

European College of Veterinary Clinical Pathology

Constitution

Revised June 2002

Revised September 2006

Revised October 2016 (amendments marked in red)

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, 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 general scheme for veterinary education in the European Union (EU), which is coordinated by the European Coordinating Committee on Veterinary Training (ECCVT) and includes the Federation of Veterinarians of Europe (FVE), the European Association of establishments for Veterinary Education (EAEVE), and the European Board of Veterinary Specialisation (EBVS). Specialist Colleges are members of the EBVS.

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 programs 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.
- (f) to guarantee and maintain the highest level of specialisation in Veterinary Clinical Pathology, according to **European Qualifications Framework (EQF) level 8**".

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

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 utilizing 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 ECVCP 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 By-Laws

- 5.1 The ECVCP may amend any provision contained in this Constitution and By-Laws 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 By-Laws 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:
- The members of the College shall be the following:
- a. Founding Diplomates
 - b. Practising Diplomates
 - c. Non-practising Diplomates
 - d. Retired Diplomates
 - e. Honorary Members
 - f. Associate members
- 6.2 Standards for admission to membership
- a. **The College shall only certify veterinarians who:**

- i. Have demonstrated fitness and ability to practise the speciality by meeting the established training and experience requirements and by attaining acceptable scores on comprehensive examinations administered by the College.
 - ii. Have demonstrated satisfactory moral and ethical standing in the profession.
 - iii. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
 - iv. Have gained their veterinary degree at least 48 months previously.
- b. The College may also certify veterinarians who have passed the College's examinations, which they were allowed to sit as judged to be internationally recognised in the College's field, by the Credentials Committee and the Executive Committee.
- c. The criteria for certifying members shall be specified in the Bylaws of the College, in line with the Policies and Procedures of the EBVS.

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 Executive Committee decides if the vote is to be taken orally, by a show of hands, or in writing. Votes can be: in favour, against or one can abstain. For all decisions, except as designated elsewhere, a simple majority of the members participating in the vote is sufficient.

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

- 12.2 Each **paying** Diplomate has the right to vote. He/she has to be present at the Annual or Extraordinary General Meetings to do so, except in case of postal or electronic ballot. Each practising Diplomate has one (1) vote. **Honorary Members who are not Diplomates of the College, and Associate Members are not allowed to vote.**

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;

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 ECVCP 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 ECVCP;
- (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 By-Laws

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 By-Laws (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 Diplomat
 - (2) De Facto Diplomat
- (b) Practising Diplomat
 - (1) By Examination
 - (2) By application to the Board
- (c) Non-practising Diplomat
- (d) Retired Diplomat
- (e) Honorary Diplomat
- (f) Associate Diplomat

8.2 Standards for admission to membership

a. The College will certify veterinarians who:

- i. Meet the educational, training and experience requirements established by the College.
- ii. Have attained acceptable scores on comprehensive examinations administered by the College, except as defined in previous versions of the ECVCP constitution (link to the website), and in the EBVS Policies and Procedures on non-Europeans (link to the EBVS website).
- iii. Are licensed to practise or are eligible to be licensed to practise in a European country **and qualified from an EAEVE-approved establishment**. Applicants may be relieved of this requirement in exceptional cases.
- iv. Have demonstrated fitness and ability to practise the speciality.
- v. Have demonstrated satisfactory moral and ethical standing in the profession.
- vi. Have met the minimal publication requirements as defined by the College (at least two peer-reviewed publications in international refereed journals).
- vii. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
- viii. Have gained their veterinary degree at least 48 months previously.

b. The College may also certify veterinarians who have passed the College's examinations, which they were allowed to sit as judged to be internationally recognised in the College's field, by the Credentials Committee and the Executive Committee. Applicants must be licensed to practise or eligible to be licensed to practise in a European country, although they may be relieved of this requirement in exceptional cases.

8.3 Diplomat:

A diplomate is a veterinarian who satisfies the ECVCP requirements as to training, experience, and competence in veterinary clinical pathology hereinafter described shall be eligible to achieve Diplomate 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 Non-Practising Diplomate:

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

A non-practising Diplomate is not allowed to use the title European Specialist nor Diplomate but may use the title Diplomate (non-practising). A non-practising Diplomate seeking to revert to full Diplomate status needs to satisfy the Credentials Committee of the College.

The non-practising Diplomate is removed from the EBVS specialist register.

8.5 Retired Diplomate:

A Diplomate who voluntarily stops permanently and irrevocably practising is entitled to Retired Diplomate status. Retired Diplomates maintain all privileges of Diplomates including advisory tasks, except the right to vote or hold office. A Retired Diplomate is not allowed to use the title European Specialist nor Diplomate but may use the title Diplomate (Retired). The Retired Diplomate is removed from the EBVS specialist register.

8.6 Honorary Member:

A veterinarian who is not a Diplomate 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 Diplomate. Nomination for Honorary Diplomate 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 Diplomate 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.

8.7 Associate Member

The College may confer Associate member status on scientists who have contributed significantly to research in veterinary medicine. Admission criteria for Associate Members are defined by the Executive Committee 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 Diplomate.

- b) Associate Members are encouraged to participate in the training of residents together with Diplomates of the College. Associate Members are not entitled to act as resident supervisors without a Diplomate responsible for the training programme.
- c) Associate Members are not allowed to hold office within the College or to vote at the Annual General 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.

8.8 Only Diplomates of good standing with no dues in arrears shall be eligible to vote or hold office.

8.9 All Diplomates 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.

8.10 Diplomates (except for non-practicing Diplomates and Honorary Diplomates) 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 reaccreditation summary has to be approved of by the European Board of Veterinary Specialisation (EBVS Policies section II, part A.14) and will be evaluated by members of the Credentials Committee. This standard procedure will be performed according to a credit point system. In this credit point system the following items can be included:

- Publications
- Presentations at national congresses or Continuing Education
- Presentations at international congresses
- Attendance at national or international congresses
- Online/distance learning
- Preparing examination questions
- Supervision of Residents
- Membership of Board or College committees
- Two letters of support

For each item a maximum number of points can be given. A total minimum amount of points has to be collected during a 5 year period.

If a Diplomate does not meet the required number of points, one year extra may be in which to achieve this. If they do not succeed, or if any Diplomate does not submit reaccreditation documents, they will be made non-practising Diplomates by the College, removed from the EBVS specialist register, and may only use the title of Diplomate (non-practising). A non-practising Diplomate seeking to revert to full Diplomate status needs to satisfy the Credentials Committee.

See also attachment 5 (recertification document) and relevant information at www.ecvcp.org/ **Info center and documents / credentials**

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.

- (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. The minimum term of office of the Secretary shall be 2 years and the maximum 6 years.
- (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 minimum term of office of the Treasurer shall be 2 years and the maximum 6 years.
- (c) 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. The maximum term of Committee chairs is 6 years or 2 terms.**
- 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 programs, training institutions, and supervisors.
- (b) to maintain lists of approved training programs, 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 programs 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 program 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 program 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 reaccreditation 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 programs and training institutions training candidates for the ECVCP Examination.
- (c) to approve reaccreditation applications of clinical pathology laboratories for training programs and training institutions every 5 years following initial approval.
- (d) Maintain lists of approved clinical pathology laboratories, in conjunction with other committees approving training programs, 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 organize 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: 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 program 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

In the event of an adverse decision by the Board, including but not limited to, denial of adequacy of credentials prior to examination for certification or to re-registration as a full Diplomate, suspension or cancellation of membership, failure of an examination (or part of it), denial of approval of a residency programme, the affected person is notified about the procedure for appealing against it.

14.1. Appeals committee

The College 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 Executive Committee 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.

14.2. Communication of the right of appeal

In the event of an adverse decision, the affected party (or parties) will be notified of the procedure for appealing against the adverse decision. This notification will be included with the communication that gives notice of the adverse decision itself. An address and Officer of the College to which an Appeal should be sent in the first place will be provided.

14.3. Grounds of appeal

Appeals may be made on the following grounds:

- the College failed to apply correctly its own or EBVS's published rules, procedures or criteria relevant to the decision in question.
- the College's published rules, procedures or criteria were not compliant with the Policies and Procedures of the EBVS.
- the College imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.

14.4. Commencing an appeal process

The appeal should be made in writing, including a statement of the grounds of appeal, together with any supporting reasons and documents and within 30 days after the postmarked date of the letter communicating the 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 € 250 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. The deposit is re-paid in full, in case the appeal is accepted. 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.

Within 20 working days of its receipt the appeal will be considered by a nominated executive officer, 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.

If a proper ground for appeal has been identified, the college will convene an appeals Committee to consider the appeal. The College will then inform the appellant within 15 working days 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. The appellant will be provided with a reasonable opportunity and procedure to raise concerns with or object to the membership of the Appeals Committee and respond accordingly.

In any case where an appeal is to be conducted, the procedure for convening an Appeals Committee to consider the appeal will be completed no later than 30 days after the date the College has informed the appellant of the proposed membership of the Appeals Committee.

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

If the College makes a decision that no proper ground of appeal has been identified, the appellant will be informed that either i) it will take no further action (and explain the justification for this), or ii) it will consider the appeal instead as a request for an informal review of an adverse decision by the College Board on non-appealable grounds (e.g. extenuating circumstances of personal difficulty etc).

14. 5. Conduct of an Appeal Process

The College will provide within its Appeals Procedures a process by which the Appeals Committee will conduct the Appeal and require appeals to be conducted in all due confidence.

The Appeals Committee must be able to request information relevant to its consideration of the appeal from any relevant party.

The Appeals Committee will 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.

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.

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.

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.

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.

The Appeals Committee must deliver its decision on the Appeal to a nominated Executive Officer of the College within 30 days of the date of receiving all the papers relating to the dispute. The Executive Board will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation. The Executive Board 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 10 days of receipt of the appeal decision.

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.

October 20th 2016

Signed:



Professor Cathy Trumel
DVM, PhD

President ECVCP



Professor Zoe Polizopoulou
DVM, PhD

Vice President ECVCP