



AMERICAN COLLEGE OF VETERINARY INTERNAL MEDICINE

CHARTER FOR THE SPECIALTY GROUP: SMALL ANIMAL INTERNAL MEDICINE

Adopted November 3, 2023

ARTICLE I Membership

Section 1.1 Name. The specialty Group, *SMALL ANIMAL INTERNAL MEDICINE*, hereinafter referred to as the “Group” or the “Specialty,” is an internal division of the American College of Veterinary Internal Medicine, an Illinois Nonprofit Corporation (“ACVIM” or the “College”).

Section 1.2 Membership. A member of the group shall be an ACVIM Diplomate in good standing certified in the Specialty as set forth in the ACVIM Bylaws, as they may be amended from time to time. Diplomate status, and its conferred rights and privileges, will be governed by the Bylaws, Articles of Incorporation, and Policies of ACVIM (collectively, the “ACVIM Documents”), as they may be amended from time to time. In the case of any conflict between this Charter and the ACVIM Documents, the ACVIM Documents shall prevail.

Section 1.3 Membership Classes. Diplomates of the Group shall be known as Diplomates, Honorary Members, and Emeritus Diplomates as set forth in the ACVIM Bylaws. Only Diplomates of the Group who are eligible voting members of ACVIM and in good standing as set forth in the ACVIM Bylaws (“Voting Members”) may vote on matters set forth in this Charter.

ARTICLE II Member Meetings

Section 2.1 Annual Meeting. No annual meeting of the Voting Members is required. Voting Member meetings may be convened by the specialty president at an appropriate time and place. Such member meetings can be conducted via telephone, video conference, electronic balloting, or by any other means as permitted by the Illinois Nonprofit Corporations Act (“Act”).

Section 2.2 Quorum. A quorum shall consist of 20% of all of the Group’s Voting Members. A vote of a majority of a quorum shall pass a motion.

ARTICLE III

Officers

Section 3.1 Officers. The officers of the Group (“Officers”) shall be one (1) President, one (1) Small Animal Internal Medicine Member At-Large, and one (1) President-Elect (when in office). Officers must be Voting Members of the Group. The Officers shall receive administrative support from the office support staff of the College.

Section 3.2 Term of Office. The President-Elect shall serve a one (1) year term. At the end of such term, the President-Elect automatically succeeds to the office of President. The President and Small Animal Internal Medicine Member At-Large shall each serve for a term of three (3) years. After serving as President, such person may run for a Group office after three (3) years from the end of their Presidential term. Elections for the offices of President-Elect and Small Animal Internal Medicine Member At-Large shall be by electronic ballot.

Section 3.3 Elections. The President-Elect and Small Animal Internal Medicine Member At-Large shall be elected by the Group’s Voting Members. The candidates for President-Elect and Small Animal Internal Medicine Member At-Large will be determined after a call for applications and review by the Specialty Nominating Committee as established in Article IV. Elections shall be by confidential electronic ballot. The person receiving the most votes for each office shall be elected to such office.

Section 3.4 Vacancies. A vacancy in the office of President because of death, resignation, disqualification, or otherwise shall be filled by the President-Elect if one is in office. Otherwise, the Group’s most recent past President will assume the Presidency for one (1) year while a new President is elected by the membership. A vacancy in any other office for any reason, shall be filled by election as set forth in Section 3.3.

Section 3.5 President. The President shall arrange and preside over all meetings of the Group and Officers, serve as a member of the Board of Regents as set forth in the ACVIM Bylaws, and perform the usual duties of a President including but not limited to making appointments to the Group’s standing and other committees as defined in Article IV; communicating with ACVIM, the Group’s candidates and the chairs of the Group’s standing committees as defined in Article IV; serving as an *ex-officio* member of all standing committees of the Group as defined in Article IV; and such other duties as may from time to time be assigned by the Board of Regents.

Section 3.6 President-Elect. The President-Elect shall preside over all meetings of the Group in the absence of the President. The President-Elect shall participate in meeting of the ACVIM Board as a non-voting member or, if the President of the Group cannot attend, as a voting member of the Board; and in general, perform all duties incident to the office of the President-Elect and such other duties as from time to time may be assigned by the President or the Board of Regents.

Section 3.7 Small Animal Internal Medicine Member At-Large. The Small Animal Internal Medicine Member At-Large shall keep, or cause to be kept, the minutes of the meetings of the Officers or Group; work with the ACVIM Office to ensure that all notices to the Group’s members or candidates are provided; and in general perform all duties incident to the office of the

Small Animal Internal Medicine Member At-Large and such other duties as from time to time may be assigned by the President or the Board of Regents.

Section 3.8 ACVIM Administrative Support.

(a) The ACVIM central office (“ACVIM Office”) will provide administrative support to the Group’s Officers and committee chairs. The ACVIM Office shall provide a list of candidates entering specialty training in the Specialty and direct candidates to correspond with the Group’s Credentials Committee or Residency Training Committee as appropriate. The ACVIM Office will collect application fees, notify candidates of receipt of applications, notify applicants of the results of their credentialing process, notify candidates of the dates, instructions, and results of the certification examination; and shall perform such other administrative duties as are required for the administration and operation of ACVIM and the Group.

(b) The ACVIM Office shall maintain records of the expenses of the Specialty.

ARTICLE IV
Committees

Section 4.1 Standing Committees. The Group shall maintain at minimum the following standing committees (“Standing Committees”):

- (a) Residency Training Committee
- (b) Nominating Committee
- (c) Specialty Forum Program Subcommittee

Section 4.2 Certification-related Committees. The Group will have specialty representation in certification related committees as outlined in the Certification Council Charter.

Section 4.3 Advisory and Ad Hoc Committees. The Group may form such advisory and/or *ad hoc* committees as the President deems necessary and reasonable for the operation and administration of the Group.

Section 4.4 Committee Charters/Committee Role Descriptions. Committee Charters and role descriptions for each Standing Committee have been approved by ACVIM and are available from the ACVIM Office. Committee Charters and role descriptions shall be periodically reviewed for updates; Committee Charters are subject to the approval of the Board of Regents.

ARTICLE V
Fees and Fiscal Matters

There is no fee for membership in the Group. Members of the Specialty must pay their annual College membership dues in order to remain in good standing with the College and Group as set forth in the ACVIM Bylaws.

ARTICLE VI
Amendments and Miscellaneous

Section 6.1 Proposed Charter Amendments. Members of the Group may propose amendments to this Charter by submitting proposals to the Group's President for consideration. Proposed amendment shall be reviewed by the Group's Officers. The Group's Officers may also propose amendments to this Charter. Upon the recommendation of the Officers, the proposed amendments shall be brought to a vote of the Group.

Section 6.2 Approval/No Conflict. Proposed amendments to this Charter must be approved by the Board of Regents. This Charter and any amendments thereto shall not conflict with the ACVIM Documents. In case of any conflict, the ACVIM Documents shall prevail.

Section 6.3 No Authority to Bind. No officers or members of the Group have any authority to act on behalf of ACVIM, to sign any agreements or documents on behalf of the Group or ACVIM, or to otherwise bind ACVIM without ACVIM's express written approval.
