

## **ECVP Constitution and By-Laws (amended 2009 version)**

### **Constitution (chapter I)**

#### **Chapter I**

##### **Article 1. Name of the organisation**

The name of the association shall be: European College of Veterinary Pathologists (referred to in the Dutch language as "Europees College van Veterinair Pathologen"), abbreviated ECVP; hereinafter also referred to as "the College".

##### **Article 2. Incorporation of the organisation**

**2.1.** The College shall have its domicile in Utrecht.

**2.2.** The College has been established as a non-profit educational association and for an indefinite period. In the event of dissolution of the College, its property shall be distributed for educational purposes.

##### **Article 3. Objectives**

The College shall have the following objectives:

**3.1.** To further scientific progress in veterinary pathology.

**3.2.** To establish standards of training, experience, and examination for qualification as a specialist in veterinary pathology.

**3.3.** To further the recognition of such qualified specialists by suitable certification and other means.

##### **Article 4. Membership**

**4.1.** The types of membership in this association shall be:

- a)** Diplomate (ordinary member)
- b)** Founding Diplomate (founding member)
- c)** Retired Member
- d)** Honorary Member

**4.2.** Qualifications for membership:

**A.** Diplomate: A veterinarian who satisfies the College ECVP requirements in respect to training, experience, and competence in veterinary pathology (as specified hereinafter in Article 5) shall be eligible. Election of such candidates shall be accomplished by majority vote of the Council.

**B.** Founding Diplomate: One of those veterinary pathologists of established reputation that collectively established the College (founding members), or a veterinary pathologist elected as de-facto diplomate by a two-thirds (2/3) vote of the original charter membership. Applications for de-facto membership were to be received not later than the end of the second calendar year after inauguration of the College i.e. the thirty-first of December nineteen hundred and ninety-seven (12-31-1997).

(i) Criteria for Founding Diplomates (founding members):

- 1.** they must be qualified to practice veterinary medicine in a European country
- 2.** they must have achieved distinction in the field of veterinary pathology, and have qualifications far exceeding those proposed as necessary for candidates to take the certifying examination of the College
- 3.** they must be recognized as qualified specialists by peers, and

**a)** have at least ten (10) years experience in the speciality of veterinary pathology and by

teaching, research, or practice have contributed significantly to the development of the speciality, and

**b)** have demonstrated competency through teaching, research or practice in the speciality, and

**c)** spend at least seventy five percent (75%) of their professional time and at least thirty (30) hours / week in the speciality of veterinary pathology, and

**d)** be authors of significant publications from research or practice in the speciality

(ii) Criteria for Founding Diplomates (de-facto members):

**1.** they must be qualified to practice veterinary medicine in a European country, or to present evidence of veterinary education and training which in the judgement of the Council of the European College of Veterinary Pathologists is an equivalent education

**2.** they must have at least ten (10) years of experience in the speciality of veterinary pathology

**3.** they must spend at least sixty percent (60%) of their professional time and at least twenty-four (24) hours/week in the practice of veterinary pathology

**4.** they must have published at least three (3) papers in internationally recognized journals as first author and in the applicant's speciality, and at least three (3) additional papers excluding proceeding abstracts. The college is also prepared to consider submissions for de-facto recognition supported by substantial publications or reports that are not in the public domain.

**C. Retired Member:** A person who has been an active member (diplomate) and does currently not practice or claim to practice veterinary pathology. Retired members shall have all the privileges of membership except the right to vote or hold office and shall not be required to pay dues. Retired membership status does not confer the right to act as a specialist in veterinary pathology.

**D. Honorary Member:** A person who has contributed in an extraordinary manner to the advancement of veterinary pathology may be appointed honorary member by majority vote of the Council, confirmed by a majority vote of the membership of the College. Honorary members shall have all the privileges of membership except the right to vote or hold office and shall not be required to pay dues. Honorary Membership status does not confer the right to act as a specialist in veterinary pathology. Honorary members cannot make up more than 5% of the active membership.

**4.3.** Each Diplomate and Founding Diplomate shall have one vote in the general meetings of the College. Retired and Honorary Members shall not have the right to vote.

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

#### **Article 5. General requirements for the College examination.**

**5.1.** The following prerequisites must be met to the satisfaction of the Council before any candidate is eligible to undertake any part of the examination in veterinary pathology to qualify for membership of the College. An eligible candidate must:

**a.** have satisfactory standing in the profession;

**b.** be qualified to practice veterinary medicine in a European country, or to present evidence of veterinary education and training which in the judgement of the Council is an equivalent qualification;

**c.** have completed at least three (3) years, subsequent to graduation from veterinary school, of supervised training in pathology that is acceptable to the Council. Acceptable

supervised training is that directed by a recognized veterinary pathologist (Diplomate) and done in a program that trains veterinary pathologists as one of its primary functions.

d. if either the supervisor is not a recognized veterinary pathologist (Diplomate) or the program does not train veterinary pathologists as one of its primary functions, then five (5) years of training in pathology are required. One of these five (5) years must be spent in training under the supervision of a recognized veterinary pathologist (Diplomate) or in a program that trains veterinary pathologists as one of its primary functions;

e. have published at least TWO original papers in internationally recognised journals in the field of veterinary pathology.

**5.2.** Applications for the examination shall be made to the Secretary in a prescribed form and are to be accompanied by proof of payment of an examination fee fixed by the Council. Letters of reference from supervisors and others are to be sent directly to the Secretary.

**5.3.** Eligible candidates shall be examined by an Examination Committee appointed by the Council at the time and place fixed by the Council and in accordance with the policy established by the Council.

## **Article 6. Council / Representation**

**6.1.** The Council of the College shall consist of the following eight (8) officers, who shall be natural persons: the President, the Vice-President, the Secretary, the Treasurer, the chair of the Examination Committee, and three (3) normal Councillors.

The Council shall represent the College

**6.2.** The election and discharge of these officers and their duties shall be as provided in Chapter II of this Constitution.

**6.3.** The Council shall oversee the following College committees:

- (i) Examination Committee, responsible for the ECVF diplomate examination.
- (ii) Nominating Committee, responsible for administering nominations for Council.
- (iii) Applications Committee, responsible for administering applications for the ECVF diplomate examination and approved residency training programmes.
- (iv) Education Committee, responsible for facilitating suitable training and education events.
- (v) CPD re-registration Committee, responsible for administering the re-registration process for diplomats.

## **Article 7. Amendments to the Constitution**

Any proposed amendment to this Constitution, which must be signed by at least three (3) members in good standing, shall first be submitted to the Council for its recommendation. The proposed amendment with the recommendations of the Council 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 at least two-thirds (2/3) of members voting by mail ballot shall be required for the adoption of any amendment.

## **Article 8. Dissolution and Settlement**

**1.** The terms set forth in article 7 of this Chapter I shall be equally applied in a decision to dissolve the College.

**2.** The general meeting of the College shall determine, at the time of the decision to dissolve the College, the destination of the assets.

## **Article 9. By-laws**

1. The Council can make and change one or more bylaws, which regulate subjects not or not sufficiently prescribed in this constitution.
2. A by-law may not contain any provisions which violate the law or this constitution.

## **Chapter II**

### **Article 1. ELECTION AND DUTIES OF OFFICERS / DISCHARGE OF OFFICERS**

1. The President and Vice-President, except for the provisions mentioned in paragraph 4 under b, shall be members elected by a majority of members voting, using secret written ballots, and shall serve for two (2) years or until their successor shall have been elected. With due regard for the provisions set forth below in paragraph 6, the Secretary and the Treasurer are similarly elected from the membership and shall serve for five (5) years. During the fourth year of the term of office of the Secretary and the Treasurer, a Secretary-Elect and a Treasurer-Elect shall be elected.

2. The three (3) Councillors shall be members elected in the same manner as the other officers by a majority of members voting, each to serve a term of three (3) years. At the first election, one Councillor shall be elected to serve one (1) year, one for two (2) years and one for three (3) years. No Councillor, having been elected for a full three (3) -year term shall be eligible for re-election as a Councillor until after a lapse of at least two (2) years following expiration of his term of office.

3. The Council shall appoint a Nominating Committee consisting of three (3) members who are not members of the Council. Nominations to all vacancies may be made by the Nominating Committee or to the Nominating Committee by any member in good standing.

Nominations are to be submitted between January 1 and June 30 of the election year. The Nominating Committee shall prepare a mail ballot listing 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 mail ballot. Should a vacancy in any office occur, the Council may at its discretion initiate nomination and election procedures to fill the vacancy for the unexpired part of the term.

4. Duties of the President and Vice-President.

a. The President shall preside over all meetings of the College and meetings of the Council, shall be a member, ex-officio, of all committees, and shall perform the usual duties of such office.

b. The Vice-President shall be the President-Elect, shall be ex-officio member of all committees, shall preside over the meeting in the absence of the President, and shall succeed to the office of the President should that office be vacated.

5. Duties of the Secretary and the Treasurer. The Secretary shall serve as executive officer of the College. He shall keep minutes of all meetings and shall perform the usual duties of a secretary and such others duties as assigned by the Council. The Treasurer shall conduct the business affairs of the College, collect membership dues, application and examination 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 Council.

6. Duties of the Secretary-Elect and Treasurer-Elect. The Secretary-Elect shall perform the functions of the Secretary in the absence of the Secretary and shall succeed to that office when it is vacated. The Treasurer-Elect shall perform the functions of the Treasurer in the absence of the Treasurer and shall succeed to that office when it is vacated.

7. Council members shall be discharged pursuant to a decision adopted at the general meeting of the College by a majority of members voting.

## **Article 2. DUTIES OF THE COUNCIL**

1. The Council shall have the duties and powers ordinarily delegated to the governing body of an association, as well as the specific responsibilities conferred under the Constitution.

a. The Council shall undertake to organize and operate a certifying agency for Diplomates of the European College of Veterinary Pathologists as provided in the constitution. The Council shall judge compliance of candidates with the general requirements of the Constitution, appoint an Examinations Committee to operate under its supervision, and certify candidates who qualify. The Council shall make available to candidates and the interested public a detailed account of the experience and training prerequisites to all College examinations.

b. The Council shall undertake to create and appoint members of all committees, supervise their activities, and receive their reports.

c. The Council shall undertake to report to the College annually its work and activities, including a full financial statement, and to make such interim reports as may be necessary and advisable.

d. The Council shall undertake to exercise its constitutional authority in promoting and attaining the objectives of the College especially those pertaining to professional, institutional and public relations.

## **Article 3. FINANCIAL YEAR, DUES AND EXAMINATION FEES**

1. The financial year of the College shall run concurrently with the calendar year.

2. The dues shall be as follows:

a. Diplomates and Founding Diplomates: The dues shall be recommended by the Council and approved by a majority of the membership present and voting at an ordinary or extraordinary meeting of the College or voting by mail.

b. Honorary Members shall not be required to pay dues.

3. Dues shall be payable on the first of January of each year and shall be remitted to the Treasurer.

4. Fees connected with examination and certification of candidates shall be determined by the Council.

## **Article 4. MEMBERSHIP AND REGISTRATION**

1. Each individual elected to membership in the College shall be registered as such and shall be authorized to use the designation of "Diplomate of the European College of Veterinary Pathologists" (or in Dutch: Gediplomeerd Lid van het Europees College van Veterinair Pathologen), abbreviated Dipl. ECVP.

2. Each Diplomate shall be required to keep records of his professional and scientific activities. The Council may from time to time require any Diplomate to submit his record to inspection.

3. When the speciality is practiced insufficiently or when the speciality has not been practiced for two (2) consecutive years or the equivalent of two (2) years during a period of five (5) years, registration as Diplomate shall be suspended by default. In the register, this shall be marked as "Diplomate non-practicing". During the suspension members shall not be allowed to use the designation of "Diplomate of the European College of Veterinary Pathologists" (or in Dutch: Gediplomeerd Lid van het Europees College van Veterinair Pathologen). A member seeking to revert to full Diplomate status shall need to satisfy the requirements determined by the Council.

4. Voluntary cessation of registration shall require notice in writing to be received by the Executive Secretary before the thirtieth of June in any year and shall be published at the next annual general meeting.

#### **Article 5. DISCIPLINARY ACTION AND APPEALS PROCEDURE**

1. In case of improper conduct, the Council shall have the authority to recommend censure, suspension, or cancellation of membership. All deliberation thereon shall be guided by highest standards. The accused member shall therefore have the opportunity to appear before the Council in person.

2. In the event of an adverse decision by the Council including denial of certification, denial of adequacy of credentials prior to examination for certification or to re-registration as a full Diplomate, and censure, suspension, or cancellation of membership, the affected person may write an appeal to the Council for consideration within thirty (30) days of the adverse decision. The Council shall reconsider on the grounds that the decision may have been made erroneously by;

- a) disregarding or failing to follow stated College procedures; and/or
- b) failing to consider relevant documentation presented.

The Council shall deliver in writing its final decision within ninety (90) days after receipt of the appeal. If the affected person is not satisfied with the final decision, he or she may request mediation with representatives of the European Board of Veterinary Specialization.

#### **Article 6. QUORUM / CONVENING MEETINGS**

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

b. A quorum of the Council shall consist of a simple majority of that Council.

c. Meetings of the College shall be convened by the President, subsequent to the approval of the Council. Should the President fail to set a date and place for an ordinary or extraordinary meeting, the Council or the membership may, by majority action, set a date and place for such meetings.