

# EUROPEAN COLLEGE OF VETERINARY DERMATOLOGY

## BYLAWS

10 September 2011

### General Assembly (Annual General Meeting)

#### Article 1

##### Section 1.1

It is the duty of every member to attend the General Assembly (Annual General Meeting, [AGM]) at least once every two (2) years. If the active Diplomate has not attended the AGM for three consecutive years without previous dispensation of the Executive Committee, the registration as active Diplomate ceases by default

##### Section 1.2

The Annual General Meeting is the senior legislative body of the College and has the following duties:

- a) To determine and update the Constitution and Bylaws;
- b) To elect the members of the Executive Committee (Board) of the College.
- c) To approve formally the business conducted by the Board during the preceding year.
- d) To act on business presented by the Board or as required by the Constitution.
- e) To establish membership fees for the forthcoming year.
- f) To act re the disciplining of Diplomates.

### Officers

#### Article 2

##### Section 2.1

The Officers of the College shall be: President, Vice-President, Secretary, Treasurer, and Past-President. Each term of office is three (3) years.

##### Section 2.2.

*Election of Members of the Board shall be held at the Annual General Meeting of the College, by written secret ballot. Written nominations must be received by the Executive Secretary at least three months prior to the annual General Meeting. Alternatively, nominations may be made from the floor.*

Appointment to Officer positions (except that of the Past-President) is made by the President after consultation, subsequent to the election.

### Duties of Officers

#### Article 3

##### Section 3.1 President

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

Section 3.2 Vice-President

The VICE-PRESIDENT shall perform the duties of the President in his/her absence or inability to serve. The Vice-President shall normally succeed to the presidency should that office fall vacant.

Section 3.3 Secretary

The SECRETARY shall attend to the correspondence of the College, keep and publish lists annually of all categories of Diplomate, keep Minutes of the College meetings which shall be the property of the College and accessible to ECVD Diplomates at all reasonable times and places, and perform the usual duties of a Secretary. The Secretary shall forward the Annual Report of the College to the EBVS before the 15<sup>th</sup> January of the following year.

The Secretary shall normally succeed to the Vice-Presidency should that office fall vacant.

Section 3.4 Treasurer

The TREASURER shall advise the College on all financial matters. He/she shall arrange for the safekeeping of all funds, draw vouchers, pay bills and expenses, and submit a written and audited financial statement to all members annually. He/she shall keep full and accurate accounts, containing a record of all monies received and expended, which shall be the property of the College and open to the inspection of members of the Executive Committee, fiscal authorities, and Diplomates authorized by the Executive Committee at all reasonable times and places.

Section 3.5 Past-President

The PAST-PRESIDENT shall advise the President.

Section 3.6

*Vacancies occurring on the Board shall be filled by election of a member at the next Annual General Meeting. Any member elected to fill a vacancy shall hold the office until expiration of the term in which the vacancy occurred.*

## **Committees**

### **Article 4**

Section 4.1 Executive Committee of the College:

The EXECUTIVE COMMITTEE (BOARD) of the College shall consist of the Officers, the Past-President, and the two Members.

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

Section 4.2 Education and Credentials Committee:

Each arm of the EDUCATION AND CREDENTIALS COMMITTEE shall be composed of three (3) members, one of whom will serve as chairperson. A member of the Executive Committee will serve as co-chair. The committees and the chairpersons will be appointed by the President, after discussions with the members of the Executive Committee. The Board member acting as co-Chair will represent these committees at the Board and at the Annual General Meeting.

The duties of the Education Arm of the Committee are, but are not limited to, the following matters.

- It is responsible for setting criteria for the standard residency programmes and alternate route programmes, for approving the programmes and their sponsors and for monitoring each resident's progress through the receipt of regular reports.
- The Education Arm of the Committee shall maintain lists of approved residency programmes and approve directors, supervisors, advisors, mentors and current residents.
- It will document and maintain detailed requirements for residency programmes that are necessary for European College of Veterinary Dermatology approval.
- It will receive the required periodic reports from Resident Supervisors of Resident training programmes on the annual progress of each candidate in every Dermatology Residency.
- It will receive the details of each standard residency programme and alternate route residency programme, in the form of an initial report with update and re-examination every five (5) years. The Credentials arm of the Committee, acting for the College, will attest the adequacy of each programme when it approves the report.

All resident training programme directors may submit questions, in accordance with instructions from the Chairperson of the Examination Committee, by 31st December each year, to the Examination Committee for consideration for use in future Diploma examinations.

The duties of the Credentials Committee are, but are not limited to, the following.

- It will establish guidelines to assist applicants applying to sit the Diploma examination;
- It will receive, review, and approve the candidacy of applicants;
- It will forward the names of applicants who have satisfied the credentials requirements to the Examination Committee;
- It will ensure that every Diplomate reaccredits every five (5) years after entering the ECVD, by assessing their ongoing commitment to publishing, scientific endeavour and training.
- It will receive the details of each standard residency programme and alternate route residency programme, in the form of an initial report with update and re-examination every five (5) years. The Credentials arm of the Committee, acting for the College, will attest the adequacy of each programme when it approves the report.

#### Section 4.3. Examination Committee:

The EXAMINATION COMMITTEE shall normally consist of five (5) members appointed by the President after discussions with the members of the Board. Normally, an invited pathologist will be appointed in addition to the five (5) other members. The President shall be an *ex officio* member of this committee.

The Examination Committee is responsible for the preparation and administration of the Diploma examination.

Results of examinations shall be forwarded by the Chairperson of the Examination Committee to the President of the College, or his/her deputy, with recommendations regarding the granting of diplomas. The examination results will form part of the Annual Report to the

European Board of Veterinary Specialization and will indicate the number passing the examination for the first, versus the second or third attempt etc.

Section 4.4. Nominating Committee:

The NOMINATING COMMITTEE shall be composed of three (3) members appointed by the President after discussions with members of the Board. The Committee shall prepare a list of candidates for election to the Executive Committee of the College, after a written call for candidates to all Diplomates at least six (6) months before the elections. Candidates should be known by the Diplomates two (2) months before the elections. The Committee will report to the College and carry out the election at its Annual General Meeting.

Section 4.5

*Members of Committees will receive no indemnification.*

## **Diploma**

### **Article 5**

Section 5.1 Qualifications to sit the Diploma examination:

Candidates should give evidence of satisfactory completion of an approved residency (standard or alternate), preceded by a clinical internship of at least one year or approved equivalent experience in practice. The Resident Supervisor/Mentor shall certify in writing that the candidate has satisfactorily completed the period of training required by the College.

A supervisor shall have no more than two (2) residents. In exceptional cases, the Education and Credentials Committee can allow three (3) residents, for a restricted period.

In addition, candidates shall meet the requirements for written reports which are:

- Two case reports in the style of those in the Journal "Veterinary Dermatology" must be submitted to credentials committee, not earlier than the final year of the residency. Each must be no longer than 2,500 words in length and there is no species restriction. The Residency supervisor may help in one of these but resident must sign a declaration that the second has only been corrected for English grammar and spelling
- At least two published papers are required. These must not have been published before the residency was begun. At least one of the two must be a research-based publication reporting original material beyond that of a literature review or a case report. The second paper may be a case report. Both must be published in peer-reviewed English language publications, such as those found on the PubMed database. The Resident must be first author on one of these. Proof of acceptance from the editor is as good as the paper being published

Section 5.2. Examination

The examination should include:

- a written section of long and short answer essay-type questions about basic and applied aspects of dermatology and related disciplines
- multiple choice questions
- a histopathology section
- questions based around images

The examination will be organized once a year, when there are suitable candidates.

The examination shall be taken in English only; the use of language (non-medical) dictionaries during examinations is permitted. Candidates may be assisted by officially registered (non-medical) translators during the examination.

The candidate shall submit the credential and examination fees, which shall be determined annually, at the time of application to the credentials arm of the Education and Credentials Committee.

Candidates must normally pass the examination within eight (8) years of being notified that they have satisfied the credentials process. The candidate may normally sit the examination on a total of four (4) occasions only during the course of these eight (8) years.

The parts of the examination may be passed separately.

The names of candidates who pass the examination will be forwarded to the President by the Chairperson of the Examination Committee.

Further details of the requirements for the training programmes, admission, application procedure, and the Entrance (Qualifying) examination is available from the relevant authorities, and in the relevant documentation, of the College.

## **Finances**

### **Article 6**

#### **Section 6.1**

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

- Annual dues
- Donations from companies and international organisations.
- Income from educational meetings organized by the College, including the European Society of Veterinary Dermatology – European College of Veterinary Dermatology Annual Congress.
- Investment income

#### **Section 6.2**

The annual dues (Euro) of each active member for the following years shall be confirmed by the Annual General Meeting after recommendation by the Board. Dues are payable on December 1st for the following year. Members shall be adjudged delinquent if they are one (1) year in arrears, and may be voted for removal by the membership if two (2) years have elapsed without payment.

Retired Diplomates and Honorary Members of the College shall not be required to pay dues. All other categories of Diplomates, including Non-Practicing Diplomates, are required to pay dues.

#### **Section 6.3**

The financial year begins on the first (1) of January and ends on the thirty-first (31) of December of each year.

The accounts of the last financial year and the budget of the following fiscal year shall be submitted annually, by the Treasurer or his/her nominee, for the approval of the Annual General Meeting.

## **Meetings**

### **Article 7**

#### **Section 7.1**

The Annual General Meeting of the College will be held during the Annual Meeting of the European Society of Veterinary Dermatology - European College of Veterinary Dermatology or at some other appropriate meeting agreed upon by the Board.

#### Section 7.2

The Executive Committee shall meet at least once annually, in person or otherwise, between the dates of successive Annual General Meetings, when judged appropriate by the President.

### **Amendments**

#### **Article 8**

These BYLAWS may be amended at any Annual General Meeting by an affirmative two-thirds of the votes cast. Proposed amendments must be submitted in writing to the Secretary at least ninety (90) days before the meeting, for appropriate review by the Board. Proposed amendments shall be distributed to the membership, with a recommendation by the Officers, at least thirty (30) days before the next Annual General Meeting and shall be brought to a vote of Diplomates at that meeting.

### **Appeal against Adverse Decisions**

#### **Article 9**

##### Section 9.1

Appeal against adverse decisions by the College include, but are not limited to:

- denial of approval or suspension of a training (residency) programme
- denial of adequacy of an individual's credentials
- denial of the granting of a Diploma to an individual
- temporary or permanent suspension of a Diplomat

In the event of an adverse decision by the College, the Secretary shall advise the affected person and/or the Dean or other relevant person in the institution or practice organisation in which the affected training programme is located, and of the procedure for appealing against the adverse decision.

The College charges a fee, payable in advance, to cover the administrative expenses of any appeal. The fee must be deposited in the bank of the College and a receipt for this sent by the appellant, at the time of submitting the other documentation of the appeal.

##### Section 9.2

Any Dean or other relevant person in an institution or practice organisation, who wishes to appeal against the decision on the denial or withdrawal of approval of a training programme must do so within sixty (60) days of the date of the adverse notification. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition.

The Secretary shall notify the President of the College and the Chairperson of the Education and Credentials Committee. The President shall appoint a committee of three (3) Diplomates who are not Board Members or members of the Education and Credentials Committee to serve as an Appeals Committee. The Chairperson of the Education and Credentials Committee shall submit a written statement, with accompanying appropriate documentation, to the Appeals Committee indicating the reason(s) for denial of approval or continuation of the training programme. The Appeals Committee shall make and communicate a decision to the appellant within sixty (60) days of appointment of the committee.

##### Section 9.3

Any candidate who wishes to appeal against the decision on his/her application for eligibility to sit the examination must do so within sixty (60) days of the postmarked date of their notification. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition.

The Secretary shall notify the President of the College and the Chairperson of the Education and Credentials Committee. The President shall appoint a committee of three (3) Diplomates who are not Board Members or members of the Education and Credentials Committee to serve as an Appeals Committee within thirty (30) days of a request for an appeal, indicating the reason(s) for rejecting the candidate. The complete dossier of the candidate will be provided for the Appeals Committee to review.

The Appeals Committee shall make and communicate a decision to the appellant within sixty (60) days of appointment of the Committee.

#### Section 9.4

Any candidate who wishes to appeal against the decision on failure in the examination must do so within sixty (60) days of the postmarked date of their notification. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition.

The Secretary shall notify the President of the College and the Chairperson of the Examination Committee. The President shall appoint a committee of three (3) Diplomates who are not Board Members or members of the Examination Committee to serve as an Appeals Committee within thirty (30) days of notice of an appeal. The Chairperson of the Examination Committee shall submit the examination and scores of the candidate, the complete list of scores of all candidates for that examination, and a statement of the criteria used for the Committee's recommendation for pass and fail to the Appeals Committee indicating the reason(s) for rejecting the candidate.

The Appeals Committee shall make and communicate a decision to the appellant within sixty (60) days of appointment of the Committee.

#### Section 9.5

Any Diplomate, who wishes to appeal against a temporary or permanent suspension decision of the Executive Committee, must do so within 60 days of the postmarked date of the adverse notification. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition.

The Secretary shall notify the President of the College and the Chairperson of the Examination Committee. The President shall appoint a committee of three (3) Diplomates who are not Board Members or members of the Examination Committee to serve as an Appeals Committee within thirty (30) days of notice of an appeal. The Chairperson of the Examination Committee shall submit the examination and scores of the candidate, the complete list of scores of all candidates for that examination, and a statement of the criteria used for the Committee's recommendation for pass and fail to the Appeals Committee indicating the reason(s) for rejecting the candidate.

The Appeals Committee shall make and communicate a decision to the appellant within sixty (60) days of appointment of the Committee.

#### Section 9.6

After completion of the appropriate procedure as described above, the affected party, if not satisfied with the final decision rendered by the ECVD Appeals Committee, may request mediation by the European Board of Veterinary Specialisation (EBVS), as laid out in the Policies and Procedures document of that organisation.

The President of the ECVD will supply documentation in support of the College's decision, and any further documentation requested by EBVS, which will inform him/her of their decision subsequently. The decision of the EBVS is final.

#### Section 9.7

A list of any complaints and the area to which they pertain will be part of the Annual Report of the College to EBVS.

### **Complaints against a Diplomat of the College**

#### **Article 10**

##### Section 10.1

A complaint against a Diplomat of the College must be made in writing to the Secretary of the College. The President shall appoint a committee of three (3) Diplomates who are not Board members to serve as an Investigations' Committee and the person making the complaint notified of such referral. The Investigations' Committee will communicate directly with the complainant, with a copy of the response being sent to EBVS. A tally of the number of complaints will be part of the Annual Report of the College to EBVS.

##### Section 10.2.

Only those grievances not resolved by the College will be referred to EBVS.

##### Section 10.3

A list of the number of complaints (if any), against whom and in which area(s) they pertain will be part of the Annual Report of the College to EBVS.

### **Re-evaluation of Diplomates**

#### **Article 11**

##### Section 11.1

All Diplomates (including Founding and Non-Practising) will be re-evaluated for their prerequisites as membership of the College every five (5) years after their admittance, beginning in January 2002, as directed by EBVS.

##### Section 11.2

The standard procedure is carried out under a credit point system. The completed documentation shall be submitted for assessment in confidence to the Chair of the Credentials Committee as required.

### **Honorary Membership**

#### **Article 12**

##### Section 12.1

Candidates for Honorary Membership should not be veterinarians who could qualify for Diplomat status in the usual manner. This category of membership will only be awarded in exceptional circumstances.

##### Section 12.2

Nominations for Honorary Membership must be made in writing to the Secretary by two (2) Diplomates in good standing at least 120 days prior to the annual meeting and include appropriate supportive biographical and bibliographical data. The general membership shall be notified of any nominations for Honorary Membership and any member shall receive copies of the supportive data on request. Election of an Honorary Member shall be



accomplished by a minimum three-fourths (3/4) vote of the Board and by a minimum three-fourths (3/4) vote of the membership in attendance cast by secret ballot at the Annual General Meeting of the College.

Section 12.3

No more than five (5) per cent of the College's membership may be made up of Honorary Members.