

EUROPEAN COLLEGE OF
SMALL RUMINANT
HEALTH MANAGEMENT
(ECSRHM)

BYLAWS

Updated May 2023

1 **Article 1. General Meeting**

2 1.1. It is the duty of the Diplomates to be present (either in person or online) at
3 the annual general meeting on a regular basis. The general meeting is organised
4 every year. Preferably, the meeting should be held in conjunction with an
5 appropriate scientific meeting, agreed upon by the Board.

6 1.2. The general meeting is the senior legislative body of the College and has
7 the following functions and duties.

8 a. Definition and update of the Constitution and the Bylaws.

9 b. Election of Board members (every three years) and Auditors (every
10 year). Election of Board members is carried out by secret ballot during
11 an annual general meeting. Written nominations duly proposed and
12 seconded must be received by the President and the Secretary at least one
13 (1) month prior to the annual general meeting. Alternatively, if no prior
14 nominations have been received, nominations may be made by calls from
15 the floor.

16 c. Action on the Auditors' report.

17 d. Formal approval of the business conducted by the Board during the
18 preceding year and discharge of the Board members.

19 e. Action on business, presented by the Board or as required by the
20 Constitution and the Bylaws.

21 f. Establishing membership subscription fees for the forthcoming year –
22 annual fees are collected by the Treasurer.

23 g. Expulsion of Diplomates.

24 1.3. Diplomates eligible to vote at the annual general meeting are ones with no
25 dues in arrears (not including the year during which the annual general meeting
26 is being held). In addition to physical presence, online attendance of the AGMs will
27 be accepted. Each Diplomat has one (1) vote. Electronic voting will be arranged for
28 both those physically present and those attending online.

29 1.4. In accordance with article 4, paragraph 6 of the Constitution, more than
30 three consecutive absences from the annual general meetings shall lead directly
31 to suspension of active Diplomat status of the College, unless these have occurred
32 for serious reasons (e.g., long illness, pregnancy, parenthood) and have been
33 announced properly and beforehand to the Board of the College. Furthermore,
34 failure to pay two annual subscriptions (in this case after a reminder by the
35 Treasurer) also leads directly to suspension of active Diplomat status of the College.

36 1.5. A quorum at the general meeting consists of twenty-five percent (25%) of
37 Diplomates eligible to vote. This quorum applies to all general meetings of the
38 College. Voting can be in person or electronically. The Executive Committee decides
39 if the vote is to be taken orally, by a show of hands, or in writing.

40 1.6. An extraordinary general meeting of the College may be called at any time
41 by the Board or may be requested of the Board by a written request (mentioning
42 the reasons for calling such a meeting) from not less than ten percent (10%) of all
43 Diplomates. The request should contain the explanation for such a meeting, and
44 the subsequent Extraordinary Meeting should take place within a period of two (2)
45 months of the postmarked date of the request. If not, these members are empowered
46 to summon an extraordinary meeting themselves.

47 1.7. The Secretary of the College must keep the minutes of every general
48 meeting. These records must be signed by the Chairman of the meeting and the
49 Secretary.

50 1.8. The language of laws, bylaws, correspondence, negotiations, and
51 examinations shall be English.

52 1.9. The College practices electronic communication and transmission of
53 documents in all its business.

54 **Article 2. Membership**

55 2.1. Diplomates of the College have been recognised and admitted as members
56 of the College as below.

57 a. The College must only certify veterinarians who:

58 i. Meet the educational, training and experience requirements
59 established by the College.

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

63 iii. Are licensed to practise or are eligible to be licensed to practise in
64 a European country. Applicants may be relieved of this requirement
65 in exceptional cases, as defined in sections 2.1.b. below.

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

67 v. Have demonstrated satisfactory moral and ethical standing in the
68 profession.

69 vi. Have met the minimal publication requirements as defined by the
70 College (at least two peer-reviewed publications in international
71 refereed journals).

72 vii. Practise scientific, evidence-based veterinary medicine, which
73 complies with animal welfare legislation.

74 viii. Have gained their veterinary degree at least 48 months previously.

75 b. The College may also certify veterinarians who have passed the
76 College's examinations, which they were allowed to sit as judged to be
77 internationally recognised in the College's field, by the Credentials
78 Committee and the Executive Committee. Applicants must be licensed to

79 practise or eligible to be licensed to practise in a European country,
80 although they may be relieved of this requirement in exceptional cases.

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

83 i. Invited specialists, who were admitted in May 2008, after
84 evaluation of credentials and election by the Executive Committee
85 of the European Board of Veterinary Specialisation, during the
86 initial stage of the College;

87 ii. *De facto* admitted Diplomates, who were admitted from June 2008
88 to June 2013, after evaluation of credentials and election by the
89 invited specialists and ratification of the decision by the Board of the
90 College;

91 iii. Diplomates admitted after completing specialist training and
92 successfully undertaking the certifying examination of the College.

93 There are absolutely no differences whatsoever between the Diplomates
94 depending on the mode of admission into the College in the validity,
95 recognition, and privileges of the title of the Diplomate of the College.

96 2.2. Practising Diplomate

97 A Diplomate is a veterinarian who has passed the certifying/examination procedure
98 of the College and, if practising, is entitled to be awarded by the EBVS the
99 title of European Veterinary Specialist in Small Ruminant Health Management.
100 Diplomate status at more than one College is allowed; however, registration as
101 a European Veterinary Specialist is limited to one speciality from the EBVS.

102 2.3. Non-Practising Diplomate:

103 A Diplomate who (i) has not practised the speciality for two continuous years or the
104 equivalent of two years during the previous five years or (ii) has not fulfilled the
105 requirements for the re-certification procedure or (iii) has not attended an Annual
106 General Meeting for three consecutive years without previous dispensation from the
107 College.

108 A non-practising Diplomate is not allowed to use the title European Specialist nor
109 Diplomate but may use the title Diplomate (non-practising). A non-practising
110 Diplomate seeking to revert to full Diplomate status needs to satisfy the Credentials
111 Committee of the College.

112 The non-practising Diplomate is removed from the EBVS specialist register.

113 2.4. Retired Diplomate

114 A Diplomate who voluntarily stops permanently and irrevocably practising is
115 entitled to Retired Diplomate status. Retired Diplomates maintain all privileges of
116 Diplomates including advisory tasks, except for the right to vote or hold office. They
117 are excluded from article 4, sections 3, 4, 5 and 6 of the Constitution of the College.

118 A Retired Diplomate is not allowed to use the title European Specialist nor
119 Diplomate but may use the title Diplomate (Retired). The Retired Diplomate is
120 removed from the EBVS specialist register.

121 2.5. Honorary Members

122 The College may confer Honorary Member status on persons who have made
123 exceptional contributions to the ECSRHM and/or to the Small Ruminant Veterinary
124 Speciality. Honorary Members, who are ECSRHM-Diplomate, shall have all the
125 rights and privileges of Diplomates. Honorary Members who are not ECSRHM-
126 Diplomate, shall have all the rights and privileges of Diplomates except the right
127 to vote and hold office. The number of Honorary Members shall not be more than
128 5% of the total number of the College Diplomates. Nomination for Honorary Member
129 status necessitates proposal by two Diplomates of good standing. The proposal
130 should be written and forwarded to the Secretary. It must contain such information
131 relating to the activities of the nominee in the Small Ruminant Veterinary
132 Speciality as required by the Executive Committee. Election of an Honorary member
133 shall be accomplished by an at least two-thirds vote of the Executive Committee,
134 and by an at least two-thirds majority of the voting members present (including those
135 abstaining) at the Annual General Meeting of the College.

136 2.6. Associate Members

137 The College may confer Associate member status on scientists who have contributed
138 significantly to research in veterinary medicine. Admission criteria for Associate
139 Members are defined by the Executive Committee of the College. These criteria have
140 to ascertain that only scientists of international repute who are active in the field
141 covered by the College are admitted as Associate Members. Moreover:

- 142 a. Associate Members are not conferred any diplomas and not entitled to use
143 the designation of Diplomate.
- 144 b. Associate Members are encouraged to participate in the training of
145 residents together with the Diplomates of the College. Associate Members
146 are not entitled to act as resident supervisors without a Diplomate
147 responsible for the training programme.
- 148 c. Associate Members are not allowed to hold office within the College or to
149 vote at the Annual General Meeting. They can be co-opted to College
150 committees as advisors.
- 151 d. Associate Members are encouraged to participate in scientific meetings and
152 workshops organized by the College.

153 2.7. Re-certification

154 The Diplomate is required to send in each 5 years a summary of his/her professional
155 activities. The format of this summary must be approved of by the EBVS. Deadline
156 for submission is July 31st of the year of recertification. More information on
157 requirements for recertification is provided on the ECSRHM website documents
158 section (ecsrhm.org). The summaries will be evaluated by the Credentials Committee

159 and a report issued within 90 days of receipt of the application (as per 5.2 of the
160 ECSRHM By-Laws).

161 2.8. Cessation of registration of Diplomates

162 Registration as practising Diplomate ceases by default when the speciality is
163 practised insufficiently, see section 2.3 above.

164 2.9. Advertising and Directory Listings

165 a. Practising Diplomates may use the title “Dip. ECSRHM” or ‘Dipl.
166 ECSRHM” or “Diplomate of European College of Small Ruminant Health
167 Management”, and if listed as specialists by the EBVS they may use the
168 title “European Veterinary Specialist in Small Ruminant Health
169 Management”.

170 b. The use of the term “board/Executive Committee eligible” or
171 “board/Executive Committee qualified”, as an indication of special
172 qualification, is potentially misleading to the public and therefore must not
173 be used in any public communication or other solicitation.

174 c. The use of the European Veterinary Specialist Trademark is permitted to
175 Diplomates who are registered as a European Veterinary Specialist by the
176 EBVS, only after reading and acknowledging by signature the content of
177 the Regulations or the EBVS European Veterinary Specialist Logo.

178 d. Non-practising or retired Diplomates, associate members, and honorary
179 members are not allowed to use the title or trademark of European
180 Veterinary Specialist.

181

182 **Article 3. Officers**

183 3.1. The officers of the College are: The President, the Vice-President, the Past-
184 President, the Secretary, and the Treasurer.

185 3.2. Election of members of the Board and of officers is carried out during a
186 general meeting.

187 3.3. The members of the Board shall be elected according to the Constitution
188 (article 5). Should a vacancy arise in the Board, the Board may, at its discretion,
189 initiate nomination and election procedures to fill the vacancy for the remaining part
190 of the term.

191 3.4. Board Members may be discharged pursuant to a decision adopted at a
192 general meeting.

193

194 **Article 4. Duties of Officers**

195 4.1. The President presides at the meetings of the College and of the Board,
196 preserves order, regulates debates, announces results of elections, and performs all
197 other duties legitimately pertaining to her/his office.

198 4.2. The Vice-President performs the duties of the President in her/his absence
199 or inability to serve. The Vice-President shall, in general, succeed to the Presidency
200 at the end of the normal up to 3- year term or should the office fall vacant.

201 4.3. The Past-President acts as an advisor to the Board, and especially to the
202 President and the Vice-President. She/He may fulfil any other specific role within the
203 Board as designated by the President.

204 4.4. The Secretary attends to the correspondence of the College, keeps and
205 publishes annually lists of Diplomates (including Non-practicing Diplomates), keeps
206 and publishes annually lists of members of Committees, keeps minutes of meetings
207 in books or e-format and performs the furthermore usual duties of a secretary. Such
208 books and/or e-archives are the property of the College and must be accessible at all
209 reasonable times and places. The Secretary forwards the annual report of the College
210 to the European Board of Veterinary Specialisation (EBVS) before the 15th of
211 January of the following year. The minimum term of office of the Secretary shall be
212 2 years and the maximum 6 years.

213 Each year the Secretary is required to update information regarding the College
214 Diplomates for inclusion into the EBVS Directory. The Secretary also submits a
215 report to the EBVS Secretariat in the approved format as soon as possible after a
216 general meeting and a change of College officers, changes in the Constitution,
217 Bylaws, and Policies and Procedures, and in all cases together with the annual report
218 each year. Besides the Name of the College and the contact data of the College officers
219 and EBVS representatives the listings must include a list of all Diplomates, honorary
220 Diplomates and associate members, with the following details: (a) Name, (b) Business
221 address, (c) Diploma or membership category, (d) Current status as member of the
222 College (e.g., active, non-practising, retired) and area of work, (e) Specialist title
223 and area(s) of special expertise, (f) Work, (g) Country of residence, (h) Country
224 (school) of first veterinary degree, (i) Country (training centre) of residency
225 programme followed, (j) Type of training programme (standard or alternate) followed.
226 The list of the Members of the college will be published on the EBVS website.
227 The information supplied for the EBVS Directory will be used to keep this list up-to-
228 date.

229 4.5. The Treasurer advises the President on budget matters, arranges for
230 safekeeping of all funds, draws vouchers, pays bills and expenses and submits
231 a written financial statement to the Board and to the annual general meeting.
232 She/He keeps full and accurate books of accounts, containing accurate records of
233 all monies received and expended. Such books and/or e-archives are the property
234 of the College and must be open to the inspection of the authorised officials at all
235 reasonable times and places. The minimum term of office of the Treasurer shall
236 be 2 years and the maximum 6 years.

237 4.6. The Board appoints one of its members as the person responsible for the
238 electronic and social media officer of the College (Electronic media Officer). The
239 Officer is responsible for the content of the College's website, for the College's pages
240 in social media (Facebook, Twitter etc.) and the College's page in the EBVS

241 website. She/He liaises with the Secretary to update the details of Diplomates of
242 the College in the electronic media platforms and supervises any technical
243 personnel employed by the College to work on the College’s electronic platforms.

244

245 **Article 5. Board and Committees**

246 5.1. Board

247 The Board has the duties and powers ordinarily delegated to the governing body of
248 a College. It is responsible for organising, approving and administering all scientific
249 and business matters and policies pertaining to the affairs of the College. The Board
250 holds at least one meeting annually. The Board confirms the election of new members
251 of the College. It, or its designated Committees, receives all applications, conducts
252 examinations, and certifies recommendations for Diplomat status in the College;
253 it ensures that all the results of each examination are announced at the same
254 time. It considers, and acts upon, the recommendation of the Disciplinary
255 Committee in the event of charges against Diplomates for alleged offences against
256 the Constitution and the Bylaws or charges of unprofessional conduct and has the
257 authority to recommend the expulsion of a Diplomat for grievous offences. It
258 appoints members of standing committees and supervises the activities and receives
259 the reports of these Committees. It selects the time and place of meetings and
260 determines all fees related to the function and business of the College, bar the
261 membership subscription fee. It sets up Committees if a relevant necessity or
262 occasion arises, appoints their members, supervises their activities, and receives
263 their reports. It arranges sponsorships of the College by private or national
264 organisations. It directs the management of funds held by the College. The Board
265 makes an annual report to the College presenting its work and activities, including
266 a full financial statement and arranges a general meeting of the College annually.

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

272 5.2. Credentials Committee.

273 The Board forms a Credentials Committee composed of up to nine members.
274 The President and the Vice-President of the College are *ex-officio* members of the
275 Committee. The other members of the Committee are appointed by the Board for a
276 term of three (3) years, coinciding with the term of office of the Board; these members
277 of the Committee must be nominated within two (2) months after the Board
278 election; at least two members of the Committee must be selected from outside the
279 Board; no member of the Examination Committee (bar the Vice-President of the
280 College) can be member of the Credentials Committee. The Vice-President serves as
281 Chairperson.

282 The duties of the Credentials Committee are the following:

- 283 a. To establish guidelines to assist those applying to sit the certifying
284 examination.
- 285 b. To receive, review and approve the dossiers of these applicants.
- 286 c. To forward the credentials of approved applicants (i.e., candidates at
287 the examination procedure) to the Examination Committee.
- 288 d. To undertake the process of re-certification of Diplomates at intervals of
289 five years, as described in article 4, paragraph 8 of the Constitution.

290 In all cases, the Credentials Committee should report promptly and within 90 days
291 of receipt of any application for evaluation of credentials by any applicant or
292 candidate. Also, the Credentials Committee should provide a clear indication of any
293 deficiencies in the credentials of any applicant or any candidate, which prevent
294 recertification or sitting an examination.

295 5.3. Examination Committee.

296 The Board forms an Examination Committee composed of up to five members.
297 The Vice-President of the College is *ex-officio* member of the Committee. The other
298 members of the Committee are appointed by the Board for a term of three (3)
299 years, coinciding with the term of office of the Board; these members of the
300 Committee must be nominated within two (2) months after the Board election; at
301 least one member of the Committee must be selected from outside the Board; no
302 member of the Credentials Committee (bar the Vice-President of the College) can be
303 member of the Examination Committee. Up to two substitute members (at least
304 one of them from outside the Board) may also be appointed. The senior member
305 of the Committee (in terms of membership in the College) serves as Chairperson.
306 A member of the Examination Committee, whose supervised resident is sitting
307 the College certifying examination, must abstain from that procedure and must
308 be replaced by one of the substitute members.

309 The Examination Committee is responsible for preparation, administration, and
310 evaluation of the certifying examination of the College. The Chairperson of the
311 Examination Committee forwards results of the examination to the Board of the
312 College.

313 5.4. Education Committee.

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

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

- 323 a. To set criteria for the postgraduate training programmes
- 324 b. To approve the proposed training programmes
- 325 c. To monitor the progress of the veterinarians in training
- 326 d. To approve recognised centres for training of residents
- 327 e. To maintain lists of approved postgraduate programmes, of approved
- 328 preceptors and of current veterinarians in training.

329 The Education Committee follows the procedure thereafter for approval of
330 recognised centres for training of residents:

331 a. A senior member of staff (hereafter known as the Director), always a
332 Diplomate of the College, of the proposed centre for training of residents
333 submits a detailed report to the chairperson of the Education Committee
334 stating the objectives of training courses, detailing all facilities of the
335 proposed centre, introducing all personnel to be involved in training of
336 future residents, underlining the clinical work undertaken and mentioning all
337 collaborations with other places in order to fulfil the various requirements
338 of the training programme (e.g., reproduction, pathology, nutrition etc.).

339 b. The Chairperson of the Education Committee circulates the report to
340 members of the Committee.

341 c. Members of the Committee comment and point out possible deficiencies
342 in the report.

343 d. The Chairperson of the Education Committee writes to the senior staff
344 member of the proposed centre, requesting clarification of any points that are
345 unclear and seeking further information on possible deficiencies.

346 e. The senior staff member submits a revised report, answering to
347 comments made and covering possible deficiencies.

348 f. The Committee considers the revised report and the response provided
349 and develops a recommendation for action by the Board.

350 g. The Board officially recognises or does not recognise the centre for training
351 of residents.

352 h. The whole procedure must be completed within 150 days after receipt of
353 the initial report.

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

357 The Education Committee follows the procedure thereafter for approval of
358 proposed training programmes:

359 a. The supervisor(s) of the proposed training programme submits a
360 detailed proposal to the Chairperson of the Education Committee stating the

361 objectives of the programme and explaining how the programme meets the
362 objectives and the standards required by the College.

363 b. The Chairperson of the Education Committee circulates the proposal to
364 members of the Committee.

365 c. Members of the Committee comment and point out possible deficiencies
366 in the proposal.

367 d. The Chairperson of the Education Committee writes to the supervisor(s)
368 of the proposed programme, requesting clarification of any points that are
369 unclear and seeking further information on possible deficiencies.

370 e. The supervisor(s) of the proposed programme submits a revised
371 proposal, answering to comments made and covering possible deficiencies.

372 f. The Committee considers the revised proposal and the response provided
373 and develops a recommendation for action by the Board College.

374 g. The Board of the College officially approves or does not approve the
375 residency programme.

376 i. The whole procedure must be completed within 90 days after receipt of
377 the initial proposal.

378 5.5. Disciplinary Committee.

379 The President of the College can establish an independent Disciplinary
380 Committee. The Disciplinary Committee takes evidence and adjudicates on that
381 evidence in the event of a Diplomate being alleged to have behaved non-
382 professionally, unethically or to have acted against the best interests of the College.
383 If the allegation is against or includes the President of the College, the Disciplinary
384 Committee is established by the Past-President. The Disciplinary Committee reports
385 directly to the Board of the College.

386 Complaints against Diplomates of the College must be referred to the President
387 and the Secretary. Complaints against and/or including the President and/or the
388 Secretary must be referred to the whole Board of the College. All interested parties
389 (i.e., the Diplomate against whom are the complaints and the persons making
390 the complaints) must be notified of such referral. The complaint is considered
391 by the Board, who must mediate to resolve it. The official response of the College
392 signed by the President and the Secretary (in case of allegations against and/or
393 including the President and/or the Secretary signed by the Past-President and the
394 Vice-President) is sent directly to all interested parties; a copy of the response
395 should be forwarded to the EBVS. A summary of complaints against members of
396 the College is a part of the annual report of the College; confidentiality of those
397 involved should be maintained. Grievances not resolved by the College can be
398 considered through the EBVS mediation, appeals and/or disciplinary procedure.

399 5.6. Nomination Committee

400 The Nomination Committee shall be composed of three members appointed by the
401 Board at least six months before the elections. The Committee shall prepare a list
402 of candidates for the election to the Board of the College after a written call for
403 candidates to all the Diplomates at least five months before the elections and will
404 report to the Board at least three months before the elections. The Nomination
405 Committee shall select at least one nominated candidate for each position and
406 communicate the names to the Board. The list of nominates should be known by
407 the Diplomates 30 days before the elections. The Committee will report their
408 considerations to the College at the Annual General Meeting. If no nominations
409 have been made, nominations may be made from the floor.

410 5.7. Auditors.

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

417 5.8. Representation to the EBVS.

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

422 5.9. Residents Committee

423 a. Membership. All Residents of the College are members of the Residents
424 Committee. The Chair of the Education Committee is an ex officio member
425 and will attend meetings when requested to facilitate questions and provide
426 information.

427 b. Governance. The Residents will appoint or elect a Chair from amongst
428 themselves for a term of one year. There is no limit to the number of terms
429 a Chair may serve but they must be a Resident in good standing.

430 c. Purpose. The purpose of the Committee is to communicate with the Board
431 and to identify and address issues of concern amongst Residents whether
432 Board action is required. It may also ask for information or clarification of
433 issues. When Board action is required, or the Committee wishes to
434 communicate directly with the Board on an issue (rather than through the
435 Chair of the Education Committee), the Chair of the Residents Committee
436 may contact the Secretary to request participation at the next Board meeting.
437 The issue(s) to be presented need to be identified and any required
438 information or documents should be forwarded to the Secretary two weeks
439 ahead of the meeting. If the issue is time-sensitive and important, the Chair
440 may request a special Board meeting so that the issue can be addressed.

441 d. Meeting frequency. The Committee must meet at least annually but can
442 meet as frequently as Residents require and at any time they agree on.

443 e. Participation at the AGM. The Chair of the Committee will attend as a non-
444 voting Member and provide a written annual report of issues addressed and
445 other activities of the Committee.

446

447 **Article 6. Examination**

448 Veterinarians are allowed to sit the certifying examination procedure after an
449 internship of a minimum of one year and a residency programme of a minimum of
450 three years.

451 6.1. Residency Programme

452 a. A residency programme shall be advanced training in Small Ruminant
453 Health Management, which may or may not lead to certification by the
454 College. An approved residency programme must be conducted under the
455 direct supervision of a practising Diplomate of the College.

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

459 c. Residency programmes should strive to train specialists who have
460 demonstrated to have the proper intellectual qualities, professional and
461 technical skills, as these are described in Appendix 1 to these Bylaws.
462 Moreover, residency programmes must aim at the development of a
463 culture, which recognizes the importance of continuous professional
464 development.

465 d. Approval of veterinary residency programmes is the responsibility of the
466 College and all residency programmes must be approved by the relevant
467 committee before they start.

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

471 f. There shall be no restriction of training institutions as long as they
472 meet the requirements for an approved residency programme.

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

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

478 i. The College only accepts residents that received their veterinary
479 qualification from an EAEVE-approved establishment unless relieved of
480 this obligation by the Education Committee.

481 6.2. The following two categories of veterinarians are allowed to sit the certifying
482 examination.

483 a. Veterinarians having completed a standard residency programme.

484 A standard residency programme should be preceded by an initial period of
485 one (1) year in farm animal (ruminants) internship or its equivalent, as
486 defined by the Education Committee. In this context, the internship may
487 take place in a specialist training centre, e.g., a university clinical
488 department and/or in a veterinary practice with significant farm animal
489 (ruminants) work component or rotating between two specialist training
490 centres. An accepted equivalent to this scheme would be a similar period of
491 at least two (2) years of work at a veterinary practice with significant farm
492 animal (ruminants) work component with simultaneous postgraduate
493 continuing education.

494 A subsequent period of three (3) years must be in residency training in
495 small ruminant health management under the direct supervision of at least
496 one practising Diplomate of the College. This period must be taken
497 continuously, on a full-time basis. The period can be taken consecutively.
498 The Credentials/Education committee can allow the training to take place
499 on a part time basis as long as the total time is equivalent to at least three
500 years, and the total time does not exceed six years. In case of maternity
501 (leave), illness or under exceptional circumstances a prolongation is
502 possible. The duration of the prolongation is agreed with the
503 Credentials/Education committee.

504 Every year residents must send to the education committee their annual
505 logbook. The supervisor must send the annual report for their residents
506 at the end of the calendar year (December) confirming satisfactory
507 completion of the prescribed period. The supervisor's report should also
508 summarise how the research project is progressing. This report will state
509 the objectives of the residency and describe how the programme meets
510 those objectives and the standards established by the College. Finally, the
511 supervisor should prepare a letter confirming satisfactory completion of the
512 prescribed period.

513 The Education Committee will review the evaluation reports. Each member
514 of the committee will report in writing to the chairperson of the committee
515 any deficiency found in the report.

516 The Chairperson of the Education Committee will write to the Supervisor of
517 the residency, requesting clarification of any points that are unclear and
518 further information on any apparent deficiencies. If there are issues that
519 remain, she/he will write to the Dean or Head of the Veterinary School or

520 the chief executive officer of any other institution within which the residency
521 programme is being conducted, with a copy to the supervisor of the residency.

522 The committee will meet and consider all the available information about
523 the residency programme and develop a recommendation for action by the
524 College. The College will approve or disapprove continuation of the residency.

525 Only veterinarians who have graduated from EA EVE-approved veterinary
526 educational establishments, can be accepted for a residency training
527 period. The Credentials Committee is empowered to waive this requirement
528 in the case of candidates with high qualifications, relevant and supportive to
529 their subsequent residency training.

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

540 b. Veterinarians having completed an alternative training programme.

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

549 An alternative training programme may involve working in a veterinary
550 practice with significant small ruminant work component under the overall
551 supervision of a practising Diplomat of the College, at the same time
552 undertaking a series of pre-determined specialist training modules provided
553 by external institutions or organisations.

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

560 The Education Committee should approve an alternative training programme before
561 it starts. An alternative training programme should be comparable to a three (3)-

562 year full-time postgraduate training period; the total period should last no more
563 than six (6) years. A resident enrolled in an alternate training programme must
564 spend the equivalent of at least 60% of 3 years working in the practice of Small
565 Ruminants. The programme must take place under the overall supervision of a
566 practising Diplomate of the College.

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

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

578 The supervisor, the training programme and the training centre(s) must have
579 been approved before the resident starts the training programme. The deadline for
580 submitting credentials to sit the examination shall be March 1st of the intended year
581 of the examination.

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

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

593 b. Either:

594 i. One original small ruminant health management peer-reviewed
595 research article in an internationally refereed journal (the applicant
596 must be the principal author) plus two peer-reviewed case reports in
597 internationally refereed journals (the applicant must be the principal
598 author in both), or alternatively

599 ii. Two original small ruminant health management peer-reviewed
600 research articles in internationally refereed journals (the applicant
601 must be the principal author in both).

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

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

611 6.3. Examination.

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

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

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

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

627 All parts of the examination must be held at all times under the direct supervision
628 and physical presence of members of the Examination Committee or trained
629 invigilators. In line with modern best practice, an invigilator must not be otherwise
630 occupied during the examination and must not leave the room during the
631 examination without another invigilator replacing him/her.

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

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

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

639 b. The results of the examination must be announced to all candidates on
640 the same date.

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

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

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

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

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

658 The examination is intended to assure that Diplomates of the College have the
659 required level of knowledge in the speciality that is on a level equal to, or better
660 than, any other specialist qualification in this (or closely related) field worldwide.
661 Example questions or previous examinations questions are available at the
662 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,
665 successful candidates are likely to be sufficiently proficient in English to be able to
666 read, write and understand veterinary publications and examination questions
667 written in that language. During the examination, a (non-medical) dictionary would
668 be allowed to help 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
671 within eight (8) years of completion of the residency programme. Also, they must
672 be informed prior to the examination of the procedure and the pass threshold,
673 which is set in the 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
677 should 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
681 and 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,
687 during which case management problems covering any aspect of small
688 ruminant health management are presented to candidates. All three
689 members of the Examinations Committee should examine each candidate
690 for a maximum total time of three hours per candidate. The oral section of
691 the examination is designed to test problem solving capabilities and skills,
692 as well as practical skills. Members of the Committee may use practical
693 material (i.e., animals, slides, results of laboratory tests) to confirm the
694 standards of knowledge of the candidates. During that section of the
695 examination, material submitted by the candidate and referring to the
696 training programme (i.e., case summaries and publications) can be
697 discussed; these should have been made available to the Examinations
698 Committee in advance.

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

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

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

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

718 All parts of the examination must be held at all times under the direct supervision
719 and physical presence of members of the Examination Committee. A member of
720 that Committee must be always present during a written examination. It is allowed
721 to conduct an on-line examination. In this case, a member of the Examination
722 Committee (acting as the invigilator) must be physically present in the same room
723 as the candidates. In case this is not possible, an external invigilator can be
724 appointed by the Examination Committee.

725 The chairperson of the Examination Committee should forward results of the
726 examination within seven days to the President of the College. The results of the
727 examination will then be forwarded to the candidates, in writing, within 14 days of
728 the completion of the examination. The results of the examination must be
729 announced to all candidates on the same date. If possible, there should be public
730 delivery of diplomas during the AGM to those candidates who passed the diploma
731 examination the previous year.

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

736 6.4. The Board of the College appoints every year one Diplomate of the College as
737 Observer to the examination to be held on that year. A substitute Observer is
738 appointed at the same time. The Observer is present in all stages of the examination
739 process (i.e., from the setting of questions to the marking of papers) but has no
740 right to interfere with the examination process. The Observer is requested to take
741 detailed notes of the entire process. At the end of the examination, the Observer is
742 required to make a brief report to the President of the College, within seven days of
743 announcement of the results of the examination. The notes and the report remain
744 confidential, unless an appeal is submitted by any candidate of the examination.
745 In that case, the notes and the report must be forwarded to the Appeal Committee
746 (article 8, paragraph 5 of the Bylaws) and must be taken into account in the
747 deliberation of that Committee.

748 6.5. Further details of the requirements for the training programmes, admission,
749 application procedure and the certifying examination are provided in the separate
750 Training Provisions of the College.

751 6.6. The number of re-applications to sit the examination is limited to three.
752 Failure to pass the examination within eight years after finishing the training
753 programme would prevent the candidate from being admitted to the College, unless
754 she/he undertakes a new training programme.

755

756 **Article 7. Finances**

757 7.1. The College is a non-profit organisation. The expenses of the College shall
758 be met through the following sources of income.

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

765 b. Examination fees.

766 c. Donations or sponsorships from public or private organisations or from
767 corporations.

768 d. Income from educational meetings organised by the College.

769 e. Other fees.

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

772 7.2. Income accrued should cover the core costs of running the College. The
773 finances of the College may only be spent in accordance with the Constitution.

774 7.3. Except for reimbursement of expenses incurred (within the financial
775 possibilities of the College), members or officers of the College shall receive no
776 payment from the funds of the College.

777 7.4. Personal liability of Diplomates of the College is excluded from any official
778 obligation of the College. The College's funds are the only liability.

779 7.5. Full membership fee is due for a calendar year, even if membership starts later
780 in the year. However, if membership starts before 30th April of a year, Diplomates
781 paying before the 30th of June of the same year will receive a 20% discount. If
782 membership starts between the 30th of April and the 1st of September of a year,
783 Diplomates paying the membership fee within two months of election, will receive a
784 20% discount; that payment covers membership fee for the year of election. If
785 membership starts after the 31st August of a year, Diplomates paying the full annual
786 membership fee by the end of the year of election, are considered to have paid in full
787 membership fees for the year of election and for the subsequent year; otherwise (i.e.,
788 if they do not pay that sum of money by the end of the year of election), two full
789 membership fees are due to cover the year of election and the subsequent year.

790 7.6. In accordance with article 4, paragraph 6 of the Constitution, failure to pay
791 two annual subscriptions (in that case after a reminder by the Treasurer) leads
792 directly to suspension of active Diplomate status of the College.

793

794 **Article 8. Appeal of Adverse Decisions**

795 8.1. An alleged adverse decision by the College may be, but is not limited to:

796 a. Refusal to receive, review and/or approve the credentials of applicant to
797 sit the certifying examination of the College.

798 b. Failure of a candidate during the certifying examination or a part of it.

799 c. Refusal to accept a Diplomate during the re-certification procedure.

800 d. Refusal to recognise a centre for training of residents and/or to approve
801 a proposed residency training programme.

802 8.2. In the event of an adverse decision, the College must notify the affected party
803 (or parties) of the possibility and the procedure(s) for appealing against the adverse

804 decision. This information must be included with the communication that gives
805 notice of the adverse decision itself. As part of the procedure for possible appeal, two
806 Officers of the College must be specified to receive a possible appeal; electronic and
807 physical addresses must also be mentioned, where appeals can be submitted.

808 8.3. Grounds for appeal. The College must inform the affected party that
809 appeals may be made on the following grounds.

810 a. That the College failed to apply correctly its own or EBVS's published rules,
811 procedures, or criteria relevant to the decision in question.

812 b. That the College's published rules, procedures or criteria were not
813 compliant with the Policies and Procedures of the EBVS and /or.

814 c. That the College imposed a sanction that was disproportionate to the
815 gravity of the adverse decision against a potential appellant.

816 8.4. The fee for any appeal is set at €2000. If the Appellant does not pay his/her
817 deposit within four weeks of receiving an invoice, then this will be deemed an
818 admission of liability. The deposit is re-paid in full in case the appeal is accepted. In
819 case of the appeal's rejection, all the costs relating to the appeal shall be made by
820 the appellant. Any remaining deposit will be re-paid to the appellant together with
821 an itemization of the costs retained.

822 8.5. Initiation of an appeal procedure.

823 a. The appeal must be made in writing and must include a statement by the
824 appellant of the grounds of the appeal. A notice for an appeal must be
825 accompanied by any supporting reasons and documents (including the
826 confirmation of payment of the fee for an appeal). Electronic submission of
827 the notice for an appeal and of supporting documents is acceptable.

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

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

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

844 e. If the Executive officer identifies ground for an appeal, an appeal
845 committee must be set up by the College.

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

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

856 8.6. Appeals Committee.

857 a. The President of the College shall appoint a Committee of three Diplomates
858 of the College who shall not be serving as members of the Executive
859 Committee of the College or members of the relevant committee whose
860 decision is being questioned, who shall have had no prior involvement
861 with the case and who have no potential conflict of interest with the
862 appellant or the Committee whose decision is being questioned.

863 b. If the appeal is made against a decision of the President of the College,
864 then, the Appeals Committee is appointed by a former President of the
865 College, preferably by the Past-President if she/he is still an active
866 Diplomat.

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

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

883 e. The Officers of the College who received the notice of appeal and the
884 supporting documents, must forward these to the Appeals Committee within
885 5 working days of its appointment.

886 8.7. Conduct of an appeal procedure.

887 a. Appeals are processed under strict confidence by everybody involved.

888 b. The Appeals Committee can request information relevant to the
889 consideration of the appeal from any relevant party.

890 c. The Appeals Committee must be required to carefully consider the need or
891 not for an oral hearing. Where an Appeals Committee decides not to hold an
892 oral hearing in an appeal against an adverse decision that arises from an
893 allegation of impropriety against a candidate (or in other matters of similar
894 gravity), reasons for that decision must be given. Where an oral hearing is
895 held, a timetable must be scheduled, which would allow both parties
896 reasonable opportunity to appear in the hearing.

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

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

911 f. The Appeals Committee has the right and the discretion to reject or uphold
912 the appeal according to their independent view of the merits of the appeal.
913 Where the appeal is upheld, in whole or in part, the Appeals Committee may
914 modify or reverse the previous decision of the relevant committee of the
915 College or adjust the sanction. Also, the Appeals Committee may refer a case
916 to the appropriate committee of the College with specific instructions to take
917 into account the guidance of the Appeals Committee.

918 g. Decisions of the Appeals Committee are reached by a majority vote of
919 its members. The Chairperson has the casting vote if necessary.

920 h. All decisions of the Appeals Committee are communicated in writing
921 with detailed reasoning.

922 i. The Appeals Committee must deliver its decision on the appeal to the
923 nominated Executive Officer (paragraph 5 hereabove) of the College within
924 60 days of the date of receiving all the documents related to the appeal.
925 Subsequently, the Executive Officer forwards the decision of the Appeals
926 Committee to the board of the College. The board will check that the Appeals

927 Committee has followed the prescribed procedures and, if these have been
928 followed correctly, accept their recommendation. The board of the College
929 shall communicate the decision, via electronic means and in addition, if there
930 is no satisfactory confirmation of receipt, via registered post, to the appellant,
931 within 30 days of receipt of the decision.

932 8.8. After completion of the appropriate appeal procedure within the College
933 according to the steps described above, if either the affected party or the College is
934 not satisfied with the final decision of the Appeals Committee of the College, an
935 appeal can be submitted to the EBVS, according to the policies and procedures of
936 that organisation. The decision of the EBVS is final and all parties involved must
937 comply with that.

938 8.9. A complaint against the College made by another College, a Diplomat or a
939 member of the public shall apply in any consideration of disciplinary action by the
940 EBVS. When a complaint is received by the EBVS Secretariat against the College, the
941 complaint will be referred to the Executive Committee of the EBVS and the person
942 making the complaint will be notified of such referral. The EBVS Executive
943 Committee may request further information, if required, and also seek an
944 explanation from the College. Unless a compromise is reached and the complaint is
945 withdrawn, the decision may be either dismissal of the complaint or its referral, via
946 the EBVS Secretariat, to the EBVS Board.

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

952

953 **Article 9. Amendments**

954 9.1. Proposed amendments to the Bylaws or proposed new Bylaws must be signed
955 by at least three (3) Diplomates of the College in good standing and should be
956 submitted to the President at least three (3) months prior to an annual general
957 meeting. Amendments to Bylaws should concern issues not or insufficiently
958 described in the Constitution. All proposed amendments to the Bylaws or any new
959 Bylaw should be distributed to the Diplomates of the College accompanied with a
960 recommendation from the Board, at least thirty (30) days prior to the annual general
961 meeting. The proposals should be brought to a vote of the Diplomates at the
962 subsequent annual general meeting. An affirmative vote of at least one-half (1/2) of
963 the Diplomates voting at the meeting is required for adoption of any amendment.

964 9.2. Bylaws must not contain provision(s) against European or national legislation
965 or against the Constitution.