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**EUROPEAN COLLEGE OF
SMALL RUMINANT
HEALTH MANAGEMENT
(ECSRHM)**

BYLAWS

September 2010

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Article 1: General meeting

1.1. It is the duty of the Diplomates to be present at the annual general meeting on a regular basis. The general meeting is organised every year. Preferably, the meeting should be held in conjunction with an appropriate scientific meeting, agreed upon by the Board.

1.2. The general meeting is the senior legislative body of the College and has the following functions and duties.

- a) Definition and update of the Constitution and the Bylaws.
- b) Election of Board members (every three years) and Auditors. Election of Board members is carried out by secret ballot during an annual general meeting. Written nominations duly proposed and seconded must be received by the President and the Secretary at least one (1) month prior to the annual general meeting. Alternatively, if no prior nominations have been received, nominations may be made by calls from the floor;
- c) Action on the Auditors' report;
- d) Formal approval of the business conducted by the Board during the preceding year and discharge of the Board members;
- e) Action on business, presented by the Board or as required by the Constitution and the Bylaws;
- f) Establishing membership subscription fees for the forthcoming year - annual fees are collected by the Treasurer;
- g) Expulsion of Diplomates.

1.3. Diplomates eligible to vote at the annual general meeting are ones with no dues in arrears (not including the year during which the annual general meeting is being held). Each Diplomate has to be present at the annual general meeting to do so. Each Diplomate has one (1) vote. Postal or electronic votes may be arranged at the discretion of the Board.

1.4. In accordance with article 4, paragraph 6 of the Constitution, more than three consecutive absences from the annual general meetings shall lead directly to revoke of membership status of the College, unless these have occurred for serious reasons (long illness, pregnancy, parenthood) and have been announced properly and beforehand to the Board of the College. Furthermore, failure to pay two annual

63 subscriptions (in this case after a reminder by the Treasurer) also leads directly to
64 revoke of membership status of the College.

65 1.5. A quorum at the general meeting consists of twenty percent (20%) of
66 Diplomates eligible to vote. This quorum applies to all general meetings of the College.

67 1.6. An extraordinary general meeting of the College may be called at any time by
68 the Board, or may be requested of the Board by a written request (mentioning the
69 reasons for calling such a meeting) from not less than ten percent (10%) of all
70 Diplomates. In the latter case, the extraordinary meeting must take place within a
71 period of three (3) months of the postmarked date of the request. If not, these
72 members are empowered to summon an extraordinary meeting themselves.

73 1.7. The Secretary of the College has to keep the minutes of every general meeting.
74 These records must be signed by the Chairman of the meeting and the Secretary.

75 1.8. The language of laws, bylaws, correspondence, negotiations and examinations
76 shall be English.

77

78 **Article 2: Membership**

79 2.1. Founding Diplomates (article 4, paragraph 1, clause a of the Constitution) will
80 be elected among veterinarians fulfilling the following criteria.

81 a) Invited specialists are not required to take an examination to become
82 members of the College. Invited specialist status is granted to only a small
83 number of individuals at the time of establishment of the College. This
84 distinction is only reserved for only the most distinguished and experienced
85 members of the speciality. Invited specialists will be approved by the European
86 Board of Veterinary Specialisation (EBVS), after nomination by the initial
87 Organising Committee. Invited specialists must:

- 88 * have a good moral and ethical standing in the veterinary profession;
- 89 * be initiators in their field and uncontroversial as founding specialists for the
90 majority of future ECSRHM members;
- 91 * practice veterinary medicine in a European country;
- 92 * be well-known specialists and have achieved distinctions in the field of small
93 ruminant health management at the time of invitation;
- 94 * have at least ten (10) years of experience in small ruminant health
95 management;

- 96 * have made substantial contribution to the development of the speciality by
97 research, by scientific peer-reviewed articles in internationally refereed journals
98 (within the ISI impact factor system), by lecturing and by clinical work;
99 * spend at least 75 per cent of professional time working in small ruminant
100 health management;
101 * be recognised (in countries where applicable) as a specialist in small ruminant
102 health management (or equivalent if another title is used) at national level;
103 b) De facto appointed specialists (article 4, paragraph 1, clause b of the
104 Constitution) are not required to take an examination to become members of
105 the College. These will be evaluated and appointed by the invited specialists,
106 based upon the following criteria:
107 * have a good moral and ethical standing in the veterinary profession;
108 * practice veterinary medicine in a European country or be entitled to obtain a
109 licence for practicing in Europe;
110 * have at least seven (7) years of experience in small ruminant health
111 management;
112 * have authored or co-authored at least eight (8) peer-reviewed articles in
113 internationally refereed journals (within the ISI impact factor system) on topics
114 of scientific research or clinical practice in the speciality (publications in
115 proceedings of scientific meetings cannot be considered) - of these, in four (4)
116 publications should be the sole or first author;
117 * have made personally at least five (5) presentations in international scientific
118 meetings;
119 * spend at least 60 per cent of professional time working in small ruminant
120 health management;
121 * be actively involved in the dissemination of knowledge related to small
122 ruminant health management.

123 2.2. Evaluation and appointment of the *de facto* appointed specialists (Founding
124 Diplomates) will be carried out exclusively by the invited specialists (Founding
125 Diplomates). Interested veterinarians must submit: 1) a detailed *curriculum vitae*, 2)
126 clear evidence of fulfilment of all the above criteria and 3) indication as how clinical
127 expertise in small ruminant health management has been acquired.

128 2.3. The establishment of the College will be brought to the attention of European
129 Veterinary Associations and Societies and will be advertised in appropriate journals

130 and newsletters. Application for registration of *de facto* appointed specialists is
131 possible for up to five (5) years after formal approval of the College by the EBVS.
132 Specifically, such applications will be accepted until 30 June 2013 (postmarked date
133 of the application).

134 2.4. Application for admission as Associate Member can be made through the
135 sponsorship of two Diplomates; these shall provide the Secretary of the College with all
136 information regarding the nominee, as required by the Board, including a detailed
137 *curriculum vitae*. Associate Members can be veterinarians or non-veterinarians.
138 Associate Members shall be elected by a majority vote of the Board, confirmed by a
139 majority vote of the participants at the subsequent general meeting. Associate
140 Members are not conferred any diplomas and are not eligible to use the designation of
141 Diplomate of the College. They are not required to pay fees; they have no right to vote
142 at the annual general meeting. They are not allowed to hold offices within the College,
143 but can be co-opted to Committees as advisors, after a majority decision by members
144 of that Committee, confirmed by a majority vote of the Board. Associate Members can
145 participate in scientific meetings organized by the College. They can also participate in
146 training programs, in association with Diplomates of the College; they are not entitled
147 to act as Program Directors or Resident Advisors. Associate Members are not allowed
148 to advertise their title.

149 2.5. Nomination to bestow the title of Honorary Member of the College can be made
150 by two Diplomates; these shall provide the Secretary with all information regarding the
151 nominee, as required by the Board, including a detailed *curriculum vitae*, and
152 specifying her/his contribution to the speciality of small ruminant health management
153 in Europe. Honorary Members are elected by a two-thirds (2/3) majority vote of the
154 Board, confirmed by a two-thirds (2/3) majority vote of the participants at the
155 subsequent general meeting. Honorary Members are not required to pay fees; they
156 have no right to vote at the annual general meeting or hold office in the College. Total
157 number of Honorary Members is restricted to 5% of the number of Diplomates of the
158 College.

159

160 **Article 3: Officers**

161 3.1. The officers of the College are: the President, the Vice-President, the Past-
162 President, the Secretary and the Treasurer.

163 3.2. Election of members of the Board and of officers is carried out during a general
164 meeting.

165 3.3. The members of the Board shall be elected according to the Constitution (article
166 5). Should a vacancy arise in the Board, the Board may, at its discretion, initiate
167 nomination and election procedures to fill the vacancy for the remaining part of the
168 term.

169 3.4. Board Members may be discharged pursuant to a decision adopted at a general
170 meeting.

171

172 **Article 4: Duties of officers**

173 4.1. The President presides at the meetings of the College and of the Board,
174 preserves order, regulates debates, announces results of elections and performs all
175 other duties legitimately pertaining to her/his office.

176 4.2. The Vice-President performs the duties of the President in her/his absence or
177 inability to serve.

178 4.3. The Past-President acts as an advisor to the Board, and especially to the
179 President and the Vice-President. She/He may fulfil any other specific role within the
180 Board as designated by the President.

181 4.4. The Secretary attends to the correspondence of the College, keeps and
182 publishes annually lists of Diplomates (including Non-practicing Diplomates), keeps
183 and publishes annually lists of members of Committees, keeps minutes of meetings in
184 books or e-format and performs the furthermore usual duties of a secretary. Such
185 books and/or e-archives are the property of the College and must be accessible at all
186 reasonable times and places. The Secretary forwards the annual report of the College
187 to the EBVS before the 15th of January of the following year.

188 4.5. The Treasurer advises the President on budget matters, arranges for
189 safekeeping of all funds, draws vouchers, pays bills and expenses and submits a
190 written financial statement to the Board and to the annual general meeting. She/He
191 keeps full and accurate books of accounts, containing accurate records of all monies
192 received and expended. Such books and/or e-archives are the property of the College
193 and must be open to the inspection of the authorised officials at all reasonable times
194 and places.

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197 **Article 5: Board and Committees**

198 5.1. Board.

199 The Board has the duties and powers ordinarily delegated to the governing body of a
200 College. It is responsible for organising, approving and administering all scientific and
201 business matters and policies pertaining to the affairs of the College. The Board holds
202 at least one meeting annually. The Board confirms the election of new members of the
203 College. It, or its designated Committees, receives all applications, conducts
204 examinations and certifies recommendations for Diplomate status in the College; it
205 ensures that all the results of each examination are announced at the same time. It
206 considers, and acts upon, the recommendation of the Disciplinary Committee in the
207 event of charges against Diplomates for alleged offences against the Constitution and
208 the Bylaws or charges of unprofessional conduct and has the authority to recommend
209 the expulsion of a Diplomate for grievous offences. It appoints members of standing
210 Committees and supervises the activities and receives the reports of these
211 Committees. It selects the time and place of meetings and determines all fees related
212 to the function and business of the College, bar the membership subscription fee. It
213 sets up Committees if a relevant necessity or occasion arises, appoints their members,
214 supervises their activities and receives their reports. It arranges sponsorships of the
215 College by private or national organisations. It directs the management of funds held
216 by the College. The Board makes an annual report to the College presenting its work
217 and activities, including a full financial statement and arranges a general meeting of
218 the College annually.

219 5.2. Credentials Committee.

220 The Board forms a Credentials Committee composed of five members. The President
221 and the Vice-President of the College are *ex-officio* members of the Committee. The
222 other three members of the Committee are appointed by the Board for a term of three
223 (3) years, coinciding with the term of office of the Board; these members of the
224 Committee must be nominated within two (2) months after the Board election; at least
225 two members of the Committee must be selected from outside the Board; no member
226 of the Examination Committee (bar the Vice-President of the College) can be member
227 of the Credentials Committee. The Vice-President serves as Chairperson.

228 The duties of the Credentials Committee are the following:

- 229 a) To establish guidelines to assist those applying to sit the certifying
230 examination;

- 231 b) To receive, review and approve the dossiers of these applicants;
- 232 c) To forward the credentials of approved applicants (i.e., candidates at the
- 233 examination procedure) to the Examination Committee;
- 234 d) To undertake the process of re-certification of Diplomates at intervals of five
- 235 years, as described in article 4, paragraph 8 of the Constitution;

236 5.3. Examination Committee.

237 The Board forms an Examination Committee composed of three members. The Vice-
238 President of the College is *ex-officio* member of the Committee. The other members of
239 the Committee are appointed by the Board for a term of three (3) years, coinciding with
240 the term of office of the Board; these members of the Committee must be nominated
241 within two (2) months after the Board election; at least one member of the Committee
242 must be selected from outside the Board; no member of the Credentials Committee
243 (bar the Vice-President of the College) can be member of the Examination Committee.
244 Up to two substitute members (at least one of them from outside the Board) may also
245 be appointed. The senior member of the Committee (in terms of membership in the
246 College) serves as Chairperson. A member of the Examination Committee, whose
247 supervised resident is sitting the College certifying examination, must abstain from
248 that procedure and must be replaced by one of the substitute members.

249 The Examination Committee is responsible for preparation, administration and
250 evaluation of the certifying examination of the College. The Chairperson of the
251 Examination Committee forwards results of the examination to the Board of the
252 College.

253 5.4. Education Committee.

254 The Board forms an Education Committee composed of three members. The Vice-
255 President of the College is *ex-officio* member of this Committee. The other two
256 members of the Committee are appointed by the Board for a term of three (3) years,
257 coinciding with the term of office of the Board; these members of the Committee must
258 be nominated within two (2) months after the Board election; at least one member of
259 the Committee must be selected from outside the Board. The senior member of the
260 Committee (in terms of membership in the College) serves as Chairperson.

261 The duties of the Education Committee will be as follows:

- 262 a) To set criteria for the postgraduate training programs;
- 263 b) To approve the proposed training programs;
- 264 c) To monitor the progress of the veterinarians in training;

- 265 d) To approve recognised centres for training of residents;
266 e) To maintain lists of approved postgraduate programs, of approved preceptors
267 and of current veterinarians in training.

268 The Education Committee follows the procedure thereafter for approval of recognised
269 centres for training of residents:

- 270 a) A senior member of staff, always Diplomate of the College, of the proposed
271 centre for training of residents submits a detailed report to the chairperson of
272 the Education Committee stating the objectives of training courses, detailing all
273 facilities of the proposed centre, introducing all personnel to be involved in
274 training of future residents, underlining the clinical work undertaken and
275 mentioning all collaborations with other places in order to fulfil the various
276 requirements of the training program (e.g., reproduction, pathology, nutrition
277 etc.);
- 278 b) The Chairperson of the Education Committee circulates the report to
279 members of the Committee;
- 280 c) Members of the Committee comment and point out possible deficiencies in
281 the report;
- 282 d) The Chairperson of the Education Committee writes to the senior staff
283 member of the proposed centre, requesting clarification of any points that are
284 unclear and seeking further information on possible deficiencies;
- 285 e) The senior staff member submits a revised report, answering to comments
286 made and covering possible deficiencies;
- 287 e) The Committee considers the revised report and the response provided and
288 develops a recommendation for action by the Board;
- 289 f) The Board officially recognises or does not recognise the centre for training of
290 residents;
- 291 g) The whole procedure must be completed within 150 days after receipt of the
292 initial report.

293 The Education Committee follows the procedure thereafter for approval of proposed
294 training programs:

- 295 a) The course director of the proposed training program submits a detailed
296 proposal to the Chairperson of the Education Committee stating the objectives
297 of the program and explaining how the program meets the objectives and the
298 standards required by the College;

- 299 b) The Chairperson of the Education Committee circulates the proposal to
300 members of the Committee;
- 301 c) Members of the Committee comment and point out possible deficiencies in
302 the proposal;
- 303 d) The Chairperson of the Education Committee writes to the course director of
304 the proposed program, requesting clarification of any points that are unclear
305 and seeking further information on possible deficiencies;
- 306 e) The course director of the proposed program submits a revised proposal,
307 answering to comments made and covering possible deficiencies;
- 308 e) The Committee considers the revised proposal and the response provided and
309 develops a recommendation for action by the Board College;
- 310 f) The Board of the College officially approves or does not approve the residency
311 program;
- 312 g) The whole procedure must be completed within 90 days after receipt of the
313 initial proposal.

314 5.5. Disciplinary Committee.

315 The President of the College can establish an independent Disciplinary Committee.
316 The Disciplinary Committee takes evidence and adjudicates on that evidence in the
317 event of a Diplomat being alleged to have behaved non-professionally, unethically or
318 to have acted against the best interests of the College. If the allegation is against or
319 includes the President of the College, the Disciplinary Committee is established by the
320 Past-President. The Disciplinary Committee reports directly to the Board of the
321 College.

322 Complaints against Diplomates of the College must be referred to the President and
323 the Secretary. Complaints against and/or including the President and/or the
324 Secretary must be referred to the whole Board of the College. All interested parties
325 (i.e., the Diplomat against whom are the complaints and the persons making the
326 complaints) must be notified of such referral. The complaint is considered by the
327 Board, who must mediate to resolve it. The official response of the College signed by
328 the President and the Secretary (in case of allegations against and/or including the
329 President and/or the Secretary signed by the Past-President and the Vice-President) is
330 sent directly to all interested parties; a copy of the response should be forwarded to
331 the EBVS. A summary of complaints against members of the College is a part of the
332 annual report of the College; confidentiality of those involved should be maintained.

333 Grievances not resolved by the College can be considered through the EBVS
334 mediation, appeals and/or disciplinary procedure.

335 5.6. Auditors.

336 Two Auditors selected among the Diplomates of the College, are elected at the annual
337 general meeting for a period of one (1) year; alternatively and depending on financial
338 terms, professional Auditors may be appointed at the annual general meeting. The two
339 auditors evaluate the statement of the Treasurer and report their findings to the
340 annual general meeting.

341 5.7. Representation to the EBVS.

342 One of the following officers acts as the official representative of the College to the
343 general assembly of the EBVS: President, Past-President, Vice-President and
344 Secretary. Another one of the above officers or the President's nominee can attend the
345 meeting as alternative representative.

346

347 **Article 6: Examination**

348 6.1. The following two categories of veterinarians are allowed to sit the certifying
349 examination procedure.

350 a) Veterinarians having completed a standard residency program. A standard
351 residency program should be preceded by an initial period of one (1) year in
352 farm animal (ruminants) internship or its equivalent, as defined by the
353 Education Committee. In this context, the internship may take place in a
354 specialist training centre (e.g., a university clinical department) and/or in a
355 veterinary practice with significant farm animal (ruminants) work component or
356 rotating between two specialist training centres. An accepted equivalent to this
357 scheme would be a similar period of at least two (2) years of work at a veterinary
358 practice with significant farm animal (ruminants) work component with
359 simultaneous postgraduate continuing education.

360 A subsequent period of three (3) years must be in residency training in small
361 ruminant health management under the direct supervision of at least one
362 Diplomate of the College. This period must be taken continuously, on a full-time
363 basis. Every year, the supervisor should prepare a letter confirming satisfactory
364 progress of the resident. Finally, the supervisor should prepare a letter
365 confirming satisfactory completion of the prescribed period.

366 Only veterinarians who have graduated from EAEVE-approved veterinary
367 educational establishments, can be accepted for a residency training period.
368 The Credentials Committee is empowered to waive this requirement in the case
369 of candidates with high qualifications, relevant and supportive to their
370 subsequent residency training.

371 For the purposes of the residency training described hereabove, there are no
372 restrictions on specialist training centres or veterinary practices with significant
373 small ruminant work component, as long as these meet the requirements for
374 approved residency agreed upon by the Education Committee. Residents (i.e.,
375 veterinarians undertaking the postgraduate training program) are encouraged
376 to gain experience in more than one specialist training centre or veterinary
377 practices with significant small ruminant work component during the period of
378 their residency training, in order to attend a wide clinical caseload and gain
379 experience into all aspects of the speciality.

380 b) Veterinarians having completed an alternative training program.

381 An alternative training program may involve working in a veterinary practice
382 with significant small ruminant work component under the overall supervision
383 of a Diplomate of the College, at the same time undertaking a series of pre-
384 determined specialist training modules provided by external institutions or
385 organisations.

386 An alternative training program should be preceded by an initial period of one
387 (1) year in rotating internship or its equivalent, as defined by the Education
388 Committee (details as above). An accepted equivalent to this scheme would be a
389 similar period of at least two (2) years of work at a veterinary practice with
390 significant farm animal (ruminants) work component with simultaneous
391 postgraduate continuing education.

392 The Education Committee should approve an alternative training program
393 before it starts. An alternative training program should be comparable to a
394 three (3)-year full-time postgraduate training period; the total period should last
395 no more than seven (7) years. The program must take place under the overall
396 supervision of a Diplomate of the College.

397 In the above cases, the Education Committee approves the training program of each
398 institution or the individual alternative training programs, in consultation where
399 necessary with the Credentials Committee. In undertaking this process, the Education

400 Committee will take due care of the required level of training in areas overlapping
401 between related specialities, covered by other EBVS approved European Veterinary
402 Speciality Colleges. Training in these areas of overlapping should be carried out by
403 either a Diplomat of the appropriate College or else by a person equivalent to that, as
404 defined by the Credentials Committee of the ECSRHM.

405 General guidelines on training requirements for standard residency and
406 alternative training programs are available from the Education Committee.

407 The supervisor, the training program and the training centre(s) must have been
408 approved before the resident starts the training program.

409 In all cases and in keeping with the constitutional objectives of the ECSRHM,
410 all persons applying to sit the examination should have made a significant
411 contribution to small ruminant health management by means of scientific peer-
412 reviewed articles in internationally refereed journals (within the impact factor system)
413 on topics of scientific research or clinical practice. The minimum requirements are as
414 follows.

415 a) Summaries of five cases related to small ruminant health management,
416 handled by the applicant; at least three of these should be flock/herd health
417 management-related; each case should be described with a maximum of 3000
418 words and should demonstrate the clinical skills and the approach of the
419 applicant.

420 b) Either: i) one original small ruminant health management peer-
421 reviewed research article in an internationally refereed journal (the applicant
422 must be the principal author) plus two peer-reviewed case reports in
423 internationally refereed journals (the applicant must be the principal author in
424 both),

425 or alternatively: ii) two original small ruminant health management peer-
426 reviewed research articles in internationally refereed journals (the applicant
427 must be the principal author in both).

428 The final responsibility for evaluating a candidate's eligibility to sit the
429 examination rests with the Credentials Committee.

430 6.2. Examination.

431 The examination process of the ECSRHM should be of a standard to identify and
432 certify specialists of the highest order in the veterinary speciality of small ruminant
433 health management. The College normally organises examinations on an annual basis.

434 However, if in a given year there are less than four candidates, the Board of the
435 College -at the suggestion of the Examination Committee- may postpone the
436 examination for one year only. In that case, the examination should be held on the
437 following year, independently of the number of candidates.

438 During the examination, multiple choice type questions are used to define the breadth
439 of knowledge, essay type questions are used to define the depth and understanding of
440 knowledge and case management questions are used to define the problem-solving
441 skills of candidates.

442 All Diplomates of the ECSRH must have sound working knowledge of general small
443 ruminant veterinary practice skills, as well as the specialist skills attributable to the
444 speciality of small ruminant health management.

445 The examination is intended to assure that Diplomates of the College have the
446 required level of knowledge in the speciality that is on a level equal to, or better than,
447 any other specialist qualification in this (or closely related) field worldwide. Example
448 questions or previous examinations questions are available at the College's website.

449 While it is intended that imperfect knowledge of the English language should not
450 result in an unfair handicap, successful candidates are likely to be sufficiently
451 proficient in English to be able to read, write and understand veterinary publications
452 and examination questions written in that language. During the examination, a (non-
453 medical) dictionary would be allowed to help with language problems.

454 The examination will test all aspects of small ruminant health management and
455 should be composed of the following two sections.

456 a) The first part of the examination is the written examination, which should
457 consist of the following two parts:

458 i) multiple choice type questions with only one correct answer and

459 ii) essay type questions, which should include problem solving and data
460 assessment type questions.

461 The total time of the written examination should not exceed six hours (two
462 papers × three hours each). Paper 1 should comprise multiple choice type
463 questions and essay type questions and Paper 2 should comprise only essay
464 type questions.

465 b) The second part of the examination is the oral/practical examination, during
466 which case management problems covering any aspect of small ruminant
467 health management are presented to candidates. All three members of the

468 Examinations Committee should examine each candidate for a maximum total
469 time of three hours per candidate. The oral section of the examination is
470 designed to test problem solving capabilities and skills, as well as practical
471 skills. Members of the Committee may use practical material (i.e., animals,
472 slides, results of laboratory tests) to confirm the standards of knowledge of the
473 candidates. During that section of the examination, material submitted by the
474 candidate and referring to the training program (i.e., case summaries and
475 publications) can be discussed; these should have been made available to the
476 Examinations Committee in advance.

477 A member of the Examination Committee, whose supervised resident is sitting the
478 College certifying examination, must abstain from that procedure and must be
479 replaced by one of the substitute members.

480 Each paper is marked separately by all three members of the Examinations
481 Committee. Each member of the Examination Committee gives a mark for the written
482 examination on the 0-50 scale. Both papers [i.e., Paper 1 and Paper 2) are of equal
483 weight. Then, each member of the Examination Committee gives a mark for the
484 oral/practical examination on the 0-50 scale. Marks for the two examinations are
485 added, thus the final mark from each member of the Examination Committee is on the
486 0-100 scale.

487 Finally, the average mark of the marks of the three examiners is calculated and
488 constitutes the final mark of the candidate. The minimum acceptable standard to
489 achieve a pass in the qualifying examination is 55/100. In at least two of the
490 examiners, the 55/100 level must be achieved.

491 The chairperson of the Examination Committee should forward details of candidates
492 who will have passed the examination within two days to the President of the College.
493 The results of the examination will then be forwarded to the candidates, in writing,
494 within 14 days of the completion of the examination.

495 In case where a candidate fails to reach the minimum standard for passing the
496 examination, a brief (up to one page) written report of the Examination Committee
497 should also be provided, in order to aid her/his preparation for future examination
498 attempts.

499 6.3. Further details of the requirements for the training programs, admission,
500 application procedure and the certifying examination are provided in the separate
501 Training Provisions of the College.

502 6.4. The number of re-applications to sit the examination is limited to three. Failure
503 to pass the examination within eight years after finishing the training program would
504 prevent the candidate from being admitted to the College, unless she/he undertakes a
505 new training program.

506

507 **Article 7: Finances**

508 7.1. The College is a non-profit organisation. The expenses of the College shall be
509 met through the following sources of income.

510 a) Annual subscription fees payable by the 1st September of each year.
511 Founding Diplomates and Diplomates paying before the 1st May of each year
512 will receive a 20% discount; the annual fees of each Diplomate shall be
513 established at the annual general meeting. Non-Practising Diplomates of the
514 College are required to pay the full fee, whilst retired Diplomates, Associate
515 Members or Honorary Members are not.

516 b) Examination fees.

517 c) Donations or sponsorships from public or private organisations or from
518 corporations.

519 d) Income from educational meetings organised by the College.

520 e) Other fees.

521 Any monies accumulated should be invested in an account or fund with a guaranteed
522 return and serve as a reserve for possible use at a later time.

523 7.2. Income accrued should cover the core costs of running the College. The
524 finances of the College may only be spent in accordance with the Constitution.

525 7.3. Except for reimbursement of expenses incurred (within the financial
526 possibilities of the College), members or officers of the College shall receive no
527 payment from the funds of the College.

528 7.4. Personal liability of Diplomates of the College is excluded from any official
529 obligation of the College. The College's funds are the only liability.

530 7.5. Full membership fee is due for a calendar year, even if membership starts later
531 in the year. However, if membership starts after 30th April of a year, Diplomates
532 paying before the 31st December of the same year will receive a 20% discount. If
533 membership starts between the 30th April and the 1st September of a year,
534 Diplomates paying the membership fee within two months of election, will receive a
535 20% discount; that payment covers membership fee for the year of election. If

536 membership starts after the 31st August of a year, Diplomates paying the full annual
537 membership fee by the end of the year of election, are considered to have paid in full
538 membership fees for the year of election and for the subsequent year; otherwise (i.e., if
539 they do not pay that sum of money by the end of the year of election), two full
540 membership fees are due to cover the year of election and the subsequent year.

541 7.6. In accordance with article 4, paragraph 6 of the Constitution, failure to pay two
542 annual subscriptions (in that case after a reminder by the Treasurer) leads directly to
543 revoke of membership status of the College.

544

545 **Article 8: Appeal of adverse decisions**

546 8.1. An alleged adverse decision by the College may be, but is not limited to:

- 547 a) Refusal to evaluate and/or appoint a person as a *de facto* appointed
548 specialist;
- 549 b) Refusal to receive, review and/or approve the credentials of applicant to sit
550 the certifying examination of the College;
- 551 c) Failure of a candidate during the certifying examination;
- 552 d) Refusal to accept a Diplomate during the re-certification procedure;
- 553 e) Refusal to recognise a centre for training of residents and/or to approve a
554 proposed training program.

555 In the event of an appeal, the Secretary must advise the affected person about the
556 appeal procedure, as well to provide her/him with any evidence that will help the
557 appealing person in her/his case (bar confidential evidence).

558 8.2. The fee for any Appeal is set at € 2000. Appeal fees are paid in advance, before
559 the start of the procedure. They are reimbursed to the appellant, if the appeal is
560 successful; otherwise they are not. These fees can be increased periodically by a
561 decision of the Board.

562 8.3. In all cases, the request for appeal must be made in writing to the Secretary
563 and shall include a statement of the grounds for reconsideration and any
564 documentation in support of the appeal.

565 The Secretary shall always notify the President, as well as and depending on the
566 particular case the chairperson of the Credentials Committee (article 8, paragraphs 5
567 and 7 of the Bylaws) or the chairperson of the Examination Committee (article 8,
568 paragraph 6 of the Bylaws) or of the Education Committee (article 8, paragraph 8 of
569 the Bylaws).

570 8.4. An applicant to become *de facto* appointed specialist, who wishes to appeal the
571 decision on her/his application for eligibility as Founding Diplomat must do so within
572 90 days of the postmarked date of her/his notification.

573 The President shall appoint a Committee of three members, to serve as an Appeals
574 Committee; at least one of the members of that Appeals Committee should be from one
575 of ECAR, ECVPH, EVPC, ECVP or ECVCN, without being member of the ECSRHM. The
576 complete dossier of the appealing person will be provided for the Appeals Committee to
577 review. This will include a statement indicating the reason(s) for rejecting the
578 applicant. The Appeals Committee shall forward a decision to the President within 90
579 days of appointment of the Committee.

580 8.5. An applicant to sit the certifying examination procedure who wishes to appeal
581 the decision on her/his application for eligibility to sit that examination must do so
582 within 90 days of the postmarked date of her/his notification.

583 The President shall appoint a Committee of three Diplomates who are not members of
584 the Credentials Committee, to serve as an Appeals Committee. The complete dossier of
585 the appealing applicant will be provided for the Appeals Committee to review. This will
586 include a statement of the Credentials Committee indicating the reason(s) for rejecting
587 the applicant. The Appeals Committee shall forward a decision to the President within
588 90 days of appointment of the Committee.

589 8.6. A candidate in the certifying examination procedure who wishes to appeal the
590 decision on her/his failure in the certifying examination procedure must do so within
591 90 days of the postmarked date of her/his notification

592 The President shall appoint a Committee of three Diplomates who are not members of
593 the Examination Committee, to serve as an Appeals Committee. The complete dossier
594 of the certifying examination procedure of the appealing candidate will be provided for
595 the Appeals Committee to review. The Appeals Committee shall forward a decision to
596 the President within 90 days of appointment of the Committee.

597 8.7. An applicant for re-certification who wishes to appeal the decision on revoking
598 her/his Diplomat status must do so within 90 days of the postmarked date of her/his
599 notification.

600 The President shall appoint a Committee of three Diplomates who are not members of
601 the Credentials Committee, to serve as an Appeals Committee. The complete dossier of
602 the appealing person will be provided for the Appeals Committee to review. This will
603 include a statement of the Credentials Committee indicating the reason(s) for revoking

604 Diplomate status. The Appeals Committee shall forward a decision to the President
605 within 90 days of appointment of the Committee.

606 8.8. The principal of any teaching or research establishment or of any veterinary
607 practice who wishes to appeal the decision on refusal to recognise a centre for training
608 of residents and/or to approve a proposed training program must do so within 90 days
609 of the postmarked date of the adverse notification.

610 The President shall appoint a Committee of three Diplomates who are not officers or
611 members of the Education Committee, to serve as an Appeals Committee. If pertinent
612 to the case, the Chairperson of the Education Committee shall submit a written
613 statement to the Appeals Committee indicating the reason(s) for refusal to recognise a
614 centre for training of veterinarians and/or to approve a training program. The Appeals
615 Committee shall forward a decision to the President within 90 days of appointment of
616 the Committee.

617 8.9. After completion of the appropriate appeal procedure according to the steps
618 described above, if either of the affected party or the ECSRHM is not satisfied with the
619 final decision of the Appeals Committee, mediation may be requested to the EBVS. The
620 affected party and the President of the ECSRHM shall give their opinion to the EBVS
621 or its designated Committee, who will inform them of their decision afterwards. That
622 decision is final and all parties involved must comply with that.

623

624 **Article 9: Amendments**

625 9.1. Proposed amendments to the Bylaws or proposed new Bylaws must be signed
626 by at least three (3) Diplomates of the College in good standing and should be
627 submitted to the President at least three (3) months prior to an annual general
628 meeting. Amendments to Bylaws should concern issues not or insufficiently described
629 in the Constitution. All proposed amendments to the Bylaws or any new Bylaw should
630 be distributed to the Diplomates of the College accompanied with a recommendation
631 from the Board, at least thirty (30) days prior to the annual general meeting. The
632 proposals should be brought to a vote of the Diplomates at the subsequent annual
633 general meeting. An affirmative vote of at least one-half (1/2) of the Diplomates voting
634 at the meeting is required for adoption of any amendment.

635 9.2. Bylaws must not contain provision(s) against European or national legislation
636 or against the Constitution.

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