



**CONSTITUTION AND BYLAWS
OF THE
AMERICAN COLLEGE OF VETERINARY PHARMACISTS**

**APPLICABLE TO ALL MEMBERS OF THE
AMERICAN COLLEGE OF VETERINARY PHARMACISTS**

ADOPTED OCTOBER 31, 2023

CONSTITUTION OF THE AMERICAN COLLEGE OF VETERINARY PHARMACISTS

Article I: Name

The name of this non-profit Corporation shall be the American College of Veterinary Pharmacists, hereafter referred to as ACVP.

Article II: Organization

ACVP is organized as a sister organization to the American College of Apothecaries, hereafter referred to as ACA. ACVP operates independently of ACA for the benefit of its membership but is housed with and contracts staffing with ACA

In the event circumstances present that are not covered in this Constitution, the ACVP Board of Directors shall determine appropriate action.

Article III: Mission and Objectives

The mission of the American College of Veterinary Pharmacists is to promote education and leadership of pharmacy professionals in veterinary pharmacotherapy to enhance non-human patient care.

The objectives of ACVP shall be to:

- A. To epitomize the highest ideals and standards of veterinary pharmacy practice.
- B. Support the efforts of pharmacists to develop and strengthen the services they provide to veterinarians – assisting them in meeting the needs of their practices.
- C. Develop and disseminate information to our members that is timely and relevant to their professional practice and business operations.
- D. Assist ACVP Fellows and Members so they are better able to carry out active leadership roles in their communities.
- E. Enhance the recognition of veterinary pharmacy care as an integral part of pharmacy practice.
- F. Work closely with allied organizations to enhance the veterinary pharmacy care offered by pharmacy practitioners.
- G. Encourage interaction and exchange of ideas among pharmacists in veterinary pharmacy practice.
- H. Assist pharmacists in developing unique medications and delivery systems in veterinary pharmacy practice.
- I. Recognize achievements of pharmacists who have contributed to the advancement of this component of pharmacy practice.

Article IV: Membership Categories

- A. Pharmacists may join ACVP as a Member or a Fellow.
- B. ACVP shall have multiple Membership categories including Pharmacist Fellow, Pharmacist Member, Pharmacy Technician Member, Veterinarian Member, Veterinary Technician Member, Student Pharmacist Member, Student Veterinarian Member, and Corporate Member. Affiliate memberships are available to non-pharmacist individuals and businesses who do not meet the above requirements who support the vision and mission and objectives of the organization. Student Pharmacist Members, Student Veterinarian Members, and Corporate Members are nonvoting members.
- C. Any ACVP member in good standing other than a Corporate Member may be elected to serve on the ACVP Board of Directors or may be appointed to serve on the ACVP Board of Directors by the ACVP Board of Directors when necessary.

Article V: Election of Fellows

- A. A change in the status of the Fellow applicant must be reported to the ACVP Chairman by the Secretary within 30 days, and within 90 days complete information filed for referral to the Board of Directors for action. A decision on approval shall be made by the ACVP Board of Directors at the next scheduled meeting following the request.

Article VI: Meetings

- A. ACVP shall hold an annual meeting, and additional meetings as approved by the Board of Directors. The agenda and meeting materials shall be supplied to Board Members at least seven days in advance of the meeting. Regular meetings of the Board of Directors are open to all members of ACVP.
- B. A majority of the number of Board Members entitled to vote shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.
- C. A majority vote means the majority of voting board members present and voting.
- D. All Board of Director votes shall take place in person or via a live phone call/teleconference meeting. In the event of an urgent situation, an e-mail vote may take place provided that each voting member votes, and the vote is unanimous. In the event that not every voting member votes, or the vote is not unanimous, a special meeting may be called. The outcome of e-mail votes must be reviewed at the next Board of Directors
- E. Any voting member of the Board of Directors may move to close the meeting for an Executive session. The motion requires a majority vote.

- F. Any executive officer of the Board of Directors may call a special meeting for urgent business. Notice must be issued by electronic means, at least 24 hours prior to the meeting and must include everything that is to be discussed.

Article VII: Officers and Board of Directors

- A. The Board of Directors shall be the governing body of ACVP. It shall be composed of the executive officers of ACVP, two Members-at-Large, one Student Pharmacist Board Member, the President of the American College of Apothecaries (ACA), and the Secretary. The executive officers of ACVP shall be the Immediate Past President, who shall be its Chairman, President, President-Elect, Vice President, and Treasurer. ACVP shall, to the maximum extent and in the manner permitted by the laws of Tennessee, indemnify each of its directors and officers against expenses (including attorneys' fees), judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any proceeding, arising by reason of the fact that such person is or was an agent of ACVP..

The Secretary, President of the American College of Apothecaries, and Student Pharmacist Board Member shall be non-voting members. All other Board Members shall be eligible to vote.

- B. The Vice President and any open Member-At-Large positions shall be elected annually by the majority of votes of eligible voting members cast by ballot. Ballots shall be prepared and distributed under the direction of the Secretary. Such elections must be completed no later than one month before the date of the annual meeting.

The Secretary, and the Treasurer, and Student Pharmacist Board Member shall be appointed by the ACVP Board of Directors.

- C. In the event that the office of Secretary or Treasurer becomes vacant for any reason, the ACVP Board of Directors shall be empowered to assign a standing committee or ad hoc committee to oversee these duties until a temporary or permanent replacement is appointed.
- D. If a vacancy occurs in the position of Chairman, the President shall take on the duties of both Chairman and President for the remainder of the unexpired term.

If a vacancy occurs in the position of President, the President-Elect shall fill the vacancy for the remainder of the unexpired term plus the next term (their original term).

If a vacancy occurs in the position of President-Elect, the Vice President shall fill the vacancy for the remainder of the unexpired term plus the next term (their original term).

If the position of Vice President is vacant due to a vacancy in the position of President or President-Elect, the position shall remain unfilled for the remainder of the unexpired term and the duties of the position shall be taken on by one of the Members-At-Large. A new Vice President shall be elected at the next election and the Member-At-Large shall return to their previous duties (as applicable).

If a vacancy occurs in the position of Vice President independent of a vacancy in the position of President or President-Elect, the President shall choose a qualified replacement and the Board shall vote whether to approve the choice. If approved, the President shall

appoint this person as Vice President for the remainder of the unexpired term. After the term, the Vice President shall move to the position of President-Elect, President, and Chairman. The President may also choose to hold a special election to fill the position.

If a vacancy occurs in the position of Member-At-Large, the President shall choose a qualified replacement and the Board shall vote whether to approve the choice. If approved, the President shall appoint this person as Member-At-Large for the remainder of the unexpired term.

If a vacancy occurs in the position of Student Pharmacist Board Member, any member of the Board of Directors may suggest a replacement for consideration and vote by the Board.

- E. Gross misconduct of office shall be sufficient reason to relieve any Board Member, voting or nonvoting, of their duties and office and appoint a replacement. A two-thirds (2/3) majority vote of the Board of Directors is required.

- F. No compensation shall be paid for serving as a Board Member with the exception that the Board of Directors may approve a travel stipend for the Student Pharmacist Board Member to attend conferences based on the availability of funds. Board Members who fill speaker roles (e.g., conferences, webinars, instructors) are eligible for the same compensation that is offered to other speakers or instructors in similar roles, or they may choose to decline compensation or donate their compensation back to the organization.

- G. Board Members shall stay informed on Board activities, attend a minimum of two-thirds (2/3) of scheduled meetings, and attend events when possible. Board Members shall act in the best interest of ACVP and excuse themselves from discussion and voting when a conflict of interest exists. Board members and officers must complete a conflict of interest disclosure annually.

- H. A standing or ad hoc committee may be formed upon the majority vote of the Board of Directors. A chair shall be appointed as determined by a majority vote of the Board of Directors. The committee chair shall select committee members. Committee membership may consist of any member in good standing unless the Board specifies restrictions for a particular committee. A current or former board member should be a member of each committee. The committee chair shall report committee activities to the Board. The term for each ad hoc committee shall be one year. A majority vote of the Board of Directors may reinstate the ad hoc committee for the next year.

- I. Liaisons (e.g., Regulatory Affairs) and similar positions (e.g., Delegates) may be appointed as determined by a majority vote of the Board of Directors for a one year period, which may be renewed by a majority vote of the Board of Directors. Liaisons and Delegates who are not also board members are encouraged to attend Board of Director's meetings as guests but are not members of the Board of Directors. Liaisons and Delegates shall represent ACVP and report activities to the Board of Directors.

Article VIII: Terms of Office

- A. The Chairman of the Board of Directors, President, President-Elect, and Vice President shall serve for one year or until such time as their successors shall be elected or appointed as provided by this Constitution. After serving as Chairman of the Board of Directors, individuals must take at least a two-year break before being re-elected or reappointed to the Board of Directors to all positions except Secretary or Treasurer in order to give others a chance to participate.
- B. The Secretary and Treasurer shall serve for a period to be determined by the ACVP Board of Directors or until such time as his/her successor shall be selected as designated in Article VII. After serving their terms, the Board of Directors may reappoint the Secretary and/or Treasurer for subsequent terms.
- C. The Student Pharmacist Board Member shall be a current Student Pharmacist Member of ACVP and shall be appointed by the ACVP Board of Directors. The Student Pharmacist Board Member shall serve for one year. The Student Pharmacist Board Member term will be from June 1 – May 31
- D. The Members-at-Large shall be elected from Fellow, Pharmacist, or Pharmacy Technician eligible voting members in good standing and shall serve for a two (2) year, staggered term. After (or while serving their terms), Members-at-Large may be elected to Vice President. Members-at-Large may serve two consecutive full terms. If appointed mid-term, this may permit up to almost three consecutive terms.
- E. The start of each new term (with the exception of the Student Pharmacist Board Member position) is at the annual meeting unless a vacancy occurs

Article IX: Dues and Fees

- A. Annual dues and fees for all members of ACVP shall be established by majority vote of the Board of Directors.
- B. Special assessments may be imposed by a majority vote of the Board of Directors at any regular meeting.
- C. Failure to pay the annual dues or any special assessments by an ACVP member within a ninety-day period from the date membership expires causes the member to lose all privileges of ACVP they may possess and shall cause them to be dropped from the membership rolls of ACVP. Membership must be current to receive member rates for conferences, training, and other events.
- D. Reinstatements may be made by the Board of Directors.

Article X: Discipline or Expulsion

- A. The disciplining or expulsion of any member of ACVP shall be the duty of the Board of Directors.
- B. It shall be the duty of the Chairman or President to conduct a preliminary investigation of conduct unbecoming to a member of ACVP.

The responsibility for disciplining any member of ACVP shall be the duty of the Chairman or President, which shall have the authority, upon approval by the Board of Directors, to revoke or suspend membership, call for resignation, impose fines, or impose such other penalties as may be necessary, due to failure of observance of stipulations set forth in the Constitution and Bylaws, abuses of certificate of membership, unauthorized use of statement indicating membership in ACVP, non-payment of dues and conduct unbecoming to a member.

Whenever a question arises as to violations and the fitness of any member to remain a member, the Chairman or President shall immediately conduct a preliminary investigation into the matter and may be assisted by the Secretary.

Details of the question shall be presented to the Chairman or President to make a complete investigation of such charges as discreetly as possible, as provided for in the Constitution.

If the Chairman or President deem the facts presented or disclosed during their investigation warrant action, they shall notify the accused member of the charge or charges preferred against them by registered mail at least thirty days before the next regular meeting of the Board of Directors, so that they may have an opportunity to defend themselves at a formal hearing before the Board of Directors. Disciplinary hearings shall be held in executive session to protect the privacy of the member.

After the consideration of all evidence in the case, the Board of Directors shall determine action as the facts warrant for the protection of the integrity of ACVP. If the accused member is expelled or asked to resign, they shall forfeit all dues paid.

The results of all disciplinary actions imposed by the Board of Directors shall be recorded in the minutes of the Board of Directors Meeting.

Article XI: Pledge

The following pledge must be signed by all applicants for membership in the American College of Veterinary Pharmacists.

“I agree to abide by the Constitution and Bylaws of the American College of Veterinary Pharmacists.”

Article XII: Duties of Officers

A. Chairman of the Board

The Chairman of the Board of Directors shall be responsible for presiding at and conducting all business meetings.

If charges of misconduct are filed against any member, it shall be the duty of the Chairman or President to conduct a preliminary investigation. The Chairman shall then preside at any formal hearings. The Chairman may ask any member to give written information, to supply evidence, or to testify under oath.

The Chairman or President shall impose disciplinary actions recommended by majority vote of the Board of Directors.

The Chairman may establish local chapters of ACVP.

B. President

In the absence of the Chairman of the Board, the President shall preside at all business meetings.

If charges of misconduct are filed against any member, it shall be the duty of the Chairman or President to conduct a preliminary investigation.

The Chairman or President shall impose disciplinary actions recommended by majority vote of the Board of Directors.

If vacancies occur in any office other than the Executive Vice President or Treasurers in the positions of Member-at-Large or Vice President, independent of a vacancy in the position of President or President-Elect, , the President shall appoint temporary officers, approved by the Board of Directors, to serve the remainder of the unexpired term(s).

The President becomes Chairman at the annual meeting following his/her term as President

C. President-Elect

The President-Elect assumes the duties of the President in his/her absence. The President-Elect becomes President at the annual meeting following his/her term as President-Elect.

D. Vice President

The Vice President shall assume the duties of the President-Elect in his/her absence.

The Vice President shall coordinate and assist Members in supporting local and student pharmacist chapter activities.

The Vice-President becomes President-Elect at the annual meeting following his/her term as Vice-President

E. Treasurer

The Treasurer serves as an internal auditor of ACVP's finances. The fiscal year shall begin January 1 and end December 31 each year.

The Treasurer and the Secretary shall prepare and present to the Board of Directors monthly and annual financial reports.

The Treasurer shall advise the Board of Directors on fiscal matters, including budgeting and resource allocation.

F. Members-At-Large

Board Members at large have the same authority and similar responsibilities as other Board Members.

G. Student Pharmacist Board Member

The Student Pharmacist Board Member is to serve as the liaison between local ACVP student pharmacist chapters and members, and the national organization to facilitate communication, support, and connection.

H. Secretary

The Secretary acts as the primary communication liaison between ACA staff and ACVP under the direction of the Board of Directors and ensures all mission objectives are met.

The Secretary assists the Board of Directors in their duties.

The Secretary facilitates the collection of all dues, assessments and fees and ensures along with the Treasurer that all expenditures are appropriate, necessary, and in the best interest of ACVP. No money shall be borrowed on behalf of ACVP unless authorized by a majority vote of the Board of Directors.

The Secretary assists in processing applications for membership, Fellowship, and complaints against members.

The Secretary proactively attempts to grow the membership and attendance at meetings.

The Secretary fosters relationships with individual and corporate members and encourages their involvement in ACVP.

The Secretary facilitates the planning of meetings and other activities and that notices are duly given.

The Secretary shall serve as secretary to the Board of Directors, keeping or causing to be kept a record of official proceedings, including but not limited to ensuring the Constitution and Bylaws, the minutes of the meetings of the Board of Directors, and the upkeep of the Governance Policies.

The Secretary shall encourage reciprocal relationships and establish communication

with other health professions, educational institutions, pharmaceutical organizations, and government agencies.

The Secretary represents ACVP in a positive manner at meetings with these groups.

Article XIII: Logo and Certificate

The American College of Veterinary Pharmacists shall develop and maintain an official logo. Each member shall receive a Certificate of Fellowship/Membership with the ACVP logo affixed, and the Certificate shall be signed by the ACVP President. The official logo is the property of ACVP and is to be used only on official stationery and documents issued or approved by ACVP.

When an individual is no longer a Fellow, they shall be notified they are no longer able to use the credentials of FACVP

Article XIV: Amendments

Amendments to the Constitution may be made by an affirmative vote of the majority of the Board of Directors and approval of the Board of Directors of ACVP.

BYLAWS

Section I Membership Qualifications of the American College of Veterinary Pharmacists

- A. Pharmacist members of the American College of Veterinary Pharmacists may be considered for Fellowship status within the College. Other membership categories also exist for pharmacists and other individuals or organizations to belong to and participate in the College. All members of ACVP regardless of Fellowship status, shall support, and work to advance the Mission and Objectives of the College. In addition, they may not be involved in practices which are in conflict with these Missions and Objectives.
- B. All applicants for Fellowship must complete all application criteria below, consent to an interview, and be approved by a majority of the Board of Directors to be inducted. Also see Section III For Procedure for Election to Fellowship.
- C. All annual memberships shall be renewed during the anniversary month of initial membership.
- D. Criteria for Fellowships:
1. All applicants for Fellowship shall be interviewed by a committee appointed by the members of the Board of Directors.
 2. All applicants for Fellowship shall have completed a veterinary pharmacotherapy course and a veterinary compounding course by a recognized provider or have sufficient practical or educational experience approved by a majority of voting Board members. .
 3. An applicant for Fellowship must be a licensed pharmacist, hold a current ACVP Pharmacist Membership for a minimum of 1 year and must be:

Any licensed pharmacist working in a licensed pharmacy, meeting ACVP Practice Standards.

or

Full-time faculty providing didactic lectures in veterinary pharmacotherapy employed by an accredited School or College of Pharmacy. or Holding an executive position with a pharmaceutical association, state board of pharmacy, or company that supports veterinary pharmacy.
 4. Fellows must be licensed pharmacists and must adhere to the Standards of Practice of ACVP to the extent that they apply to their employment/practice site. Fellows shall comply with all practice standards. Any standard which does not apply to the Fellow's practice site shall be deemed in compliance.

E. Criteria for Pharmacist Member*

Any licensed pharmacist meeting ACVP Practice Standards.

* Pharmacist Members that meet Fellowship requirements may apply for Fellowship at any time.

F. Criteria for Emeritus Fellowship:

A Fellow may become an Emeritus Fellow if he or she:

1. no longer practices pharmacy and,
2. has been a Fellow for five years, and
3. petitions the Board for Emeritus Status stating the reasons for continuing Fellowship, his or her status in the health professions and areas in which he or she intends to serve the College.

G. Criteria for Student Pharmacist Membership:

Student Pharmacist membership shall be open to those individuals who are currently enrolled in an accredited School or College of Pharmacy.

H. Criteria for Pharmacy Technician Membership

Pharmacy Technician membership is open to those individuals who are working as a technician in a pharmacy or are nationally certified with PTCB or ExCPT, and who support the mission of the College. The Pharmacy Technician must adhere to the Standards of Practice of ACVP.

I. Criteria for Veterinarian Membership

Any licensed veterinarian who supports the mission of the College.

J. Criteria for Affiliate Membership:

Affiliate membership is open to those individuals who do not meet other membership categories, who support the mission of the College.

K. Criteria for Corporate Membership:

Corporate membership is open to any business entity that supports the mission of the College and wishes to work with the College to help achieve that mission. Corporate Memberships must be approved by a majority vote of the Board of Directors.

Section II

Standards of Practice

Standards of Practice for Fellows and Pharmacist Members

Standard 1

Before dispensing, each prescription order shall be verified by the pharmacist. This verification includes that they or the intern receives the prescription by whatever means is permitted by law (e.g. in person, fax, electronic, phone, etc.); and checks the prescription for incompatibilities, contra- indications, proper dosage and compliance with relevant state (or provincial) and federal regulations.

Standard 2

The pharmacist shall be readily accessible for consultation with clients on health-related problems and health-related products. The pharmacist shall be able to fully advise veterinarians and their clients on medications.

Standard 3

The pharmacist shall be licensed and in good standing with, and comply with regulations promulgated by the State Board of Pharmacy or applicable jurisdiction, state (or provincial) and federal regulations and legislative statutes and have access to these documents in the pharmacy.

The ACVP Board of Directors shall be notified of any negative outcomes resulting from reviews/audits that affect the licensure of either the pharmacist or the pharmacy within 30 days of the occurrence. Reportable incidents include license revocation, suspension, license probation, or civil penalties of \$10,000 or more.

A report shall be submitted by the ACVP member or Fellow that includes all subsequent actions taken and plans of corrections, to ensure compliance with the pharmacy's standard operating procedures, along with all state (or provincial) and federal regulations.

Standard 4

The pharmacist shall attend veterinary continuing education programs and read professional publications to maintain the professional competence necessary to assure patient safety.

Standard 5

The pharmacist shall have the ability to consult with prescribers about the proper drug entity and design of regimens for patients.

Standard 6

The pharmacist shall not be involved in agreements which provide financial incentives to prescribers to refer patients or clients for services.

Standard 7

Compounded prescriptions shall be prepared according to USP 795, 797, 800 and other relevant chapters according to state (or provincial) and federal laws where the pharmacy practices.

Standard 8

All individual prescription medications shall be dispensed directly by the pharmacist or pharmacy technician to the veterinarian, or their clients, in accordance with state (or provincial) and federal regulations. Complete dosage directions, precautions, proper storage conditions and other essential information related to the medicine shall be explained at this time to the client or their representative.

Standard 9

Items of questionable quality shall not be stocked by the pharmacy. These items include out-of-date items, mislabeled or unlabeled drugs, adulterated items, recalled items and other items deemed questionable by the pharmacist based upon published reports or professional experience.

Standard 10

A proper professional image shall be presented by the pharmacist to the public. This image shall include neat, professional attire; open display of pharmacy and pharmacist's license; and operation of the prescription department in a clean and orderly manner.

Standard 11

The pharmacist shall maintain a sufficient up-to-date library to optimally practice their role as a veterinary drug information specialist. This library shall include references on veterinary drug information, veterinary toxicology, drug interactions, compounding, pharmaceutical calculations, veterinary pharmacology, veterinary medicine and others. In addition to the veterinary toxicology text, ready access should be made available to an animal poison control center. This library may consist of a combination of printed and/or electronic sources.

Standard 12

The pharmacist shall monitor activities to assist federal and state (or provincial) officials and other health professionals to keep violative drug residues out of the human food chain.

Standard 13

The pharmacist shall encourage public health officials to develop disaster plans that shall include veterinary care.

Standard 14

Compounded medications shall be dispensed to veterinarians for office use only, or resale, where federal guidance and state (or provincial) laws and regulations permit. The pharmacist, using due diligence and best professional judgment, shall ensure the veterinarian who stocks the drug dispenses or transfers it only to the owner or caretaker of the animal patient or to another veterinarian in the same practice.

Standard 15

The pharmacist shall not engage in financial incentives with, or dispense samples containing active drug ingredients to, practitioners.

Standard 16

The Pharmacist shall expand their knowledge base by maintaining the appropriate continuing education requirements assigned by their individual state (or provincial) boards and/or national certification requirements (as applicable). ACVP and their sister organization, ACA provide numerous ACPE-accredited continuing education activities including live and on-demand webinars, compounding training courses, and ACVP annual conferences.

Go to www.vetmeds.org for details.

ACVP Standards of Practice for Pharmacy Technicians

ACVP Pharmacy Technician Members must adhere to the Standards of Practice for the American College of Veterinary Pharmacists. These standards are considered practice ideals and shall be pursued by all ACVP Members

Standard 1

The pharmacy technician shall be registered or licensed (as applicable) and in good standing with their respective State (or Provincial) Board of Pharmacy, or whatever regulating agency for pharmacy technicians is applicable in their jurisdiction. In addition, they shall be in compliance with all local, state (or provincial) and federal regulations, related to pharmacy practice, as it applies to pharmacy technicians. Copies of any documents related to their licensure and certification should be properly displayed in the pharmacy.

Standard 2

The pharmacy technician that works in a pharmacy shall assist and support licensed pharmacists in providing health care and medications to patients.

Standard 3

The pharmacy technician must have a broad knowledge of pharmacy practice and be skilled in the techniques required to assist in daily activities (as applicable to their job duties). i.e.: input, order, stock, package, compound and/or otherwise prepare medications.

Standard 4

The pharmacy technician shall expand their knowledge base by maintaining the appropriate continuing education requirements assigned by their individual state (or provincial) boards and/or national certification requirements (as applicable). ACVP and their sister organization, ACA provides numerous ACPE-accredited continuing education activities including live and on-demand webinars, compounding training courses, and ACVP annual conferences. Go to www.vetmeds.org for details.

Standard 5

The pharmacy technician shall not perform duties that must be legally performed by a pharmacist.

Standard 6

The pharmacy technician shall not be involved in agreements which provide financial incentives to prescribers to refer patients for services.

Standard 7

Any professional promotions or communications program should attempt to assure that all patients receive adequate information concerning services and charges.

Standard 8

A proper professional image shall be presented by the pharmacy technician to the patient. This image shall include neat, professional attire and operation of the prescription department in an orderly manner.

Section III

PROCEDURE FOR ELECTION TO FELLOWSHIP

- A. Must meet the Criteria for Fellowship (see Section I) and abide by the ACVP Standards of Practice.
- B. Must attend one (1) annual ACVP meeting prior to application for Fellowship and attend a minimum of one (1) annual meeting every 3 years. Failure to attend one annual meeting every 3 years shall result in a one-year probationary period. Failure to fulfill the requirement within the probationary period shall result in a forfeiture of Fellowship status and a return to Pharmacist Member status. No refunds shall be given.
- C. Must demonstrate competence, or desire to become a veterinary pharmacist expert and obtain continuing education/training experience in veterinary pharmacy.
- D. Personal Interview
The applicant shall be interviewed by members or the Board of Directors for the purpose of evaluating their qualifications.
- E. Election of Candidates
The Board of Directors shall evaluate the applicant's qualifications for Fellowship. If their application is approved by a majority vote of the Board of Directors, they shall be eligible for induction.
- F. Induction
The applicant shall be inducted as a Fellow at the Annual meeting.
- G. Participation
The member, following their induction, is encouraged to become an active participant in ACVP.

Section IV

Pharmacy Technician Recognition Program

The AVCP Pharmacy Technician Recognition Program recognizes technicians who have excelled in veterinary pharmacy practice and distinguished themselves through service and contributions to ACVP.

- A. Must abide by the ACVP Standards of Practice.
- B. Must provide a reference of at least one ACVP Fellow or Member in good standing.
- C. Must demonstrate competence, or desire to become a veterinary pharmacy technician expert and obtain continuing education/training experience in veterinary pharmacy.
- D. Personal Interview
The applicant shall be interviewed by a member of the Board of Directors by phone for the purpose of evaluating their qualifications.
- E. Election of Candidates
The Board of Directors shall evaluate the applicant's qualifications for Recognition. If his/her Application is approved, they shall be Recognized at the next regular meeting.
- F. Participation
The Recognized Technician is encouraged to become an active participant in ACVP.

Section V
Dues and Assessments

- A. The Board of Directors establishes annual membership dues with annual dues payable in advance. Failure to pay annual dues within 90 days cancels membership and reinstatement may be made at the discretion of the Board of Directors upon payment of dues.
- B. Special assessments may be imposed by a majority vote of the Board of Directors.

Section VI
Student Pharmacist Chapters

A student pharmacist chapter of ACVP is identified by the School or College of Pharmacy attended by the Student Pharmacist Members.

Officers: President, Vice-President, Secretary, Treasurer

- A. Student pharmacist members of ACVP Student Chapters at the University level must also be members of ACVP at the organizational level.
- B. A minimum of ten students is required for the establishment of a student pharmacist chapter and must have a faculty advisor who is a member of the College or School of Pharmacy. If a faculty advisor member of ACVP is not available, an adjunct faculty member from the community could serve in this capacity.
- C. The Board of Directors approves formation, censor actions, and/or places on probation or dissolves chapters for cause.
- D. The student pharmacist chapter formulates its own Constitution and Bylaws modeled on those of the College. All rules and requirements are to be consistent with those of ACVP.
- E. The Constitution and Bylaws of ACVP are binding on the chapter.
- F. To remain in good standing, Aa chapter is required to hold a minimum of two meetings per year and is encouraged to schedule six to eight meetings .Student Chapters must adhere to the Code for Student Conduct at their university. Student Pharmacist Members are also urged to take advantage of available scholarships to attend national ACVP meetings. Student Chapter Presidents are required to provide an annual report of Chapter activities in May of each year to the ACVP Board of Directors.
- G. Chapters are expected to support programs related to veterinary pharmacy, entrepreneurial practice activities, or best business practices.
- H. A chapter may speak or post social media on issue statements for ACVP only with the approval of the Board of Directors.
- I. A chapter may assess dues from members to cover expenses of operation and activities. ACVP is not liable for any expense incurred by a chapter.
- J. ACVP is not liable for and does not indemnify ACVP student chapters.

Section VII Amendments

Any proposed amendment to the Bylaws is to be discussed by members at a regular meeting of the College. No advance notice of proposed changes is required. Copies of the proposal shall be transmitted by the most appropriate method (e.g., email, US mail, etc.) to all Members by the Secretary. The proposal shall be marked “approved” or “disapproved” and returned to ACVP within thirty days. The majority of Members voting shall decide the issue.