

# THE EUROPEAN COLLEGE OF PORCINE HEALTH MANAGEMENT

## - ECPHM -

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*CONSTITUTION AND BYLAWS*

## *EUROPEAN COLLEGE OF PORCINE HEALTH MANAGEMENT*

### *CONSTITUTION*

The College of Porcine Health Management is established as an independent organisation by the First General Meeting attendants with the following Constitution and Bylaws.

#### *ARTICLES OF ASSOCIATION*

##### **Name and Structure**

###### Article 1

- 1.1. The name of the organisation shall be: The European College of Porcine Health Management, hereafter referred to as the "College".
- 1.2. The College shall be a part of the transnational structure for veterinary specialisation in the European Union (E.U.), as recommended by the European Co-ordinating Committee of Veterinary Training (ECCVT) of the European Community, set up by the Board 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. The structure includes the European Board of Veterinary Specialisation (EBVS), the Supervisory Committees for the specialty, and the Colleges of Specialists.

##### **Duration**

###### 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, subject to the first college year ending on the last day of December of the year in which the College is established.

##### **Objectives**

###### Article 3

The College is a non-profit organisation and does not pursue commercial interests. 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.

The primary objective of the College shall be to advance health oriented porcine production management in the herd context in Europe and increase the competency of those who practice in this field by:

- a) Establishing guidelines and standards of training for postgraduate education and experience prerequisite to become a specialist in the speciality of porcine health management.
- b) Examining and authenticating veterinarians as specialists in porcine herd health management to serve health and welfare of the animals, the economic outcome of the herd, the production of safe quality products for consumers in a sustainable animal production by providing expert care for pigs.
- c) Encouraging research and other contributions to the science and practice of porcine herd health management including husbandry, reproductive management at herd level, epidemiology, pathogenesis, diagnosis, therapy, prevention, and control of diseases directly or indirectly affecting pigs and the maintenance of healthy and productive pig herds. Porcine health management also includes the impact on quality and safety of pork products and gives special consideration to herd health and production, production systems and targets and the management of pig populations.
- d) Promoting communication and dissemination of knowledge related to item c) above.

## **Membership**

### Article 4

#### Section 1:

The members of the College shall be the following:

- (a) Founding Diplomates
- (b) Diplomates
- (c) Honorary Members
- (d) Non-certified Diplomates
- (e) Retired members

#### Section 2:

Founding Diplomates shall be:

- (a) Invited specialists as defined in the general scheme of veterinary specialisation.

They will be approved by the European Board of Veterinary Specialisation (EBVS) on nomination of the Initial Interim Credentials Committee appointed by the First General Meeting Attendants upon the following criteria:

- to be well-known specialists and initiators in the field of porcine health management at the time of invitation
  - having at least 10 years of experience in porcine health management
  - having contributed substantially to the development of the subject of porcine health management by research, publications and lectures
  - be authors of at least 15 national and international peer reviewed publications from research or practice in the specialty
  - having presented original work and reviews at scientific meetings at least 12 times
  - to be uncontroversial for the majority of future ECPHM members and leading members of the European Pig Veterinary Associations and Societies.
  - working in a professional capacity within Europe
  - spending at least 50 per cent of their time in porcine health management.
- (b) Specialists appointed de facto also defined in this general scheme, who have been appointed by the Invited Specialists.

The de facto appointed Diplomates should fulfil the following criteria:

- have at least 7 years of experience in porcine health management
- spend at least 60 percent of their time in porcine health management
- have published at least 3 original scientific articles in peer reviewed journals as principal (1st, 2nd or last) author, and at least 3 additional articles as co-author excluding proceedings and abstracts
- have presented original work at 3 scientific meetings
- be actively involved in the dissemination of knowledge related to porcine health management through publication and presentation at continuing education meetings and courses for pig and general practitioners

Selection will be made by the invited specialists on the basis of a submitted curriculum vitae including evidence of satisfying the above mentioned criteria, and also indicating how the candidates have achieved their expertise. All persons known to be interested in a college of porcine health management shall be invited to apply for de facto

registration by means of a personal letter outlining the above mentioned requirements. The establishment of the College will also be brought to the attention of leading European Pig Veterinary Associations and Societies and advertised in appropriate journals and newsletters of these groups.

#### Section 3:

To qualify for membership as a Diplomate, candidates shall meet the following criteria:

- a) Have a good moral and ethical standing in the profession;
- b) Be licensed to practice veterinary medicine in a European country, unless relieved of this obligation by the Board;
- c) Having obtained veterinary education from an EAEVE approved establishment, unless relieved of this obligation by the Board;
- d) Having undergone a defined period of closely supervised training in porcine health management;
- e) Have successfully passed the certifying examination procedure of the European College of Porcine Health Management;

#### Section 4:

Individuals elected as a Diplomate of the College shall be registered as such and shall be authorised to use the designation of “Diplomate of the European College of Porcine Health Management”, abbreviated as Dipl. ECPHM. Non-certified or retired Diplomates may only use the designation of Dipl. ECPHM (non-certified) or Dipl. ECPHM (retired). Certified Diplomates shall be authorized to use the designation of “EBVS® European Veterinary Specialist in Porcine Health Management” if the ECPHM is the Certified Diplomate’s Primary College, and in accordance with the title regulation as specified by the EBVS.

#### Section 5:

Each Diplomate shall be required to keep records of his/her clinical activities such as herd health consulting or other involvement in herd health management.

#### Section 6:

Each Diplomate is expected to actively participate in the affairs of the College. Each Diplomate is required to attend the Annual General Meeting at least once every three years. Unexcused absence from Annual General Meetings exceeding the minimum

attendance or failure to pay annual subscription fees within three (3) 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 ECPHM.

Section 7:

Any Diplomate may be expelled, asked to resign or otherwise disciplined for non-professional or unethical conduct or other action against the best interest of the College by unanimous vote of the Board following the recommendation of an ECPHM Disciplinary Committee and pending confirmation by the College at the next Annual General Meeting.

Section 8:

The College may confer Honorary Member status on persons who have made exceptional contributions to porcine health management. Honorary Members do not have the right to vote or hold office in the College.

Nomination for Honorary Member Status shall be made through the sponsorship of two Diplomates. The sponsors shall furnish the Executive Secretary with such information concerning the nominee, as is required by the Board of the ECPHM, to include a curriculum vitae.

Election of an Honorary Member shall be accomplished by a two-thirds vote of the Board and by a two-thirds vote of the General Meeting of the College. They shall not be required to pay fees.

Section 9:

The registration ceases by default when the specialty is practised at a level of less than 60 per cent (i.e. <24 hours a week) devoted to aspects of porcine health management and related activities such as teaching, research and the preparation of publications, or when the specialty has not been practised for two continuous years or the equivalent of two years during a period of five years.

Section 10:

Diplomates of the College will be required to undertake re-accreditation at intervals of five (5) years. During this process they will be required to show evidence of their professional activities and that they are continuing to:

- Practise scientific, evidence-based veterinary medicine which complies with animal welfare legislation
- publish original scientific articles in peer reviewed national and international journals
- present original work at scientific meetings
- be actively involved in the dissemination of knowledge related to porcine health management through publication and presentation at continuing education meetings and courses for pig and general practitioners
- undertake Continual Professional Development

They must also satisfy the requirements laid down in section 6 and section 9 of this article. 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. If a Diplomat does not meet the required number of points, they can be given one year extra in which to achieve at least the number of missing points. If they succeed, they will then be re-evaluated four years from the end of the extra year. If they do not succeed, or if any Diplomat does not submit re-certification documents, they will be made non-certified Diplomates by their College. Negative evaluation may lead to cessation of registration. These Diplomates are awarded a non-certified Diplomat status, unless the cessation was for reason of temporary or permanent suspension. They are bound to use the designation of non-certified Diplomat, removed from the EBVS specialist register, and may only use the title of Diplomat (non-certified). A non-certified Diplomat seeking to revert to full Diplomat status needs to satisfy the Credentials Committee of the ECPHM that he/she satisfies all the above criteria.

Section 11:

Cessation of registration must be approved by the Board of the College.

## **Organisation and Officers**

### Article 5

- 5.1 The College shall have responsibility for organising, approving and administering all scientific and general matters.

- 5.2 The College shall be composed of all the Diplomates and Honorary Members. Diplomates will normally elect the following officers by secret ballot to serve on the Board of the College.
- President
  - Vice-President
  - Treasurer-elect
  - Secretary-elect
  - Two ordinary Board Members
- 5.3 The Past-President, being the outgoing President, shall be a member of the Board for the three years immediately following his/her Presidency.
- 5.4 The President, Vice-President, Past-President, Secretary, Treasurer, and two elected members will compose the Board of the College.
- 5.5 The Board shall represent the College.
- 5.6 A quorum of the Board shall consist of a simple majority of that Board.
- 5.7 The election and discharge of officers and their duties shall be as provided for by the Bylaws of the College.
- 5.8 The President and/or Vice-President and/or the President's nominee will act as representatives in the European Board of Veterinary Specialisation. If necessary, the Board may unanimously nominate another Diplomat to present the ECPHM in the EBVS.

### **General Meetings and Symposia**

#### Article 6

A General Meeting of the Diplomates will be organised each year, preferably in conjunction with an annual Symposium to which all interested parties will be invited.

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

The fees will be collected by the Treasurer.

### **Amendments**

#### Article 7

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 to the membership with a recommendation by the Officers, at least thirty 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 (67 %) of the Diplomates voting shall be required for adoption.

### **Dissolution and Settlement**

#### Article 8

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

In the case of dissolution of the College, all assets shall be expended for educational purpose as decided by the last membership meeting.

### **Bylaws**

#### Article 9

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 may not contain any provision that violates the law or this Constitution and the rules of the EBVS.

## *EUROPEAN COLLEGE OF PORCINE HEALTH MANAGEMENT*

### *BYLAWS*

#### **Annual General Meeting**

##### Article 1

- 1.1. It is the duty of members to be present at the Annual General Meeting on a regular basis, as defined by Article 4, Section 6 of the Constitution.
- 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 duly proposed and seconded must be received by the Secretary at least two (2) months prior to the Annual General Meeting. Alternatively, if no prior nominations are received nominations may be made by a call from the floor.
  - c) Action on the auditors' report.
  - d) Formal approval of the business conducted by the Board during the preceding year.
  - e) Action on business, presented by the Board or as required by the Constitution.
  - f) Establish membership subscription fees for the forthcoming year.
  - g) Expulsion of Diplomates.
- 1.3. Each Diplomate has the right to vote. He/she has to be present at the Annual General Meeting to do so. Each Diplomate has one (1) vote. Online voting, not linked to the Annual General Meeting, may be arranged at the discretion of the Board.
- 1.4. All questions before the College, except as designated elsewhere, shall be determined by the absolute majority vote.
- 1.5. The language of Constitution, Bylaws, correspondence, negotiations and examinations shall be English.

## Officers

### Article 2

- 2.1 The officers of the College shall be: President, Vice-President, Past-President, Secretary and Treasurer.
- 2.2 Election of officers shall be held at the Annual General Meeting of the College.
- 2.3 The President and Vice-President, except for the provisions mentioned in paragraph 3.2, of Article 3 shall be members elected by a simple majority of members voting, using secret written ballots, and shall serve for three (3) years in each role or until their successor shall have been elected. The Secretary and the Treasurer are similarly elected from the membership and shall serve for three (3) years. 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 paragraph 3.6 of Article 3. The outgoing Past-President is eligible for re-election to the Board only after a lapse of at least three (3) years following expiration of his/her term of office.
- 2.4 The two (2) Ordinary Members of the Board shall be members elected in the same manner as the other officers by a simple majority of members voting, each to serve a term of three (3) years. No Ordinary Member, having been elected for a three (3) 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.
- 2.5 Should a vacancy in any office occur, the Board may at its discretion initiate nomination and election procedures to fill the vacancy for the remaining part of the vacant term.
- 2.6 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 3

#### 3.1. **President**

The President shall preside at the meetings of the College, preserve order, regulate debates, appoint Committees not otherwise provided for, announce results of elections and perform all other duties legitimately pertaining to his/her office.

**3.2. Vice-President**

The Vice-President shall be the President-Elect, 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 Symposium of the College.

**3.3. 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. There will be no Past-President during the term of office of the first President.

**3.4. Secretary**

The Secretary shall attend to the correspondence of the College; keep and publish annually lists of certified and non-certified Diplomates including details regarding contact & status within the ECPHM, keep minutes of meetings of the College in books or e-format and perform the furthermore usual duties of a secretary. Such books shall be the property of the College and accessible at all reasonable times and places.

**3.5. Treasurer**

The Treasurer shall advise the President on budget matters, shall arrange for safekeeping of all funds, draw voucher, pay bills and expenses, and submit a written financial statement to the Board, and those assembled at the General Meeting, annually. He/She shall keep full and accurate books of account, containing a record of all money received and expended, which books shall be the property of the College and open to the inspection of the authorised officials at all reasonable times and places.

**3.6. 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 4

#### 4.1. 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.

#### 4.2. Credentials Committee:

The College shall form a Credentials Committee composed of four to six members of the College appointed by the Board for a term of three years, which can be extended once with another term of three years. A senior member of the Committee in terms of service shall serve as Chairperson.

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-accreditation of Diplomates at intervals of five (5) years as described in Section 10 of the College's constitution.
5. To assess the suitability of Diplomates of other EBVS Colleges and/or nationally recognized specialists to advise Residents and/or deliver training within a Residency Programme.

#### 4.3. Examination Committee:

The Board shall form an Examination Committee composed of four to six members of the College. The members are appointed by the Board for a term of

three years which can be extended once with another term of three years. A senior member of the Committee in terms of service shall serve as Chairperson.

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 granting of diplomas.

#### 4.4. Education Committee:

The Board shall form an Education Committee composed of four to six members of the College. The members are appointed by the Board for a term of three years which can be extended once with another term of three years. A senior member of the Committee in terms of service shall serve as Chairperson.

The Education Committee is responsible for setting criteria for the Residency Programme, for approving the programmes and their sponsors, and for monitoring each resident's progress through the receipt of regular reports. The Education Committee will maintain lists of approved Residency Programmes, approved preceptors and current residents. It will document detailed requirements for Residency Programmes that are necessary for European College of Porcine Health Management approval.

#### 4.5. Nomination Committee:

The Board shall form a Nomination Committee composed of three members of the College. The members are appointed by the board for a term of three years which can be extended once with another term of three years. A senior member of the Committee in terms of service shall serve as Chairperson.

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

#### 4.6. 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.

#### 4.7. Auditors

Two auditors are elected by 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 Treasurer and report their findings to the Annual General Meeting.

## Diploma

### Article 5

#### 5.1. Qualifications to sit the certifying examination:

Two 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 application deadline, dedicated mainly to training and special education in porcine health management at the herd level. The following sequence of training normally is to be used:

- (i) A first period of at least one years must be a rotating internship, or its equivalent, as defined by the Education Committee. An internship shall be a minimum of a one-year term of flexible rotating clinical training in veterinary medicine beyond the professional degree. It shall provide practical experience in applying knowledge gained during formal professional education, and offers an opportunity for recent graduates to obtain additional training in the clinical and basic sciences. An internship is composed of a broad range of clinical assignments within one of the major divisions of veterinary medicine. This year of comprehensive broad postgraduate training and experience prepares a veterinarian for high-quality service in practice or for a decision on an area of specialisation. It is important that an internship be truly a rotation, involving a wide range of clinical activities. It should be conceived as a training programme for the intern rather than a service benefit for the clinic.

An example of an equivalent to this would be a period of at least two years in a specialised pig practice which has not been approved as a training centre beforehand with evidence of significant postgraduate continuing education, as specified above.

- (ii) A subsequent residency period shall comprise a training programme with a minimum duration of three years in porcine health management conducted under the supervision of one (or in some circumstances more than one) Diplomate of the College or an equivalent who is the person whose excellence using documentation or proofs of clinical experience, publications, teaching, training programs, certifications is approved by the Credentials Committee. Such person has to pass the College's re-approval process every five years. In addition, such a recognized and approved expert could act only as co-supervisor, and a Diplomate should always be responsible for the programme. 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 six 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 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.

The total duration of training (internship and residency) should be minimum 4 years.

- b) Those having completed an alternative training programme dedicated mainly to special education in porcine health management at the herd level with a solid background in porcine general medicine, herd health, zoonotic disease, and reproductive management at herd level.
- (i) The Education 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 who is the person whose excellence using documentation or proofs of clinical experience, publications, teaching, training programs, certifications is approved by the Credentials Committee; the alternative programme should not last longer than six years. For example an alternative programme may involve working in a specialised pig practice under the supervision of a Diplomate or an equivalent as defined by the Credentials Committee taking into account the qualifying criteria of the respective College.

In all cases the Education Committee will approve the training programme of each institution, and individual alternative training programmes, in consultation



where necessary with the Credentials Committee. In undertaking this process the Education Committee will take due regard of the required level of training in areas of overlap between the disciplines covered by the ECPHM and the other European Colleges. The areas of overlap with these associated disciplines should be taught by either a Diplomate of the other appropriate Colleges or an equivalent.

It is not possible to be prescriptive regarding the exact quantity of training required in these overlapping disciplines as each training programme will be uniquely tailored to the needs of the trainee. Hereby, the need for other appropriate training e.g. in nutrition, reproductive management, and pathology will be met.

In addition, the two categories of candidates shall meet the requirements:

Two (2) original porcine herd health management papers as the first author in journals included in the ISI list (see website: [www.ecphm.org](http://www.ecphm.org)) as well as other peer-reviewed journals not included in the ISI list but complying with 1) international review board, 2) distribution in different countries and 3) published with at least an English abstract.

Additionally three (3) case reports related to porcine herd health management personally handled have to be submitted in the application, with a maximum of 3000 words each, which give an impression of the analytical approach of the candidate.

Applicants may submit their credentials for approval no later than 2 years after the completion of the training programme. The responsibility for evaluating a candidate's eligibility to sit the examination and the quality of the publications rests with the Credentials Committee.

## 5.2. Examination:

The Annual Certifying Examination is composed of four separate parts:

- clinical case presentation and defence
- multiple choice questions
- essay questions
- conclusive case management examination, including all aspects of porcine 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.

Examination shall be taken in English only; the use of dictionaries is permitted.

The candidate shall submit the examination fee, which shall be determined annually, at the time of application.

A candidate must pass all parts of the examination within eight years of completion of the residency programme. The result of the exam is announced to all candidates on the same date. The number of re-applications to sit the examination is limited to three (four attempts in total). Examinations are organized annually.

A candidate must pass the overall threshold score of 60 % as preset by the examination committee, based on the Angoff procedure. In addition, to pass the exam, a candidate needs to achieve at least 50% of the points in all parts of the exam, as specified in the bylaws. So, if a candidate has less than 50% of the points in a specific part of the exam, he or she fails even if exceeding the required 60 % overall exam threshold score.

The Chairperson of the Examination Committee will forward details of candidates' results to the President. The Chairperson will also give individual feedback to the candidates, including those that failed the examination.

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

## Finances

### Article 6

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

- a) Annual subscription fee (€) is payable by March 1. 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 failure to pay annual fees within three (3) 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 ECPHM.

A Non-certified or Retired Diplomate of the College shall also be required to pay fees, Honorary Diplomates will not.

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

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

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 7

- 7.1 The Annual General Meeting of the College will be held during the annual symposium, the latter will preferably be organised together with an appropriate international congress or meeting, agreed upon by the Board.
- 7.2 A quorum of the College shall consist of twenty five percent (25 %) of the members of the College eligible to vote. The quorum shall apply to all meetings of the College.
- 7.3 A quorum of the Board shall consist of a simple majority of that Board.
- 7.4 An 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. In the latter case, the Extraordinary Meeting has to take place within a period of two (2) months of the postmarked date of their request. If not, these members are empowered to summon an Extraordinary Meeting themselves.
- 7.5 The Board and the Chairpersons of the Credentials and Examination Committees shall meet at least once annually between the dates of the Annual General Meeting, when judged necessary by the President.

## 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 two (2) months prior to the Annual General Meeting, to allow appropriate review by the Board. Proposed amendments shall be distributed to the membership at least thirty days before the Annual General Meeting. The EBVS shall be informed of all changes in the Constitution, Bylaws and Policies at the time of the next annual report.

## Appeal of Adverse Decisions

### Article 9

9.1 Adverse decisions by the College may include, but are not limited to:

- Denial of re-certification of an individual.
- Temporary or permanent suspension of certification.
- Failure of an examination or a part of an examination.
- Denial of adequacy of credentials.
- Denial of approval of a residency programme.

The Appeals Procedures must be a part of the Bylaws of the College.

The ECPHM is responsible for the full implementation of its appeals procedures to ensure due process. These procedures and decisions should be fair and reasonable for all parties, in keeping with the objectives of the College and the goals of EBVS.

Changes in Appeals Procedures should be reported to the EBVS as part of the Annual Report.

#### **I. Appeals Committee**

The College's Procedures will provide for the appointment of an Appeals Committee.

The Appeals Committee shall be made up of a minimum of three Diplomates of the College who shall not be serving as members of the Board of the College or members of the relevant committee whose decision is being questioned, who shall have had no prior involvement with the case, and who have no potential conflict of interest with the Appellant or the Committee whose decision is being questioned.

#### **II. Communication of the right of Appeal**

In the event of an adverse decision, the College shall notify the affected party (or parties) of the procedure for appealing against the adverse decision. This notification must be included with the communication that gives notice of the adverse decision itself. The Appeals Procedures must specify that Appeals should be sent to the Secretary of the College ([secretary@ecphm.org](mailto:secretary@ecphm.org)).

#### **III. Grounds of Appeal:**

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.

#### **IV. Commencing an Appeal Process**

1. The College must require an Appeal to be made in writing, including a statement of the grounds of Appeal, together with any supporting reasons and documents.

2. The College must allow Appeals to be made for at least 60 days but no greater than 90 days after the postmarked date of the letter communicating the relevant adverse decision (or if sent by email the date on which the email was sent). In particular, an appeal against a decision of denying acceptance of the credentials may be submitted 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.

Submission of an appeal to the College must be accompanied by a deposit of € 1500 to ensure that the expenses of the Appeal will be covered. If the Appellant does not pay his/her deposit within four weeks of receiving an invoice then this will be deemed an admission of liability. In the event that the appeal is accepted or upheld, the deposit will be refunded in full. In case of the appeal's rejection, all the costs relating to the appeal shall be made by the appellant. Any remaining deposit will be re-paid to the appellant together with an itemization of the costs retained.

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

(i) Within 20 working days of its receipt by the College the Appeal must be considered by a nominated Executive Officer 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 will decide whether a proper Ground for Appeal has been identified.

(ii) If a proper Ground for Appeal has been identified, the College will convene an Appeals Committee to consider the Appeal.

4. Within 15 working days of step 3(i), the College must inform the Appellant whether or not the Notice of Appeal has been accepted as raising an arguable Ground of Appeal, and, if so, of the proposed membership of the Appeals Committee that will consider the Appeal.

5. The College must:

- (i) provide a reasonable opportunity and procedure for the Appellant to raise concerns with or object to the membership of the Appeals Committee, and
- (ii) provide a reasonable procedure by which any such concerns or objections are considered and responded to.

6. In any case where an Appeal is to be conducted, the procedure for convening an Appeals Committee to consider the Appeal must be completed no later than 30 days after the date the College has informed the Appellant of the proposed membership of the Appeals Committee, under paragraph 4 above.

7. Within 5 working days of the appointment of the Appeals Committee, all the papers relating to the dispute shall be forwarded by the Secretary of the College to whom the Appeal was sent to the members of the Appeals Committee.

8. Where a College makes a decision that no proper Ground of Appeal has been identified by the Notice of Appeal, the College may inform the Appellant that either:

- (i) It will take no further action (and explain the justification for this), or
- (ii) It will consider the Notice instead as a request for an informal review of an adverse decision by the College Executive Committee on non-appealable grounds (e.g. extenuating circumstances of personal difficulty etc.).

#### **V. Conduct of an Appeal Process**

1. The College requires all Appeals to be conducted in all due confidence.
2. The Appeals Committee must be able to request information relevant to its consideration of the Appeal from any relevant party.
3. The Appeals Committee must be required to consider carefully the need or not for an oral hearing. Where an Appeals Committee decides not to hold an oral hearing in an Appeal against an adverse decision that arises from an allegation of impropriety against a candidate (or in other matters of similar gravity), reasons for that decision must be given. Where an oral hearing is held, a timetable must be devised which allows both parties reasonable opportunity to appear.
4. An Oral hearing must be attended by at least three members of the Appeals Committee. Neither party may be represented by legal counsel, although the provisions of the law in the country where the College is registered must be taken into consideration. Oral hearings will be conducted in English. The Appellant may be accompanied by an individual (“representative”), who may assist them to present the appeal. The “representative” will not be allowed to participate in answering specific questions but, at the discretion of the Chairperson, may be allowed to provide necessary

language translations and may, at the end, be allowed to make a statement on behalf of the Appellant.

5. A transcript or detailed minutes of the meeting will be kept. An electronic recording may be made with the prior consent of all parties. The minutes and, if it is made, the electronic recording, shall be made available to the meeting's participants on request.

6. The Appeals Committee must have the discretion to reject or uphold the appeal according to its independent view of the merits of the Appeal. Where the appeal is upheld, in whole or in part, the Appeals Committee may modify or reverse the previous decision or adjust the sanction.

7. The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chairperson to have the casting vote if necessary. In communicating the decision of the Appeals Committee, the Chair will give reasons for the decision.

8. The Appeals Committee must deliver its decision on the Appeal to a nominated Executive Officer of the College within 90 days of the date of receiving all the papers relating to the dispute under 'IV.7' above. The Board of the College will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation. The Board of the College shall communicate the decision, via electronic means and in addition, if there is no satisfactory confirmation of receipt, via registered post, to the Appellant, within 30 days of receipt of the Appeal decision.

Upon completion of steps 9.IV and 9.V above, if the Appellant is not satisfied with the outcome, he/she may appeal to the European Board of Veterinary Specialisation (EBVS) against the decision of the College. The procedure to follow is detailed within the Policies & Procedures of the EBVS, which may be found on the EBVS website ([www.ebvs.eu](http://www.ebvs.eu)).

*--- Last entry ---*

*Approved by the ECPHM Annual General Meeting, May 9<sup>th</sup> 2018*