

THE EUROPEAN COLLEGE
OF
POULTRY VETERINARY SCIENCE

(ECPVS)

BYLAWS

Version 4: September 2017

Annual General Meeting

Article 1

- 1.1. It is the duty of every certified Diplomate to attend the Annual General Meeting (AGM), at least once every three years. If the Diplomate has not attended the AGM for more than two consecutive years without previous dispensation from the Executive Committee, the registration as certified Diplomate ceases by default.

- 1.2. The AGM 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 Officers and Auditors.
 - c. Action on the auditors' report.
 - d. Formal approval of the business conducted by the Executive Committee during the preceding year.
 - e. Action on business, presented by the Executive Committee or as required by the Constitution.
 - f. Establish membership dues for the forthcoming year(s).
 - g. Expulsion of Diplomates.
 - h. Any other business.

Membership

Article 2

- 2.1. Standards for admission to membership
 - a. The College shall only certify veterinarians who:
 - Meet the educational, training and experience requirements established by the College.
 - Have attained acceptable scores on comprehensive examinations administered by the College, except for Founder Diplomates as defined in Article 5.2 of the

ECPVS Constitution registered in December 2008, and in the EBVS Policies and Procedures on non-Europeans.

- Are licensed to practise or are eligible to be licensed to practise in a European country. Applicants may be relieved of this requirement in exceptional cases.
 - Have demonstrated fitness and ability to practise the speciality.
 - Have demonstrated satisfactory moral and ethical standing in the profession.
 - Have met the minimal publication requirements as defined by the College (at least two peer-reviewed publications in international refereed journals).
 - Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
 - 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.

2.2. Founder Diplomat

The criteria for becoming a Founder Diplomat of ECPVS have been described in the Constitution of ECPVS, registered in December 2008.

2.3. Diplomat

A Diplomat is a veterinarian who has passed the certifying/examination procedure of the College and, if certified, is entitled to be awarded by the EBVS the title of EBVS European Specialist in Poultry Veterinary Science.

2.4. Non-Certified Diplomat

A Diplomat who

- a. has not practised the speciality for two continuous years or the equivalent of two years during the previous five years, or
- b. has not fulfilled the requirements for the re-certification procedure, or
- c. has not attended an Annual General Meeting for three years without previous

dispensation from the College.

A non-certified Diplomate is not allowed to use the title European Specialist but may use the title Diplomate (non-certified). A non-certified Diplomate seeking to revert to full Diplomate status needs to satisfy the Credentials Committee of the College.

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

2.5. 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. They are excluded from article 4, sections 3 and 4, of the Constitution of the College. 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.

2.6. Honorary Members

The College may confer Honorary Member status on persons who have made exceptional contributions to the ECPVS and/or to Poultry Veterinary Science. Honorary Members, who are ECPVS Diplomates, shall have all the rights and privileges of Diplomates. Honorary Members who are not ECPVS Diplomates, shall have all the rights and privileges of Diplomates except the right to vote and hold office. The number of Honorary Members is not strictly limited but it is aimed to keep it close to 5% of the total number of the College Diplomates. Nomination for Honorary Member status necessitates proposal by two Diplomates of good standing. The proposal should be written and forwarded to the Secretary. It must contain such information relating to the activities of the nominee in Poultry Veterinary Science as required by the Executive Committee.

Election of an Honorary member shall be accomplished by an at least two-thirds vote of the Executive Committee, and by an at least two-thirds majority of the voting members present (including those abstaining) at the Annual General Meeting of the College.

2.7. Associate Members

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. Moreover:

- 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.

2.8. Re-certification

The Diplomate is required to send in each 5 years a summary of his/her professional activities. The format of this summary has to be approved of by the EBVS. The summaries will be evaluated by the Re-certification Committee. In addition, Diplomates should ask two senior colleagues or authorities to send to the College a letter of reference certifying that the Diplomate in question has been active in practising his/her speciality for the last 5 years at the specialist level (see EBVS Policies & Procedures Appendix 8). The type of the reference letter shall be according to the EBVS Policies and Procedures. Self-certification of the members of the committee responsible for re-certification must be avoided.

Every application will be evaluated by a minimum of two reviewers. A third reviewer may be included at the discretion of the Committee if there is any conflict in the reports of the first two reviewers.

If a Diplomate does not meet the required number of points, they can be given one year extra in which to achieve at least the number of missing points. If they succeed, they will then be re-evaluated four years from the end of the extra year. If they do not succeed, or if any Diplomate does not submit re-certification documents, they will be made non-certified Diplomates by their College, removed from the EBVS specialist register, and may only use the title of Diplomate (non-certified). A non-certified Diplomate seeking to revert to full Diplomate status needs to satisfy the Credentials Committee of the College.

2.9. Cessation of registration of Diplomates

Registration as certified Diplomate ceases by default when the speciality is practised insufficiently, see section 2.4 above.

2.10. Advertising and Directory Listings

- a. Certified Diplomates may use the title “Dipl. ECPVS” or “Diplomate of the European College of Poultry Veterinary Science”, and if listed as specialists by the EBVS they may use the title “EBVS European Specialist in Poultry Veterinary Science”.
- b. The use of the term “board/Executive Committee eligible” or “board/Executive Committee qualified”, as an indication of special qualification, is potentially misleading to the public and therefore must not be used in any public communication or other solicitation.
- c. Non-certified or retired Diplomates, associate members, and honorary members are not allowed to use the title or trade mark of European Veterinary Specialist.

Duties of officers

Article 3

3.1. President

The president shall preside at the meetings of the College, preserve order, regulate debates, appoint Committees not otherwise provided for, announce results of elections

and perform all other duties legitimately appertaining to his/her office The maximum term of office is 3 years.

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, in general, succeed to the Presidency at the end of his term or should the office fall vacant.

3.3. Past-President

The Past-President shall advise the President.

3.4. Secretary

The Secretary shall attend to the correspondence of the College, keep and publish annually lists of Diplomates of all categories, and Honorary and Associate members, keep minutes of the College meetings in records which shall be the property of the College and perform the furthermore usual duties of a Secretary. The Secretary shall submit the Annual Report of the College to the EBVS by the 15th January of the following year. The maximum term of office is 3 years. Secretary may be elected for one additional term.

3.5. Treasurer

The Treasurer shall advise the College on all financial matters. He/she shall arrange for the safekeeping of all funds, pay bills and expenses, and submit a written financial statement to all members annually. He/she shall keep full and accurate books of account, containing a record of all monies received and expended, which books shall be the property of the College and open to the inspection of the authorised officials at all reasonable times and places. The maximum term of office is 3 years. Treasurer may be elected for one additional term.

3.6. Vacancies amongst the officers

Vacancies occurring on the Executive Committee shall be filled by election of an available member via an electronic vote or 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

4.1. The Executive committee of the College

The Executive Committee of the College shall consist of the officers and two elected ordinary members.

The Executive Committee shall consider all the business and policies pertaining to the affairs of 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 Diplomat 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.

The two Ordinary Members shall serve a term of two years. At the first election, one Ordinary Member shall be elected to serve one year and one for two (2) years. No Ordinary Member, having been elected for a two year term shall be eligible for re-election as an Ordinary Member until after a lapse of at least one year following expiration of his/her term of office.

4.2. Credentials Committee

The Credentials Committee shall be composed of at least three members appointed by the Executive Committee for a term of three years. Normally, one member will be replaced each year. The Credentials Committee may co-opt ECPVS Diplomates to assist in the process of approving the credentials submitted by the candidates wishing to sit the exams. Such appointments are for one year only, although they may be renewed annually. They must be approved by the Executive Committee.

The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise.

The duties of the Credentials Committee will be as follows:

- a. to establish guidelines to assist applicants applying to sit the diploma examination
- b. to receive, review, and approve the candidacy of applicants
- c. to forward credentials of approved applicants to the Examination Committee

4.3. Examination Committee

The Examination Committee shall consist of at least three members appointed by the Executive Committee for a term of three years. Normally, one member will be replaced each year. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise. The Examination Committee may co-opt Diplomates as ‘examiners’ to assist in the examination process. Such appointments are for one year only, although may be renewed annually. They must be approved by the Executive Committee.

The Examination Committee is responsible for the preparation and administration of diploma examinations. Results of examinations shall be forwarded by the Chairperson of the Examination Committee to the Executive Committee of the College with recommendations regarding the awarding of diplomas. Normally no member of the Executive Committee or member of the Credentials and Education Committee shall act as an ‘examiner’.

4.4. Education Committee

The Education Committee shall be composed of at least three members appointed by the Executive Committee for a term of three years. Normally, one member will be replaced each year. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise. The Education Committee is responsible for setting criteria for the residency programmes, for approving the programmes and their sponsors, and for monitoring each resident's progress through the receipt of regular reports. The EC will maintain lists of approved residency programmes, approved supervisors and current residents. It will document

detailed requirements for residency programmes that are necessary for approval by the College.

The Education Committee will receive the required periodic reports from directors of resident training on:

- a. the annual progress of each candidate in every ECPVS residency
- b. details of each standard residency programme, in the form of an initial report with update and re-examination every five years. The Education Committee will attest the adequacy of each programme when they approve the report.

4.5. Re-certification committee

The Re-certification Committee shall consist of a minimum of three members appointed by the Executive Committee for a term of three years. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise.

The Re-certification Committee shall evaluate the Diplomate status of every Diplomate every five (5) years according to the re-certification requirements accredited by the EBVS.

4.6. Nomination Committee

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

4.7. Symposia Organising Committee

This committee chaired by the Vice-President shall be made up of all those involved in the organisation of both the scientific and social elements of the annual symposium. Committee members may be drawn from the Executive committee, the rest of the College and/or representatives of other organisations involved in the symposium.

4.8. Disciplinary Committee

The President shall have the power to establish an independent Disciplinary Committee that will take evidence and adjudicate on that evidence in the event of a Diplomate being alleged to have behaved non-professionally, unethically or to have acted against the best interests of the College. The Disciplinary Committee shall report to the Executive Committee of ECPVS.

4.9. Auditors

Two auditors are elected by the General Assembly at the Annual General Meeting for a one year term. The two auditors evaluate the report of the Treasurer. The auditors' report, and the Treasurer's report regarding the financial status of the College, will be presented for approval at the AGM. Only after the auditors' report, can the AGM discharge the Treasurer for his/her annual report. The College may appoint external professional auditors.

Diploma

Article 5

5.1. Qualifications to sit the diploma examination

The following candidates will be allowed to sit the examination:

- a. To be allowed to sit the examination an applicant must give evidence of satisfactory completion of an approved training period of at least 4 years to general veterinary education, training and practise, and to special education, training, and practise of veterinary poultry science, both after the date of graduation from a veterinary school. The following sequence of training is to be used:

- a first period of a minimum of one year must be a rotating internship, or its equivalent, as defined by the ECPVS Education Committee.
 - a second residency period shall comprise a minimum of 3 years postgraduate training programme under supervision of Diplomates of the ECPVS. This residency period may constitute:
 - i) a standard residency training programme, which is the minimum and most time efficient education and/or training under appropriate supervision that will qualify a candidate for examination.
 - ii) In exceptional cases, a candidate whose circumstances do not permit enrolment in a standard programme may submit an equivalent, alternate programme, in cooperation with his/her supervisor, the College, and the resources available to the individual, for advanced study and experience.
- b. Apart from candidates who have successfully completed either a standard or an alternate residency programme, those who are internationally recognised in the field of veterinary poultry science may also be allowed to sit the examination with assessment by other means at the discretion of the Credentials Committee and the Executive Committee.

In addition, all categories of candidates shall meet the requirement for written reports, which are:

- i) submission of reports of five personally handled cases related to poultry veterinary science, with a maximum of 3000 words each, which give an impression of the analytical approach of the candidate and do not cover the same material used in ii) below.
- ii) Be the author of at least two original papers in peer reviewed scientific journals included in the Science Citation Index, one of which should be published as first author in an international peer reviewed scientific journal

5.2. Residency training programmes

Introduction

- a. A residency shall be advanced training in Poultry Veterinary Science which may or may not lead to certification by the College. An approved Residency Programme must be conducted under the direct supervision of a practising Diplomate of the College.
- b. The goal of a residency programme must be to end up with Diplomates who have developed self-confidence, self-criticism and sense of responsibility that are essential for the practise of the speciality.
- c. Residency programmes should strive to train specialists who have demonstrated to have the proper intellectual qualities, professional and technical skills necessary for successful employment in professional environments. Moreover, residency programmes must aim at the development of a culture, which recognizes the importance of continuous professional development.
- d. All residency programmes must be approved by the Education committee before they start.
- e. All training and/or experience requirements and all prerequisites for examination eligibility must be relevant to the assessment of applicant's qualification.
- f. There shall be no restriction of training institutions as long as they meet the requirements for approved residency.
- g. Residents must spend at least 60 per cent of their time practising the speciality, based on a normal working week of 40 hours.
- h. A supervisor shall have no more than two (2) residents following standard residency programmes; in exceptional cases three (3) such residents can be allowed, for a restricted time period.
- i. The College only accepts Residents that received their veterinary qualification from an EAEVE-approved establishment unless relieved of this obligation by the Education Committee.
- j. The residency program criteria are described in the ECPVS training program

Standard Residency Training Programme

- a. A standard residency training programme takes place in an institution ("approved centre") that provides satisfactory evidence proving that they offer sufficient facilities, services and a programme that fulfills the necessary criteria to be approved

- as a training centre offering a standard residency training programme. Approval is granted for a five-year period, and re-approval is necessary every five years thereafter.
- b. The minimal length of a residency programme is three years.
 - c. The period can be taken consecutively. The Education committee can allow the training to take place on a part time basis as long as the total time is equivalent to at least three years, and the total time does not exceed six years. In case of maternity (leave), illness or under exceptional circumstances a prolongation is possible. The duration of the prolongation is agreed with the Credentials/Education committee.

Alternate Residency Training Programme

A veterinarian whose circumstances do not permit enrolment in a standard residency programme may submit an alternate programme to the College, in conjunction with his/her supervisor, outlining the resources available to them, for advanced study and experience. The alternate programme is not approved for a training centre or for anyone other than the Resident in question. The alternate programme must be approved by the College before the Resident embarks on it, and the total length of this programme cannot be shorter than a standard residency programme. The total time of an alternate programme must not exceed six years. A resident on an alternate training programme must spend the equivalent of at least 60% of 3 years working in the practice of Poultry Veterinary Science, under direct supervision of a Diplomate of the ECPVS.

The precise form of each individual programme is at the discretion of the Education Committee of the College.

Criteria for and approval of Residency Training Programmes

The College shall establish guidelines for those residencies that are approved as appropriate training for candidates seeking speciality certification. Detailed description of these guidelines (including the requirements and the procedures for approval of and admission to the residency programmes) shall be published in the Policies and Procedures of the College. All these guidelines must be in line with the latest version of the EBVS Policies and Procedures.

5.3. Examination

- a. Before sitting an examination, the applicant's credentials must be evaluated by the credentials committee.
- b. The examination consist of written, oral and practical parts. The candidate having fulfilled all qualifications to sit the examination, at the discretion of the Credentials Committee, is allowed to sit all parts of the examination in one session. However, the parts of the examination may be taken separately and do not need to be taken all at the same time.
- c. Judgment must be incorporated into examinations-assessing not just what the candidates know but what they would do with that knowledge.
- d. It must be made known to the candidates in advance in what way the different parts and levels will be evaluated.
- e. All parts of the examination must be held at all times under the direct supervision and physical presence of members of the Examination Committee or trained invigilators. In line with modern best practice, an invigilator must not be otherwise occupied during the examination and must not leave the room during the examination without another invigilator replacing him/her.
- f. Candidates should be informed prior to the examination of the passing point, or, if this is not determined in advance, the method of setting the passing point.
- g. Promptly report to applicants or candidates details concerning any deficiencies in credentials or preliminary examination results that prevent them from sitting the examination or being certified by the College:
 - a time limit for such communications must be established and published by the College
 - the results of the examination must be announced to all candidates on the same date
 - the time between final credentials decisions and the examination date must be sufficient to permit consideration of possible appeals against a decision of denying acceptance of credentials
- h. Confidentiality must be maintained throughout the entire examination. Examination questions must be kept confidential by all Colleges, with the exceptions being the

publication of model questions as a guideline to candidates, and during an appeal procedure, as outlined in a College's Bylaws and/or Policies and Procedures.

- i. Personal conflict, or the appearance of conflict, that could affect results of examinations is to be avoided.
- j. The examination shall be taken in English only; the use of non-medical dictionaries during examinations or a non-medical interpreter during oral examination is permitted.
- k. The candidate shall submit the non-refundable examination fee, which shall be determined annually at the AGM.
- l. Candidates must pass the examination within eight years of completion of the residency programme. Candidate must be informed that they may sit the different parts of the examination on four (4) occasions only.
- m. Further details for the administration and conduct of the qualifying examination shall be provided in the Policies and Procedures of the College.
- n. Any change in the procedure of the examination should be notified to the EBVS.

Finances

Article 6

- 6.1. The College is a non-profit organisation and avoids contracts or agreements leading to activities outside the scope of the stated objectives of the College.
- 6.2. College funds may only be spent according to the constitution. Members or officers of the College receive no payment from the funds of the College, except of expenses payment.
- 6.3. The expenses of the College shall be met through various sources of income.
 - a. Annual subscription fees. The annual dues (in Euro) of each paying member for the following years shall be determined by the AGM.
 - b. Donations from companies and organisations.
 - c. Income from educational meetings organised by the College.

- d. Application and examination fees
 - e. Any monies accumulated shall be invested in an account or fund with a guaranteed return and serve as a reserve for possible use at a later time.
 - f. The personal liability of College Diplomates is excluded from any official obligation of the College. The College funds are the only liability.
- 6.4. The financial year begins on the first of January and ends on the thirty-first of December of each year.
- 6.5. The College is required to maintain insurance, to indemnify itself against legal costs.
- 6.6. The Retired Diplomate of the College shall be required to pay no fees or reduced dues but no EBVS fee.
- 6.7. The non-certified Diplomate of the College shall be required to pay reduced dues, but no EBVS fee.
- 6.8. The Honorary Members will not be required to pay dues to the College.
- 6.9. The Associate Members may pay normal dues but no EBVS fee.

Meetings

Article 7

- 7.1. The Executive Committee and the Chairpersons of the Credentials, Education and Examination Committees shall meet at least once annually between consecutive Annual General Meetings, when judged appropriate by the President.

Amendments

Article 8

These Bylaws may be amended at any Annual General Meeting or via an electronic vote by two-thirds of the votes cast. Proposed amendments must be submitted in writing to the Secretary minimum 60 days prior to the Annual General Meeting, to allow appropriate review by the Executive Committee. Proposed amendments shall be distributed to the membership at least thirty days before the Annual General Meeting.

The EBVS shall be notified of all changes in the Constitution, Bylaws, and Policies at the time of the next annual report.

Appeal of Adverse Decisions

Article 9

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

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

9.2 Appeals Committee

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

The Appeals Committee shall be made up of a minimum of three Diplomates of the College who shall not be serving as members of the 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.

9.3. Communication of the right of Appeal

In the event of an adverse decision, the College shall notify the affected party (or parties) of the procedure for appealing against the adverse decision. This notification must be included with the communication that gives notice of the adverse decision itself. The Appeals Procedures must specify an address and Officer of the College to which an Appeal should be sent in the first place.

9.4. Grounds of Appeal

The College shall provide for Appeals to be made on the following grounds:

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

9.5. Commencing an Appeal Process

- a. The College shall require an Appeal to be made in writing, including a statement of the grounds of Appeal, together with any supporting reasons and documents.
- b. The College shall allow Appeals to be made for at least 60 days but no greater than 90 days after the postmarked date of the letter communicating the relevant adverse decision (or if sent by email the date on which the email was sent). In particular, an appeal against a decision of denying acceptance of the credentials may be submitted after a minimum of one week and a maximum of three weeks following the official announcement of the decision of denying acceptance of the Credentials of a resident to sit the examination. Submission of an appeal to the College must be accompanied by a deposit of € 2000 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.

- c. The College must acknowledge receipt of an Appeal within 10 working days.
 - Within 20 working days of its receipt by the College the Appeal shall be considered by a nominated Executive Officer of the College, who shall have had no prior involvement with the case, and who has no potential conflict of interest with the Appellant or the Committee whose decision is being questioned. This Officer will decide whether a proper Ground for Appeal has been identified.
 - If a proper Ground for Appeal has been identified, the College will convene an Appeals Committee to consider the Appeal.
- d. Within 15 working days of 9.5.c, 1st point, the College must inform the Appellant whether or not the Notice of Appeal has been accepted as raising an arguable Ground of Appeal, and, if so, of the proposed membership of the Appeals Committee that will consider the Appeal.
- e. The College shall:
 - provide a reasonable opportunity and procedure for the Appellant to raise concerns with or object to the membership of the Appeals Committee, and
 - provide a reasonable procedure by which any such concerns or objections are considered and responded to.
- f. In any case where an Appeal is to be conducted, the procedure for convening an Appeals Committee to consider the Appeal must be completed no later than 30 days after the date the College has informed the Appellant of the proposed membership of the Appeals Committee, under paragraph d above.
- g. 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.
- h. Where a College makes a decision that no proper Ground of Appeal has been identified by the Notice of Appeal, the College may inform the Appellant that either:
 - It will take no further action (and explain the justification for this), or
 - It will consider the Notice instead as a request for an informal review of an adverse decision by the College Executive Committee on non-appealable grounds (e.g. extenuating circumstances of personal difficulty etc.).

9.6. Conduct of an Appeal Process

- a. All Appeals shall be conducted in all due confidence.
- b. The Appeals Committee must be able to request information relevant to its consideration of the Appeal from any relevant party.
- c. The Appeals Committee must be required to consider carefully the need or not for an oral hearing. Where an Appeals Committee decides not to hold an oral hearing in an Appeal against an adverse decision that arises from an allegation of impropriety against a candidate (or in other matters of similar gravity), reasons for that decision must be given. Where an oral hearing is held, a timetable must be devised which allows both parties reasonable opportunity to appear.
- d. 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.
- e. 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.
- f. 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.
- g. 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.

h. The Appeals Committee must deliver its decision on the Appeal to a nominated Executive Officer of the College within 90 days of the date of receiving all the papers relating to the dispute under '9.5.g' above. The Executive Committee of the College will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation. The Executive Committee of the College shall communicate the decision, via electronic means and in addition, if there is no satisfactory confirmation of receipt, via registered post, to the Appellant, within 30 days of receipt of the Appeal decision.

If the Appellant is not satisfied with the outcome, he/she may appeal to the European Board of Veterinary Specialisation (EBVS). The procedure to follow is detailed within the Policies & Procedures of the EBVS, which may be found on the EBVS website (www.ebvs.eu)

Amendments

Article 10

10.1 Registered versions of this Bylaws include:

- Version 1: November 2008
- Version 2: December 2015
- Version 3: October 2016
- Version 4: September 2017