

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

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

CONSTITUTION

December 2009

*Accepted by EBVS 20th October 2003
Amended in Berne, Switzerland, 19th October 2005
Amended in Budapest, Hungary, 9th July 2008
Amended by Board Decision 24th November 2008
Amended in Marseille, France, 2nd December 2009
Accepted by EBVS 15th August 2010*

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 through the discretion of the ECBHM Board.
- 1.3. ¹The 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. ²This 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

- ¹The primary objective of the College shall be to advance bovine health management in Europe. ²It shall be implemented by
- 3.1. 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 ¹The finances of the College may only be spent in accordance with the constitution. ²Members 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 ¹The language of Laws, Bylaws, correspondence, negotiations and examinations of the College shall be English. ²The 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) Founding Diplomates
 - (b) Diplomates
 - (c) Retired Diplomates
 - (d) Non-practising Diplomates
 - (e) Honorary Members
 - (f) Associate Members
- 4.2. To qualify for membership, candidates shall meet the following criteria:
- Be licensed to practice veterinary medicine in a European Country, unless relieved of this obligation by the Credentials Committee and the ECBHM Board;
 - Have a good moral and ethical standing in the profession;
 - 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, with the exception of section 4.6 of this constitution.
- 4.4. Each Diplomate shall be required to keep records of his/her clinical work.
- 4.5. ¹Each Diplomate is expected to actively participate in the affairs of the College. ²Unexcused absence from the Annual General Meeting for more than two (2) consecutive years or failure to pay annual subscription fees within six (6) months of the due date, and following a written reminder from the Treasurer, may render a member subject to disciplinary action by the Board of the ECBHM.
- 4.6. ¹Any 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. ²The ECBHM expects Diplomates to practise evidence based veterinary medicine wherever possible and to comply with animal welfare legislation. ³Any Diplomate who practices or supports implausible treatment modalities with no proof of effectiveness therefore runs the risk of withdrawal of their Diplomate status.

- 4.7. ¹Diplomates of the College will be required to undertake re-evaluation at intervals of five (5) years. ²No credit points can be granted for education or training in non-scientific or non-evidence-based medicine. ³The details of the system of re-evaluation are laid down in the Bylaws.
- 4.8. ¹Voluntary cessation of registration requires notice in writing to be received by the Secretary twelve months prior to the College's Annual General Meeting and will be published at the Annual General Meeting. ²Upon the receipt of the declaration of withdrawal, the name of the Diplomat will be deleted from the roster.

Organisation and Officers

Article 5

5.1 The College consists of all Diplomates.

5.2 Diplomates entitled to vote shall elect the following members of the Board by secret ballot:

- President
- Vice-President
- Treasurer
- Secretary
- Two additional members

5.3. The Past-President, being the outgoing President, shall be a member of the Board for the two years immediately following his/her Presidency.

5.4. ¹The Board according to § 26 BGB (German Civil Code) consists of the members listed in section 5.2. ²Two of them, including either the President or the Vice-President, may represent the College collectively.

5.5. A quorum of the Board shall consist of a simple majority of that Board.

5.6. The election and discharge of officers and their duties shall be as provided for by the Bylaws of the College.

5.7. ¹Two of the following officers together will, in general, act as representatives of the College: The Past-President, President, Vice-President and the Secretary. ²Additionally the Secretary will act as deputy for the President and the Treasurer will act as deputy for the Vice-President.

General Meetings and voting rights

Article 6

6.1. ¹A General Meeting of the Diplomates will be organised each year, preferably in conjunction with an annual Symposium, agreed upon by the ECBHM Board. ²The 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.

³ The General Meeting shall establish membership subscription fees for the forthcoming year.

6.2. ¹An Extraordinary Meeting of the College may be called at any time by the Board, or may be requested of the Board by a written request (containing the explanation for such a meeting) from not less than 10 % of the Diplomates. ²In the latter case, the Extraordinary Meeting has to take place within a period of three (3) months of the postmarked date of their request. ³If not, these members are empowered to summon an Extraordinary Meeting themselves.

6.3. ¹Each active Diplomat has the right to vote and has one (1) vote. ²He/she has to be present at the Annual or Extraordinary General Meetings to do so, except in case of postal or electronic ballot (section 6.4).

- 6.4. ¹The ECBHM Board can hold an electronic or postal ballot at any time outside the Annual General Meeting and Extraordinary General Meetings. ²The same rules apply to electronic or postal ballots as to voting during the Annual General Meeting and Extraordinary Meetings. ³An 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 7

- 7.1. ¹Proposed 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. ²Any 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. ³An affirmative vote of at least two-thirds of the Diplomates voting shall be required for adoption.
- 7.2. ¹Amendments necessary for legal or fiscal reasons may be effected by the Board. ²These amendments must be distributed to all Diplomates in writing immediately.

Verification of resolutions

Article 8

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 9

¹The terms set forth in Article 7 shall be equally applied in the event of a decision to dissolve the College. ²In 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 10

¹The 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. ²A 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	_____	Date	_____	Date	_____
	J. Cannas da Silva		M. Doherty		A. Gentile
Date	_____	Date	_____	Date	_____
	D. Barrett		J. Verhoeff		A. Andrews
Date	_____				
	C.-C. Gelfert				

**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*

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 Diplomat has not attended the AGM for three consecutive years without previous dispensation of the ECBHM Board, the registration as active Diplomat 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 Diplomat 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 Diplomat who voluntarily stops permanently and irrevocably practising is entitled to Retired Diplomat 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 and 5 of the Constitution of the ECBHM. They are authorised to use the designation Dip. (Retired) ECBHM. The Retired Diplomat is removed from the EBVS specialist register.

2.3. **Non-practising Diplomates**

A Diplomat who (a) has not practised the speciality sufficiently, and/or (b) who has not fulfilled the re-evaluation requirements, and/or (c) who has not participated actively or has been repeatedly unexcused absent. The non-practising Diplomat is removed from the EBVS specialist register but is authorised to use the designation Dip. (non-practising) ECBHM. A non-practising Diplomat seeking to revert to full Diplomat status needs to satisfy the Credential Committee of the College.

2.4. **Honorary Members**

The College may confer Honorary Member status on persons who have made exceptional contributions to bovine health management. Honorary Members, who are ECBHM-Diplomat, shall have all the rights and privileges of Diplomates. Honorary Members who are not ECBHM-Diplomat, 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 Secretary. The sponsors shall furnish the Executive Secretary with such information concerning the nominee, as is required by the Board of the ECBHM, to include 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. They 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, more over:

- a) Associate Members are not conferred any diplomas and are not entitled to use the designation of Diplomat;
- 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 Diplomat 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.

2.6. **Re-evaluation**

¹Diplomates of the College will be required to undertake re-evaluation at intervals of five (5) years. ²No credit points can be granted for education or training in non-scientific or non-evidence-based medicine. Diplomates of the College must also satisfy the requirements laid down in section 2.7. The format of submitted evidence has to be approved by the European Board of Veterinary Specialisation and 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**, unless the cessation was for reason of temporary or permanent suspension. They are bound to use the designation of non-practising Diplomat. A non-practising Diplomat seeking to revert to full Diplomat status needs to satisfy the Credentials Committee of the ECBHM that he/she satisfies all the above criteria.

2.7. **Cessation of the registration**

Registration ceases by default when the speciality is practised insufficiently (e.g. not practising the speciality for more than 50% of their time based on a normal working week of 40 hours, with a minimum of 20 hours devoted to aspects of bovine health management and related activities such as teaching, research and the preparation of publications; the re-evaluation requirements are not met; or not having attended the Annual General Meeting for three years without previous dispensation from the College, etc.), 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.
- 3.2. The President and Vice-President, except for the provisions mentioned in paragraph 3.2. of Article 3 shall be members elected by a majority of members voting, using secret written ballots, and shall serve for two (2) years in each role or until their successor shall have been elected. The Secretary and Treasurer are similarly elected from the membership and shall serve for 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 the Treasurer, a Secretary-Elect and a Treasurer-Elect shall be elected with due regard for the provisions set forth below in Article 3 paragraph 3.6. 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. 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.
- 3.3. The two (2) Ordinary Members of the Board shall be members elected in the same manner as the other officers by a majority of members voting, each to serve a term of two (2) years. No Ordinary Member, having been elected for a two (2) year term 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.
- 3.4. Should a vacancy in any office occur unexpectedly, the Board may at its discretion coopt a diplomate to fill the vacancy until the next AGM.
- 3.5. 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* 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.
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.

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.

4.6. Secretary-Elect and Treasurer-Elect

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.

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 Diplomate 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 Diplomate 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 College shall form a Credentials Committee composed of six members appointed by the Board for a term of three years. Each year two members will be replaced. The President and the Vice-President of the College shall be *ex officio* members of this committee. A senior member of the Committee in terms of service shall serve as Chairperson, unless the ECBHM Board decides otherwise. Where possible the Credentials Committee will include individuals who are both members of the College and of other associated Colleges with an interest in bovine related disciplines.

The duties of the Credentials Committee will be as follows:

1. To establish guidelines to assist applicants 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 six members of the College normally appointed for terms of three years. Each year two members will be replaced. The President and the Vice-President of the College shall be *ex officio* members of this committee. 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 ECVCN.

The Examination Committee is responsible for preparation, administration, and evaluation of the Diploma 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 Diplomas.

5.4. Education and Residency Committee

The Board shall form an Education and Residency Committee (E&RC) composed of six members of the College normally appointed for terms of three years. Every year two member will be replaced. The President and the Vice-President of the College shall be *ex officio* members of this committee. 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 sponsors, 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.

In exceptional cases, 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 from directors / supervisor of resident training on:

- a) the annual progress of each candidate 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. 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 meeting. The Nomination Committee consists of two members who are not ECBHM officers. The term of office of the Nomination Committee is two years. After a call for nominations, the Committee shall receive from the membership suggestions of members to be elected as officers and shall provide a recommended list of candidates to the annual 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 meeting.

5.6. Symposia Organising Committee

This committee chaired by the Vice-President shall be made up of all those involved in the organisation of both the scientific and social elements of the annual symposium. Committee members may be drawn from the Board, the rest of the College and/or representatives of other organisations involved in the symposium.

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. 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.

5.9. 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. Only after their report, can the General Assembly discharge the Treasurer for his annual statement.

Diploma

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 one to one-and-a-half years 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 two-and-a-half to 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 or an equivalent at the discretion of the Credentials Committee; the use of non-EBVS recognised diplomates as an approved residency training programme supervisor is not allowed, however, for a transitional period a College may waive this requirement provided such individuals are approved by the Credentials Committee of the College. The period can be taken consecutively or on a part-time basis as long as the total time approximates to two-and-a-half to three-years and the total period does not exceed five years. Each preceptor 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.
- i) 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 seven years. At least sixty percent of the applicant's time to be spent in the specialty in all but the general training year(s), such 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. Submission of 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 the Training Brochure.
- 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 metanalysis 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.

6.2. Examination

The Annual Certifying Examination is composed of two separate parts:

- written papers (multiple choice questions, essay questions)
- conclusive case management examination, including all aspects of bovine health management

The essay and case management elements of the examination will involve problem identification, analysis and problem solving applying specialist knowledge and skills.

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 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.

A candidate must pass each section of the examination in the same sitting to become certified. The number of re-applications to sit the examination is limited to three (four attempts in total). Failure to pass the examination within five years of the first sitting will prevent the candidate from being certified. Candidates must also pass the examination within six years of being notified that they have satisfied the credentials process. Examinations will occur annually.

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 training information brochure of the College.

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 active 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 annual fees within six (6) months of the due date, and following a written reminder from the Treasurer, this may render a member subject to disciplinary action by the Board of the ECBHM. Non-practising Diplomate 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 the 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.

Meetings

Article 8

8.1 A quorum of the College shall consist of twenty percent (20 %) of the members of the College eligible to vote. The quorum shall apply to all meetings of the College.

8.2 The Board and the Chairpersons of the Standing Committees shall meet at least once annually between consecutive Annual General Meetings, when judged appropriate by the President. . The Standing Committees may meet once annually between consecutive Annual General Meeting when judged appropriate by the respective Chairperson and the President.

Amendments

Article 9

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 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 10

- 10.1. 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

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.

- 10.2. Any candidate who wishes to appeal the decision on his/her application for eligibility to sit the examination must do so within 90 days of the postmarked date of their 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 appeal.

The Secretary shall notify the President of the College and the Chairperson of the Credentials Committee. The President shall appoint a committee of three Diplomates who are not officers or members of the Credentials Committee or the Education and Residency Committee, to serve as an Appeals Committee within 30 days of notice of an appeal, indicating the reason(s) for rejecting the candidate. The complete dossier of the candidate will be provided for the Appeals Committee to review. This will include a statement of the Credentials Committee indicating the reason(s) for rejecting the candidate.

The Appeals Committee shall meet and forward a decision to the President of the College within 90 days of appointment of the Committee.

- 10.3. Any candidate who wishes to appeal the decision on failure in the examination must do so within 90 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 President shall appoint a committee of three Diplomates who are not officers or members of the Examination Committee to serve as an Appeals Committee within 30 days of notice of an 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 Appeals Committee indicating the reason(s) the candidate failed.

The Appeals Committee shall meet and forward a decision to the President of the College within 90 days of appointment of the Committee.

- 10.4. 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 90 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 President shall appoint a committee of three Diplomates who are not officers or members of the Education and Residency Committee to serve as an Appeals Committee within 30 days of notice of an appeal. If pertinent to the case the Chairperson of the 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.

The Appeal Committee shall meet and return a verdict within 90 days of its appointment.

- 10.5. Any Diplomate, who wishes to appeal against a temporary or permanent suspension decision of the ECBHM Board, must do so within 90 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 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 ECBHM Board shall appoint a committee of three Diplomates who are not members of the Board or Credentials Committee to serve as an Appeals Committee within 30 days of notice of an appeal. The President of the College shall submit a written statement to the Appeals Committee indicating the reason(s) for temporary or permanent suspension.

The Appeal Committee shall meet and return a verdict within 90 days of its appointment.

- 10.6. 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.