



**EUROPEAN COLLEGE OF
BOVINE HEALTH MANAGEMENT
(ECBHM)**

Founded 6th November 2003 at the Pasteur Institute, Paris, France

CONSTITUTION

New version, June 2015

ARTICLES OF ASSOCIATION

Location, Name and Structure

Article 1

- 1.1. The name of the organisation shall be: The European College of Bovine Health Management (ECBHM), hereafter referred to as the "College".
- 1.2. The College shall be registered and domiciled in Munich, Germany. The office address may be changed at the discretion of the ECBHM Board.
- 1.3. The College shall be a part of the general scheme for veterinary specialisation in the European Union (E.U.), as has been defined by the Advisory Committee for Veterinary Training (ACVT) of the European Community, set up by the Council Decision 78/1028/EEC of 18 December 1978 and OJ No L 302 of 22 December 1978, in its report document III/F/5285/3/91. This scheme involves the Coordinating Committee for Veterinary Specialisation (CCVS), the European Board of Veterinary Specialisation (EBVS), and the Speciality Colleges.

Duration and Financial Year

Article 2

- 2.1. The College shall be established for an unlimited period.
- 2.2. The College year shall run concurrently with the calendar year.

Objectives and Statements

Article 3

- 3.1. The primary objective of the College shall be to advance bovine health management in Europe. It shall be implemented by
 - a) increasing the competency of those veterinarians who practice in this field by standardised and specialised professional training (Residency) by:
 - aa) establishing guidelines and standards of training for postgraduate education and experience as a prerequisite to become a specialist in the speciality of bovine health management,
 - bb) organising workshops for Residents of the ECBHM and providing educational material,
 - cc) examining and authenticating veterinarians as specialists in bovine herd health management to serve the veterinary patient, its owner, the consumer of products originating from the bovine and the public in general, by providing expert care for cattle,
 - b) encouraging research in the fields of animal husbandry, internal medicine, surgery, obstetrics and reproductive management, as they relate to the epidemiology, pathogenesis, diagnosis, therapy, prevention, and control of diseases directly or indirectly affecting bovidae and the maintenance of healthy herds, by requiring Residents and Diplomates to publish the results of their research in scientific journals,
 - c) advancing the practice of bovine health management by providing expert care for cattle. This includes those aspects of bovine diseases and bovine-derived pathogens which have an impact on the quality and safety of bovine products and gives special consideration to herd health management and production systems,

- d) promoting communication and dissemination of knowledge related to item c) above by organising scientific meetings or through contributions of Diplomates and Residents to such meetings.
- 3.2. The College is a non-profit organisation in compliance with German law and does not pursue commercial interests, but exclusively and directly non-profit purposes in terms of the article “tax-sheltered purposes” of the German tax code (Abgabenordnung).
- 3.3. The finances of the College may only be spent in accordance with the Constitution. Members or officers of the College shall receive no payment from the funds of the College, except reimbursement of expenses.
- 3.4. No person shall profit from expenses alien to the objectives of the College or from disproportionate remuneration.
- 3.5. The language of Laws, Bylaws, correspondence, negotiations and examinations of the College shall be English. The language of the registered Constitution is German, as the College is registered in Germany.

Membership

Article 4

- 4.1. The members of the College shall be the following:
 - a) Active Diplomates
 - b) Retired Diplomates
 - c) Non-practising Diplomates
 - d) Honorary Members
 - e) Associate Members
- 4.2. To qualify for membership, candidates shall meet the following criteria:
 - a) Be licensed to practice veterinary medicine in a European Country, unless relieved of this obligation by the Credentials Committee and the ECBHM Board;
 - b) Have a good moral and ethical standing in the profession;
 - c) Have successfully passed the certifying examination procedure of the European College of Bovine Health Management, unless exempted from this obligation by the Credentials Committee and the ECBHM Board.
- 4.3. Each individual who has successfully passed the qualification procedure of the College shall be registered as such and shall be authorised to use the designation of “Diplomate of the European College of Bovine Health Management”, abbreviated as Dip. ECBHM, or „Dipl. ECBHM“, with the exception of section 4.6 of this constitution.
- 4.4. Each active Diplomate shall be required to keep records of his/her clinical work.
- 4.5. Each active Diplomate is expected to actively participate in the affairs of the College. Unexcused absence from the Annual General Meeting for more than two (2) consecutive years may render an active Diplomate subject to disciplinary action by the Board of the ECBHM.
- 4.6. Active and non-practising Diplomates are liable for annual fees. Failure to pay annual subscription fees within six (6) months of the due date, and following a written reminder from the Treasurer, may lead to expulsion from the college.

- 4.7. Any Diplomate may be expelled, asked to resign or otherwise disciplined for unprofessional or unethical conduct or other action against the best interest of the College by unanimous vote of the Board following the recommendation of a Disciplinary Committee set-up by the President and pending confirmation by the College at the next Annual General Meeting. The ECBHM expects Diplomates to practise evidence based veterinary medicine wherever possible and to comply with animal welfare legislation. Any Diplomate who practices or supports implausible treatment modalities with no proof of effectiveness therefore runs the risk of expulsion from the college.
- 4.8. Active Diplomates will be required to undertake re-evaluation at intervals of five (5) years. No credit points can be granted for education or training in non-scientific or non-evidence-based medicine. The details of the system of re-evaluation are laid down in the Bylaws.
- 4.9. Voluntary cessation of registration requires notice in writing to be received by the Secretary two months prior to the College's Annual General Meeting and will be published at the Annual General Meeting. Upon the receipt of the declaration of withdrawal, the name of the Diplomate will be deleted from the roster.

Organisation and Officers

Article 5

- 5.1. The College consists of all Members, however only active Diplomates have the right to vote. Each active Diplomate has one (1) vote. He/she has to be present at the Annual or Extraordinary General Meetings to do so, except in case of postal or electronic ballot (section 7.4).
- 5.2. The Board consists of the following members:
 - a) President
 - b) Vice-President
 - c) Past-President (for the two years following the presidency)
 - d) Treasurer
 - e) Secretary
 - f) Two ordinary members
- 5.3. Two Board Members, including either the President or the Vice-President, shall represent the College collectively.
- 5.4. A quorum of the Board shall consist of a simple majority of the Board.

Appointment of the Board

Article 6

- 6.1. Only active Diplomates can be members of the Board.
- 6.2. The following members of the Board are elected by the members eligible to vote in secret ballot:
 - a) The Vice-President for a term of two years. The Vice-President shall, in general, succeed to the Presidency at the end of the normal 2 year term or should the office fall vacant, for a term of two years.

- b) The out-going Past-President is eligible for re-election to the Board only after a lapse of at least two (2) years following expiration of his/her term of office.
 - c) The Secretary and Treasurer for a term of three (3) years. The Secretary and Treasurer will be eligible for re-election in the same role for a further term, allowing a maximum of two consecutive three-year terms. Prior to the final year of the term of office of the Secretary and of the Treasurer, a Secretary-Elect and a Treasurer-Elect shall be elected. The Secretary-Elect shall work with the Secretary to ensure a smooth succession when the Secretary's term of office ends. The Treasurer-Elect shall work with the Treasurer to ensure a smooth succession when the Treasurer's term of office ends. Neither the Secretary-Elect nor Treasurer-Elect will become full members of the Board until they succeed the Secretary and Treasurer, respectively. The outgoing Secretary and Treasurer shall be eligible for re-election to the Board, in another role, following their term of office as Secretary and Treasurer respectively.
 - d) Two Ordinary Members for a term of two years. No Ordinary Member shall be eligible for re-election as an Ordinary Member until after a lapse of at least one (1) year following expiration of his/her term of office.
- 6.3. Should a vacancy in any office occur unexpectedly, the Board may at its discretion coopt a Diplomat to fill the vacancy until the next AGM.

General Meeting

Article 7

- 7.1. A General Meeting of the Diplomates will be organised each year, preferably in conjunction with an annual Symposium agreed upon by the ECBHM Board. The invitation to the General Meeting has to be carried out in a written form by the President on behalf of the Board and will be posted by email to the last known email address of the members, subject to a period of at least 30 days from the day of dispatch together with the Agenda.
- 7.2. The General Meeting shall establish membership subscription fees for the forthcoming year.
- 7.3. An Extraordinary Meeting of the College may be called at any time by the Board, or may be demanded of the Board by a written request (containing the explanation for such a meeting) from not less than 10 % of the Diplomates. In the latter case, the Extraordinary Meeting has to take place within a period of three (3) months of the date of their request. ³If not, these members are empowered to summon an Extraordinary Meeting themselves.
- 7.4. The ECBHM Board can hold an electronic or postal ballot at any time outside the Annual General Meeting and Extraordinary General Meetings. The same rules apply to electronic or postal ballots as to voting during the Annual General Meeting and Extraordinary Meetings. An electronic ballot is only valid if a vote is registered on the secure section of the ECBHM website, using unique passwords.

Amendments to this Constitution

Article 8

- 8.1. Proposed amendments to this Constitution, which must be signed by at least three (3) members in good standing, shall be submitted to the President two (2) months prior to the Annual General Meeting. Any proposed amendment shall be distributed (by letter, fax or electronic mail) to the membership with a recommendation by the Officers, at least 30 days prior to the

Annual General Meeting and shall be brought to a vote of the Diplomates at the next Annual General Meeting. An affirmative vote of at least two-thirds of the Diplomates voting shall be required for adoption.

- 8.2. Amendments necessary for legal or fiscal reasons may be effected by the Board. These amendments must be distributed to all Diplomates in writing immediately.

Verification of resolutions

Article 9

Resolutions adopted in meetings of the Board or in the General Meeting shall be documented in writing and be signed by the chairperson and one additional member of the Board.

Dissolution

Article 10

The terms set forth in Article 8 shall be equally applied in the event of a decision to dissolve the College. In the case of dissolution of the College, or cessation of tax-exempt status, all assets shall be transferred to a legal person of public law or a tax-exempt corporation for the advancement of science and education in the field of bovine health management, as decided by the last membership meeting.

Bylaws

Article 11

The Board can make and change one or more Bylaws, which regulate subjects not or not sufficiently prescribed in the Constitution, subject to an affirmative vote of at least two-thirds of the Diplomates voting at a General Meeting. A Bylaw shall not contain any provision that violates European law, the law in the country in which the College is registered, the rules of the EBVS or this Constitution.

Date _____ M. Meylan Date _____ I. Lorenz Date _____ A. Gentile

Date _____ M. Holzhauser Date _____ R. Martin Date _____ H. Guyot

Date _____ B. Zemljic

**EUROPEAN COLLEGE OF
BOVINE HEALTH MANAGEMENT
(ECBHM)**

BYLAWS

October 2003

Amended in Budapest, Hungary, 9th July 2008

Amended in Marseille, France, 2nd December 2009

Accepted by EBVS 15th August 2010

Amended in Liège, Belgium, 8th September 2011

Amended in Lisbon, Portugal, 6th June 2012

Amended in Oviedo, Spain, 26th June 2014

Amended in Maribor, Slovenia, 11th June 2015

Amended in Dublin, Ireland, 6th July 2016

Amended in Bilbao, Spain, 5th October 2017

Amended in Bologna, Italy 11th October 2018

Annual General Meeting

Article 1

- 1.1. It is the duty of every active member to attend the Annual General Meeting at least once every two years. If the active Diplomate has not attended the AGM for three consecutive years without previous dispensation of the ECBHM Board, the registration as active Diplomate ceases by default.
- 1.2. The General Meeting is the senior legislative body of the College and has the following duties:
 - a) Determining and updating the Constitution and Bylaws.
 - b) Election of the Officers and Auditors.
 - Election of the Officers shall be by written ballot at the Annual General Meeting.
 - Written nominations are presented by the Nomination Committee.
 - c) Action on the auditors' report.
 - d) Formal approval of the business conducted by the ECBHM Board during the preceding year.
 - e) Action on business, presented by the ECBHM Board or as required by the Constitution.
 - f) Establish membership subscription fees for the forthcoming year.
 - g) Expulsion of Diplomates.
- 1.3. All questions before the College, except as designated elsewhere, shall be determined by the absolute majority vote.

Membership

Article 2

2.1. **Diplomates**

A Diplomate is a veterinarian who is certified as a specialist in bovine health management by the College recognised by the EBVS.

2.2. **Retired Diplomates**

A Diplomate who voluntarily stops permanently and irrevocably practising is entitled to Retired Diplomate status. Retired Diplomates maintain all privileges of Diplomates including advisory tasks, except the right to vote or hold office. They are excluded from article 4, sections 3, 4, 5 and 7 of the Constitution of the ECBHM. They are authorised to use the designation Dip. (Retired) ECBHM. The Retired Diplomate is removed from the EBVS specialist register. They shall not be required to pay fees.

2.3. **Non-practising Diplomates**

A Diplomate becomes non-practising in any of the following cases:

- (a) having not practised the speciality sufficiently, i.e. 60% of the time based on a normal working week of 40 hours, with a minimum of 24 hours devoted to aspects of bovine health management and related activities such as teaching, research and the preparation of publications.
- (b) having not fulfilled the re-evaluation requirements, as defined under 2.6 and 2.7 of the Bylaws, by failing to provide sufficient credentials at the due re-evaluation time.
- (c) having not participated actively or having been repeatedly absent (for 3 consecutive years) from the Annual General Meetings of ECBHM without previous dispensation by the Board.
- (d) having failed to officially inform the College within 6 months after a period of at least 12-months of medically documented health problems or maternal leave, which caused a cessation or significant reduction of activity. However, if these were notified, the full

Diplomate status remains until the end of the 5-years re-certification period. Based on the Diplomate's previous notification, the 5-years re-certification period may be prolonged by the Credentials Committee, but it should not exceed the duration spent in the above mentioned circumstances.

- (e) temporarily, if a full Diplomate does not want to maintain the full Diplomate status for any reason.

The non-practising Diplomate is removed from the EBVS specialist register but is authorised to use the designation Dip. (non-practising) ECBHM as long as the annual fee is paid. If the non-practising Diplomate does not pay a due annual fee until the final possible deadline in that year despite written reminders, he/she will immediately lose the non-practising status, will be permanently removed from the list of ECBHM, and will be no longer authorised to use the designation Dip. (non-practising) ECBHM. A non-practising status cannot last longer than 7 consecutive years. A full Diplomate is not allowed to become non-practising more than twice. A third time or a period exceeding a maximum 7-years consecutive period in a non-practising status, irrespective of their reason, will result in a complete and permanent cessation of the Diplomate status of ECBHM. If a non-practising Diplomate wants to revert to active Diplomate status he/she needs to satisfy the Credentials Committee of ECBHM. Criteria for this procedure are provided in Article 2.6 of the Bylaws.

2.4. **Honorary Members**

The College may confer Honorary Member status to persons who have made exceptional contributions to bovine health management. Honorary Members, who are ECBHM-Diplomate, shall have all the rights and privileges of Diplomates. Honorary Members who are not ECBHM-Diplomate, shall have all the rights and privileges of Diplomates except the right to vote, hold office, or attend Annual General Meetings of the College. The number of Honorary Members shall not be more than 5% of the total number of the College Diplomates. Nomination for Honorary Member status shall be made through the sponsorship of two Diplomates of good standing. The proposal should be written and forwarded to the Board Secretary. The sponsors shall furnish the Executive Secretary with such information concerning the nominee, as is required by the Board of the ECBHM, including a curriculum vitae. Election of an Honorary member shall be accomplished by an at least two-thirds vote of the ECBHM Board and by an at least two-thirds vote of the Annual General Meeting of the College. Honorary members shall not be required to pay fees.

2.5. **Associate Members**

The College may confer Associate member status on persons who have contributed significantly to research in veterinary medicine. Admission criteria for Associate Members are defined by the ECBHM Board of the College. These criteria have to ascertain that only scientists of international repute who are active in the field covered by the college are admitted as Associate Members, moreover:

- a) Associate Members are not conferred any diplomas and are not entitled to use the designation of Diplomate.
- b) Associate Members are encouraged to participate in the training of residents together with Diplomates of the College. Associate Members are not entitled to act as resident supervisors without a Diplomate responsible for the training programme.
- c) Associate Members are not allowed to hold office within the College or to vote at the Annual Business Meeting. They can be co-opted to College committees as advisors.
- d) Associate Members are encouraged to participate in scientific meetings and workshops organised by the College.

- e) Associate Members are not allowed to advertise their title.
- f) They shall not be required to pay fees.

2.6. **Re-evaluation**

Diplomates of the College will be required to undertake re-evaluation at intervals of five (5) years. No credit points can be granted for education or training in non-scientific or non-evidence-based medicine. The format of submitted evidence has to be approved by the European Board of Veterinary Specialisation. Credentials for re-certification will be evaluated by the members of the Credentials Committee. Negative evaluation may lead to cessation of registration. These Diplomates are designated as **non-practising** Diplomates as defined in Bylaws 2.3, unless the cessation was for reason of temporary or permanent suspension. They are bound to use the designation “non-practising Diplomat”.

The Credentials Committee will be satisfied in case of an individual seeking to revert from a non-practising to a full Diplomat status if all the following details are fulfilled:

- (a) Official support is submitted in writing by the Head of the Institution/Organisation where the Diplomat works plus one active Diplomat from the country of residence of the non-practising Diplomat (if such exists, otherwise from the Head of the regional Veterinary Professional Organisation / Chamber, the Diplomat belongs to) stating that the speciality has been sufficiently practised (at least 24 hours per week) by that individual for the duration of at least 1 year before the application process (as dated in the Re-certification Application Form).
- (b) A completely filled and signed Re-certification Application Form is submitted by the regular annual deadline for standard procedures.
- (c) All re-certification criteria are fulfilled at a 150% level, as related to the standard level of re-certification criteria, irrespective of the duration of the non-practising status. ⁹The evaluated period may not exceed 7 consecutive years, of which the final year should be the year of submission of the Re-certification Application Form.

A non-practising Diplomat who wants to revert to a full Diplomat status needs to pay 150 EUR submission fee in advance for credentials evaluation and provide evidence of payment for the Credentials Committee simultaneously with the submission of the Re-certification Application Form.

2.7. **Cessation of the registration**

Registration ceases by default when a non-practising Diplomat as defined in Bylaws 2.3. fails to revert to the active Diplomat status within 7 years., when the annual subscription fees have not been paid (as described in Bylaws 7.1.a) or when the specialty has not been practised for two continuous years or the equivalent of two years during a 5 (five) year period.

Officers

Article 3

- 3.1. Election of Officers shall be held at the Annual General Meeting of the College according to article 5 and 6 of the constitution.
- 3.2. Board Members may be discharged pursuant to a decision adopted at a General Meeting of the College by a majority of the members voting.

Duties of Officers

Article 4

4.1. **President**

The President shall preside at the meetings of the College, preserve order, regulate debates, appoint Committees or working groups not otherwise provided for, announce results of elections, be an *ex-officio* member of all committees and perform all other duties legitimately pertaining to his/her office.

4.2. **Vice-President**

The Vice-President shall be the President-Elect, shall be an *ex-officio* member of all committees and perform the duties of the President in his/her absence or inability to serve. He/She shall be the Programme Chairperson for the Annual General Meeting of the College.

4.3. **Past-President**

The Past-President shall be the immediate Past-President and act as an advisor to the Board, and especially the President and Vice-President. He/She may fulfil any other specific role within the Board as designated by the President.

4.4. **Secretary**

The Secretary shall attend to the correspondence of the College; keep and publish annually lists of Diplomates, both practising and non-practising, keep minutes of the College in books or e-format, and perform the furthermore usual duties of a secretary. Such books or e-format shall be the property of the College and accessible at all reasonable times and places. The Secretary shall forward the Annual Report of the College to the EBVS prior to the deadline set by the EBVS each year.

4.5. **Treasurer**

The Treasurer shall advise the College on all financial matters. He/She shall arrange for safekeeping of all funds, draw vouchers, pay bills and expenses, and submit a written financial statement to the Board and all members annually. He/She shall keep full and accurate books or e-format of account, containing a record of all monies received and expended, which books or e-format shall be the property of the College and open to the inspection of the authorised officials at all reasonable times and places.

Committees

Article 5

5.1. **The Board of the College**

The Board of the College shall consist of the Officers and the two elected ordinary members. The Board shall consider all the business and policies pertaining to the affairs of the College. It, or its designated Committees, shall receive all applications, conduct examinations and certify recommendations for Diplomat status in the College. It shall consider and act upon the recommendation of the Disciplinary Committee in the event of charges against Diplomates for alleged offences against the Constitution and Bylaws of the College or charges of unprofessional conduct, and shall have the authority to recommend the expulsion of a Diplomat for grievous offences. It shall appoint standing Committees, select the time and place of meetings and determine the fees for application, examinations, registrations and other fees. It shall direct the management of funds held by the College.

5.2. Credentials Committee

The Board shall form a Credentials Committee composed of at least six members appointed by the Board normally for a term of three years. Normally one third of the member (s) will be replaced." A senior member of the Committee in terms of service shall serve as Chairperson, unless the ECBHM Board decides otherwise.

The duties of the Credentials Committee will be as follows:

1. To establish guidelines to assist candidates applying to sit the diploma examination.
2. To receive, review, and approve the candidacy of applicants.
3. To forward the credentials of approved applicants to the Examination Committee.
4. To undertake the process of re-evaluation of Diplomates at intervals of five (5) years as described in the College's Bylaws Section 2.6.
5. To assess the suitability of non-Diplomates of the College to undertake supervision and/or deliver training within a Residency Programme.

5.3. Examination Committee

The Board shall form an Examination Committee composed of at least six members appointed by the Board normally for a term of three years. Normally one third of the member (s) will be replaced each year. A senior member of the Committee in terms of service shall serve as Chairperson, unless the ECBHM Board decides otherwise.

The Examination Committee may include individuals who are both members of the College and of other associated colleges with an interest in bovine related disciplines including the ECAR, ECVPH, EVPC and EVCVN.

The Examination Committee is responsible for preparation, administration, and evaluation of the Certifying Examination. The Chairperson of the Examination Committee shall forward result of the examinations to the Board of the College with recommendations regarding the awarding of Diplomate status.

5.4. Education and Residency Committee

The Board shall form an Education and Residency Committee composed of at least six members appointed by the Board normally for a term of three years. Normally one third of the member (s) will be replaced. A senior member of the Committee in terms of service shall serve as Chairperson unless the ECBHM Board decides otherwise.

The E&RC is responsible for setting criteria for the Residency Programmes, for approving the programmes and their supervisors, and for monitoring each Resident's progress through the receipt of regular reports. The Education and Residency Committee E&RC will maintain lists of approved Residency Programmes, approved supervisors and current Residents. It will document detailed requirements for Residency Programmes that are necessary for European College of Bovine Health Management approval.

A candidate whose circumstances do not permit enrolment in a formal programme may submit an equivalent, alternative programme, in cooperation with his/her supervisor, the College, and the resources available to the individual, for advanced study and experience. The equivalent programme must be approved by the E&RC before the candidate embarks on it.

The E&RC will receive the required periodic reports as defined in Policies and Procedures on:

- a) the annual progress of each Resident in every bovine health management residency.
- b) details of each standard residency programme, in the form of an initial report with update and re-examination every five years from the programme directors. The E&RC will attest the adequacy of each programme when they approve the report.

5.5. **Nomination Committee**

A Nomination Committee is elected by the Annual General Meeting. The Nomination Committee consists of two members who are not ECBHM Officers. The term of office of the Nomination Committee is two years, re-election is possible for one further term. After a call for nominations, the Committee shall receive suggestions of members to be elected as Officers from the membership and shall provide a recommended list of candidates to the Annual General Meeting. Nominees will be contacted to obtain their consent before final nomination to the Board. The proposal shall be made available to the members at least 30 days before the Annual General Meeting.

5.6. **Symposia Organising Committee**

In case the annual symposium is organised primarily by the College, the Symposia Organising Committee made up of all those involved in the organisation of both the scientific and social elements of the annual symposium shall be chaired by the Vice-President. Committee members may be drawn from the Board, the rest of the College and/or representatives of other organisations involved in the symposium. If the College is invited to hold its annual symposium in the frame of a congress organised by an external organisation, the ECBHM Vice-President will be a member of the organising committee and will serve as the representative of the College during the preparation of the meeting.

5.7. **Finance Committee**

The Finance Committee shall consist of the President, the Treasurer (Chairperson) and the Past-President. This Committee shall prepare an annual budget for the College, prepare the Treasurer's books for the annual audit and advise the Board on the financial affairs of the College.

5.8. **Appeals Committee**

The Board shall form a standing Appeals Committee composed of six members of the College who are not Officers of the College or members of the Credentials Committee, the Education and Residency Committee, or the Examination Committee. Members of the standing Appeals Committee will be normally appointed for a term of four years. In the case of an appeal to a decision of the College as defined in Article 10, the Board shall appoint three members of the standing Appeals Committee who have no past or current relation (personal, professional, financial, or other) with the appealing candidate/Diplomate or Institution to serve as the active Appeals Committee for this particular case.

5.9. **Disciplinary Committee**

The President shall have the power to establish a Disciplinary Committee that will take evidence and adjudicate on that evidence in the event of a Diplomate being alleged to have behaved unprofessionally, unethically or to have acted against the best interests of the College. The Disciplinary Committee shall report to the European College of Bovine Health Management Board.

5.10. **Auditors**

Two auditors are elected by the general assembly at the Annual General Meeting for a one year term or they may be professional auditors approved by the general assembly. The two auditors evaluate the report of the Finance Committee and report their findings to the Annual General Meeting. The General Assembly can only discharge the Treasurer for his annual statement after the auditors' report.

Certifying Process

Article 6

6.1. Qualifications to sit the Certifying Examination

Three categories of candidates will be allowed to sit the examination:

a. Those giving evidence of satisfactory completion of an approved postgraduate period of at least four years by the time of the examination, dedicated mainly to training and special education in bovine health management at the herd level with a solid background in bovine general medicine, surgery, herd health, zoonotic disease, reproductive management and obstetrics such as obtained by an internship/residency programme. The following sequence of training normally is to be used:

- i) A first period of a minimum of one year must be a rotating internship, or its equivalent, as defined by the Education and Residency Committee. In this instance rotating may be taken to mean either rotating between a specialist training centre such as a university department and an approved bovine practice or between at least two specialist training centres. An example of an equivalent to this would be a period of at least two years in an approved bovine practice, with evidence of significant postgraduate continuing education.
- ii) A subsequent residency period shall comprise a three-year postgraduate training programme in bovine health management conducted under the supervision of one (or in some circumstances more than one) Diplomate of the College. The period can be taken consecutively or on a part-time basis as long as the total time approximates to three-years and the total period does not exceed five years. Each Primary Supervisor shall prepare a statement that the candidate has satisfactorily completed the approved time of training. There shall be no restriction on training institutions/approved practices as long as they meet the requirements for approved residency agreed by the Education and Residency Committee. Residents are encouraged to gain experience in more than one institution or approved practice during the period of their training in order to ensure they experience a sufficiently wide caseload to gain experience into all aspects of the specialty.

b. Those having completed an alternative training programme dedicated mainly to special education in bovine health management at the herd level with a solid background in bovine general medicine, surgery, herd health, zoonotic disease, reproductive management and obstetrics.

The Education and Residency Committee should approve an alternative training programme before it starts. An alternative programme should be comparable to a four-year full-time internship/residency based programme under the supervision of a Diplomate or an equivalent as defined by the Credentials Committee; for example an alternative programme may involve working in an approved bovine practice under the supervision of a Diplomate or an equivalent as defined by the Credentials Committee while undertaking a series of predetermined specialist training modules provided by external institutions and other education providers.

The total length of this programme must be at least as long as that for the internship/residency based programme and should last no longer than six years. At least sixty percent of the applicant's time is to be spent in the specialty in all but the general training year(s), at the discretion of the Education and Residency Committee.

In all cases the Education and Residency Committee will approve the training programme of each institution and individual alternative training programmes, in consultation where necessary with the Credentials Committee.

- c. In exceptional cases the Credentials Committee may accept individuals who are recognised as outstanding in the field of bovine health management; the Board makes the final decision whether a candidate is accepted to sit the Certifying Examination.

In addition, all categories of candidates shall meet the requirement for written reports, which are:

- i. Summaries of five cases related to bovine herd health management personally handled, with a maximum of 3000 words each, which give an impression of the analytical approach of the candidate and do not cover the same material used in ii) below, according to the guidelines for the redaction of case reports available in Policies and Procedures.
- ii. As well as the following papers published or accepted in international peer-reviewed veterinary or animal/livestock science journals:
 - one (1) original research paper as the principal author in the field of bovine herd health management in a veterinary or animal/livestock science journal as defined in the Training Brochure. Review papers including meta-analysis of data from previous publications can be accepted as original research papers.
 - AND
 - one (1) case report of which the applicant is principal author
 - OR
 - one (1) additional original research paper of which the applicant is not necessarily the principal author
 - OR
 - one (1) (narrative) review paper as the principal author on a topic related to the main research focus of the candidate.

Principal authorship of any publication can be claimed by one candidate only. Admission to the Certifying Examination will not be granted based on publications for which two ECBHM candidates claim "co-first-authorship with equal contributions". Joint first-authorship with a co-author from a complementary field of expertise (e.g. immunology or molecular biology) may be accepted for the research paper at the discretion of the Credentials Committee.

6.2. Certifying Examination

The Certifying Examinations will be developed, administered and graded by the Examination Committee. Examinations shall be taken in English only; the use of dictionaries (not being a veterinary dictionary) is permitted.

The candidate shall submit the examination fee, which shall be determined by the Board annually, no later than June 1 of the year of examination. In exceptional cases where the credentials should be definitively accepted by the Credentials Committee after that date (i.e. pending full acceptance of a publication), the fee shall be submitted within 2 weeks of confirmation of admission to the Examination.

The number of re-applications to sit the examination is limited to three (four attempts in total). Candidates must submit their credentials for approval within 2 years of completion of an approved Residency, and must pass all parts of the examination within 8 years of the completion of their Residency programme. Failure to satisfy any of these requirements necessitates that the candidate goes through the credentials process again and additional periods of training and/or experience may be requested by the Credentials Committee".

The Chairperson of the Examination Committee will forward details of candidates who pass the examination to the President.

Further details of the requirements for the training programme, admission, application procedure, and the certifying examination will be given in the separate Policies and Procedures of the College.

6.3. Sanctions and penalties applied against candidates in case of malpractice

The ECBHM Board may, at their discretion, impose the following sanctions and penalties against candidates found guilty of malpractice: (1) formal warning, (2) result of a part of the exam annulled or withheld, (3) all results for exam to date annulled/withheld, (4) barred from entry for set period, (5) barred from entry ever again. Penalties (4) and (5) imply also penalty (3).

Principles for applying sanctions and penalties

- a) The sanctions and penalties are not to be applied to offences according to a fixed scale, but are to be chosen from a defined range, in order to reflect the particular circumstances of each case and any mitigating factors. The ECBHM reserves the right to apply penalties flexibly, outside of the defined ranges, if particular mitigating or aggravating circumstances are found to exist.
- b) As no assumptions can be made on intended actions, penalties will be based only on the evidence presented. All penalties must be justifiable and reasonable in their scale and consistent in their application. Penalties may apply either to all parts or components of the examination in which the offence has been committed or may apply additionally to possible future examinations, depending upon the severity of the offence. If evidence comes to light some considerable time after the offence, a penalty may still be applied to the examination in which the offence was committed and to later examinations.
- c) For reasons of consistency of approach in the application of penalties, the Colleges will not (subject to any mitigating factors or extenuating circumstances) take into account the consequential effects of any particular penalty that might arise from the circumstances of the individual.
- d) Penalties applied will remain on record until the candidate is either time-expired from the ECBHM examination or passes the ECBHM examination.

Communication of the decision

The candidate will be informed of any decision in writing as soon as possible after decisions are made and in all cases within 14 days of the meeting of the Board. It is the responsibility of the ECBHM Secretary (or equivalent) to communicate the decision to the individuals concerned, and to give warnings in cases where this is indicated."

Finances

Article 7

7.1 The College is a non-profit organisation. The expenses of the College shall be met through various sources of income:

- a) Annual subscription fees (payable by March 1); if the deadline is missed the annual fees increase by 25 %. The annual fees (€) of each member for the subsequent year shall be determined by the general assembly at the Annual General Meeting. Members shall be adjudged in breach of the rules of the College if they fail to pay the annual fees within six (6) months of the due date,

and following a written reminder from the Treasurer, this shall render a member subject to definite exclusion from the College by the Board of the ECBHM. Non-practising Diplomates of the College shall also be required to pay fees, Honorary and retired Diplomates will not.

- b) Donations from companies and international organisations.
- c) Income from educational meetings organised by the College.
- d) Investment income.

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

- e) Other fees.

7.2 The financial year begins on the first of January and ends on the thirty-first of December of each year.

The accounts of the last financial year and the budget of the following financial year shall be submitted annually for approval to the Annual General Meeting.

In general, annual subscriptions and other fees, such as examination fees, should cover the core costs of running the College. Members of the Board or of Committees will receive no remuneration other than reasonable reimbursement, within the financial possibilities of the College, of expenses incurred. The personal liability of College Diplomates is excluded from any official obligation of the College. The College funds are the only liability.

Amendments

Article 8

These Bylaws may be amended at any Annual General Meeting by two-thirds of the votes cast. Proposed amendments must be submitted in writing to the Secretary of the Board two (2) months prior to the Annual General Meeting, to allow appropriate review by the Board. Proposed amendments shall be distributed (by letter, fax or electronic mail) to the membership at least thirty (30) days before the Annual General Meeting.

Appeal against Adverse Decisions

Article 9

- 9.1. An alleged adverse decision by the College may be, but is not limited to:
- a) denial of adequacy of an individual's credentials
 - b) denial of the granting of a diploma to an individual
 - c) denial of approval of a training (Residency) programme
 - d) temporary or permanent suspension of a Diplomate

Appeals can be made on the following grounds:

1. That the College failed correctly to apply its own or EBVS's published rules, procedures or criteria relevant to the decision in question.
2. That the College's published rules, procedures or criteria were not compliant with the Policies and Procedures of the EBVS.

or

3. That the College imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.

In the event of an appeal by a candidate/Diplomate alleging that an unfair adverse decision by the College has been made, the Secretary of the College shall advise the affected person or the Dean of the College or official of the institution or practice in which the affected training programme or Diplomate is located, of the appeal procedure.

- 9.2. Any candidate who wishes to appeal the decision on his/her application for eligibility to sit the examination must do so after a minimum of one week and a maximum of three weeks following the official announcement of the decision of denying acceptance of the Credentials of a resident to sit the examination (by hard copy and by e-mail). The request for appeal must be made in writing and electronically to the Secretary of the College and shall include a statement of the grounds for reconsideration and any documentation in support of the appeal. The Secretary shall notify the President of the College and the Chairperson of the Credentials Committee.

The College shall acknowledge receipt of an Appeal within 10 working days.

Within 20 working days of its receipt by the College, the Appeal shall be considered by a nominated member of the Board of the College who shall have had no prior involvement with the case and who has no potential conflict of interest with the Appellant or the Committee whose decision is being questioned. This Officer shall decide whether a proper Ground for Appeal has been identified.

If a proper Ground for Appeal has been identified, the Board shall appoint an active Appeals Committee as defined in Bylaws 5.8. within 15 days of the evaluation of the Appeal by the nominated Board member to consider the Appeal, indicating the reason(s) for rejecting the candidate. The complete dossier of the candidate will be provided for the active Appeals Committee to review. This will include a statement of the Credentials Committee indicating the reason(s) for rejecting the candidate.

Within 15 working days of the evaluation of the Appeal by the nominated Board member, the College shall inform the Appellant whether or not the Notice of Appeal has been accepted as raising an arguable Ground for Appeal, and, if so, of the proposed membership of the Appeals Committee that will consider the Appeal.

If an oral hearing shall be deemed necessary by the Appeals Committee, a deposit for the organisation of the meeting shall be invoiced from the Appellant at the discretion of the Appeals Committee.

The active Appeals Committee shall meet (generally per teleconference) and forward a decision to the President of the College within 90 days of appointment of the Committee.

The Board of the College shall communicate the decision to the Appellant (electronically and by registered mail) within 30 days of notification by the Appeals Committee.

If the College makes a decision that no proper Ground for Appeal has been identified by the Notice of Appeal, the College shall inform the Appellant that it will take no further action and explain the justification for this.

- 9.3. Any candidate who wishes to appeal the decision on failure in the examination must do so within 60 days of the postmarked date of his/her notification (by hard copy and by e-mail). The request for appeal must be made in writing and electronically to the Secretary of the College and shall include a statement of the grounds for reconsideration and any documentation in support of the petition. The Secretary shall notify the President of the College and the Chairperson of the appropriate Examination Committee.

The College shall acknowledge receipt of an Appeal within 10 working days.

Within 20 working days of its receipt by the College, the Appeal shall be considered by a nominated member of the Board of the College who shall have had no prior involvement with the case and who has no potential conflict of interest with the Appellant or the Committee whose decision is being questioned. This Officer shall decide whether a proper Ground for Appeal has been identified.

If a proper Ground for Appeal has been identified, the Board shall appoint an active Appeals Committee as defined in Bylaws 5.8. within 15 days of the evaluation of the Appeal by the nominated Board member to consider the Appeal. The Chairperson of the Examination Committee shall submit the examination and scores of the candidate, the complete list of scores of all candidates on that examination, and a statement as to the criteria used for the committee's recommendation for pass and fail to the active Appeals Committee indicating the reason(s) the candidate failed.

Within 15 working days of the evaluation of the Appeal by the nominated Board member, the College shall inform the Appellant whether or not the Notice of Appeal has been accepted as raising an arguable Ground for Appeal, and, if so, of the proposed membership of the Appeals Committee that will consider the Appeal.

If an oral hearing shall be deemed necessary by the Appeals Committee, a deposit for the organisation of the meeting shall be invoiced from the Appellant at the discretion of the Appeals Committee.

The active Appeals Committee shall meet (generally per teleconference) and forward a decision to the President of the College within 90 days of appointment of the Committee.

The Board of the College shall communicate the decision to the Appellant (electronically and by registered mail) within 30 days of notification by the Appeals Committee.

If the College makes a decision that no proper Ground for Appeal has been identified by the Notice of Appeal, the College shall inform the Appellant that it will take no further action and explain the justification for this.

- 9.4. Any Dean of a College, or official of an institution or practice, who wishes to appeal the decision on the denial of approval or withdrawal of approval of a training programme or Diplomate status must do so within 60 days of the postmarked date of the adverse notification (by hard copy and by e-mail). The request for appeal must be made in writing and electronically to the Secretary of the College and shall include a statement of the grounds for reconsideration and any documentation in support of the petition. The Secretary shall notify the President and the Chairperson of the Education and Residency Committee.

The College shall acknowledge receipt of an Appeal within 10 working days.

Within 20 working days of its receipt by the College, the Appeal shall be considered by a nominated member of the Board of the College who shall have had no prior involvement with the case and who has no potential conflict of interest with the Appellant or the Committee whose decision is being questioned. This Officer shall decide whether a proper Ground for Appeal has been identified.

If a proper Ground for Appeal has been identified, the Board shall appoint an active Appeals Committee as defined in Bylaws 5.8. within 15 days of the evaluation of the Appeal by the nominated Board member to consider the Appeal. If pertinent to the case, the Chairperson of the Credentials Committee Education and Residency Committee shall submit a written statement to the Appeals Committee indicating the reason(s) for denial of approval of the training programme.

Within 15 working days of the evaluation of the Appeal by the nominated Board member, the College shall inform the Appellant whether or not the Notice of Appeal has been accepted as raising an arguable Ground for Appeal, and, if so, of the proposed membership of the Appeals Committee that will consider the Appeal.

If an oral hearing shall be deemed necessary by the Appeals Committee, a deposit for the organisation of the meeting shall be invoiced from the Appellant at the discretion of the Appeals Committee. The active Appeals Committee shall meet (generally per teleconference) and return a verdict within 90 days of its appointment.

The Board of the College shall communicate the decision to the Appellant (electronically and by registered mail) within 30 days of notification by the Appeals Committee.

If the College makes a decision that no proper Ground for Appeal has been identified by the Notice of Appeal, the College shall inform the Appellant that it will take no further action and explain the justification for this.

- 9.5. Any Diplomat, who wishes to appeal against a temporary or permanent suspension decision of the ECBHM Board, must do so within 60 days of the postmarked date of the adverse notification (per hard copy and by e-mail). The request for appeal must be made in writing and electronically to the Secretary of the College and shall include a statement of the grounds for reconsideration and documentation in support of the petition. The Secretary shall notify the President of the College.

The College shall acknowledge receipt of an Appeal within 10 working days.

Within 20 working days of its receipt by the College, the Appeal shall be considered by a nominated member of the Board of the College who shall have had no prior involvement with the case and who has no potential conflict of interest with the Appellant or the Committee whose decision is being questioned. This Officer shall decide whether a proper Ground for Appeal has been identified.

If a proper Ground for Appeal has been identified, the ECBHM Board shall appoint an active Appeals Committee as defined in Article 5.8. within 15 days of the evaluation of the Appeal by the nominated Board member to consider the Appeal. The President of the College shall submit a written statement to the Appeals Committee indicating the reason(s) for temporary or permanent suspension.

Within 15 working days of the evaluation of the Appeal by the nominated Board member, the College shall inform the Appellant whether or not the Notice of Appeal has been accepted as raising an arguable Ground for Appeal, and, if so, of the proposed membership of the Appeals Committee that will consider the Appeal.

If an oral hearing shall be deemed necessary by the Appeals Committee, a deposit for the organisation of the meeting shall be invoiced from the Appellant at the discretion of the Appeals Committee.

The active Appeals Committee shall meet (generally per teleconference) and return a verdict within 90 days of its appointment.

The Board of the College shall communicate the decision (electronically and by registered mail) within 30 days of notification by the Appeals Committee.

If the College makes a decision that no proper Ground for Appeal has been identified by the Notice of Appeal, the College shall inform the Appellant that it will take no further action and explain the justification for this.

- 9.6. After completion of the appropriate procedure by the steps described above, if the affected party is not satisfied with the final decision rendered by the ECBHM Appeals Committee, he/she may request mediation by the official Appeals Committee of the European Board of Veterinary Specialisation.

The President of the ECBHM will give his/her opinion to the members of this Appeals Committee and present the Board's decision to the EBVS who will inform him/her of their decision afterwards. The decision of the EBVS is final.