of this committee will monitor and proctor the written examinations as designated by the chairperson.
- v. Administer an oral examination if required. The oral examination will be conducted by at least three members of the committee as designated by the chairperson.
- vi. Provide written summary of deficiencies in a letter of clarification through the Regents to individuals requesting that information following failure to pass examination.

#### **Section 6: Re-certification Committee**

- a. The duties of this committee shall be:
  - i. Determine the distribution of sixty (60) CE units used to satisfy the re-certification process, with approval by the Regents.
  - ii. Evaluate applications and CE units for re-certification. Successful completion of the 60 CE units will result in re-certification for another five year period. Final approval for re-certification status must be granted by the Regents.

#### **Section 7: Continuing Education Committee**

- a. Composed of the President-Elect, Treasurer, and a minimum of one member of the Academy. Tenure for the President-Elect and Treasurer will be two years with the President-Elect serving as Chairperson.
- b. The duties of the Committee shall be:
  - i. Coordinate all continuing education, publication, and research endeavors of the Academy.
  - ii. Provide support to and coordinate efforts with the AAVD in publication of the Derm Dialogue and other veterinary journals.
  - iii. Plan, organize, select speakers, and conduct continuing education meetings of the Academy.
  - iv. Oversee and insure the timely publication of all proceedings generated from Academy educational programs.

#### **Section 8: Financial Affairs Committee**

- a. The Treasurer shall be Chairperson of this committee.
- b. The duties of this committee shall be:
  - i. Prepare an annual budget and submit it to the Regents for review and approval.
  - ii. Advise the Regents on dues, fees, expenditures, speaker honorariums, continuing education cost(s), and other fiscal matters of the Academy.

## **ARTICLE V DUES, FEES, FISCAL MATTERS**

### **Section 1: Dues**

- a. The dues for members of the Academy shall be established by the Regents and reviewed as needed.
  - i. Dues become payable on July 1st of each calendar year. Dues are delinquent September 1st and if not paid by November 1st active membership in the Academy will be terminated, but only after notification of members in question by registered mail, return receipt requested.
  - ii. Reactivation of membership within six months of termination may be requested by petition through the Secretary with approval by the Regents plus payment of all delinquent dues plus fifty percent (50%).

### **Section 2: Exam Application Fee**

- a. The Academy of Dermatology Veterinary Technicians certifying examination fee will be set by the Regents annually for all eligible candidates qualifying for the examination each year.
- b. Fees will not be refunded for any reason.

### **Section 3: Annual Operating Budget**

- a. The Regents shall approve the annual operating budget for the Academy upon recommendations by the Financial Affairs Committee.

### **Section 4: Fiscal Year**

- a. The fiscal year of the Academy shall be from July 1 to June 30.

## **ARTICLE VI CONDUCT OF BUSINESS**

### **Section 1: Annual Meeting**

- a. The Academy shall meet annually at a site selected by the Regents 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 VTS (Dermatology) members shall precede the meeting date by at least thirty days. The conduct of all meetings shall follow the procedures set forth in the current edition of Roberts Rules of Order when applicable as long as they are consistent with the Constitution and Bylaws of the Academy.
- b. VTS (Dermatology) who are current members in good standing are eligible to attend business meetings of the Academy and vote.
- c. A quorum for business meetings of the Academy shall consist of one quarter of the VTS (Dermatology) members eligible to vote.

### **Section 2: Election of Officers**

- a. A proposed slate of officers shall be presented by the Nominating Committee to the Regents at least ninety days prior to the annual business meeting. Recommendations for additional nominations may be solicited from the membership by the Nominating Committee.
- b. Election of officers shall take place biennially by mail or electronic ballot at least thirty days prior to the annual business meeting of the Academy.
- c. Election shall be made by anonymous ballot. A simple majority of votes shall be necessary to elect. If on any ballot of more than two (2) candidates, simple majority of the votes is not

attained, the candidate receiving the smallest number of votes shall be eliminated and the voting shall proceed. A tie vote with two candidates shall be decided by the President casting the tie breaking vote.

### **Section 3: Reports**

- a. Annual reports shall be submitted to NAVTA Committee on Veterinary Technician Specialties (CVTS) by December 15 of each year while under provisional recognition.
- b. Annual reports shall be submitted to ACVD, AAVD and CAVD each year.
- c. Biennial reports containing Academy status and activities will be submitted to CVTS by December 15 every other year upon receiving full recognition.
- d. A five year in depth report shall be submitted to CVTS as required by CVTS.
- e. After the Academy has been recognized as a specialty organization for five years, the interval for the in depth reports increases to every ten years.

## **ARTICLE VII AMENDMENTS**

### **Section 1: Proposed Amendments to the Bylaws**

- a. The members may amend, alter or repeal any part of the Bylaws by an affirmative vote, provided the substance of the proposed amendment has been communicated to the membership.
- b. Proposed amendments shall be submitted to the Regents for review ninety days before a scheduled meeting of the Academy.
- c. Proposed amendments shall be distributed to the voting membership with a recommendation by the Regents at least thirty days prior to a voice vote, the distribution of a mail or secure electronic ballot.
- d. An affirmative vote shall require that at least one third of the members in good standing vote and at least two thirds of the members voting approve the proposal.
- e. All changes in the Constitution and Bylaws shall be included in the CVTS annual report.

## **ARTICLE VIII EXAMINATION, CERTIFICATION AND RECERTIFICATION**

### **Section 1: Credential Requirements**

- a. Credential Requirements dictate that each applicant, before he or she is declared eligible for examination, must:
  - i. Be a graduate of an AVMA or CVMA approved Veterinary Technician program and/or credentialed to practice as a Veterinary Technician in some State or Province of the United States, Canada, or other country.
  - ii. The candidates must be a member of NAVTA, capable of providing documentation of current membership.
  - iii. It is strongly encouraged that candidates be an associate member of the AAVD.



- b. After graduating from an accredited Veterinary Technology program and/or becoming credentialed to practice as a Veterinary Technician (or its equivalent), candidates must meet the education and experience requirements, as specified:
- i. Three years (with a minimum of 4,000 hours) work experience or its equivalent in the field of veterinary dermatology. All experience must be completed within five years prior to the application.
  - ii. A minimum of forty (40) continuing education (CE) hours related to veterinary dermatology.
    1. The continuing education must be completed within the last five years immediately prior to submitting the application. At least ten hours of the CE must be completed within two years of application.
    2. The continuing education must be received from an accredited veterinary technician school, school of veterinary medicine, or nationally recognized conference, regional conference, a conference sponsored by the ACVD, AAVD, CAVD, NAVDF, or WAVD, and on-line vehicles such as VSPN or Vet Med Team. Proof of attendance is required.
    3. All continuing education hours must be RACE approved or its equivalent. No more than 20% may come from electronic sources. No more than 10% may come from printed sources.
  - iii. Provide the documentary evidence of advanced competence in veterinary dermatology.
    1. Completion of the Dermatology Veterinary Technician Skills Form. The skills form documents skills that have been mastered by the candidate and are necessary to practice as a veterinary technician at an advanced level within the field of veterinary dermatology. The form will be provided by the credentials approval committee. It is subject to change based upon the current state of the art in veterinary dermatology.
    2. A case record log is maintained for one year within the three years immediately preceding the submission of the application. A minimum of forty cases must be recorded. The cases shall reflect the management of the patient and mastery of advanced veterinary dermatology skills. The log should include the following: date, patient identification (name or number), species/breed, age, sex, weight, veterinary diagnosis, length of care, final outcome, and summary of dermatology technician techniques, skills, and procedures performed by the applicant on the patient along with client education provided to the patients' owner.
    3. Three (3) detailed case reports - each representing one of the following categories: allergic, autoimmune, infectious, parasitic, and endocrine. Other categories may be allowed at the discretion of the credentials committee with advanced approval. All three case reports must be from different representative categories. Case reports must demonstrate expertise and understanding of principles in the management of a variety of veterinary patients requiring veterinary dermatology services. Case reports are highly encouraged to represent at least two different species. The case reports should be selected from the case record log. Case reports must be the original work of the applicant.
    4. Two (2) letters of recommendation are required, and should include details such as quality of skills, ethical behavior, and relationship of letter writer to applicant.

Each letter should be submitted from an individual who represents one of the following groups and both letters cannot be from the same group: an active VTS (Dermatology) member, a supporting veterinarian, a veterinarian who is a member of the American Academy of Veterinary Dermatology, a veterinarian who is a member of the Canadian Academy of Veterinary Dermatology, a Diplomate of the American College of Veterinary Dermatology, and other Diplomates deemed appropriate by the Regents.

**Section 2: Applicant procedures for admission to examination for VTS (Dermatology) status are as follows:**

- a. Application for examination must be made by the applicant to the Secretary on a form provided by the Academy, and submitted along with the prescribed application fee and required documents on or prior to the calendar date eight months preceding the scheduled examination. The application fee will not be refunded if applicant is not eligible to take the examination.
- b. Eligibility rulings are made by the Regents on recommendation by the Credentials Approval Committee and applicants will be notified of results no less than six months preceding the scheduled examination date.
- c. The applicant is required to sign the following agreement when he or she applies: *I hereby apply to the Academy of Dermatology Veterinary Technicians for examination in accordance with the guidelines set forth by the Academy for credentials evaluation and appeal; herewith, I 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 ethics\* of the profession.*  
(<https://www.navta.net/>)

**Section 3: Examinations**

- a. Candidates approved by the Credentials Approval Committee and the Regents, upon receipt of the prescribed examination fee by the stated due date, will be advised of the exam format no less than three months prior to examination.
- b. Examinations will be prepared and administered by the Examination Committee.
- c. Passing scores will be proposed by the Examination Committee and approved by the Regents.
- d. Examinations will be given at least once every other year.
- e. The examination committee may include written, oral, and practical items; computer simulations or use of audiovisual aids may be used as part of the testing process.
  - i. Topics to be covered on the examination are those that are crucial to veterinary dermatology.
  - ii. Exam items will be referenced using current scientific sources.
  - iii. Exam items will be approved by the examination committee and may be submitted by ADVT members, AAVD members, CAVD members, or by ACVD diplomates and doctorate level persons deemed experts in the field of veterinary dermatology.
  - iv. A minimum passing score as established by the Examination Committee and approved by the Regents must be achieved to obtain VTS (Dermatology) status.
- f. All candidates will be notified of the results of the examination by mail within sixty days of the examination.

- g. Candidates who have failed the examination will, upon written request through the Secretary to the Regents within thirty days of notification, be given written clarification as to the areas of deficiencies. The letter of clarification of deficiencies will be provided by mail within sixty days of receipt of the candidate's request.

#### **Section 4: Certification**

- a. Candidates must submit a complete examination application packet.
- b. Candidates must successfully pass the certifying examination.
- c. Final approval for VTS (Dermatology) status must be granted by the Regents.
- d. A certificate will be issued to the VTS (Dermatology) by the Secretary upon direction of the Regents.
- e. VTS (Dermatology) certification is conferred for a period of five years. The certification period will begin on the first day of the month that the examination is passed and end on the same date five years later.
- f. Certified VTS (Dermatology) technicians must pay yearly dues to the ADVT. Failure to pay yearly dues will result in a lapse in certification. Re-examination will then be required to become re-certified.

#### **Section 5: Appeals**

- a. Candidates denied eligibility to sit for the VTS (Dermatology) Certification Examination may appeal this decision within thirty calendar days from their receipt of the letter of notification. The appeal must be made by written petition to the Secretary and shall include a statement of the grounds for reconsideration. The appeals committee may request additional information as needed.
  - i. Upon receipt of an appeal, the Secretary shall notify the President and the Chair of the Credentials Approval Committee. The President will appoint a committee of three VTS (Dermatology) regents to serve as an *ad hoc* Appeals Committee within fifteen calendar days of receiving notification of the appeal.
  - ii. The Chair of the Credentials Approval Committee shall submit to the Appeals Committee a written statement indicating the reasons for rejecting the candidate. The complete application file of the candidate will be provided for the Appeals Committee to review.
  - iii. The Appeals Committee shall review the appeal(s) and render the recommendation(s) to the Regents within thirty calendar days from the date the committee was appointed. 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 calendar days after receipt of the report of the Appeals Committee. The decision of the Regents shall be final.
- b. Failure of the examination.
  - i. Failure of the examination is not appealable.
  - ii. The credentials committee will determine what documentation will be required for reexamination. The applicant is allowed to sit for the exam a total of two times with their initial application submissions packet. The full certification examination fee must be paid for each repeated examination.

- iii. If the applicant has not passed the examination after two attempts, the applicant must resubmit their application packet and reapply for the examination upon acceptance of their completed packet.
- iv. No refund of the fees will be rendered due to failure to sit for scheduled exam or failure of examination.
- c. Appeals of other adverse decisions by the Academy, including VTS (Dermatology) suspensions, may be made by written petition through the Secretary to the Regents. An *ad hoc* Appeals Committee will be established and the petitioner notified of the appeal process and timetable.
- d. The procedure for the Appeals Process will be included with all application forms.

### **Section 6: Re-certification**

- a. Re-certification may be obtained through one (1) of two (2) options.
  - i. Completion of sixty continuing education (CE) units in veterinary dermatology and demonstration of professional development per five year period. The CE units may be obtained through attendance at seminars pertaining to veterinary dermatology and related disciplines, contribution to professional publications, presentation of a lecture or wet lab. The distribution of CE units will be determined by the Re-certification Committee with final approval by the Regents.
  - ii. Retaking the VTS (Dermatology) examination.
- b. Re-certification also requires submission of five (5) test questions suitable for use on future exams.
  - i. Each question must be validated by a minimum of three acceptable sources.

## **ARTICLE IX DISCIPLINE**

### **Section 1: Revoking of certification**

- a. Revoking of certification shall occur when:
  - i. The issuance of such a certificate or its receipt violates provisions of the Academy's Constitution or Bylaws.
  - ii. The VTS (Dermatology) member fails to maintain acceptable standards of competence in the practice of veterinary dermatology as determined through investigation by the Regents.
  - iii. The VTS (Dermatology) fails to complete the re-certification process by the deadline.
  - iv. The VTS (Dermatology) fails to pay dues by the deadline.
- b. Notification of revocation will be made by registered mail, return receipt requested.
- c. Reinstatement is contingent on approval by the Regents, and if applicable, payment of all past dues and current dues in full plus late fees.

### **Section 2: Unethical Conduct**

- a. Members accused of unethical conduct, incompetence, negligence, fraud, or other charges that discredit the Academy will be investigated.

- b. Such charges must be made in writing to the Regents. If investigation reveals evidence warranting action, the accused will be notified in writing and given full opportunity to respond in writing to the Regents.
- c. Disciplinary action may be recommended and executed by the Regents.