



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

BYLAWS

July 2024

1 **Article 1. Annual General Meeting**

2 1.1 It is the duty of the Diplomates to be present either in person or virtually (online) at the
3 Annual General Meeting (AGM) at least once every three (3) years. Absence of three consecutive
4 AGMs without prior dispensation from the Executive Committee of the Board, will result in
5 cessation of registration as a certified Diplomat by default.

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

- 8 a. To determine and update the Constitution and the Bylaws.
- 9 b. Election of Board members (every three years) and Auditors (every year). Written
10 nominations duly proposed and seconded must be received by the President and the
11 Secretary at least one (1) month prior to the AGM. Alternatively, if no prior nominations
12 have been received, nominations may be made by calls from the floor.
- 13 c. Action on the Auditors' report.
- 14 d. Formal approval of the business conducted by the Board during the preceding year and
15 discharge of the Board members.
- 16 e. Action on business, presented by the Board or as required by the Constitution and the
17 Bylaws.
- 18 f. Establishing membership subscription fees for the forthcoming year – annual fees are
19 collected by the Treasurer.
- 20 g. Expulsion of Diplomates.
- 21 h. Any other business.

22 1.3 The College practices electronic communication and transmission of documents in all
23 its business.

24
25 **Article 2. Membership**

26 2.1 Diplomates of the College have been recognised and admitted as members of the
27 College as below.

- 28 a. The College must only certify veterinarians who:
 - 29 i. Meet the educational, training and experience requirements established by the
30 College.
 - 31 ii. Have attained acceptable scores on comprehensive examinations administered by
32 the College, except if historically certified as Founding / *de facto* Diplomates, and in
33 the EBVS Policies and Procedures on non-Europeans.
 - 34 iii. Are licensed to practise or are eligible to be licensed to practise in a European
35 country. Applicants may be relieved of this requirement in exceptional cases.
 - 36 iv. Have demonstrated fitness and ability to practise the speciality.

- 37 v. Have demonstrated satisfactory moral and ethical standing in the profession.
- 38 vi. Have met the minimal publication requirements as defined by the College (at least
39 two peer-reviewed publications in international refereed journals).
- 40 vii. Practise scientific, evidence-based veterinary medicine, which complies with animal
41 welfare legislation.
- 42 viii. Have gained their veterinary degree at least 48 months previously.
- 43 b. The College may also certify veterinarians who have passed the College's certifying
44 examinations, which they were allowed to sit and were judged to be internationally
45 recognised in the College's field by the Credentials Committee and the Executive
46 Committee.
- 47 c. A Diplomat recognised as "*de facto*" is a Founding Diplomat that is appointed by the
48 Interim Executive Committee. *De facto*-recognised Diplomates are not required to
49 submit to examination to become a Diplomat but they are expected to contribute to the
50 running of the College and the training of residents. Recognition of a small number of *de*
51 *facto* Diplomates is possible up to five years after the EBVS has granted provisional
52 recognition. The ECSRHM no longer accepts applications for *de facto* Diplomat status.

53 2.2 Diplomat

54 A Diplomat is a veterinarian who has passed the certifying / examination procedure of the
55 College or who was previously admitted as *de facto* and, if meets the criteria for certification, is
56 entitled to be awarded by the EBVS the title of European Veterinary Specialist in Small Ruminant
57 Health Management. If not certified, see Bylaw 2.3. Diplomat status at more than one College
58 is allowed; however, registration as a European Veterinary Specialist is limited to one speciality
59 from the EBVS.

60 2.3 Non-Certified Diplomat

61 A Diplomat who (i) has not practised the speciality for two continuous years or the equivalent of
62 two years during the previous five years or (ii) has not fulfilled the requirements for the
63 recertification procedure or (iii) has not attended an Annual General Meeting for three
64 consecutive years without previous dispensation from the College.

65 A non-certified Diplomat is not allowed to use the title European Specialist nor Diplomat but
66 may use the title Diplomat (non-certified). A non-certified Diplomat seeking to revert to full
67 Diplomat status needs to satisfy the Credentials Committee of the College. A non-certified
68 Diplomat can vote and hold office but is not permitted to supervise residents unless also co-
69 supervised by a Diplomat (certified).

70 The non-certified Diplomat is removed from the EBVS specialist register.

71 2.4 Retired Diplomat

72 A Diplomat who voluntarily stops permanently and irrevocably practising, is entitled to Retired
73 Diplomat status. Retired Diplomates maintain all privileges of Diplomates except for the right
74 to vote, hold office, and supervise residents. They are excluded from the requirements listed in
75 article 4, sections 2, 4, 5, 6 and 8 of the Constitution of the College. A Retired Diplomat is not

76 allowed to use the title European Specialist nor Diplomate but may use the title Diplomate
77 (Retired). The Retired Diplomate is removed from the EBVS specialist register.

78 2.5 Honorary Members

79 The College may confer Honorary Member status on persons who have made exceptional
80 contributions to the ECSRHM and/or to the Small Ruminant Veterinary Speciality. Honorary
81 Members, who are also Diplomates of the ECSRHM, shall have all the rights and privileges of
82 Diplomates. Honorary Members who are not ECSRHM Diplomates, shall have all the rights and
83 privileges of Diplomates except the right to vote, hold office and supervise residents.

84 The number of Honorary Members shall not be more than 5% of the total number of the College
85 Diplomates as defined in article 4.1 of the Constitution. Nomination for Honorary Member status
86 necessitates proposal by two Diplomates of good standing. The proposal should be written and
87 forwarded to the Secretary. It must contain such information relating to the activities of the
88 nominee in the specialty of Small Ruminant Health Management as required by the Officers of
89 the College. To be elected as an Honorary Member, the Officers of the College must firstly
90 approve the nomination by \geq two-thirds vote. If successful, the nomination is brought to the
91 Members at the following Annual General Meeting. To be elected requires that greater than or
92 equal to (\geq) two-thirds (2/3) majority of the votes cast be in favour, providing quorum (i.e., > 25%
93 of members eligible have cast a vote) is achieved.

94 2.6 Associate Members

95 The College may confer Associate member status on scientists who have contributed
96 significantly to research in veterinary medicine. Admission criteria for Associate Members are
97 defined by the Officers of the College. These criteria must ascertain that only scientists of
98 international repute who are active in the field covered by the College are admitted as Associate
99 Members. Moreover:

- 100 a. Associate Members are not conferred any diplomas and not entitled to use the
101 designation of Diplomate.
- 102 b. Associate Members are encouraged to participate in the training of residents together
103 with the Diplomates of the College. Associate Members are not entitled to act as a
104 supervisor unless a certified Diplomate is co-supervising the Resident.
- 105 c. Associate Members are not allowed to hold office within the College or to vote at the
106 Annual General Meeting. They can be co-opted to College committees as advisors.
- 107 d. Associate Members are encouraged to participate in scientific meetings and workshops
108 organized by the College.

109 2.7 Recertification

110 Each Diplomate is required to submit every 5 years a summary of his/her professional activities.
111 This summary must be submitted to the Secretary of the College before July 31st of the year
112 following the current assessment period. The summary should include the relevant professional
113 activities of the five (5) calendar years from January 1 of the year following admission to the
114 College (for Diplomates seeking recertification for the first time), or from the previous
115 recertification period (all other Diplomates). The format of this summary must be approved by

116 the EBVS. More information on requirements for recertification is provided in the College Policy
117 and Procedures for Recertification of Diplomates and is published on the ECSRHM website
118 College Documents section (ecsrhm.org). The summaries will be evaluated by the Credentials
119 Committee and a report issued within 90 days of receipt of the application (as per 5.2 of the
120 ECSRHM Bylaws).

121 Requests for extension of the 5-year period can be granted for parental leave, medical or
122 compassionate reasons, and exceptional circumstances. Notification of the extension must be
123 made in writing to the ECSRHM Secretary within 30 days of the leave period commencing.
124 Notification of the return date must be made in writing to the ECSRHM within 30 days of the leave
125 period concluding.

126 2.8 Cessation of registration of Diplomates

127 Registration as a Diplomate ceases by default when the speciality is practised insufficiently, see
128 section 2.3 and 2.7 above.

129 2.9 Use of title in publications and listings

130 a. Certified Diplomates may use the title “Dip. ECSRHM” or ‘Dipl. ECSRHM” or “Diplomate
131 of European College of Small Ruminant Health Management”, and if specialists
132 recognized by the EBVS they may use the title “European Veterinary Specialist in Small
133 Ruminant Health Management”.

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

138 c. The use of the European Veterinary Specialist Trademark logo is permitted to Diplomates
139 who are registered as a European Veterinary Specialist by the EBVS, by reading and
140 acknowledging by signature the regulations for use of this logo. To request permission to
141 use the logo contact the EBVS Secretariat by email (info@ebvs.eu) and follow the
142 instructions received from the Secretariat.

143 d. Non-certified or Retired Diplomates, Associate members, and Honorary members are
144 not allowed to use the title or trademark of European Veterinary Specialist.

145 e. ECSRHM Residents in good standing and currently enrolled in a ECSRHM residency
146 training programme (standard or alternative), may not use this status to market clinical
147 services, nor use the ECSRHM logo. However, they may use the title “ECSRHM Resident”
148 to indicate their status in publications related to clinical practise.

149

150 **Article 3. Officers**

151 3.1 The Officers of the College are: The President, the Vice-President, the Past-President, the
152 Secretary, and the Treasurer.

153 3.2 Election of members of the Board and of officers is carried out during a general meeting.

154 3.3 The members of the Board shall be elected according to the Constitution (article 5).
155 Should a vacancy arise in the Board, the Board may, at its discretion, initiate nomination and
156 election procedures to fill the vacancy for the remaining part of the term.

157 3.4 Board Members may be discharged pursuant to a decision adopted at a general meeting.

158

159 **Article 4. Duties of Officers**

160 4.1 The President presides at the meetings of the College and of the Board, preserves order,
161 regulates debates, announces results of elections, and performs all other duties legitimately
162 pertaining to her/his office.

163 4.2 The Vice-President performs the duties of the President in her/his absence or inability to
164 serve. The Vice-President shall, in general, succeed to the Presidency at the end of the normal
165 up to 3- year term or should the office fall vacant.

166 4.3 The Past-President acts as an advisor to the Board, and especially to the President and
167 the Vice-President. She/He may fulfil any other specific role within the Board as designated by
168 the President.

169 4.4 The Secretary attends to the correspondence of the College, keeps and publishes
170 annually lists of Diplomates (including non-certified Diplomates), keeps and publishes annually
171 lists of members of Committees, keeps minutes of meetings in books or e-format and performs
172 the furthermore usual duties of a secretary. Such books and/or e-archives are the property of the
173 College and must be accessible at all reasonable times and places. The Secretary forwards the
174 annual report of the College to the European Board of Veterinary Specialisation (EBVS) before the
175 15th of January of the following year. The minimum term of office of the Secretary shall be 2 years
176 and the maximum 6 years.

177 Each year the Secretary is required to update information regarding the College Diplomates for
178 inclusion into the EBVS Directory. The Secretary also submits a report to the EBVS Secretariat in
179 the approved format as soon as possible after a general meeting and a change of College officers,
180 changes in the Constitution, Bylaws, and Policies and Procedures, and in all cases together with
181 the annual report each year. Besides the Name of the College and the contact data of the College
182 officers and EBVS representatives the listings must include a list of all Diplomates, Honorary
183 Diplomates and Associate members, with the following details: (a) Name, (b) Business address,
184 (c) Diploma or membership category, (d) Current status as member of the College (e.g., active,
185 non-certified, retired) and area of work, (e) Specialist title and area(s) of special expertise, (f)
186 Work, (g) Country of residence, (h) Country (school) of first veterinary degree, (i) Country (training
187 centre) of residency programme followed, (j) Type of training programme (standard or alternative)
188 followed. The list of the Members of the college will be published on the EBVS website. The
189 information supplied for the EBVS Directory will be used to keep this list up to date.

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

195 all reasonable times and places. The minimum term of office of the Treasurer shall be 2 years
196 and the maximum 6 years.

197 4.6 The Board appoints one of its members as the person responsible for the electronic and
198 social media officer of the College (Electronic media Officer). The Officer is responsible for the
199 content of the College's website, for the College's pages in social media (Facebook, Twitter etc.)
200 and the College's page in the EBVS website. She/He liaises with the Secretary to update the
201 details of Diplomates of the College in the electronic media platforms and supervises any
202 technical personnel employed by the College to work on the College's electronic platforms.

203

204 **Article 5. Board and Committees**

205 5.1 Board

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

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

228 5.2 Credentials Committee

229 The Board forms a Credentials Committee composed of up to nine members. The President and
230 the Vice-President of the College are *ex-officio* members of the Committee. The other members
231 of the Committee are appointed by the Board for a term of three (3) years, coinciding with the
232 term of office of the Board; these members of the Committee must be nominated within two (2)
233 months after the Board election; at least two members of the Committee must be selected from
234 outside the Board; no member of the Examination Committee (bar the Vice-President of the

235 College) can be member of the Credentials Committee. The Vice-President serves as
236 Chairperson.

237 The duties of the Credentials Committee are the following:

- 238 a. To establish guidelines to assist those applying to sit the certifying examination.
- 239 b. To receive, review and approve the dossiers of these applicants.
- 240 c. To forward the credentials of approved applicants (i.e., candidates at the examination
241 procedure) to the Examination Committee.
- 242 d. To undertake the process of recertification of Diplomates at intervals of five years, as
243 described in article 4, paragraph 8 of the Constitution.

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

248 5.3 Examination Committee

249 The Board appoints an Examination Committee composed of at least three (3) members with at
250 least one member will be from outside the Board. The Vice-President of the College is an *ex-*
251 *officio* member of the Committee. The members of the Committee are appointed by the Board
252 for a term of three (3) years, coinciding with the term of office of the Board. No member of the
253 Credentials Committee (bar the Vice-President of the College) can be member of the
254 Examination Committee. The Examination Committee will propose one of their members as
255 Chairperson to the Board for approval. The minimum term of office of the Examination
256 Committee Chairperson shall be 2 years and the maximum 6 years.

257 When appointing examiners, normally no member of the Board or Credentials Committee can
258 act as an examiner. A member of the Examination Committee, whose supervised resident is
259 sitting the College certifying examination, must abstain from that procedure.

260 The Examination Committee is responsible for preparation, administration, and evaluation of the
261 certifying examination of the College. The Chairperson of the Examination Committee forwards
262 results of the examination to the Board of the College.

263 5.4 Education Committee

264 The Board appoints an Education Committee composed of at least three (3) members, with at
265 least one of whom will be from outside the Board. The Vice-President of the College is *ex-officio*
266 member of this Committee. The members of the Committee are appointed by the Board for a
267 term of three (3) years, coinciding with the term of office of the Board; these members of the
268 Committee must be nominated within two (2) months after the Board election. The Education
269 Committee will propose a Chairperson from amongst their members to the Board for approval at
270 the beginning of the term. The minimum term of office of the Education Committee Chairperson
271 shall be 2 years and the maximum 6 years.

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

- 273 a. To set criteria for the residency programmes.

- 274 b. To approve the proposed residency programmes.
- 275 c. To receive the required reports from Directors of Resident training regarding the
276 residency programmes.
- 277 i. Details of each standard residency programme, in the form of an initial report with
278 update and re-examination every five years. The Education Committee will attest the
279 adequacy of each programme when they approve the report.
- 280 ii. The annual progress of each Resident in every ECSRHM residency programme
281 (standard and alternative).
- 282 d. To certify standard residency training centres for training of Residents.
- 283 e. To maintain lists of approved residency programmes, of approved Supervisors and of
284 current Residents.

285 5.5 Disciplinary Committee

286 The President of the College can establish an independent Disciplinary Committee. The
287 Disciplinary Committee takes evidence and adjudicates on that evidence in the event of a
288 Diplomate being alleged to have behaved non-professionally, unethically or to have acted
289 against the best interests of the College. If the allegation is against or includes the President of
290 the College, the Disciplinary Committee is established by the Past-President. The Disciplinary
291 Committee reports directly to the Board of the College.

292 Complaints against Diplomates of the College must be referred to the President and the
293 Secretary. Complaints against and/or including the President and/or the Secretary must be
294 referred to the whole Board of the College. All interested parties (i.e., the Diplomate against
295 whom are the complaints and the persons making the complaints) must be notified of such
296 referral. The complaint is considered by the Board, who must mediate to resolve it. The official
297 response of the College signed by the President and the Secretary (in case of allegations against
298 and/or including the President and/or the Secretary signed by the Past-President and the Vice-
299 President) is sent directly to all interested parties; a copy of the response should be forwarded to
300 the EBVS. A summary of complaints against members of the College is a part of the annual report
301 of the College; confidentiality of those involved should be maintained. Grievances not resolved
302 by the College can be considered through the EBVS mediation, appeals and/or disciplinary
303 procedure.

304 5.6 Nomination Committee

305 The Nomination Committee shall be composed of three members appointed by the Board at
306 least six months before the elections. The Committee shall prepare a list of candidates for the
307 election to the Board of the College after a written call for candidates to all the Diplomates at
308 least five months before the elections and will report to the Board at least three months before
309 the elections. The Nomination Committee shall select at least one nominated candidate for each
310 position and communicate the names to the Board. The list of nominees should be known by
311 the Diplomates 30 days before the elections. The Committee will report their considerations to
312 the College at the Annual General Meeting. If no nominations have been made, nominations may
313 be made from the floor.

314 5.7 Auditors

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

320 5.8 Representation to the EBVS

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

325 5.9 Residents Committee

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

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

332 c. Purpose. The purpose of the Committee is to communicate with the Board and to identify
333 and address issues of concern amongst Residents whether Board action is required. It
334 may also ask for information or clarification of issues. When Board action is required, or
335 the Committee wishes to communicate directly with the Board on an issue (rather than
336 through the Chair of the Education Committee), the Chair of the Residents Committee
337 may contact the Secretary to request participation at the next Board meeting. The
338 issue(s) to be presented need to be identified and any required information or documents
339 should be forwarded to the Secretary two weeks ahead of the meeting. If the issue is
340 time-sensitive and important, the Chair may request a special Board meeting so that the
341 issue can be addressed.

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

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

347

348 **Article 6. Diploma**

349 The Diploma, as awarded by the ECSRHM, is a requirement for certification as a Diplomate of the
350 ECSRHM. Only those who successfully pass the Diploma certifying examination are eligible to
351 receive the Diploma.

352 6.1 Qualification to sit the Diploma certifying examination.

- 353 a. To be allowed to sit the certifying examination, the applying veterinarian must give
354 evidence of satisfactory completion of an approved training period of at least 4 years
355 which includes general veterinary education, training, and practise, as well as special
356 education, training, and practise in the speciality of small ruminant health management
357 – all after the date of graduation from a veterinary school. The following sequence of
358 training is to be used:
- 359 i. A first period of a minimum of one year must be an internship or equivalent clinical
360 veterinary practise as defined by the ECSRHM Education Committee.
- 361 ii. A subsequent period of three (3) years must be in residency training in small ruminant
362 health management under the direct supervision of at least one certified Diplomate
363 of the College. This residency period may constitute:
- 364 1. A standard residency programme that would take place in an ECSRHM certified
365 training centre, or
- 366 2. In exceptional cases, an applying veterinarian whose circumstances do not
367 permit enrolment in a standard programme, may instead enrol in an equivalent
368 alternative programme developed in cooperation with their Supervisor and the
369 College, and with sufficient resources for advanced study and experience in
370 small ruminant health management.
- 371 b. Apart from Residents who have successfully completed either a standard or an
372 alternative residency programme, those who are internationally recognized in the field of
373 small ruminant health management may also be allowed to sit the examination with
374 assessment by other means at the discretion of the Credentials Committee and the
375 Board.
- 376 c. In all cases and in keeping with the constitutional objectives of the ECSRHM, all persons
377 applying to sit the examination should have made a significant contribution to small
378 ruminant health management by means of scientific peer-reviewed articles in
379 internationally refereed journals (within the impact factor system) on topics of scientific
380 research or clinical practice relevant to the speciality. Details of the minimum
381 requirements are provided in the ECSRHM Policy and Procedures.

382 6.2 Residency Programmes

383 a. Introduction

- 384 i. An ECSRHM residency programme shall be advanced training in Small Ruminant
385 Health Management. An approved residency programme must be conducted under
386 the direct supervision (Supervisor) of a certified Diplomate of the College. This
387 programme, if successfully completed may qualify the Resident to take the Diploma
388 certification examination of the ECSRHM.
- 389 ii. The goal of an ECSRHM residency programme must be to produce Diplomates with
390 the self-confidence, self-criticism and sense of responsibility that are essential for
391 the practise of small ruminant health management.

- 392 iii. ECSRHM residency programmes should strive to produce specialists who have
393 demonstrated the proper intellectual qualities, professional and technical skills, as
394 they apply to the practise of small ruminant health management (Article 3.3 of the
395 Constitution of the ECSRHM and Appendix 1 to these Bylaws). Moreover, ECSRHM
396 residency programmes must instil in their graduates, the importance of life-long
397 professional development.
- 398 iv. Approval of ECSRHM residency programmes is the responsibility of the College. All
399 residency programmes (both standard and alternative) and Supervisors must be
400 approved by the Education Committee before the Resident starts their training.
401 Where deemed necessary, the Education Committee may consult with the
402 Credentials Committee prior to approving the programme.
- 403 v. All training and/or experience requirements of the ECSRHM residency programme,
404 and all prerequisites for examination eligibility must be relevant to the assessment of
405 applicant's qualification towards Diplomate status.
- 406 vi. There shall be no restrictions on specialist training centres or veterinary practices
407 with a significant small ruminant work component, as long as these meet the
408 requirements for an approved residency programme agreed upon by the Education
409 Committee.
- 410 vii. Residents must spend at least 60 per cent of their time practising the speciality,
411 based on a normal working week of 40 hours.
- 412 viii. A Supervisor shall not supervise more than two (2) residents in a standard residency
413 programme; at the discretion of the Board, three (3) such residents can be allowed
414 for a restricted time-period.
- 415 ix. The College only accepts residents who received their veterinary qualification from
416 an EAEVE-approved establishment unless relieved of this obligation by the Education
417 Committee.
- 418 b. Standard Residency Programme.
- 419 i. A standard residency programme should be preceded by an initial period of at least
420 one (1) year in farm animal (ruminants) internship or its equivalent, as defined by the
421 Education Committee.
- 422 ii. A standard residency programme takes place in an ECSRHM certified training centre.
423 Such certification, performed by the Education Committee, requires that the centre
424 offers sufficient facilities and services including relevant caseload, to permit proper
425 training of a Resident in small ruminant health management. Certification is granted
426 for a five-year period, and recertification is necessary every five years thereafter.
- 427 iii. The minimum length of a standard residency programme is three years.
- 428 iv. This period is expected to be taken without periods of absence and on a full-time
429 basis. The Education committee may allow the training to take place on a part-time
430 basis as long as the total time is equivalent to at least three years (36 months), and
431 the total time does not exceed six years (72 months).

- 432 v. In case of parental leave, medical or compassionate reasons or under exceptional
433 circumstances, a prolongation of the residency is possible. The notification of leave
434 is made in writing to the Education Committee before the leave commences. The
435 Supervisor and Secretary of the College must be copied on all correspondence. The
436 duration of the prolongation is agreed to by the Education Committee. Any activities
437 undertaken while on leave will not be counted towards qualification to sit the
438 certifying examination.
- 439 c. Alternative Residency Programme.
- 440 i. A veterinarian whose circumstances do not permit enrolment in a standard residency
441 programme, may submit with their proposed Supervisor, a proposal for an alternative
442 programme to the College. The proposal must outline the resources available to
443 them for advanced study and experience in small ruminant health management.
- 444 ii. An alternative residency programme should be preceded by an initial period of one
445 (1) year in an internship or its equivalent, as defined by the Education Committee.
- 446 iii. The alternative residency programme is not approved for a training centre or for
447 anyone other than the Resident in question.
- 448 iv. The alternative residency programme must be approved by the Education Committee
449 of the College before a Resident starts their training.
- 450 v. The total length of the alternative residency programme cannot be shorter than a
451 standard residency programme, i.e., should be comparable to a three (3)- year full-
452 time standard residency programme. The total period should last no more than six (6)
453 years (72 months).
- 454 vi. A Resident enrolled in an alternative residency programme must spend the
455 equivalent of at least 60% of three (3) years working in the practice of small ruminant
456 health management under the overall supervision of a certified Diplomate of the
457 College.
- 458 vii. The precise form of each individual programme is at the discretion of the Education
459 Committee of the College.
- 460 viii. In case of parental leave, medical or compassionate reasons or under exceptional
461 circumstances, a prolongation of the residency is possible. The notification of leave
462 is made in writing to the Education Committee before the leave commences. The
463 Supervisor and Secretary of the College must be copied on all correspondence. The
464 duration of the prolongation is agreed to by the Education Committee. Any activities
465 undertaken while on leave will not be counted towards qualification to sit the
466 certifying examination.
- 467 d. Assessing progress of the Resident while in-programme – standard and alternative
468 residencies.
- 469 i, At the conclusion of each calendar year, each Resident must send their annual
470 Logbook to the Secretary of the College, who will forward it to the Education

471 Committee. The Logbook will provide details of all training activities that occurred
472 during the previous calendar year.

473 ii. Similarly, the Supervisor must send the annual Progress Report for their Resident
474 confirming satisfactory progress to-date. This report will state the objectives of the
475 residency and describe how the programme meets those objectives and the
476 standards established by the College and will include an evaluation of the Resident's
477 progress towards those objectives including the research project. This evaluation
478 should include whether progress is satisfactory, some concerns, or unsatisfactory
479 and include a plan to address any deficiencies.

480 iii. Both the Logbook and Supervisor Progress Report are due on or before January 15 of
481 the subsequent year to the year being evaluated. Failure to do by this date without
482 approved extenuating circumstances, may result in suspension of the Resident's
483 status, as determined by the Education Committee.

484 iv. If the Resident is on an approved medical/parental/compassionate leave for all or
485 part of the calendar year being evaluated, the Supervisor will instead send a letter
486 confirming this to the Education Committee and provide information on a proposed
487 return date and plans to continue the Resident's programme.

488 v. If the Resident chooses to withdraw from the residency, they must inform the
489 Education Committee by providing a letter of withdrawal to the College Secretary.

490 vi. The Education Committee will review the submissions from the Resident and
491 Supervisor. Each member of the committee will report in writing to the Chairperson
492 of the committee any deficiency found in the submissions.

493 vii. The Chairperson of the Education Committee will write to the Supervisor of the
494 Resident, requesting clarification of any points that are unclear and further
495 information on any apparent deficiencies. If there are issues that remain, she/he will
496 write to the Secretary of the College who will forward the report to the Board, with a
497 copy to the Supervisor of the Resident.

498 viii. The Board will meet and consider all the available information about the Resident and
499 residency programme and will approve or disapprove continuation of the residency.

500 e. Criteria for and approval of Residency Programmes.

501 The College shall establish guidelines for those residencies that are approved as
502 appropriate training for candidates seeking speciality certification in small ruminant
503 health management. Detailed description of these guidelines (including the
504 requirements and the procedures for approval of and admission to the residency
505 programmes) are published in the Policies and Procedures of the College. All these
506 guidelines must be in line with the latest version of the EBVS Policies and Procedures.

507 The Education Committee, when evaluating residency programmes, will take due care of
508 the required level of training in areas overlapping between related specialities, covered
509 by other EBVS approved European Veterinary Speciality Colleges. Training in these areas
510 of overlapping should be carried out by either a Diplomat of the appropriate College or

511 else by a person equivalent to that, as defined by the Credentials Committee of the
512 ECSRHM

513 6.3 Diploma Certifying Examination

514 a. Before being allowed to sit the examination, the applying Resident's credentials must be
515 evaluated and approved by the College's Credentials Committee.

516 i. The deadline for submitting credentials along with the application to sit the
517 examination, shall be March 1st of the intended year of the examination.

518 ii. The Credentials Committee must report the decision promptly to the applying
519 Resident and Supervisor, and within 90 days of receipt of the application.

520 iii. In the event the Credentials Committee has found any deficiencies that will prevent
521 the applying Resident from qualifying to sit the examination, these deficiencies must
522 be communicated in writing to the Resident with a copy to the Supervisor.

523 iv. The time between final decisions regarding approval of the credentials and the
524 examination date, must be sufficient to permit consideration of possible appeals
525 against a decision of denying acceptance of the credentials.

526 b. A 'Candidate' is defined as any Resident who has completed their residency and their
527 credentials have been approved by the Credentials Committee, therefore they may sit
528 the Diploma certifying examination of the College.

529 c. The College normally organises examinations on an annual basis. However, if there are
530 fewer than four Candidates in a given year, the Board of the College at the
531 recommendation of the Examination Committee may postpone the examination for one
532 year only. In that case, the examination must be held on the following year, regardless of
533 the number of Candidates.

534 d. The parts of the certifying examination as described in the Policy and Procedures of the
535 College may be taken by the candidate in different years. In that case, marks awarded
536 by the Examination committee for the part(s) of the examination already sat, are carried
537 forward to when the candidate sits the other part(s) of the examination.

538 e. Judgment must be incorporated into examinations-assessing not just what the
539 candidates know but application of that knowledge.

540 f. It must be made known to the Candidates in advance how the different parts and levels
541 will be evaluated.

542 g. All parts of the examination must be held at all times under the direct supervision and
543 physical presence of members of the Examination Committee or when not possible, a
544 trained external invigilator may be appointed by the Examination Committee. In line with
545 modern best practises, an invigilator must not be otherwise occupied during the
546 examination and must not leave the room during the examination without being replaced
547 by another invigilator. It is allowed to conduct an examination using a virtual platform. In
548 this case, a member of the Examination Committee or an appointed external invigilator
549 acting as the invigilator, must be physically present in the same room as the Candidates.

- 550 h. Candidates should be informed prior to the examination of the passing point, or, if this is
551 not determined in advance, the method of setting the passing point.
- 552 i. The results of the examination must be promptly reported to the Candidate.
- 553 i. A time limit for such communications must be established and published by the
554 College. The Chairperson of the Examination Committee must forward results of the
555 examination within seven days to the President of the College. The results of the
556 examination will then be forwarded to the candidates, in writing, within 14 days of the
557 completion of the examination.
- 558 ii. The results of the examination must be announced to all Candidates on the same
559 date.
- 560 iii. Where a Candidate fails to reach the minimum standard for passing the
561 examination, a brief (up to one page) written report of the Examination Committee
562 should also be provided, in order to aid their preparation for future examination
563 attempts.
- 564 j. The Board of the College appoints every year one Diplomate of the College as Observer
565 to the examination to be held that year. A substitute Observer is appointed at the same
566 time. The Observer is present at all stages of the examination process (i.e., from the
567 setting of questions to the marking of papers) but does not interfere with the examination
568 process. The Observer is requested to take detailed notes of the entire process. At the
569 end of the examination, the Observer is required to make a brief report to the President
570 of the College, within seven days of announcement of the results of the examination. The
571 notes and the report remain confidential, unless an appeal is submitted by any candidate
572 of the examination. In that case, the notes and the report must be forwarded to the
573 Appeals Committee (article 8, paragraph 5 of the Bylaws) and must be taken into account
574 in the deliberation of that Committee.
- 575 k. Confidentiality must be maintained throughout the entire examination. Examination
576 questions must be kept confidential by all Colleges, with the exceptions being the
577 publication of model questions as a guideline to candidates, and during an appeal
578 procedure, as outlined in a College's Bylaws and/or Policies and Procedures.
- 579 l. Personal conflict, or the appearance of conflict, that could affect results of examinations
580 is to be avoided.
- 581 m. During the examination, multiple choice type questions are used to define the breadth
582 of knowledge, essay type questions are used to define the depth and understanding of
583 knowledge and case management questions are used to define the problem-solving
584 skills of candidates.
- 585 o. All Diplomates of the ECSRHM must have sound working knowledge of general small
586 ruminant veterinary practice skills, as well as the specialist skills attributable to the
587 speciality of small ruminant health management.
- 588 p. The examination is intended to assure that Diplomates of the College have the required
589 level of knowledge in the speciality that is on a level equal to, or better than, any other
590 specialist qualification in this (or closely related) field worldwide.

- 591 q. The examination must be held in English. While it is intended that imperfect knowledge
592 of the English language should not result in an unfair handicap, successful candidates
593 are likely to be sufficiently proficient in English to be able to read, write and understand
594 veterinary publications and examination questions written in that language. During the
595 examination, a (non-medical) dictionary is allowed to help with language questions.
- 596 r. The candidate shall submit the non-refundable examination fee, which shall be
597 determined annually at the AGM.
- 598 s. Candidates must be informed that they may sit the different parts of the examination on
599 four (4) occasions only, and that all parts of the examination must be passed within eight
600 (8) years of completion of the residency programme.
- 601 6.4 Further details of the requirements for the training programmes, admission,
602 application procedure and the certifying examination are provided in the separate Policy and
603 Procedures of the College.
- 604 6.5 Any change in the procedure of the examination should be notified to the EBVS.

605

606 **Article 7. Finances**

607 7.1 The College is a non-profit organisation. The expenses of the College shall be met
608 through the following sources of income.

- 609 a. Annual subscription fees payable by the 1st September of each year. Founding
610 Diplomates and Diplomates paying before the 1st May of each year will receive a 20%
611 discount; the annual fees of each Diplomate shall be established at the annual general
612 meeting. Non-certified Diplomates of the College are required to pay the full fee, whilst
613 retired Diplomates, Associate Members or Honorary Members are not.
- 614 b. Examination fees.
- 615 c. Donations or sponsorships from public or private organisations or from corporations.
- 616 d. Income from educational meetings organised by the College.
- 617 e. Other fees.

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

620 7.2 Income accrued should cover the core costs of running the College. The finances of the
621 College may only be spent in accordance with the Constitution.

622 7.3 Except for reimbursement of expenses incurred (within the financial possibilities of the
623 College), members or officers of the College shall receive no payment from the funds of the
624 College.

625 7.4 Personal liability of Diplomates of the College is excluded from any official obligation of
626 the College. The College's funds are the only liability.

627 7.5 Full membership fee is due for a calendar year, even if membership starts later in the
628 year. However, if membership starts before 30th April of a year, Diplomates paying before the

629 30th of June of the same year will receive a 20% discount. If membership starts between the 30th
630 of April and the 1st of September of a year, Diplomates paying the membership fee within two
631 months of election, will receive a 20% discount; that payment covers membership fee for the
632 year of election. If membership starts after the 31st August of a year, Diplomates paying the full
633 annual membership fee by the end of the year of election, are considered to have paid in full
634 membership fees for the year of election and for the subsequent year; otherwise (i.e., if they do
635 not pay that sum of money by the end of the year of election), two full membership fees are due
636 to cover the year of election and the subsequent year.

637 7.6 In accordance with article 4, paragraph 6 of the Constitution, failure to pay two annual
638 subscriptions (in that case after a reminder by the Treasurer) leads directly to suspension of
639 Diplomat status of the College.

640

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

642 8.1 An alleged adverse decision by the College may be, but is not limited to:

- 643 a. Refusal to receive, review and/or approve the credentials of applicant to sit the certifying
644 examination of the College.
- 645 b. Failure of a candidate during the certifying examination or a part of it.
- 646 c. Refusal to accept a Diplomat during the re-certification procedure.
- 647 d. Refusal to recognise a centre for training of residents and/or to approve a proposed
648 residency training programme.

649 8.2 In the event of an adverse decision, the College must notify the affected party (or parties)
650 of the possibility and the procedure(s) for appealing against the adverse decision. This
651 information must be included with the communication that gives notice of the adverse decision
652 itself. As part of the procedure for possible appeal, two Officers of the College must be specified
653 to receive a possible appeal; electronic and physical addresses must also be mentioned, where
654 appeals can be submitted.

655 8.3 Grounds for appeal. The College must inform the affected party that appeals may be
656 made on the following grounds.

- 657 a. That the College failed to apply correctly its own or EBVS's published rules, procedures,
658 or criteria relevant to the decision in question.
- 659 b. That the College's published rules, procedures or criteria were not compliant with the
660 Policies and Procedures of the EBVS and /or.
- 661 c. That the College imposed a sanction that was disproportionate to the gravity of the
662 adverse decision against a potential appellant.

663 8.4 The fee for any appeal is set at €2000. If the Appellant does not pay his/her deposit within
664 four weeks of receiving an invoice, then this will be deemed an admission of liability. The deposit
665 is re-paid in full in case the appeal is accepted. In case of the appeal's rejection, all the costs

666 relating to the appeal shall be made by the appellant. Any remaining deposit will be re-paid to
667 the appellant together with an itemization of the costs retained.

668 8.5 Initiation of an appeal procedure.

669 a. The appeal must be made in writing and must include a statement by the appellant of the
670 grounds of the appeal. A notice for an appeal must be accompanied by any supporting
671 reasons and documents (including the confirmation of payment of the fee for an appeal).
672 Electronic submission of the notice for an appeal and of supporting documents is
673 acceptable.

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

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

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

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

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

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

700 8.6 Appeals Committee.

701 a. The President of the College shall appoint a Committee of three Diplomates of the
702 College who shall not be serving as members of the Executive Committee of the College
703 or members of the relevant committee whose decision is being questioned, who shall
704 have had no prior involvement with the case and who have no potential conflict of interest
705 with the appellant or the Committee whose decision is being questioned.

- 706 b. If the appeal is made against a decision of the President of the College, then, the Appeals
707 Committee is appointed by a former President of the College, preferably by the Past-
708 President if she/he is still an active Diplomate.
- 709 c. The College must inform the appellant of the proposed membership of the Appeals
710 Committee. Within 5 working days of this notice, the appellant can express concerns
711 providing solid evidence of potential conflict of interest by proposed members of the
712 Appeals Committee. If no concerns are raised, the Appeals Committee is formed as
713 above. If the appellant expresses concerns, these are examined jointly by the President
714 and the Past-President of the College or by two former Presidents of the College (if the
715 appeal is made against a decision of the President of the College), who can accept these
716 and change the membership of the Committee or reject them by giving justification for
717 the rejection. The decision is communicated to the appellant along with the final
718 membership of the committee within 5 working days after her/his expression of
719 concerns. Appointment of the Appeals Committee must be finalised within 30 working
720 days of the College informing the appellant of the proposed membership of the
721 committee.
- 722 d. The senior member of the Committee (in terms of membership in the College) serves as
723 Chairperson.
- 724 e. The Officers of the College who received the notice of appeal and the supporting
725 documents, must forward these to the Appeals Committee within 5 working days of its
726 appointment.
- 727 8.7 Conduct of an appeal procedure.
- 728 a. Appeals are processed under strict confidence by everybody involved.
- 729 b. The Appeals Committee can request information relevant to the consideration of the
730 appeal from any relevant party.
- 731 c. The Appeals Committee must be required to carefully consider the need or not for an oral
732 hearing. Where an Appeals Committee decides not to hold an oral hearing in an appeal
733 against an adverse decision that arises from an allegation of impropriety against a
734 candidate (or in other matters of similar gravity), reasons for that decision must be given.
735 Where an oral hearing is held, a timetable must be scheduled, which would allow both
736 parties reasonable opportunity to appear in the hearing.
- 737 d. An oral hearing must be attended by all members of the Appeals Committee. Neither
738 party may be represented by legal counsel; the provisions of the law in the country where
739 the College is registered must be taken into consideration. Oral hearings will be
740 conducted in English. The appellant may be accompanied by an individual
741 ('representative'), who may assist in the presentation of the appeal. However, the
742 'representative' will not be allowed to participate in answering specific questions, but, at
743 the discretion of the Chairperson of the Appeals Committee, may be allowed to provide
744 necessary language translations and may, at the end, be allowed to make a statement on
745 behalf of the appellant.

- 746 e. A transcript or detailed minutes of meetings will be kept. Electronic recording is allowed
747 if all parties have agreed upon and a record of that decision has been made. The minutes
748 of the meeting and/or the electronic recording will be available to all participants of the
749 meeting.
- 750 f. The Appeals Committee has the right and the discretion to reject or uphold the appeal
751 according to their independent view of the merits of the appeal. Where the appeal is
752 upheld, in whole or in part, the Appeals Committee may modify or reverse the previous
753 decision of the relevant committee of the College or adjust the sanction. Also, the
754 Appeals Committee may refer a case to the appropriate committee of the College with
755 specific instructions to take into account the guidance of the Appeals Committee.
- 756 g. Decisions of the Appeals Committee are reached by a majority vote of its members. The
757 Chairperson has the casting vote if necessary.
- 758 h. All decisions of the Appeals Committee are communicated in writing with detailed
759 reasoning.
- 760 i. The Appeals Committee must deliver its decision on the appeal to the nominated
761 Executive Officer (paragraph 5 hereabove) of the College within 60 days of the date of
762 receiving all the documents related to the appeal. Subsequently, the Executive Officer
763 forwards the decision of the Appeals Committee to the board of the College. The board
764 will check that the Appeals Committee has followed the prescribed procedures and, if
765 these have been followed correctly, accept their recommendation. The board of the
766 College shall communicate the decision, via electronic means and in addition, if there is
767 no satisfactory confirmation of receipt, via registered post, to the appellant, within 30
768 days of receipt of the decision.
- 769 8.8 After completion of the appropriate appeal procedure within the College according to the
770 steps described above, if either the affected party or the College is not satisfied with the final
771 decision of the Appeals Committee of the College, an appeal can be submitted to the EBVS,
772 according to the policies and procedures of that organisation. The decision of the EBVS is final
773 and all parties involved must comply with that.
- 774 8.9 A complaint against the College made by another College, a Diplomat or a member of
775 the public shall apply in any consideration of disciplinary action by the EBVS. When a complaint
776 is received by the EBVS Secretariat against the College, the complaint will be referred to the
777 Executive Committee of the EBVS and the person making the complaint will be notified of such
778 referral. The EBVS Executive Committee may request further information, if required, and also
779 seek an explanation from the College. Unless a compromise is reached and the complaint is
780 withdrawn, the decision may be either dismissal of the complaint or its referral, via the EBVS
781 Secretariat, to the EBVS Board.
- 782 In executive session, and in the absence of all representatives of the College, the EBVS Board
783 will discuss the appropriate action to be taken. Possible actions include: (a) dismissal of the
784 complaint, (b) warning and advice on remedial measures, (c) downgrading of the status of a
785 fully recognised College to provisional recognition, (d) withdrawal of recognition of the College.

786

787 **Article 9. Amendments to the Bylaws**

788 9.1 Proposed amendments to the Bylaws or proposed new Bylaws

- 789 a. Must be signed by at least three (3) Diplomates of the College in good standing.
- 790 b. Must be submitted to the President at least three (3) months prior to an Annual General
791 Meeting.
- 792 c. Must be distributed to the Diplomates of the College accompanied with a
793 recommendation from the Board, at least thirty (30) days prior to the Annual General
794 Meeting.
- 795 d. Should be brought to a vote of the Diplomates at the subsequent Annual General
796 Meeting.
- 797 e. To adopt the amendment, it is required to have an affirmative vote of greater than or equal
798 to (\geq) two-thirds ($2/3$ or 67%) of the Diplomates voting at the meeting with the total
799 number of votes cast greater than ($>$) 25% of Diplomates eligible to vote (i.e., quorum).

800 9.2 The Secretary is responsible for making the amendments in the Bylaws and for
801 distributing a copy of the Bylaws to all members of the College. The Bylaws of the College should
802 always be available at the College's website.