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

**BYLAWS**

**Proposal October 2020**

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**Article 1: General meeting**

1.1. It is the duty of the Diplomates to be present (either in person or online) 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 (every year). 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). In addition to physical presence, online attendance of the AGMs will be accepted. Each Diplomate has one (1) vote. Electronic voting will be arranged for both those physically present and those attending online.

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 suspension of active Diplomate status of the College, unless these have occurred for serious reasons (e.g., long illness, pregnancy, parenthood) and have been announced properly and beforehand to the Board of the College. Furthermore, failure to pay two

63 annual subscriptions (in this case after a reminder by the Treasurer) also leads  
64 directly to suspension of active Diplomate status of the College.

65 1.5. A quorum at the general meeting consists of twenty-five percent (25%) of  
66 Diplomates eligible to vote. This quorum applies to all general meetings of the College.  
67 Voting can be in person or electronically. The Executive Committee decides if the vote  
68 is to be taken orally, by a show of hands, or in writing.

69 1.6. An extraordinary general meeting of the College may be called at any time by  
70 the Board, or may be requested of the Board by a written request (mentioning the  
71 reasons for calling such a meeting) from not less than ten percent (10%) of all  
72 Diplomates. The request should contain the explanation for such a meeting, and the  
73 subsequent Extraordinary Meeting should take place within a period of two (2) months  
74 of the postmarked date of the request. If not, these members are empowered to  
75 summon an extraordinary meeting themselves.

76 1.7. The Secretary of the College must keep the minutes of every general meeting.  
77 These records must be signed by the Chairman of the meeting and the Secretary.

78 1.8. The language of laws, bylaws, correspondence, negotiations and examinations  
79 shall be English.

80 1.9 The College practices electronic communication and transmission of documents  
81 in all its business.

82

## 83 **Article 2: Membership**

84 2.1. a. Diplomates of the College have been recognised and admitted as members of  
85 the College as below.

86 a. The College must only certify veterinarians who:

87 i. Meet the educational, training and experience requirements established by  
88 the College.

89 ii. Have attained acceptable scores on comprehensive examinations  
90 administered by the College, except as defined in 2.1.c. below, and in the  
91 EBVS Policies and Procedures on non-Europeans.

92 iii. Are licensed to practise or are eligible to be licensed to practise in a  
93 European country. except as defined in sections 2.1.c. below. Applicants  
94 may be relieved of this requirement in exceptional cases.

95 iv. Have demonstrated fitness and ability to practise the speciality.

- 96 v. Have demonstrated satisfactory moral and ethical standing in the profession.  
97 vi. Have met the minimal publication requirements as defined by the College (at  
98 least two peer-reviewed publications in international refereed journals).  
99 vii. Practise scientific, evidence-based veterinary medicine, which complies with  
100 animal welfare legislation.  
101 viii. Have gained their veterinary degree at least 48 months previously.

102 b. The College may also certify veterinarians who have passed the College's  
103 examinations, which they were allowed to sit as judged to be internationally  
104 recognised in the College's field, by the Credentials Committee and the Executive  
105 Committee. Applicants must be licensed to practise or eligible to be licensed to  
106 practise in a European country, although they may be relieved of this  
107 requirement in exceptional cases.  
108

109 c. Further Diplomates of the College have been recognised and admitted as member  
110 of the College as below:

- 111 i) Invited specialists, who were admitted in May 2008, after evaluation of  
112 credentials and election by the Executive Committee of the European Board of  
113 Veterinary Specialisation, during the initial stage of the College;  
114 ii) *De facto* admitted Diplomates, who were admitted from June 2008 to June  
115 2013, after evaluation of credentials and election by the invited specialists and  
116 ratification of the decision by the Board of the College;  
117 iii) Diplomates admitted after completing specialist training and successfully  
118 undertaking the certifying examination of the College.

119 There are absolutely no differences whatsoever between the Diplomates depending on  
120 the mode of admission into the College in the validity, recognition and privileges of the  
121 title of the Diplomat of the College.

## 122 2.2. Practising Diplomat

123 A Diplomat is a veterinarian who has passed the certifying/examination procedure of  
124 the College and, if practising, is entitled to be awarded by the EBVS the title of  
125 European Veterinary Specialist in Small Ruminant Health Management. Diplomat  
126 status at more than one College is allowed; however, registration as a European  
127 Veterinary Specialist is limited to one speciality from the EBVS.

## 128 2.3. Non-Practising Diplomat:

129 A Diplomat who (i) has not practised the speciality for two continuous years or the  
130 equivalent of two years during the previous five years or (ii) has not fulfilled the  
131 requirements for the re-certification procedure or (iii) has not attended an Annual  
132 General Meeting for three years without previous dispensation from the College.

133 A non-practising Diplomat is not allowed to use the title European Specialist nor  
134 Diplomat but may use the title Diplomat (non-practising). A non-practising  
135 Diplomat seeking to revert to full Diplomat status needs to satisfy the Credentials  
136 Committee of the College.

137 The non-practising Diplomat is removed from the EBVS specialist register.

138

#### 139 2.5 Retired Diplomat

140 A Diplomat who voluntarily stops permanently and irrevocably practising is  
141 entitled to Retired Diplomat status. Retired Diplomates maintain all privileges of  
142 Diplomates including advisory tasks, except the right to vote or hold office. They  
143 are excluded from article 4, sections 3, 4, 5 and 6 of the Constitution of the College.

144 A Retired Diplomat is not allowed to use the title European Specialist nor  
145 Diplomat but may use the title Diplomat (Retired). The Retired Diplomat is  
146 removed from the EBVS specialist register.

147

#### 148 2.6 Honorary Members

149 The College may confer Honorary Member status on persons who have made  
150 exceptional contributions to the ECSRHM and/or to the Small Ruminant  
151 Veterinary Speciality. Honorary Members, who are ECSRHM-Diplomat, shall have  
152 all the rights and privileges of Diplomates. Honorary Members who are not  
153 ECSRHM-Diplomat, shall have all the rights and privileges of Diplomates except  
154 the right to vote and hold office. The number of Honorary Members shall not be  
155 more than 5% of the total number of the College Diplomates. Nomination for  
156 Honorary Member status necessitates proposal by two Diplomates of good  
157 standing. The proposal should be written and forwarded to the Secretary. It must  
158 contain such information relating to the activities of the nominee in the Small  
159 Ruminant Veterinary Speciality as required by the Executive Committee.

160 Election of an Honorary member shall be accomplished by an at least two-thirds  
161 vote of the Executive Committee, and by an at least two-thirds majority of the

162 voting members present (including those abstaining) at the Annual General Meeting  
163 of the College.

164

## 165 2.7 Associate Members

166 The College may confer Associate member status on scientists who have  
167 contributed significantly to research in veterinary medicine. Admission criteria for  
168 Associate Members are defined by the Executive Committee of the College. These  
169 criteria have to ascertain that only scientists of international repute who are active  
170 in the field covered by the College are admitted as Associate Members. More over:

171 a) Associate Members are not conferred any diplomas and are not entitled to use  
172 the designation of Diplomate.

173 b) Associate Members are encouraged to participate in the training of residents  
174 together with Diplomates of the College. Associate Members are not entitled to act  
175 as resident supervisors without a Diplomate responsible for the training  
176 programme.

177 c) Associate Members are not allowed to hold office within the College or to vote at  
178 the Annual General Meeting. They can be co-opted to College committees as  
179 advisors.

180 d) Associate Members are encouraged to participate in scientific meetings and  
181 workshops organised by the College.

182

## 183 2.8 Re-certification

184 The Diplomate is required to send in each 5 years a summary of his/her  
185 professional activities. The format of this summary must be approved of by the  
186 EBVS. The summaries will be evaluated by the Credentials Committee. Diplomates  
187 should ask two senior colleagues or authorities to send the College a reference  
188 letter certifying that they have been actively practicing their speciality for the last  
189 five years at specialist level. Self-certification from members of the Credentials  
190 Committee must be avoided. The referee is not allowed to be a relative or partner  
191 (business or social) of the applicant. One referee should be an EBVS-recognised  
192 Diplomate from the same country and of the same specialty. If this is not possible,  
193 specialists in other disciplines or a senior colleague may act as a referee. Only one  
194 academic colleague at the same institute may provide a reference (see EBVS

195 Policies & Procedures Appendix 9). The type of the reference letter shall be  
196 according to the EBVS Policies and Procedures. Self-certification of the members of  
197 the Credentials Committee must be avoided.

198

## 199 2.9 Cessation of registration of Diplomates

200 Registration as practising Diplomate ceases by default when the speciality is  
201 practised insufficiently, see section 2.4 above.

202

## 203 2.10 Advertising and Directory Listings

204 1. Practising Diplomates may use the title “Dip. ECSRHM” or ‘Dipl. ECSRHM” or  
205 “Diplomate of European College of Small Ruminant Health Management”, and if  
206 listed as specialists by the EBVS they may use the title “European Veterinary  
207 Specialist in Small Ruminant Health Management”.

208 2. The use of the term “board/Executive Committee eligible” or “board/Executive  
209 Committee qualified”, as an indication of special qualification, is potentially  
210 misleading to the public and therefore must not be used in any public  
211 communication or other solicitation.

212 3. The use of the European Veterinary Specialist Trade Mark is permitted to  
213 Diplomates who are registered as a European Veterinary Specialist by the EBVS,  
214 only after reading and acknowledging by signature the content of the Regulations  
215 for the EBVS European Veterinary Specialist Logo.

216 4. Non-practising or retired Diplomates, associate members, and honorary  
217 members are not allowed to use the title or trademark of European Veterinary  
218 Specialist.

219

## 220 **Article 3: Officers**

221 3.1. The officers of the College are: The President, the Vice-President, the Past-  
222 President, the Secretary and the Treasurer.

223 3.2. Election of members of the Board and of officers is carried out during a general  
224 meeting.

225 3.3. The members of the Board shall be elected according to the Constitution (article  
226 5). Should a vacancy arise in the Board, the Board may, at its discretion, initiate

227 nomination and election procedures to fill the vacancy for the remaining part of the  
228 term.

229 3.4. Board Members may be discharged pursuant to a decision adopted at a general  
230 meeting.

231

232 **Article 4: Duties of officers**

233 4.1. The President presides at the meetings of the College and of the Board,  
234 preserves order, regulates debates, announces results of elections and performs all  
235 other duties legitimately pertaining to her/his office.

236 4.2. The Vice-President performs the duties of the President in her/his absence or  
237 inability to serve. The Vice-President shall, in general, succeed to the Presidency at the  
238 end of the normal up to 3- year term or should the office fall vacant.

239 4.3. The Past-President acts as an advisor to the Board, and especially to the  
240 President and the Vice-President. She/He may fulfil any other specific role within the  
241 Board as designated by the President.

242 4.4. The Secretary attends to the correspondence of the College, keeps and  
243 publishes annually lists of Diplomates (including Non-practicing Diplomates), keeps  
244 and publishes annually lists of members of Committees, keeps minutes of meetings in  
245 books or e-format and performs the furthermore usual duties of a secretary. Such  
246 books and/or e-archives are the property of the College and must be accessible at all  
247 reasonable times and places. The Secretary forwards the annual report of the College  
248 to the European Board of Veterinary Specialisation (EBVS) before the 15th of January  
249 of the following year. The minimum term of office of the Secretary shall be 2  
250 years and the maximum 6 years.

251 Each year the Secretary is required to update information regarding the College  
252 Diplomates for inclusion into the EBVS Directory. The Secretary also submits a report  
253 to the EBVS Secretariat in the approved format as soon as possible after a general  
254 meeting and a change of College officers, changes in the Constitution, Bylaws, and  
255 Policies and Procedures, and in all cases together with the annual report each year.

256 Besides the Name of the College and the contact data of the College officers and EBVS  
257 representatives the listings must include a list of all Diplomates, honorary Diplomates  
258 and associate members, with the following details: (a) Name, (b) Business address, (c)  
259 Diploma or membership category, (d) Current status as member of the College (e.g.,  
260 active, non-practising, retired) and area of work, (e) Specialist title and area(s) of



261 special expertise, (f) Work, (g) Country of residence, (h) Country (school) of first  
262 veterinary degree, (i) Country (training centre) of residency programme followed, (j)  
263 Type of training programme (standard or alternate) followed.

264 The list of the Members of the college will be published on the EBVS website. The  
265 information supplied for the EBVS Directory will be used to keep this list up-to-date.

266 4.5. The Treasurer advises the President on budget matters, arranges for  
267 safekeeping of all funds, draws vouchers, pays bills and expenses and submits a  
268 written financial statement to the Board and to the annual general meeting. She/He  
269 keeps full and accurate books of accounts, containing accurate records of all monies  
270 received and expended. Such books and/or e-archives are the property of the College  
271 and must be open to the inspection of the authorised officials at all reasonable times  
272 and places. The minimum term of office of the Treasurer shall be 2 years and the  
273 maximum 6 years.

274 4.6. The Board appoints one of its members as the person responsible for the  
275 electronic and social media officer of the College (Electronic media Officer). The Officer  
276 is responsible for the content of the College's website, for the College's pages in social  
277 media (Facebook, Twitter etc.) and the College's page in the EBVS website. She/He  
278 liaises with the Secretary to update the details of Diplomates of the College in the  
279 electronic media platforms and supervises any technical personnel employed by the  
280 College to work on the College's electronic platforms.

281

## 282 **Article 5: Board and Committees**

283 5.1. Board.

284 The Board has the duties and powers ordinarily delegated to the governing body of a  
285 College. It is responsible for organising, approving and administering all scientific and  
286 business matters and policies pertaining to the affairs of the College. The Board holds  
287 at least one meeting annually. The Board confirms the election of new members of the  
288 College. It, or its designated Committees, receives all applications, conducts  
289 examinations and certifies recommendations for Diplomat status in the College; it  
290 ensures that all the results of each examination are announced at the same time. It  
291 considers, and acts upon, the recommendation of the Disciplinary Committee in the  
292 event of charges against Diplomates for alleged offences against the Constitution and  
293 the Bylaws or charges of unprofessional conduct and has the authority to recommend  
294 the expulsion of a Diplomat for grievous offences. It appoints members of standing

295 Committees and supervises the activities and receives the reports of these  
296 Committees. It selects the time and place of meetings and determines all fees related  
297 to the function and business of the College, bar the membership subscription fee. It  
298 sets up Committees if a relevant necessity or occasion arises, appoints their members,  
299 supervises their activities and receives their reports. It arranges sponsorships of the  
300 College by private or national organisations. It directs the management of funds held  
301 by the College. The Board makes an annual report to the College presenting its work  
302 and activities, including a full financial statement and arranges a general meeting of  
303 the College annually.

304 The Board submits a detailed report of the College status and activities at five-year  
305 intervals to the EBVS by November 15 of the year when submission is due, following  
306 granting of provisional recognition. The report should give comprehensive information  
307 on the ongoing activities of the College, in order to assess compliance with the policies  
308 of the EBVS.

#### 309 5.2. Credentials Committee.

310 The Board forms a Credentials Committee composed of up to nine members. The  
311 President and the Vice-President of the College are *ex-officio* members of the  
312 Committee. The other members of the Committee are appointed by the Board for a  
313 term of three (3) years, coinciding with the term of office of the Board; these members  
314 of the Committee must be nominated within two (2) months after the Board election;  
315 at least two members of the Committee must be selected from outside the Board; no  
316 member of the Examination Committee (bar the Vice-President of the College) can be  
317 member of the Credentials Committee. The Vice-President serves as Chairperson.

318 The duties of the Credentials Committee are the following:

- 319 a) To establish guidelines to assist those applying to sit the certifying  
320 examination
- 321 b) To receive, review and approve the dossiers of these applicants
- 322 c) To forward the credentials of approved applicants (i.e., candidates at the  
323 examination procedure) to the Examination Committee
- 324 d) To undertake the process of re-certification of Diplomates at intervals of five  
325 years, as described in article 4, paragraph 8 of the Constitution.

326 In all cases, the Credentials Committee should report promptly and within 90 days of  
327 receipt of any application for evaluation of credentials by any applicant or candidate.  
328 Also, the Credentials Committee should provide a clear indication of any deficiencies

329 in the credentials of any applicant or any candidate, which prevent recertification or  
330 sitting an examination.

### 331 5.3. Examination Committee.

332 The Board forms an Examination Committee composed of up to five members. The  
333 Vice-President of the College is *ex-officio* member of the Committee. The other  
334 members of the Committee are appointed by the Board for a term of three (3) years,  
335 coinciding with the term of office of the Board; these members of the Committee must  
336 be nominated within two (2) months after the Board election; at least one member of  
337 the Committee must be selected from outside the Board; no member of the Credentials  
338 Committee (bar the Vice-President of the College) can be member of the Examination  
339 Committee. Up to two substitute members (at least one of them from outside the  
340 Board) may also be appointed. The senior member of the Committee (in terms of  
341 membership in the College) serves as Chairperson. A member of the Examination  
342 Committee, whose supervised resident is sitting the College certifying examination,  
343 must abstain from that procedure and must be replaced by one of the substitute  
344 members.

345 The Examination Committee is responsible for preparation, administration and  
346 evaluation of the certifying examination of the College. The Chairperson of the  
347 Examination Committee forwards results of the examination to the Board of the  
348 College.

### 349 5.4. Education Committee.

350 The Board forms an Education Committee composed of up to five members. The Vice-  
351 President of the College is *ex-officio* member of this Committee. The other two  
352 members of the Committee are appointed by the Board for a term of three (3) years,  
353 coinciding with the term of office of the Board; these members of the Committee must  
354 be nominated within two (2) months after the Board election; at least one member of  
355 the Committee must be selected from outside the Board. The senior member of the  
356 Committee (in terms of membership in the College) serves as Chairperson.

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

- 358 a) To set criteria for the postgraduate training programmes
- 359 b) To approve the proposed training programmes
- 360 c) To monitor the progress of the veterinarians in training
- 361 d) To approve recognised centres for training of residents

362 e) To maintain lists of approved postgraduate programmes, of approved  
363 preceptors and of current veterinarians in training.

364 The Education Committee follows the procedure thereafter for approval of recognised  
365 centres for training of residents:

366 a) A senior member of staff (hereafter known as the Director), always a  
367 Diplomate of the College, of the proposed centre for training of residents  
368 submits a detailed report to the chairperson of the Education Committee stating  
369 the objectives of training courses, detailing all facilities of the proposed centre,  
370 introducing all personnel to be involved in training of future residents,  
371 underlining the clinical work undertaken and mentioning all collaborations with  
372 other places in order to fulfil the various requirements of the training  
373 programme (e.g., reproduction, pathology, nutrition etc.)

374 b) The Chairperson of the Education Committee circulates the report to  
375 members of the Committee

376 c) Members of the Committee comment and point out possible deficiencies in  
377 the report

378 d) The Chairperson of the Education Committee writes to the senior staff  
379 member of the proposed centre, requesting clarification of any points that are  
380 unclear and seeking further information on possible deficiencies

381 e) The senior staff member submits a revised report, answering to comments  
382 made and covering possible deficiencies

383 e) The Committee considers the revised report and the response provided and  
384 develops a recommendation for action by the Board

385 f) The Board officially recognises or does not recognise the centre for training of  
386 residents

387 g) The whole procedure must be completed within 150 days after receipt of the  
388 initial report.

389 Approval of a recognised centre for training centre of the College is granted for a five-  
390 year period. After that period, re-approval is necessary every five years thereafter and  
391 is based in following the above procedure and criteria.

392 The Education Committee follows the procedure thereafter for approval of proposed  
393 training programmes:

394 a) The supervisor(s) of the proposed training programme submits a detailed  
395 proposal to the Chairperson of the Education Committee stating the objectives

- 396 of the programme and explaining how the programme meets the objectives and  
397 the standards required by the College
- 398 b) The Chairperson of the Education Committee circulates the proposal to  
399 members of the Committee
- 400 c) Members of the Committee comment and point out possible deficiencies in  
401 the proposal
- 402 d) The Chairperson of the Education Committee writes to the supervisor(s) of  
403 the proposed programme, requesting clarification of any points that are unclear  
404 and seeking further information on possible deficiencies
- 405 e) The supervisor(s) of the proposed programme submits a revised proposal,  
406 answering to comments made and covering possible deficiencies
- 407 e) The Committee considers the revised proposal and the response provided and  
408 develops a recommendation for action by the Board College
- 409 f) The Board of the College officially approves or does not approve the residency  
410 programme
- 411 g) The whole procedure must be completed within 90 days after receipt of the  
412 initial proposal.

#### 413 5.5. Disciplinary Committee.

414 The President of the College can establish an independent Disciplinary Committee.  
415 The Disciplinary Committee takes evidence and adjudicates on that evidence in the  
416 event of a Diplomate being alleged to have behaved non-professionally, unethically or  
417 to have acted against the best interests of the College. If the allegation is against or  
418 includes the President of the College, the Disciplinary Committee is established by the  
419 Past-President. The Disciplinary Committee reports directly to the Board of the  
420 College.

421 Complaints against Diplomates of the College must be referred to the President and  
422 the Secretary. Complaints against and/or including the President and/or the  
423 Secretary must be referred to the whole Board of the College. All interested parties  
424 (i.e., the Diplomate against whom are the complaints and the persons making the  
425 complaints) must be notified of such referral. The complaint is considered by the  
426 Board, who must mediate to resolve it. The official response of the College signed by  
427 the President and the Secretary (in case of allegations against and/or including the  
428 President and/or the Secretary signed by the Past-President and the Vice-President) is  
429 sent directly to all interested parties; a copy of the response should be forwarded to

430 the EBVS. A summary of complaints against members of the College is a part of the  
431 annual report of the College; confidentiality of those involved should be maintained.  
432 Grievances not resolved by the College can be considered through the EBVS  
433 mediation, appeals and/or disciplinary procedure.

434

#### 435 Section 4.5 Nomination Committee

436 The Nomination Committee shall be composed of three members appointed by the  
437 Board at least six months before the elections. The Committee shall prepare a list  
438 of candidates for the election to the Board of the College after a written call for  
439 candidates to all the Diplomates at least five months before the elections and will  
440 report to the Board at least three months before the elections. The Nomination  
441 Committee shall select at least one nominated candidate for each position and  
442 communicate the names to the Board. The list of nominates should be known by  
443 the Diplomates 30 days before the elections. The Committee will report their  
444 considerations to the College at the Annual General Meeting. If no nominations  
445 have been made, nominations may be made from the floor

#### 446 5.6. Auditors.

447 Two Auditors selected among the Diplomates of the College, are elected every year at  
448 the annual general meeting for a period of one (1) year; alternatively, and depending  
449 on financial terms, professional Auditors may be appointed at the annual general  
450 meeting. The two auditors evaluate the statement of the Treasurer and report their  
451 findings to the annual general meeting. The college may appoint external professional  
452 auditors.

#### 453 5.7. Representation to the EBVS.

454 One of the following officers acts as the official representative of the College to the  
455 general assembly of the EBVS: President, Past-President, Vice-President and  
456 Secretary. Another one of the above officers or the President's nominees can attend the  
457 meeting as alternative representative.

458

### 459 **Article 6: Examination**

460

461 Veterinarians are allowed to sit the certifying examination procedure after an  
462 internship of a minimum of one year and a residency of a minimum of three years.

463 6.1 a. A residency shall be advanced training in Small Ruminant Health  
464 Management, which may or may not lead to certification by the College. An  
465 approved Residency Programme must be conducted under the direct supervision of  
466 a practising Diplomate of the College.

467 b. The goal of a residency programme must be to end up with Diplomates who have  
468 developed self-confidence, self-criticism and sense of responsibility that are  
469 essential for the practise of the speciality.

470 c. Residency programmes should strive to train specialists who have demonstrated  
471 to have the proper intellectual qualities, professional and technical skills, as these  
472 are described in Appendix 1 to these Bylaws. Moreover, residency programmes  
473 must aim at the development of a culture, which recognizes the importance of  
474 continuous professional development.

475 d. Approval of veterinary residency programmes is the responsibility of the College  
476 and all residency programmes must be approved by the relevant committee before  
477 they start.

478 e. All training and/or experience requirements and all prerequisites for examination  
479 eligibility must be relevant to the assessment of applicant's qualification.

480 f. There shall be no restriction of training institutions as long as they meet the  
481 requirements for approved residency.

482 g. Residents must spend at least 60 per cent of their time practising the speciality,  
483 based on a normal working week of 40 hours.

484 h. A supervisor shall have no more than two (2) residents following standard  
485 residency programmes; in exceptional cases three (3) such residents can be  
486 allowed, for a restricted time period.

487 i. The College only accepts Residents that received their veterinary qualification from  
488 an EAEVE-approved establishment unless relieved of this obligation by the  
489 Education Committee.

490

491 6.2. The following two categories of veterinarians are allowed to sit the certifying  
492 examination procedure.

493 a) Veterinarians having completed a standard residency programme. A standard  
494 residency programme should be preceded by an initial period of one (1) year in  
495 farm animal (ruminants) internship or its equivalent, as defined by the  
496 Education Committee. In this context, the internship may take place in a

497 specialist training centre, e.g., a university clinical department and/or in a  
498 veterinary practice with significant farm animal (ruminants) work component or  
499 rotating between two specialist training centres. An accepted equivalent to this  
500 scheme would be a similar period of at least two (2) years of work at a veterinary  
501 practice with significant farm animal (ruminants) work component with  
502 simultaneous postgraduate continuing education.

503  
504 A subsequent period of three (3) years must be in residency training in small  
505 ruminant health management under the direct supervision of at least one  
506 practising Diplomate of the College. This period must be taken continuously, on  
507 a full-time basis. The period can be taken consecutively. The  
508 Credentials/Education committee can allow the training to take place on a part  
509 time basis as long as the total time is equivalent to at least three years, and the  
510 total time does not exceed six years. In case of maternity (leave), illness or  
511 under exceptional circumstances a prolongation is possible. The duration of the  
512 prolongation is agreed with the Credentials/Education committee. Every year  
513 residents must send to the education committee their annual logbook. The  
514 supervisor must send the annual report for their residents at the end of the  
515 calendar year (December) confirming satisfactory completion of the prescribed  
516 period. The supervisor's report should also summarise how the research project  
517 is progressing. This report will state the objectives of the residency and describe  
518 how the programme meets those objectives and the standards established by  
519 the College. Finally, the supervisor should prepare a letter confirming  
520 satisfactory completion of the prescribed period.

521 The Education Committee will review the evaluation reports. Each member of  
522 the committee will report in writing to the chairperson of the committee any  
523 deficiency found in the report.

524 The Chairperson of the Education Committee will write to the Supervisor of the  
525 residency, requesting clarification of any points that are unclear and further  
526 information on any apparent deficiencies. If there are issues that remain she/he  
527 will write to the Dean or Head of the Veterinary School or the chief executive  
528 officer of any other institution within which the residency programme is being  
529 conducted, with a copy to the supervisor of the residency.



530 The committee will meet and consider all the available information about the  
531 residency programme and develop a recommendation for action by the College.  
532 The College will approve or disapprove continuation of the residency.  
533 Only veterinarians who have graduated from EAEVE-approved veterinary  
534 educational establishments, can be accepted for a residency training period.  
535 The Credentials Committee is empowered to waive this requirement in the case  
536 of candidates with high qualifications, relevant and supportive to their  
537 subsequent residency training.

538 For the purposes of the residency training described hereabove, there are no  
539 restrictions on specialist training centres or veterinary practices with significant  
540 small ruminant work component, as long as these meet the requirements for  
541 approved residency agreed upon by the Education Committee. Residents (i.e.,  
542 veterinarians undertaking the postgraduate training programme) are  
543 encouraged to gain experience in more than one specialist training centre or  
544 veterinary practices with significant small ruminant work component during the  
545 period of their residency training, in order to attend a wide clinical caseload and  
546 gain experience into all aspects of the speciality.

547 b) Veterinarians having completed an alternative training programme.

548 Veterinarians whose circumstances do not permit enrolment in a standard  
549 residency programme may submit a proposal for an alternative programme to  
550 the College in conjunction with her/his proposed supervisor, outlining the  
551 resources available to them for advanced study and experience. An alternative  
552 programme is specific to each resident and is not approved for anyone other  
553 than the specific resident. Such a programme must be approved by the College  
554 before a resident starts her/his training based on that programme.

555 An alternative training programme may involve working in a veterinary practice  
556 with significant small ruminant work component under the overall supervision  
557 of a practising Diplomate of the College, at the same time undertaking a series  
558 of pre-determined specialist training modules provided by external institutions  
559 or organisations.

560 An alternative training programme should be preceded by an initial period of  
561 one (1) year in rotating internship or its equivalent, as defined by the Education  
562 Committee (details as above). An accepted equivalent to this scheme would be a  
563 similar period of at least two (2) years of work at a veterinary practice with

564 significant farm animal (ruminants) work component with simultaneous  
565 postgraduate continuing education.

566 The Education Committee should approve an alternative training programme before  
567 it starts. An alternative training programme should be comparable to a three (3)-  
568 year full-time postgraduate training period; the total period should last no more  
569 than six (6) years. A resident on an alternate training programme must spend the  
570 equivalent of at least 60% of 3 years working in the practice of Small Ruminants.  
571 The programme must take place under the overall supervision of a practising  
572 Diplomate of the College.

573 In the above cases, the Education Committee approves the training programme of  
574 each institution or the individual alternative training programmes, in consultation  
575 where necessary with the Credentials Committee. In undertaking this process, the  
576 Education Committee will take due care of the required level of training in areas  
577 overlapping between related specialities, covered by other EBVS approved European  
578 Veterinary Speciality Colleges. Training in these areas of overlapping should be carried  
579 out by either a Diplomate of the appropriate College or else by a person equivalent to  
580 that, as defined by the Credentials Committee of the ECSRHM.

581 General guidelines on training requirements for standard residency and alternative  
582 training programmes are available from the Education Committee.

583 The supervisor, the training programme and the training centre(s) must have been  
584 approved before the resident starts the training programme. The deadline for  
585 submitting credentials to sit the examination shall be in March. Candidates must also  
586 indicate in March whether they intend to sit the examination in that year.

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

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

597 b) Either: i) one original small ruminant health management peer-reviewed  
598 research article in an internationally refereed journal (the applicant must be the  
599 principal author) plus two peer-reviewed case reports in internationally refereed  
600 journals (the applicant must be the principal author in both),  
601 or alternatively: ii) two original small ruminant health management peer-  
602 reviewed research articles in internationally refereed journals (the applicant  
603 must be the principal author in both).

604 The final responsibility for evaluating a candidate's eligibility to sit the examination  
605 rests with the Credentials Committee. In all cases, the Credentials Committee should  
606 report promptly and within 90 days of receipt of any application for evaluation of  
607 credentials by any candidate. Also, the Credentials Committee should provide a clear  
608 indication of any deficiencies in the credentials of any candidate, which prevent sitting  
609 an examination.

610 A 'candidate' is defined as any resident who has completed her/his residency and  
611 her/his credentials have been approved by the Credentials Committee, therefore  
612 she/he may sit for the certifying examination of the College.

#### 613 6.2. Examination.

614 The examination process of the ECSRHM should be of a standard to identify and  
615 certify specialists of the highest order in the veterinary speciality of small ruminant  
616 health management. The College normally organises examinations on an annual basis.  
617 However, if in a given year there are less than four candidates, the Board of the  
618 College -at the suggestion of the Examination Committee- may postpone the  
619 examination for one year only. In that case, the examination should be held on the  
620 following year, independently of the number of candidates.

621 Before being allowed to sit an examination, the applicant's credentials must be  
622 evaluated and approved by the College's Credentials Committee. Further, any  
623 examination candidate must have been awarded their veterinary degree at least 48  
624 months prior to sitting the certifying examination.

625 Judgment must be incorporated into examinations-assessing not just what the  
626 candidates know but what they would do with that knowledge.

627 It must be made known to the candidates in advance in what way the different parts  
628 and levels will be evaluated.

629 All parts of the examination must be held at all times under the direct supervision and  
630 physical presence of members of the Examination Committee or trained invigilators. In

631 line with modern best practice, an invigilator must not be otherwise occupied during  
632 the examination and must not leave the room during the examination without another  
633 invigilator replacing him/her.

634 Candidates should be informed prior to the examination of the passing point, or, if  
635 this is not determined in advance, the method of setting the passing point.

636 Promptly report to applicants or candidates' details concerning any deficiencies in  
637 credentials or preliminary examination results that prevent them from sitting the  
638 examination or being certified by the College:

639 a. A time limit for such communications must be established and published by the  
640 College.

641 b. the results of the examination must be announced to all candidates on the same  
642 date.

643 c. the time between final credentials decisions and the examination date must be  
644 sufficient to permit consideration of possible appeals against a decision of denying  
645 acceptance of credentials.

646 8. Confidentiality must be maintained throughout the entire examination.  
647 Examination questions must be kept confidential by all Colleges, with the exceptions  
648 being the publication of model questions as a guideline to candidates, and during an  
649 appeal procedure, as outlined in a College's Bylaws and/or Policies and Procedures.

650 Personal conflict, or the appearance of conflict, that could affect results of  
651 examinations is to be avoided.

652 During the examination, multiple choice type questions are used to define the breadth  
653 of knowledge, essay type questions are used to define the depth and understanding of  
654 knowledge and case management questions are used to define the problem-solving  
655 skills of candidates.

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

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

663 The examination must be held in English. While it is intended that imperfect  
664 knowledge of the English language should not result in an unfair handicap, successful

665 candidates are likely to be sufficiently proficient in English to be able to read, write  
666 and understand veterinary publications and examination questions written in that  
667 language. During the examination, a (non-medical) dictionary would be allowed to help  
668 with language problems.

669 Candidates must be informed that they may apply to re-take all parts of the  
670 examination three times and that all parts of the examination must be passed within  
671 eight (8) years of completion of the residency programme. Also, they must be informed  
672 prior to the examination of the procedure and the pass threshold, which is set in the  
673 present Bylaws.

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

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

- 678 i) multiple choice questions with only one correct answer and
- 679 ii) essay questions, which should include clinical cases and
- 680 iii) long essay questions which should be focused on problem solving and  
681 data assessment type questions.

682 The total time of the written examination should not exceed six hours (two  
683 papers × three hours each). Paper 1 should comprise multiple choice type  
684 questions and essay type questions and Paper 2 should comprise only essay  
685 type questions.

686 b) The second part of the examination is the oral/practical examination, during  
687 which case management problems covering any aspect of small ruminant  
688 health management are presented to candidates. All three members of the  
689 Examinations Committee should examine each candidate for a maximum total  
690 time of three hours per candidate. The oral section of the examination is  
691 designed to test problem solving capabilities and skills, as well as practical  
692 skills. Members of the Committee may use practical material (i.e., animals,  
693 slides, results of laboratory tests) to confirm the standards of knowledge of the  
694 candidates. During that section of the examination, material submitted by the  
695 candidate and referring to the training programme (i.e., case summaries and  
696 publications) can be discussed; these should have been made available to the  
697 Examinations Committee in advance.

698 The two parts of the certifying examination (first part and second part, as described  
699 hereabove) may be taken by the candidate in different years. In that case, marks  
700 awarded by the members of the Examination committee for a part of the examination  
701 already sat, are carried forward to when the candidate wishes to sit the other part of  
702 the examination.

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

706 Each paper is marked separately by all three members of the Examinations  
707 Committee. Each member of the Examination Committee gives a mark for the written  
708 examination on the 0-50 scale. Both papers [i.e., Paper 1 and Paper 2) are of equal  
709 weight. Then, each member of the Examination Committee gives a mark for the  
710 oral/practical examination on the 0-50 scale. Marks for the two examinations are  
711 added, thus the final mark from each member of the Examination Committee is on the  
712 0-100 scale.

713 Finally, the average mark of the marks of the three examiners is calculated and  
714 constitutes the final mark of the candidate. The minimum acceptable standard to  
715 achieve a pass in the qualifying examination is 65/100. In at least two of the  
716 examiners, the 65/100 level must be achieved.

717 All parts of the examination must be held at all times under the direct supervision and  
718 physical presence of members of the Examination Committee. A member of that  
719 Committee must be always present during a written examination. It is allowed to  
720 conduct an on-line examination. In this case, the Observer must be physically present  
721 in the same room as the candidates.

722 The College appoints an Observer, who is present in all parts of the examination and  
723 records the procedure and the events taking place during the examination. The  
724 Observer is not allowed to intervene at any point with the examination procedure. The  
725 notes of the Observed remain confidential and are submitted to the appropriate appeal  
726 committee, only if an appeal is raised against the result of an examination. The  
727 Observed is appointed every year with a unanimous decision of the Board of the  
728 College. Members of the Board and members of the Committees of the College cannot  
729 serve as Observers.

730 The chairperson of the Examination Committee should forward results of the  
731 examination within seven days to the President of the College. The results of the

732 examination will then be forwarded to the candidates, in writing, within 14 days of the  
733 completion of the examination. The results of the examination must be announced to  
734 all candidates on the same date. If possible, there should be public delivery of  
735 diplomas during the AGM to those candidates who passed the diploma examination  
736 the previous year.

737  
738 In case where a candidate fails to reach the minimum standard for passing the  
739 examination, a brief (up to one page) written report of the Examination Committee  
740 should also be provided, in order to aid her/his preparation for future examination  
741 attempts.

742 6.3. The Board of the College appoints every year one Diplomate of the College as  
743 Observer to the examination to be held on that year. A substitute Observer is  
744 appointed at the same time. The Observer is present in all stages of the examination  
745 process (i.e., from the setting of questions to the marking of papers) but has no right  
746 to interfere with the examination process. The Observer is requested to take detailed  
747 notes of the entire process. At the end of the examination, the Observer is required to  
748 make a brief report to the President of the College, within seven days of announcement  
749 of the results of the examination. The notes and the report remain confidential, unless  
750 an appeal is submitted by any candidate of the examination. In that case, the notes  
751 and the report must be forwarded to the Appeal Committee (article 8, paragraph 5 of  
752 the Bylaws) and must be taken into account in the deliberation of that Committee.

753 6.4. Further details of the requirements for the training programmes, admission,  
754 application procedure and the certifying examination are provided in the separate  
755 Training Provisions of the College.

756 6.5. The number of re-applications to sit the examination is limited to three. Failure  
757 to pass the examination within eight years after finishing the training programme  
758 would prevent the candidate from being admitted to the College, unless she/he  
759 undertakes a new training programme.

760

## 761 **Article 7: Finances**

762 7.1. The College is a non-profit organisation. The expenses of the College shall be  
763 met through the following sources of income.

764 a) Annual subscription fees payable by the 1st September of each year.  
765 Founding Diplomates and Diplomates paying before the 1st May of each year

766 will receive a 20% discount; the annual fees of each Diplomate shall be  
767 established at the annual general meeting. Non-Practising Diplomates of the  
768 College are required to pay the full fee, whilst retired Diplomates, Associate  
769 Members or Honorary Members are not.

770 b) Examination fees.

771 c) Donations or sponsorships from public or private organisations or from  
772 corporations.

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

774 e) Other fees.

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

777 7.2. Income accrued should cover the core costs of running the College. The  
778 finances of the College may only be spent in accordance with the Constitution.

779 7.3. Except for reimbursement of expenses incurred (within the financial  
780 possibilities of the College), members or officers of the College shall receive no  
781 payment from the funds of the College.

782 7.4. Personal liability of Diplomates of the College is excluded from any official  
783 obligation of the College. The College's funds are the only liability.

784 7.5. Full membership fee is due for a calendar year, even if membership starts later  
785 in the year. However, if membership starts before 30th April of a year, Diplomates  
786 paying before the 30th June of the same year will receive a 20% discount. If  
787 membership starts between the 30th April and the 1st September of a year,  
788 Diplomates paying the membership fee within two months of election, will receive a  
789 20% discount; that payment covers membership fee for the year of election. If  
790 membership starts after the 31st August of a year, Diplomates paying the full annual  
791 membership fee by the end of the year of election, are considered to have paid in full  
792 membership fees for the year of election and for the subsequent year; otherwise (i.e., if  
793 they do not pay that sum of money by the end of the year of election), two full  
794 membership fees are due to cover the year of election and the subsequent year.

795 7.6. In accordance with article 4, paragraph 6 of the Constitution, failure to pay two  
796 annual subscriptions (in that case after a reminder by the Treasurer) leads directly to  
797 suspension of active Diplomate status of the College.

798

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



- 800 8.1. An alleged adverse decision by the College may be, but is not limited to:
- 801 a) Refusal to receive, review and/or approve the credentials of applicant to sit
- 802 the certifying examination of the College.
- 803 b) Failure of a candidate during the certifying examination or a part of it.
- 804 c) Refusal to accept a Diplomate during the re-certification procedure.
- 805 d) Refusal to recognise a centre for training of residents and/or to approve a
- 806 proposed residency training programme.
- 807 8.2. In the event of an adverse decision, the College must notify the affected party
- 808 (or parties) of the possibility and the procedure(s) for appealing against the adverse
- 809 decision. This information must be included with the communication that gives
- 810 notice of the adverse decision itself. As part of the procedure for possible appeal, two
- 811 Officers of the College must be specified to receive a possible appeal; electronic and
- 812 physical addresses must also be mentioned, where appeals can be submitted.
- 813 8.3. Grounds for appeal. The College must inform the affected party that appeals
- 814 may be made on the following grounds.
- 815 a) That the College failed to apply correctly its own or EBVS's published
- 816 rules, procedures or criteria relevant to the decision in question
- 817 b) That the College's published rules, procedures or criteria were not
- 818 compliant with the Policies and Procedures of the EBVS and /or
- 819 c) That the College imposed a sanction that was disproportionate to the gravity
- 820 of the adverse decision against a potential appellant.
- 821 8.4. The fee for any appeal is set at €2000. If the Appellant does not pay his/her
- 822 deposit within four weeks of receiving an invoice, then this will be deemed an
- 823 admission of liability. The deposit is re-paid in full, in case the appeal is accepted. In
- 824 case of the appeal's rejection, all the costs relating to the appeal shall be made by the
- 825 appellant. Any remaining deposit will be re-paid to the appellant together with an
- 826 itemization of the costs retained.
- 827 8.5. Initiation of an appeal procedure.
- 828 a) The appeal must be made in writing and must include a statement by the
- 829 appellant of the grounds of the appeal. A notice for an appeal must be
- 830 accompanied by any supporting reasons and documents (including the
- 831 confirmation of payment of the fee for an appeal). Electronic submission of the
- 832 notice for an appeal and of supporting documents is acceptable.

833 b) The College must allow Appeals to be made for at least 60 days but no  
834 greater than 90 days after the postmarked date of the letter communicating the  
835 relevant adverse decision (or if sent by email the date on which the email was  
836 sent). In particular, an appeal against a decision of denying acceptance of the  
837 credentials may be submitted after a minimum of one week and a maximum of  
838 three weeks following the official announcement of the decision of denying  
839 acceptance of the Credentials of a resident to sit the examination.

840 c) The two receiving Officers of the College for a notice for an appeal (paragraph  
841 8.2 hereabove) must acknowledge receipt of the notice to the appellant within  
842 10 working days.

843 d) Subsequently, the College must appoint an Executive Officer among its  
844 Diplomates, who must have neither any prior involvement with the case under  
845 possible appeal, nor any potential conflict of interest with the appellant or the  
846 College committee whose the decision is questioned. The Executive Officer  
847 within 20 days of receipt of the appeal by the College, will inform the College  
848 whether proper ground for appeal has been identified.

849 e) If the Executive officer identifies ground for an appeal, an appeal committee  
850 must be set up by the College.

851 f) Within 15 working days of the decision of the Executive Officer, the College  
852 must inform the appellant whether or not the notice of appeal has been  
853 accepted as raising an arguable ground of appeal, and, if so, of the proposed  
854 membership of the Appeal Committee that will consider the appeal.

855 g) If the College makes a decision that no ground of appeal has been  
856 identified after examination of the notice of appeal, the College may inform the  
857 appellant that either it will take no further action (and provide a detailed  
858 justification for this) or it will consider the notice of appeal as a request for an  
859 informal review of an adverse decision of the College on non-appealable  
860 grounds.

#### 861 8.6. Appeal Committee.

862 a) The President of the College shall appoint a Committee of three Diplomates of  
863 the College who shall not be serving as members of the Executive Committee  
864 of the College or members of the relevant committee whose decision is being  
865 questioned, who shall have had no prior involvement with the case and who

866 have no potential conflict of interest with the appellant or the Committee  
867 whose decision is being questioned.

868 b) If the appeal is made against a decision of the President of the College, then,  
869 the appeal Committee is appointed by a former President of the College,  
870 preferably by the Past-President if she/he is still an active Diplomate.

871 c) The College must inform the appellant of the proposed membership of the  
872 Appeal Committee. Within 5 working days of this notice, the appellant can  
873 express concerns providing solid evidence of potential conflict of interest by  
874 proposed members of the Appeal Committee. If no concerns are raised, the  
875 Appeal Committee is formed as above. If the appellant expresses concerns,  
876 these are examined jointly by the President and the Past-President of the  
877 College or by two former Presidents of the College (if the appeal is made against  
878 a decision of the President of the College), who can accept these and change the  
879 membership of the Committee or reject them by giving justification for the  
880 rejection. The decision is communicated to the appellant along with the final  
881 membership of the committee within 5 working days after her/his expression of  
882 concerns. Appointment of the Appeal Committee must be finalised within 30  
883 working days of the College informing the appellant of the proposed  
884 membership of the committee.

885 d) The senior member of the Committee (in terms of membership in the College)  
886 serves as Chairperson.

887 e) The Officers of the College who received the notice of appeal and the  
888 supporting documents, must forward these to the Appeal Committee within 5  
889 working days of its appointment.

890

891 8.7. Conduct of an appeal procedure.

892 a) Appeals are processed under strict confidence by everybody involved.

893 b) The Appeal Committee can request information relevant to the consideration  
894 of the appeal from any relevant party.

895 c) The Appeal Committee must be required to consider carefully the need or  
896 not for an oral hearing. Where an Appeal Committee decides not to hold an  
897 oral hearing in an appeal against an adverse decision that arises from an  
898 allegation of impropriety against a candidate (or in other matters of similar  
899 gravity), reasons for that decision must be given. Where an oral hearing is held,

900 a timetable must be scheduled, which would allow both parties reasonable  
901 opportunity to appear in the hearing.

902 d) An oral hearing must be attended by all members of the Appeal Committee.  
903 Neither party may be represented by legal counsel; the provisions of the law  
904 in the country where the College is registered must be taken into  
905 consideration. Oral hearings will be conducted in English. The appellant may  
906 be accompanied by an individual ('representative'), who may assist in the  
907 presentation of the appeal. However, the 'representative' will not be allowed to  
908 participate in answering specific questions, but, at the discretion of the  
909 Chairperson of the Appeal Committee, may be allowed to provide necessary  
910 language translations and may, at the end, be allowed to make a statement on  
911 behalf of the appellant.

912 e) A transcript or detailed minutes of meetings will be kept. Electronic recording  
913 is allowed if all parties have agreed upon and a record of that decision has been  
914 made. The minutes of the meeting and/or the electronic recording will be  
915 available to all participants of the meeting.

916 e) The Appeal Committee has the right and the discretion to reject or uphold the  
917 appeal according to their independent view of the merits of the appeal. Where  
918 the appeal is upheld, in whole or in part, the Appeal Committee may modify or  
919 reverse the previous decision of the relevant committee of the College or adjust  
920 the sanction. Also, the Appeal Committee may refer a case to the appropriate  
921 committee of the College with specific instructions to take into account the  
922 guidance of the Appeal Committee.

923 f) Decisions of the Appeal Committee are reached by a majority vote of its  
924 members. The Chairperson has the casting vote if necessary.

925 g) All decisions of the Appeal Committee are communicated in writing with  
926 detailed reasoning.

927 h) The Appeal Committee must deliver its decision on the appeal to the  
928 nominated Executive Officer (paragraph 5 hereabove) of the College within 60  
929 days of the date of receiving all the documents related to the appeal.  
930 Subsequently, the Executive Officer forwards the decision of the Appeal  
931 Committee to the board of the College. The board will check that the Appeal  
932 Committee has followed the prescribed procedures and, if these have been  
933 followed correctly, accept their recommendation. The board of the College

934 shall communicate the decision, via electronic means and in addition, if there  
935 is no satisfactory confirmation of receipt, via registered post, to the appellant,  
936 within 30 days of receipt of the decision.

937 8.8. After completion of the appropriate appeal procedure within the College  
938 according to the steps described above, if either the affected party or the College is not  
939 satisfied with the final decision of the Appeal Committee of the College, an appeal can  
940 be submitted to the EBVS, according to the policies and procedures of that  
941 organisation. The decision of the EBVS is final and all parties involved must comply  
942 with that.

943 8.9. A complaint against the College made by another College, a Diplomee or a  
944 member of the public shall apply in any consideration of disciplinary action by the  
945 EBVS. When a complaint is received by the EBVS Secretariat against the College, the  
946 complaint will be referred to the Executive Committee of the EBVS and the person  
947 making the complaint will be notified of such referral. The EBVS Executive Committee  
948 may request further information, if required, and also seek an explanation from the  
949 College. Unless a compromise is reached and the complaint is withdrawn, the decision  
950 may be either dismissal of the complaint or its referral, via the EBVS Secretariat, to  
951 the EBVS Board.

952 In executive session, and in the absence of all representatives of the College, the EBVS  
953 Board will discuss the appropriate action to be taken. Possible actions include: (a)  
954 dismissal of the complaint, (b) warning and advice on remedial measures, (c)  
955 downgrading of the status of a fully recognised College to provisional recognition, (d)  
956 withdrawal of recognition of the College

957

958

## 959 **Article 9: Amendments**

960 9.1. Proposed amendments to the Bylaws or proposed new Bylaws must be signed  
961 by at least three (3) Diplomates of the College in good standing and should be  
962 submitted to the President at least three (3) months prior to an annual general  
963 meeting. Amendments to Bylaws should concern issues not or insufficiently described  
964 in the Constitution. All proposed amendments to the Bylaws or any new Bylaw should  
965 be distributed to the Diplomates of the College accompanied with a recommendation  
966 from the Board, at least thirty (30) days prior to the annual general meeting. The  
967 proposals should be brought to a vote of the Diplomates at the subsequent annual

968 general meeting. An affirmative vote of at least one-half (1/2) of the Diplomates voting  
969 at the meeting is required for adoption of any amendment.

970 9.2. Bylaws must not contain provision(s) against European or national legislation  
971 or against the Constitution.

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