



European College of Veterinary Clinical Pathology

Constitution

Revised June 6th, 2002
Revised Sept 7th, 2006

Final Revision
2nd October 2014

Introduction

The European College of Veterinary Clinical Pathology (ECVCP) was established according to the general scheme for veterinary specialization in Europe which has been encouraged by the Advisory Committee for Veterinary Training (ACVT report document III/F/5285/3/91) and described in the "Policies and Procedures of the European Board of Veterinary Specialization [EBVS] (1995)".

The ECVCP was initiated by the European Society of Veterinary Clinical Pathology (ESVCP) at its first meeting in Vienna on September 26th 1998. Subsequent studies, reviews, and surveys by the ESVCP documented a need for an independent ECVCP and that EBVS criteria had been met for establishing an ECVCP (*Veterinary Clinical Pathology* 2001; 30:155,167). This College resulted from a growing desire to harmonize postgraduate training and provide certification in veterinary clinical pathology in Europe and a need for well-educated veterinary clinical pathologists with certified experience for leading positions in veterinary schools, commercial and government laboratories, and the pharmaceutical industry.

This publication provides a revised Constitution and By-laws of the ECVCP, and an Information Brochure with further information about the ECVCP, including a description of the science, a description of the requirements for admission to the College, a profile of the speciality, and application and examination procedures.

Article 1. Name and Structure

- 1.1 The name of the College shall be the European College of Veterinary Clinical Pathology - hereafter referred to as the "ECVCP" or as "the College"
- 1.2 The College shall be registered and domiciled in London, England. It shall be incorporated under the laws of England as a non-profit educational charity.

- 1.3 The College shall be a part of the transnational structure for veterinary specialization in the European Community (E.C.), as recommended by the Advisory Committee for Veterinary Training (ACVT) of the E.C., 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 Coordinating Committee for Veterinary Specialization (CCVS), the European Board of Veterinary Specialization (EBVS), the Supervisory Committees for the speciality, and the Colleges of Specialists.

Article 2. Objectives and Beneficiaries

- 2.1 The object of the College shall be to advance education for the public benefit in veterinary clinical pathology. In furtherance of this object the College shall have the following powers:
- (a) To establish standards of training, experience, and examination for qualification as a specialist in veterinary clinical pathology in Europe.
 - (b) To further the recognition of such qualified specialists by suitable certification and other means in Europe as a recognized College of the European Board of Veterinary Specialists (EBVS).
 - (c) To develop and supervise continuing education programmes in veterinary clinical pathology in Europe.
 - (d) To encourage and promote the establishment of standards for the performance of laboratory procedures in veterinary clinical pathology in Europe.
 - (e) To further research and scientific progress in veterinary clinical pathology in Europe by encouraging exchange of information, educational activities and publications in peer-reviewed journals.
- 2.2 The beneficiaries of the above object are:
- (a) Qualified veterinary surgeons seeking to obtain training in veterinary clinical pathology
 - (b) Certified veterinary clinical pathologists and other laboratorians
 - (c) Other stakeholders benefiting from the ECVCP may include manufacturers and sellers of laboratory equipment, laboratory technicians, veterinary nurses/technicians, veterinary surgeons/veterinarians, veterinary students (in training for

veterinary degree) and animal owners and veterinary patients utilising veterinary laboratory services

- 2.3 Nothing in this constitution shall authorise an application of the property of the ECVCP for purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and/or section 2 of the Charities Act (Northern Ireland) 2008.

Article 3. Officers and trustees

- 3.1 The ECVCP and its property shall be managed and administered by a committee comprising the officers and other members elected in accordance with this constitution. The officers and other members of the committee shall be the trustees of the Charity and in this constitution are together called 'the Board'.
- 3.2 The ECVCP shall have the following officers:
- (a) President
 - (b) Vice President
 - (c) Secretary,
 - (d) Treasurer
 - (e) Councillor 1
 - (f) Councillor 2
- 3.3 The Board is composed of the 6 officers given above and the Past President
- 3.4 A Board member must be a member of the ECVCP and European Society of Veterinary Clinical Pathology (ESVCP).
- 3.5 A Board member may not appoint anyone to act on his or her behalf at meetings of the Board.
- 3.6 Election of the officers, their duties and responsibilities are covered in the By-Laws.

Article 4. Dissolution of the ECVCP

- 4.1 The decision to dissolve the ECVCP should be undertaken only at a vote of members at the annual general meeting. If a majority of the members resolve to dissolve the charity the Board will remain in office as charity trustees and be responsible for winding up the affairs of the charity in accordance with this clause.
- 4.2 The Board must collect in all the assets of the charity and must pay or make provision for all the liabilities of the charity.
- 4.3 The Board must apply any remaining property or money:
- (a) directly for the objectives of the ECVCP
 - (b) by transfer to any charity or charities for purposes the same as or as similar to the charity.
 - (c) in such other manner as the Charity Commission for England and Wales ('the Commission') may approve in writing in advance.
- 4.4 The members may pass a resolution before or at the same time as the resolution to dissolve the charity specifying the manner in which the Board are to apply the remaining property or assets of the ECVCO and the Board must comply with the resolution if it is consistent with paragraphs (a) – (c) inclusive in the sub-clause above.
- 4.5 In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity.
- 4.6 The Board must notify the Commission promptly that the charity has been dissolved. If the Board are obliged to send the ECVCP accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the charity's final accounts.

Article 5. Amendment of Constitution and ByLaws

- 5.1 The ECVCP may amend any provision contained in this Constitution and ByLaws by majority vote at the annual general meeting and approval by the EBVS provided that:
- (a) no amendment may be made that would have the effect of making the ECVCP cease to be a charity at law;
 - (b) no amendment may be made to alter the objects if the change would alter under no amendment may be made to alter the objects if the change would undermine or work against the previous

objectives of the ECVCP

- 5.2 Any proposed amendment to this Constitution and to the by-laws, signed by at least three members in good standing, shall be submitted to the Board for its recommendation. The proposed amendment with the recommendations of the Board will be announced at least thirty (30) days in advance of any regular or special meeting of the College at which time the proposed amendment may be discussed. An affirmative vote of a majority of the members voting by secret ballot shall be required for the adoption of any amendment or revision.
- 5.3 A copy of any resolution amending this Constitution and ByLaws shall be sent to the Charity Commission within twenty one days of it being passed.

Article 6. Membership

6.1 Membership is of the following types:

- (a) Founding Diplomate
 - (1) Charter Diplomate
 - (2) De Facto Diplomate
- (b) Diplomate by examination
- (c) Honorary Member
- (d) Non-practising Diplomate

6.2 The requirements for various types of membership are covered in the ByLaws.

6.3 Membership is not transferable to anyone else.

6.4 The Board must keep a register of names and addresses of the members which must be made available to any member upon request.

Article 7. Termination of membership

7.1 Membership is terminated if:

- (a) the member dies or the organization ceases to exist;
- (b) the member resigns by written notice to the Board unless, after the resignation, there would be less than two members;
- (c) any sum due from the member to the charity is not paid in full within two years of it falling due;
- (d) the member is removed from membership by a resolution of the Board that it is in the best interests of the charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - (1) the member has been given at least twenty one day's notice in writing of the meeting of the Board at which the resolution will be proposed and the reasons why it is to be proposed;
 - (2) the member or, at the option of the member, the member's representative (who need not be a member of the charity) has been allowed to make representations to the Board.

Article 8. General meetings

- 8.1 An annual general meeting must be held in each year, usually in conjunction with the annual Congress and not more than fifteen months may elapse between successive annual general meetings.
- 8.2 All general meetings other than annual general meetings shall be called special general meetings.
- 8.3 The Board may call a special general meeting at any time.
- 8.4 The Board must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, whichever is the greater. The request must state the nature of the business that is to be discussed. If the trustees fail to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this constitution.

Article 9. Quorum

- 9.1 No business shall be transacted at any general meeting unless a quorum is present.

9.2 A quorum is:

(a) A Quorum of the College shall consist of 25 percent of the members of the College eligible to vote. The quorum shall apply to all meetings of the College.

(b) A Quorum of the Board shall consist of a simple majority of the Board.

9.3 If:

(a) a quorum is not present within half an hour from the time appointed for the meeting; or

(b) during a meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the Board shall determine.

(c) The Board must re-convene the meeting and must give at least seven clear days notice of the re-convened meeting stating the date time and place of the meeting.

(d) If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

Article 10. Chair of a General Meeting

10.1 General meetings shall be chaired by the person who has been elected as President.

10.2 If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting the Vice President shall chair the meeting.

10.3 If there is only one Board member present and willing to act, he or she shall chair the meeting.

10.4 If no Board member is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

Article 11. Adjournments

11.1 The members present at a meeting may resolve that the meeting shall be adjourned.

11.2 The person who is chairing the meeting must decide the date, time and place at which meeting is to be re-convened unless those details are specified in the

resolution.

- 11.3 No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 11.4 If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the re-convened meeting stating the date time and place of the meeting.

Article 12. Votes

- 12.1 Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

The charity shall not be required to consider whether the nominee has been properly appointed by the organisation.

Article 13. Powers of Board Members

- 13.1 The Board must manage the business of the charity and have the following powers in order to further the objectives (but not for any other purpose):
- (a) to raise funds. In doing so, the Board must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
 - (b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - (c) to sell, lease or otherwise dispose of all or any part of the property belonging to the ECVCP. In exercising this power, the Board must comply as appropriate with sections 117 - 122 of the Charities Act 2011;
 - (d) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
 - (e) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the objects;
 - (f) to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for any of the objects;
 - (g) to set aside income as a reserve against future expenditure but only in

accordance with a written policy about reserves;

(h) to obtain and pay for such goods and services as are necessary for carrying out the work of the ECVCP;

(i) to open and operate such bank and other accounts as the Board consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

(j) to do all such other lawful things as are necessary for the achievement of the objects.

13.2 No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Board.

13.3 Any meeting of Board at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Board.

Article 14. Disqualification and Removal of Board Members

14.1 A Board member shall cease to hold office if he or she:

- (a) is disqualified from acting as a trustee (Board member) by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
- (b) ceases to be a member of the ECVCP and ESVCP;
- (c) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

Article 15. Conflicts of interests and conflicts of loyalties

15.1 A Board member must:

- (a) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the ECVCP or in any transaction or arrangement entered into by the ECVCO which has not been previously declared; and
- (b) absent himself or herself from any discussions of the Board in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the ECVCP and any personal interest (including but not limited

to any personal financial interest).

- (c) Any Board member absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the Board on the matter.

Article 16. Application of income and property

16.1 The income and property of the ECVCP shall be applied solely towards the promotion of the objects.

- (a) A Board member is entitled to be reimbursed from the property of the ECVCP or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the charity.
- (b) A Board member may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

16.2 None of the income or property of the ECVCP may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the ECVCP. This does not prevent a member who is not also a Board member from receiving:

- (a) a benefit from the ECVCP in the capacity of a beneficiary of the ECVCO;
- (b) reasonable and proper remuneration for any goods or services supplied to the ECVCP.

Article 17. Benefits and payments to Board members and connected persons

17.1 No Board member or connected person (relative, employee or other connection) may:

- (a) buy or receive any goods or services from the ECVCP on terms preferential to those applicable to members of the public;
- (b) sell goods, services or any interest in land to the charity;
- (c) be employed by, or receive any remuneration from, the ECVCP;
- (d) receive any other financial benefit from the ECVCP;

17.2 Reimbursement for expenses with documentation by receipts for such expenses

is acceptable and any limits for reimbursement will be determined periodically by the Board.

Article 18. Disputes

- 18.1 If a dispute arises between members of the ECVCP about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

European College of Veterinary Clinical Pathology ByLaws

Article 1. Election of the Board

- 1.1 The ECVCP shall elect the officers who serve for 3 years. This will be conducted by secret paper or electronic ballot. The President and Vice-President, Secretary and Treasurer, as well as the Councillors may be re-elected for an additional term.
- 1.2 The process of election is conducted by the Nomination Committee.
- 1.3 The Nomination Committee will solicit nominations from the membership for officers.
- 1.4 All members accepting nomination are required to certify that they are willing to run for office and will accept the position, if elected.
- 1.5 Election is by a majority vote of members by secret paper or electronic ballot.
- 1.6 Newly elected officers will take up their office on 1 January of the year following their election.

Article 2. Board Decisions

- 2.1 All decisions of the Board shall be valid notwithstanding the participation in any vote of a Board member:

- (a) who is disqualified from holding office;
- (b) who had previously retired or who had been obliged by this constitution to vacate office;
- (c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise; if, without the vote of that Board member and that Board member being counted in the quorum, the decision has been made by a majority of the Board members at a quorate meeting.

Article 3. Delegation

- 3.1 The Board may delegate any of their powers or functions to a Committee of three or more members
- 3.2 The Committees and their functions are described in the ByLaws (see below).
- 3.2 The Board may impose conditions when delegating, including the conditions that:
 - (a) the relevant powers are to be exercised exclusively by the committee to whom they delegate;
 - (b) no expenditure may be incurred on behalf of the ECVCP except in accordance with a budget previously agreed with the Board.
- 3.3 The Board may revoke or alter a delegation.
- 3.4 All acts and proceedings of any Committees must be fully and promptly reported to the President who acts as a member of all Committees.

Article 4. Minutes

- 4.1 The Board must keep minutes of all:
 - (a) meetings of the Board
 - (b) proceedings at meetings of the ECVCP;
 - (c) meetings of the Committees including:
 - (1) the names of the members present at the meeting;
 - (2) the decisions made at the meetings; and

(3) where appropriate the reasons for the decisions.

Article 5. Accounts, Annual Report, Annual Return

5.1 The Board members must comply with their obligations under the Charities Act 2011 with regard to:

- (a) the keeping of accounting records for the charity;
- (b) the preparation of annual statements of account for the charity;
- (c) the transmission of the statements of account to the Commission;
- (d) the preparation of an Annual Report and its transmission to the Charity Commission;
- (e) the preparation of an Annual Return and its transmission to the Charity Commission.

5.2 Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the Board members are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

Article 6. Registered particulars

6.1 The Board must notify the Commission promptly of any changes to the ECVCP's entry on the Central Register of Charities.

6.2 The Board must ensure the title to:

- (a) all land held by or in trust for the ECVCP that is not vested in the Official Custodian of Charities; and
- (b) all investments held by or on behalf of the ECVCP, is vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees.

6.3 The terms of the appointment of any holding Board members must provide that they may act only in accordance with lawful directions of the trustees and that if they do so they will not be liable for the acts and defaults of the Board or of the members of the ECVCP.

6.4 The Board may remove the holding Board member(s) at any time.

Article 7. Notices

7.1 Any notice required by this constitution to be given to or by any person must be:

- (a) in writing; or
- (b) given using electronic communications.

7.2 The charity may give any notice to a member either:

- (a) personally; or
- (b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
- (c) by leaving it at the address of the member; or
- (d) by giving it using electronic communications to the member's address.

7.3 A member who does not register an address with the ECVCP shall not be entitled to receive any notice from the ECVCP.

7.4 A member present in person at any meeting of the ECVCP shall be deemed to have received notice of the meeting and of the purposes for which it was called.

(a) Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.

(b) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

(c) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.

Article 8. Membership

8.1 The types of membership in the ECVCP shall be:

- (a) Founding Diplomat

- (1) Charter Diplomate
 - (2) De Facto Diplomate
- (b) Diplomate
 - (1) By Examination
 - (2) By application to the Board
- (c) Honorary Member or Associate Member
- (d) Non-practising Diplomate

8.2 Founding Diplomates shall be specialists selected according to the following criteria in order to establish the College and to enable it to function during the initial period. There are two types of founding Diplomates who are not required to submit to examination, Diplomates appointed at initiation of college and de facto recognised specialists.

- (a) Diplomates appointed at initiation of college (also known as Charter Diplomates): These founding Diplomates are distinguished and experienced members in the field. There shall be no more than 2 per European country and the number shall be limited to those essential to conduct the business of the speciality and to achieve provisional recognition. They must:
 - (i) be a member of the organising committee established to achieve provisional recognition of the ECVCP;
 - (ii) have achieved distinction in the field and have qualifications far exceeding those proposed as necessary for candidates to take to take the certifying examination of the College;
 - (iii) have at least ten years' experience in the speciality, having spent at least 70% their time (28 hours per week) practicing veterinary clinical pathology;
 - (iv) have a PhD or equivalent degree;
 - (v) have contributed significantly to the field by research, publication and lectures;
 - (vi) be recognised by their peers as leaders in their field and be uncontroversial to the majority of members;

- (vii) be practising in Europe; and
 - (viii) be an active member of the ESVCP
- (b) De facto-recognised Specialist:

These are founding Diplomates appointed by the Charter Diplomates. The de-facto recognition is possible upon application no later than 36 months after provisional recognition of ECVCP by the EBVS. To be appointed one must:

- (i) have at least seven years of experience in the speciality, having spent at least 60% of their time (24 hours per week) in the speciality;
- (ii) have published at least three original articles in refereed journals relevant to veterinary clinical pathology as first author and at least three additional articles as co-author excluding non-peer reviewed articles, review articles, and proceedings abstracts;
- (iii) normally resident in Europe or, significantly active (at the discretion of the Board) in veterinary clinical pathology in Europe; and
- (iv) be an active member of the ESVCP.

8.3 Diplomat: A veterinarian who satisfies the ECVCP requirements as to training, experience, and competence in veterinary clinical pathology hereinafter described shall be eligible to achieve Diplomat status by examination. Alternatively, veterinarians who satisfy these ECVCP requirements, but have passed board examinations by comparable colleges outside Europe established prior to the ECVCP being established, may be eligible. Election of such candidates shall be accomplished by majority vote of the Board after review of their application.

8.4 Honorary Member or Associate Member: A veterinarian who is not a Diplomat of the ECVCP but who has contributed in an extraordinary manner to the advancement of veterinary clinical pathology may be elected by majority vote of the Board as an Honorary Diplomat. Nomination for Honorary Diplomat Status shall be made through the sponsorship of two Diplomates. The sponsors shall furnish the Secretary with such information concerning the nominee, as is required by the Board, e.g. 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 Business Meeting of the College. Honorary Member status does not confer the right to act as a specialist in veterinary clinical pathology. Honorary Members may not use the title of Diplomat but shall have all the privileges of membership

except the right to vote or hold office and shall pay reduced dues. Less than 5% of college membership can have this title.

An Associate Member shall have fulfilled the same requirements and have the same privileges as an Honorary member, except that they will not be a veterinarian.

- 8.5 Non-practising Diplomat: A Diplomat who has not practised the speciality for two continuous years or the equivalent of two years during a period of 5 years, or has not attended an annual general meeting of the ECVCP for three years without previous dispensation from the ECVCP or who has not fulfilled the EBVS/ECVCP requirements for Diplomat recertification will be designated as a Non-practising Diplomat in the register. A member seeking to revert to full Diplomat status needs to satisfy the Board that they again meet the criteria for full Diplomat status, such as through practice of veterinary clinical pathology, and evidence of continuing educational activities. Any ECVCP Diplomat who has retired from the practice or teaching of veterinary clinical pathology may be designated a Non-practising Diplomat by the Board, at the Diplomat's request. Non-practising Diplomats will be requested to pay a reduced fee in order to maintain all the privileges of Diplomats, except the right to vote or hold office.
- 8.6 Only Diplomats of good standing with no dues in arrears shall be eligible to vote or hold office.
- 8.7 All Diplomats are required to maintain activity in veterinary clinical pathology, maintain certification by continuing education in a form determined by the Education Committee, and maintain activity in the affairs of the College, particularly by regular attendance at meetings.
- 8.8 Diplomats (except for non-practicing Diplomats and Honorary Diplomats) are required to send in each 5 years a summary of their professional activities in which evidence of fulfilling these requirements and evidence of continuous education must be included. The format of this recertification summary has to be approved of by the European Board of Veterinary Specialisation and will be evaluated by members of the Credentials Committee.

Article 9. Duties of the Board

- 9.1 Duties of the President and Vice-President.
 - (a) The President shall preside over all meetings of the College and meetings of the Board and shall be a member all committees.
 - (b) The Past-President shall advise the President

- (c) The Vice-President shall be the President-Elect, shall be a member of all committees, shall preside at the meeting in the absence of the President, and shall succeed to the office of the President when that office be vacated.

9.2 Duties of the Secretary and the Treasurer.

- (a) The Secretary shall keep minutes of all meetings and such other duties as assigned by the Board. The Secretary and Treasurer will be responsible for preparation of and presentations to the EBVS and the annual report to the Charities Commission.
- (b) The Treasurer shall conduct the business affairs of the College, collect dues and fees, draw vouchers, pay bills and expenses, arrange for the safekeeping of College funds, keep records of all transactions and submit a yearly statement of financial affairs to the Board. Records shall be the property of the ECVCP and be available for inspection and audit. The Past Secretary and Past Treasurer shall advise the current Secretary and current Treasurer during the first year of their term or as required.

Article 10. Additional Duties of the Board

10.1 The Board shall have the duties and powers ordinarily delegated to the governing body of the organisation, those responsibilities given by the Constitution are as follows:

- (a) Shall organise and operate a certifying agency for Diplomates of the European College of Veterinary Clinical Pathology as provided in the constitution. The Board shall judge compliance of candidates with the general requirements of the Constitution, appoint an Examination Committee to operate under its supervision, and certify candidates who qualify. The Board shall make available to candidates and the interested public a detailed account of the experience and training prerequisites to all Board examinations.
- (b) Shall create and appoint members of all Committees, supervise their activities, and receive their reports.
- (c) Shall report to the College and the Charity Commission annually its work and activities, including a full financial statement, and shall make such interim reports as are necessary and advisable.

- (d) Shall exercise its constitutional authority in promoting and attaining the objectives of the College especially those pertaining to professional, institutional and public relations.
- (e) Shall hold a meeting at least once a year.
- (f) Shall ensure all the results of each examination are announced at the same time.

Article 11. Committees of the ECVCP

- 11.1 The standing committees of the ECVCP include
- (a) Nominating Committee
 - (b) Education Committee
 - (c) Credentials Committee
 - (d) Laboratory Standards Committee
 - (e) Credentials Committee
 - (f) Science Committee
 - (g) Examination Committee
- 11.2 Other Committees or Sub-committees may be instituted, as needed, and delegated by the Board.
- 11.3 All Committees will consist of a minimum of 3 members who are appointed by the Board. Members are expected to serve for a minimum of 3 years, but may be re-appointed to one or more Committees at the discretion of the Board. Additional members may be recruited on the Committees, depending on their needs. The Chair of each committee should be proposed by the members of the Committee and approved by the Board. Two Co-Chairs are acceptable.
- 11.4 All Committees shall widely seek and carefully consider input from the membership across Europe
- 11.5 **Nominating Committee.** The duties of the Nomination Committee are to:
- (a) Nominations to all vacancies may be made by the Nominating Committee or to the Nominating Committee by any member in good standing.
 - (b) Nominations are to be submitted during an interval of the election year specified by the Nominating Committee. The Nominating Committee shall prepare a secret ballot listing of all nominees. In the event that no nominee receives a majority of votes cast, the two nominees receiving the most votes shall be placed on a second secret ballot. Should a vacancy in any office occur, the Board may at its discretion initiate

nomination and election procedures to fill the vacancy until the next election.

11.6 **Education Committee.** The duties of this committee are:

- (a) to set and approve criteria for training programmes, training institutions, and supervisors.
- (b) to maintain lists of approved training programmes, training institutions, supervisors, and current candidates.
- (c) to establish guidelines for minimum requirements for the continuing education of Diplomates
- (d) to develop and supervise continuing education programmes in veterinary clinical pathology in Europe.

11.7 **Credentials Committee.** The duties of this Committee are:

- (a) to establish guidelines for applicants applying to sit the examination
- (b) to receive, review, and approve the candidacy of applicants for examination by the College
- (c) to forward to the Examination Committee the credentials of approved applicants.
- (d) to receive the required reports from supervisors of candidate training on
 - (i) the annual progress of each candidate in training. The trainee must maintain a log that records the nature and timing of their training activities and that is approved by the supervisor every 6 months. This log should include (i) relevant courses or tutorials taken, (ii) identification of, and diagnosis (tentative or differential and / or aetiologic) for, cases (at least an average of 25 per 6 month in each of the three areas) examined and interpreted in each of the three areas of biochemistry, hematology, and cytology; (iii) rotations or externships in other relevant disciplines or to other training sites, (iv) relevant seminars, workshops or conferences attended, and (v) any relevant presentations or publications.
 - (ii) details of each training programme in the form of an initial report

with update and re-certification every 5 years. The Credentials Committee, acting for the College, will attest the adequacy of each programme when they approve the report.

- (e) to receive, review, and approve the candidacy of applicants for Diplomate status who satisfy ECVCP requirements but have passed board examinations by comparable colleges outside Europe, or colleges established prior to the ECVCP being established.
- (f) to receive and approve documents related to the 5 year recertification of Diplomates

11.8 **Examination Committee.** The duties of this committee are:

- (a) to prepare, administer and grade all examinations of the College.
- (b) to receive examination questions from diplomats. All Diplomates must submit five questions per year, along with their fully-referenced answers (25 questions every 5 years).
- (c) to forward to the Board all examination results and recommendations regarding the granting of Diplomate status

11.9 **Laboratory Standards Committee.** The duties of this committee are:

- (a) to set and approve criteria for the performance of laboratory procedures in veterinary clinical pathology in Europe.
- (b) to approve clinical pathology laboratories for training programmes and training institutions training candidates for the ECVCP Examination.
- (c) to approve recertification applications of clinical pathology laboratories for training programmes and training institutions every 5 years following initial approval.
- (d) Maintain lists of approved clinical pathology laboratories, in conjunction with other committees approving training programmes, and of training institutions and registered candidates.

11.10 **Science Committee.** The duties of this committee are:

- (a) to further scientific progress in veterinary clinical pathology in Europe

(b) to organise an annual European scientific meeting of veterinary clinical pathology

(c) to help maintain an official journal of the ECVCP and active membership of the editorial board of that journal

Article 12. Dues and Fees

12.1 The dues shall be as follows:

- (a) Diplomates and Founding Diplomates: The dues shall be recommended by the Board and approved by a majority of the membership present and voting at an ordinary or extraordinary general meeting of the College or electronic voting or by mail.
- (b) Honorary members and non-practising Diplomates will be required to pay reduced dues.

12.2 Dues shall be payable on January 1st of each year and shall be remitted to the Treasurer.

12.3 Fees connected with examination, laboratory approval, training programme approval and certification of candidates shall be determined periodically by the Board.

Article 13. Membership and Registration

13.1 Each individual elected to membership in the College shall be registered as a Diplomate of the European College of Veterinary Clinical Pathology and shall be authorised to use the designation of Diplomate of the European College of Veterinary Clinical Pathology (DipECVCP). If actively practicing (60% full time or 24 hours per week), the Diplomate is also able to use the designation of 'European Veterinary Specialist in Clinical Pathology'.

13.2 Each Diplomate is required to keep records of their professional and scientific activities. The Board may from time to time require any Diplomate to submit their record for inspection.

13.3 Diplomates are required to regularly (at least once every third year) attend an annual general meeting and to participate in continuing education as determined by the Education Committee.

- 13.4 Voluntary cessation of registration requires notice in writing to be received by the Secretary and will take effect immediately upon receipt.

Article 14. Disciplinary Action and Appeals Procedure

- 14.1 In case of improper conduct, the Board shall have the authority to recommend, ensure, suspension, or cancellation of membership. All deliberations shall be guided by highest standards to ensure fair and objective review. The accused member shall therefore have the opportunity to appeal before the Board in person.
- 14.2 In the event of an adverse decision by the Board including denial of certification, denial of adequacy of credentials prior to examination for certification or to reregistration as a full Diplomate, and censure, suspension, or cancellation of membership, the affected person may submit a written appeal to Board for consideration within 30 days of the adverse decision. The Board will reconsider on the grounds that the decision may have been made erroneously by (1) disregarding or failing to follow stated College procedures, and/or (2) failing to consider relevant documentation presented. The Board will deliver in writing its final decision within 90 days after the appeal. If the affected person is not satisfied with the final decision, he or she may request mediation with representatives of the EBVS.

Article 15. Conduct of Business

- 15.1 Meetings of the College shall be called by the President, subsequent to the approval of the Board. Should the President fail to set a date and place for an ordinary or for extraordinary meetings, the Board or the membership may, by majority action, set a date and place for such meetings.
- 15.2 Frequency of meetings
- (a) A meeting of the College shall be held at least once a year.
 - (b) A meeting of the Board of the College shall be held at least once a year.
 - (c) A meeting of the Committees of the College shall be held at least once a year.
 - (d) An extraordinary meeting of the College shall be held at any time at the written request, containing the explanation for such a meeting, of not less than 10% of the members. This meeting must be held within 3 months of the request.

15.3 Finances

- (a) The College is a non-profit organization. The expenses of the College shall be met through various sources of income.
- (1) annual dues (payable by January 1st). The annual dues of each active member shall be determined by the general membership. Members shall be adjudged delinquent if they are one year in arrears, and may be voted for removal by the membership if two years have elapsed without payment. A Non-practicing Diplomate of the College shall also be required to pay reduced dues.
 - (2) Donations from companies and international organizations.
 - (3) Income from educational meetings organized by the College and other fees for other College activities (see article 12).
 - (4) Any monies accumulated shall be safely invested and serve as a reserve for possible use at a later time in accordance with good financial practices and policies.

Dated: 2nd October 2014

Signed:



Professor Cathy Trumel
DVM, PhD

President ECVCP



Professor Zoe Polizopoulou
DVM, PhD

Vice President ECVCP