

EUROPEAN COLLEGE OF VETERINARY NEUROLOGY (ECVN)

(Approved by the AGM – 19 September 2014)
Amended 16.09.2016

CONSTITUTION

ARTICLES OF ASSOCIATION

Article 1. Name, place of establishment, language, and registration

- 1.1 The name of the organisation shall be the European College of Veterinary Neurology, hereinafter referred to as the "College".
- 1.2 The College shall have its registered office in Hildesheim, Germany. The office address may be changed through the discretion of the Executive Committee.
- 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 in Europe (FVE), The European Association of establishments for Veterinary Education (EAEVE), and the European Board of Veterinary Specialisation (EBVS). Speciality Colleges are members of the EBVS.
- 1.4. The language of the College, including all oral and written exchanges, shall be English (British).

Article 2. Duration

- 2.1 The College shall be established for an unlimited period.
- 2.2 The College year shall run concurrently with the calendar year, subject to the first society year ending on the last day of December of the year in which the College is established.

Article 3. Mission, Objectives and Resources

3.1 Mission

The mission of the College is to contribute significantly to the maintenance and enhancement of the quality of European Veterinary Specialists in Neurology across all European countries at the highest possible level so as to ensure that improved veterinary medical services will be provided to the public.

3.2 Objectives

The primary objectives of the College shall be the promotion of study, research and practice of veterinary neurology in Europe, and increase the competency of those who practise in this field by:

- (a) Establishing guidelines for post-graduate education and experience as a prerequisite to becoming a specialist in the discipline of veterinary neurology;
- (b) Examining and authenticating veterinarians as specialists in veterinary neurology to serve the veterinary patients, their owners and the public in general, by providing expert care for animals with neurological disease;
- (c) Encouraging research and other contributions to knowledge relating to all aspects such as the pathogenesis, diagnosis, therapy, prevention and the control of diseases directly or indirectly affecting the nervous system of animals, and promoting communication and dissemination of this knowledge.
- (d) The development, supervision and assessment of continuing education programmes in veterinary neurology.
- (e) Committing itself to the development of a culture, which recognises the importance of quality, and quality assurance, the College should develop and implement a strategy for the continuous enhancement of quality.
- (f) Guaranteeing and maintaining the highest level of specialisation in veterinary neurology, according to European Qualification Framework (EQF) level 8.

3.3 Resources

- (a) The College is a non-profit organisation and does not pursue any commercial interests.
- (b) College funds may only be spent according to the Constitution and Bye-laws of the College. Neither members nor Officers of the College shall receive any payment from the funds of the College, except of expenses payment.
- (c) No member or officer of the College may be favored by expenditure or excessively high compensations, which are not according to the purposes of the College.
- (d) The College may enlist the services of a secretariat who will be responsible for the operational management of the Executive Committee and support of the College.

Article 4. Membership

Section 4.1

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

Section 4.2

Standards for admission to membership

- a. The College must 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.

Section 4.3

Each individual who has successfully passed the qualification procedure of the College shall be designated Diplomate of the European College of Veterinary Neurology (Dip. or Dipl. ECVN), and, if certain criteria are met (as specified in the Bylaws), is entitled to be awarded by the EBVS the title of European Veterinary Specialist in Neurology.

Section 4.4

Each Diplomate is expected to actively participate in the affairs of the College. Repeated, unexcused absences from the College-meetings may render a member subject to disciplinary action by the Executive Committee of the College.

Section 4.5

Each Diplomate shall fulfil the re-certification requirements of the College. No credit points can be granted for education or training in non-scientific or non-evidence-based medicine.

Section 4.6

Each Diplomate of the ECVN shall be required to keep records of his/her patients and procedures applied.

Section 4.7

Any Diplomate may be expelled, asked to resign or otherwise disciplined for non-professional or unethical conduct or other action against the best interest of the College by a unanimous vote of the Executive Committee of the College, pending confirmation by the College at the next Annual General Meeting.

Section 4.8

Voluntary cessation of registration requires notice in writing to be received by the Secretary three months prior to the College's Annual General Meeting and will be published at the Annual General Meeting.

Section 4.9

The annual dues (in Euro) of each paying member for the following year(s) shall be determined by the Executive Committee on proposal of the Treasurer. The proposed dues will be presented to the members at the Annual General Meeting for approval.

Article 5. Organisation and Officers

Section 5.1

The College shall be composed of all the Diplomates.

Section 5.2

The Diplomates of the College will elect the following Officers, by secret ballot:

- President
- Vice-President
- Treasurer
- Secretary

The Executive Committee of the College comprises the above, and the following members:

- The immediate Past-President
- Chairperson - Examination Committee
- Chairperson - Education Committee
- ESVN Representative (non-diplomate member of the ESVN)
- Annual symposium organiser (if not one of above or an officer).

The Annual symposium organiser will sit on the Executive Committee of the College as an observer. A representative of the ESVN, elected by the membership of the ESVN, may sit on the Executive Committee of the College as an observer. The term of office for the ESVN Representative will be two years, but the candidate may be re-elected to the same office.

The President may not be re-elected to the same office. Usually, the President is succeeded by the Vice-President. The other officers may be elected to only one additional term.

The total number of voting persons within the Executive Committee must be uneven. Additional Diplomates, without a right to vote, may be co-opted as observers or advisors to the Executive Committee if its members agree unanimously.

The Past-President and/or President and/or Vice-President will in general act as representatives on the European Board of Veterinary Specialisation (EBVS).

Article 6. Annual General Meeting, Quorum and voting rights

Section 6.1

The Annual General Meeting of the College will be held each year during the Annual Meeting of the European Society of Veterinary Neurology.

Section 6.2

An Extraordinary Meeting of the College can be called at any time by the Executive Committee, or shall be called by the Executive Committee at the written request of not less than 10% of the membership. The request should contain the explanation for such a meeting, and the subsequent extraordinary meeting should take place within a period of three months of receipt of the request. Alternatively, the responsible members are empowered to summon the Extraordinary Meeting themselves.

Section 6.3

A quorum required for holding a meeting is more than 25% the members of the College who have the right to vote. Voting must be in person. The Executive Committee decides if the vote is to be taken orally, by a show of hands, in writing, or with an electronic voting system. Postal votes may be arranged at the discretion of the Board under special circumstances. 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.

Section 6.4

Each paying Diplomat 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 paying Diplomat has one (1) vote. Honorary Members who are not Diplomates of the College, and Associate Members are not allowed to vote.

Section 6.5

The Executive Committee can hold an electronic or postal ballot at any time outside the Annual General Meeting and Extraordinary General Meetings. The same rules apply to electronic ballots as to voting during the Annual General Meeting and Extraordinary Meetings. An electronic ballot is only valid if a vote is registered on a secure website, using unique passwords.

Section 6.6

The Secretary (Secretariat of the College has to keep the Minutes of the Annual General Meeting or Extraordinary General Meeting. These records of the previous AGM or EGM must be approved by the members and signed by the Chairman of the AGM or EGM (usually the President) and the Secretary.

Article 7. Amendments to the Constitution

Proposed amendments to this Constitution shall be submitted to the President at least three (3) months prior to the AGM. Any proposed amendment shall be distributed to the membership with a recommendation by the Executive Committee, at least 30 days prior to the Annual General Meeting and shall be brought to a vote of the Diplomates at the Annual

General Meeting. An affirmative vote of at least two-thirds of the Diplomates participating in the vote (including those who abstain) shall be required for adoption.

Article 8. Dissolution of the College

In the event of dissolution of the College, or the College losing its status as a non-profit organisation, the distribution of all assets shall be determined by the Annual General Meeting, as far as possible consistent with the objectives of the College.

Article 9. Bye-laws

The College shall make and can change Bye-laws, which regulate subjects not or not sufficiently prescribed in this Constitution. A Bye-law shall not contain any provisions, which violate the law, the rules of the EBVS, or this Constitution.

EUROPEAN COLLEGE OF VETERINARY NEUROLOGY (ECVN)

BYE-LAWS Amended 24.06.2016

Article 1. General Assembly (Annual General Meeting)

Section 1.1.

It is the duty of a practicing Diplomate to attend the Annual General Meeting (AGM) either face-to-face or electronic, at least once every three years. If the Diplomate has not attended the AGM for three consecutive years without previous dispensation from the Executive Committee, the registration as practising Diplomate ceases by default.

Section 1.2.

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

- (a) To determine and update the Constitution and Bye-laws.
- (b) To elect the Officers and Auditors.

Elections of Officers shall be by written ballot at the Annual General Meeting.

Written nominations must be received by the Executive Secretary at least two months prior to the Annual General Meeting. Alternatively, nominations may be made from the floor.

- (c) To receive and discuss the Treasurer's report. Action on the auditor's 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.

Article 2. Membership

Section 2.1 Standards for admission to membership

- a. The College must only 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 2.2.1 and 2.2.2 below, and in the EBVS Policies and Procedures on non-Europeans.
- iii. Are licensed to practise or are eligible to be licensed to practise in a European country, except as defined in sections 2.2.1.vi and 2.2.2 below. 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.

Section 2.2 Founding Diplomates

Founding Diplomates shall be specialists appointed "*de facto*" by the *ad hoc* committee. Founding Diplomates have to fulfill the criteria for recognition that included evidence of training and experience in neurology, such as:

- Training and experience: either 10 years practising veterinary neurology, or a three-year, full-time residency programme in neurology, followed by five years practising neurology.
- Actively practising veterinary neurology for the previous two years.
- A further degree or credential, or achievement (e.g. thesis, dissertation) or major contribution in veterinary neurology.
- Three major first author publications in veterinary neurology.
- Twenty contributions (written or verbal) in continuing education and research in veterinary neurology.
- Evidence of an understanding of and access to electrodiagnostic facilities, modern imaging techniques and complete clinicopathological and pathological services.
- Evidence of teaching veterinary neurology at University level.
- The great majority of current clinical involvement in veterinary neurology.

Application for *de facto* recognition was offered on one occasion only, at the inception of the College.

Section 2.3 Diplomate title

A Diplomate of the European College of Veterinary Neurology is a veterinarian who has passed the certifying/examination procedure of the College and, if practicing, is entitled to be awarded by the EBVS the title of European Veterinary Specialist in Neurology. Diplomate status at more than one College is allowed; however, registration as a European Veterinary Specialist is limited to one speciality from the EBVS.

Section 2.4 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 re-certification procedure or (iii) has not attended an Annual General Meeting for three consecutive 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.

Section 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, 4, 5 and 6 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.

Section 2.6 Honorary Members

The College may confer Honorary Member status on persons who have made exceptional contributions to the European College of Veterinary Neurology or veterinary neurology. Honorary Members, who are ECVN-Diplomate, shall have all the rights and privileges of Diplomates. Honorary Members who are not ECVN-Diplomate, shall have all the rights and privileges of Diplomates except the right to vote at the Annual General Meeting or hold office in the College.

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 veterinary neurology 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.

The number of Honorary Members shall not be more than 5% of the total number of the College Diplomates.

Section 2.7 Associate Members

The College may confer Associate Member status on scientists who have contributed significantly to research in veterinary neurology. 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.

- 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.

Section 2.8 Re-certification

The Diplomate is required to send in each 5 years a summary of his/her professional activities to uphold his/her practising status. 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 specialist level. The format of the summary as well as of the reference letter shall be approved by the EBVS Policies and Procedures. Self-certification of the members of the committee responsible for re-certification must be avoided.

If a Diplomate does not achieve the required number of points, they can be given one year extra in which to achieve this. If the Diplomate does not succeed or if a Diplomate does not submit re-certification documents, she/he will be made a non-practising Diplomate, removed from the EBVS specialist register, and may only use the title of "Diplomate of the European College of Veterinary Neurology (non-practising)". A non-practising Diplomate seeking to revert to full Diplomate status needs to satisfy the Credentials Committee of the ECVN.

Section 2.9 Directory Listings and Advertising

Practising Diplomates may use the title "Dip. ECVN" or "Dipl. ECVN" or "Diplomate of the European College of Veterinary Neurology". The Diplomates of the ECVN will be maintained in the European Board of Veterinary Specialisation (EBVS) register of European Veterinary Specialists as long as they are actively practising veterinary neurology, have demonstrated successful re-certification as required every 5-years under the college re-certification process and are not registered as being a European Specialist in another discipline. Maintenance on this list confers the right to use the title "European Veterinary Specialist in Neurology".

The registration as European Veterinary Specialist in Neurology ceases by default when the specialty is practised insufficiently or when the specialty has not been practised for two continuous years or the equivalent of two years during a period of 5 years. Diplomates of the ECVN should practice the specialty for more than 60% of their time, i.e. more than 24 hours based on a normal working week of 40 hours.

The use of the European Veterinary Specialist Trade Mark is permitted to Diplomates who are registered as a European Veterinary Specialist by the EBVS, only after reading and acknowledging by signature the content of the Regulations for the EBVS European Veterinary Specialist Logo.

Non-practising or retired Diplomates, associate members, and honorary members are not allowed to use the title or trade mark of European Veterinary Specialist.

Section 2.10 Cessation of registration of Diplomates

Registration as practising Diplomat ceases by default when the speciality is practised insufficiently (see section 2.8). Diplomates may adopt “Non-practising” status, by submission to the Credentials Committee. Similarly, return to “practising” status will be by submission to the Credentials Committee.

Voluntary cessation of registration requires notice in writing to be received by the Secretary prior to the College's Annual General Meeting and will be published at the Annual General Meeting.

Article 3. Officers

- 3.1. The Officers of the College shall be: President, Vice-President, Secretary, Treasurer, and Past-President.
- 3.2. Vacancies occurring on the Executive Committee shall be filled by election of a member at the next Annual General Meeting of the College or via an electronic vote. Any member elected to fill a vacancy shall hold the office until expiration of the term in which the vacancy occurred.

Section 3.1 Duties of the Officers

3.1.1. 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.

3.1.2. 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 the normal up to 3-year term or should the office fall vacant.

3.1.3. Secretary

The SECRETARY shall attend to the correspondence of the College, keep and publish lists annually 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 be accessible at all reasonable times and places and perform the other 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 minimum term of office of the Secretary shall be 2 years and the maximum 6 years.

3.1.4. **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 financial statement to all members annually. He/she shall keep full and accurate books of accounts, 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 minimum term of office of the Treasurer shall be 2 years and the maximum 6 years.

3.1.5. **Past-President**

The PAST-PRESIDENT shall advise the President.

3.1.6. **Vacancies in the offices**

Vacancies occurring on the Executive Committee shall be filled by election of a member at the next Annual General Meeting or via an electronic vote. Any member elected to fill a vacancy shall hold the office until expiration of the term in which the vacancy occurred.

Article 4. Committees

4.1. Executive Committee of the College

The EXECUTIVE COMMITTEE of the College shall consist of the Officers and the following:

- Chairperson - Examination Committee
- Chairperson - Education Committee
- ESVN Representative (non-Diplomate, member of the ESVN)
- Annual symposium organiser (if not one of the above or an Officer).

If the Annual symposium organiser is not a Diplomate of the College then they will sit on the Executive Committee of the College as an observer. A representative of the ESVN, elected by the membership of the ESVN, may sit on the Executive Committee of the College as an observer. The term of office for the ESVN Representative will be two to three years, but the candidate may be re-elected to the same office.

The Executive Committee 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 Bye-laws 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 applications, examinations, registrations and other fees. It shall direct the management of funds held by the College.

4.2. Education Committee

The EDUCATION COMMITTEE shall be composed of at least three members appointed by the Executive Committee for a term of four years. 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 Education Committee 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 European College of Veterinary Neurology.

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

1. The annual progress of each candidate in every residency.
2. Details of each standard residency programme, in the form of an initial report with update and re-examination every five years. The Education Committee, acting for the College, will attest the adequacy of each programme when they approve the report.

4.3. Credentials Committee

The CREDENTIALS COMMITTEE shall be composed of at least three members appointed by the Executive Committee for a term of three years. The Chairperson of the Education Committee shall serve as Chairperson of the Credential Committee.

The duties of the Credentials Committee will be as follows:

1. To establish guidelines to assist applicants applying to sit the Diploma examination.
2. To receive, review and approve the candidacy of applicants.
3. To forward credentials of approved applicants to the Examination Committee.

4.4. Examination Committee

The EXAMINATION COMMITTEE shall consist of at least three members appointed by the Executive Committee for a term of three years. A senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise.

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'.

4.5. Nomination Committee

The NOMINATION COMMITTEE shall be composed of three members appointed by the Executive Committee for a term of two years 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 nominates 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 (see Article 1, section 1.2.b).

4.6. 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 members of the Re-certification Committee evaluate the Diplomat status of every Diplomat and the re-certification forms submitted by members every five (5) years according to the re-certification requirements accredited by the EBVS. The Re-certification Committee contacts Diplomates who do not succeed and Diplomates who do not submit re-certification documents.

The Re-certification Committee reports directly to the Chairperson of the Education Committee.

4.7. 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 auditor's report and the Treasurer's report regarding the financial status of the College will be presented for approval at the Annual General Meeting. Only after the auditor's report can the General Assembly approve the Treasurer's annual statement. The College may appoint external professional auditors.

4.8. Indemnification

Members of Committees will receive no indemnification.

Article 5. Regulations for the Award of the Diploma of the European College of Veterinary Neurology

Section 5.1. Qualifications to sit the diploma examination:

1. To be allowed to sit the examination an applicant must give evidence of satisfactory completion of an approved period of training of at least 4 years to

general veterinary education, training and practice and to special education, training, and practice of veterinary neurology, both after the date of graduation from veterinary school. The following sequence of training is to be used:

- a. A first period of at least one year must be a rotating internship, or its equivalent, as defined by the ECVN Education Committee.
- b. The second part shall consist of a residency period comprising a minimum of three years postgraduate training programme under supervision of Diplomate(s) of the European College of Veterinary Neurology or its equivalent, as defined by the Education Committee. This period is designed to educate the resident primarily in neurology. There shall be additional instruction in the related disciplines of imaging, surgery, anaesthesia, clinical pathology and the basic sciences of anatomy, physiology and pathology.

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** (non-conforming residency), in cooperation with his/her supervisor, the College, and the resources available to the individual, for advanced study and experience.

Section 5.2 Residency training programmes

1. Introduction

a. A residency shall be advanced training in veterinary neurology, 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. Moreover, residency programmes must aim at the development of a culture, which recognizes the importance of continuous professional development.

d. Approval of veterinary residency programmes is the responsibility of the College and all residency programmes should be approved by the relevant committee in advance, before the start of the residency programme.

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 residency training institutions as long as they meet the established requirements for approval.

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.

2. 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 fulfils 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 Credentials/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.

3. 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 veterinary neurology, under direct supervision of a Diplomat of the European College of Veterinary Neurology.

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

4. 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.

Each supervisor shall prepare a statement that the candidate has satisfactorily completed the approved time of training.

The College specifically promotes both multi-centre residency and alternate (non-conforming) programmes to assist in providing the highest quality exposure and training of candidates.

In addition, candidates in both categories shall meet the requirement for written reports which are:

- Submission of a case log, as described by the Education Committee.
- At least 2 original papers in refereed international scientific journals, number as determined by the Education Committee.

Section 5.3. Examination

5.3.1. Before sitting an examination, the applicant's credentials must be evaluated by the credentials committee. Failure to satisfy either of these requirements necessitates that the candidate undertakes the credentials process again and additional periods of training and/or experience may be required by the Committee.

5.3.2. The examination may consist of written, oral and/or 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.

5.3.3. Judgment must be incorporated into examinations-assessing not just what the candidates know but what they would do with that knowledge.

5.3.4. It must be made known to the candidates in advance in what way the different parts and levels will be evaluated.

5.3.5. 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.

5.3.6. 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.

5.3.7. 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. A time limit for such communications must be established and published by the College;
- b. the results of the examination must be announced to all candidates on the same date;
- c. 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.

- 5.3.8. 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 Bye-laws.
- 5.3.9. Personal conflict, or the appearance of conflict, that could affect results of examinations is to be avoided.
- 5.3.10. 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.
- 5.3.11. The candidate shall submit the non-refundable credential fee and examination fee, which shall be determined at the appropriate time.
- 5.3.12. Candidates must sit the examination within five years of being notified that they have satisfied the credentials process. Candidates must pass the examination within eight years of being notified that they have satisfied the credentials process. Candidate must be informed that they may sit the different parts of the examination on four (4) occasions only.
- 5.3.13. Further details of the requirements for the training programme, admission, application procedure and for the administration and conduct of the qualifying examination should be provided in a separate Information Brochure deposited on the website of the College.
- 5.3.14. Any change in the procedure of the examination should be notified to the EBVS.

Article 6. Finances

Section 6.1 Status of a non-profit organisation

- a. 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
- b. 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.
- c. The expenses of the College shall be met through various sources of income.
 - (i) Annual subscriptions from members.
 - (ii) Donations from companies and international organisations.
 - (iii) Income from educational meetings organised by the College.
 - (iv) Investment income.

Section 6.2 Financial year and accounts

- a. The financial year begins on the first of January and ends on the thirty-first of December of each year. As an exception the first financial year shall begin on the registration date of the College and end on the thirty-first of December 1994.
- b. The accounts of the last financial year and the budget of the following fiscal year shall be submitted annually for the approval to the Annual General Meeting at least 30 days prior to the Annual General Meeting.

Section 6.3 Annual subscription

The annual dues (in Euro) of each paying member shall be determined by the General Assembly. Dues are payable on January 1st of each year. 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.

Retired Diplomates and Honorary Members of the College shall be required to pay no fees. Associate Members pay the ESVN member fee.

Section 6.4 Insurance

The College is required to maintain insurance.

Article 7. Meetings

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

Article 8. Amendments

These BYE-LAWS 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 a minimum of 60 days before the meeting, for appropriate review by the Executive Committee. Proposed amendments shall be distributed (by letter, fax or electronic mail) to the membership within thirty (30) days prior to 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.

Article 9. Appeal against Adverse Decisions

9.1 Definitions

9.1.1 Adverse Decision – includes, but is not limited to:

9.1.1.1. Denial of approval of a residency programme.

- 9.1.1.2 Rejection of an individual's credentials to sit the ECVN Diploma Examination.
 - 9.1.1.3. Failure of an examination or a part of an examination.
 - 9.1.1.3. Denial of certification and Diplomate status to an individual.
 - 9.1.1.4 Temporary or permanent suspension of a Diplomate.
- 9.1.2. Candidate – any individual who applies to the College to sit the ECVN Diploma examination.

9.2 Introduction

- 9.2.1. This document sets out the procedures for consideration of an appeal made by a resident in an approved ECVN residency program, Candidate, Dean of a College, official of an institution or practice organisation or a Diplomate (the "Appellant") against an Adverse Decision by the College.
- 9.2.2. The timescales set out in this procedure are indicative targets only and are subject to change depending on the particular circumstances and requirements of a case.

9.3. Commencing an Appeal Process

- 9.3.1. An appeal against an Adverse Decision must be made in writing by the Appellant to the Secretary within 60 days of the postmarked date of the relevant Adverse Decision (or if sent by email the date on which the email was sent). Oral requests for an appeal will not be accepted.
- 9.3.2. The appeal must include a statement of the grounds of appeal and any documentation and reasons in support. An appeal may be made on one or more of the following grounds:
- 9.3.2.1. Procedural impropriety/unfairness.
 - (i) The relevant committee failed to comply with the relevant College procedures, or
 - (ii) exceeded its powers, or
 - (iii) acted in breach of the requirements of natural justice, or
 - (iv) in such way that the legitimacy of the decisions reached are called into question.
 - 9.3.2.2. Unreasonableness.
 - (i) The relevant committee's conclusions were unreasonable or disproportionate in the light of the available evidence. This may be because irrelevant matters were taken into account or relevant matters were not taken into account.

9.3.2.3. New evidence.

- (i) There is material that was in existence at the time the relevant committee made its decision which, had it been made available before to the committee, would have influenced the judgements of the committee and there is a good reason for it not having been provided to the committee.

9.3.2.4. Disproportionate sanction.

- (i) The sanction was disproportionate to the gravity of the finding against the Appellant in light of all the relevant circumstances of the case.

9.3.3. Submission of an appeal to the College must be accompanied by a deposit of 500 € 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.

9.3.3. The College (usually the Secretary) will acknowledge receipt of an appeal and notify the President of the College and the chairperson of the relevant committee of the appeal within 10 working days of receipt of the appeal.

9.3.4. The Secretary will invite the chairperson of the relevant committee to submit any further information which he/she may choose to submit by way of rebuttal of points raised in the Appellant's appeal within 15 working days.

9.3.5. The Secretary will ensure that a copy of any further information is provided to the Appellant who will be invited to comment on the further information.

9.4. Composition of the Appeal Committee

9.4.1. 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 appointed by the President 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, and 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. The President will appoint the appeal committee within 30 days of notice of an appeal.

9.4.3. The Appellant will be informed of the proposed membership of the appeal committee and will be given an opportunity to raise any concern with the Secretary before the appeal committee's membership is confirmed.

9.4.4. Any concerns must be submitted in writing to the Secretary within 7 working days of receipt of the proposed membership together with the reasons for any concerns/objections.

- 9.4.5. The President (the “relevant person”) will consider any objections to the composition of the appeal committee. The relevant person may seek legal advice in considering any such objections.
- 9.4.6. The relevant person will make a decision as to whether the member in question should be recused from the appeal committee. The decision will be communicated by the Secretary in writing to the Appellant and the proposed members of the appeal committee. The decision of the relevant person will be final.
- 9.4.7. If a proposed member of the appeal committee is recused, the President will seek to appoint another Diplomat to the appeal committee as soon as possible. The Appellant will be notified of any further individual who is proposed as a member of the appeal committee and the process set out above will apply.

9.5. The appeal committee’s consideration

- 9.5.1. The appeal committee will convene and consider all the relevant documents in the case, including:
- 9.5.1.1. the Appellant’s appeal and any supporting documents;
 - 9.5.1.2. the decision under appeal;
 - 9.5.1.3. any response from the committee whose decision is under appeal;
 - 9.5.1.4. any comments from the Appellant on the Committee’s response; and
 - 9.5.1.5. any relevant College policies or procedures.
- 9.5.2. The appeal committee will not usually hold an oral hearing. However, it may choose to do so in its absolute discretion where it considers it appropriate to do so.
- 9.5.3. If an oral hearing is held, the appeal committee may adopt such procedures as it considers in its absolute discretion to be appropriate, provided that:
- 9.5.3.1. An Appellant may be accompanied by a friend (who may be anyone of the appellant’s choosing, for example, but not limited to, a fellow Candidate or Diplomat or a person unaffiliated to the College) at a hearing who may assist the Appellant to answer questions and present the appeal. However, the friend will not normally be allowed to address the appeal committee.
 - 9.5.3.2. Legal representation will not normally be permitted. However, the appeal committee may choose to allow legal representation in its absolute discretion where it considers it appropriate to do so.
 - 9.5.3.3. If legal representation is permitted for an Appellant,
 - (i) the legal representative must provide the appeal committee and the relevant committee with advance notice of any legal points which he/she proposes to make; and
 - (ii) the relevant committee and the appeal committee will also be permitted to seek legal counsel if they so desire.

- 9.5.3.4. The Appellant and the relevant committee may call witnesses and cross examine any other witnesses.
- 9.5.4. The appeal committee may request further information from the Appellant or the committee against whose decision is being appealed or such other persons as they fit.
- 9.5.5. Where information is requested from persons other than the Appellant, a copy of such information will be provided to the Appellant and his/her comments will be invited.
- 9.5.6. The appeal committee must base its decision solely on:
 - 9.5.6.1. the material placed before it; and
 - 9.5.6.2. any further information/documents provided to it following a request.
- 9.5.7. The appeal committee may:
 - 9.5.7.1. Uphold the relevant committee's decision and dismiss the appeal;
 - 9.5.7.2. Uphold the appeal, quash the relevant committee's decision and direct the matter to be reviewed afresh by a differently constituted panel of the relevant committee;
 - 9.5.7.3. Uphold or dismiss the appeal and substitute a different sanction for that imposed by the relevant committee (NB: this may be a more severe sanction).
- 9.5.8. The appeal committee will give reasons for its decision.
- 9.5.9. The Secretary will communicate the outcome of the appeal committee's consideration of the appeal to the appellant and the relevant committee in writing normally within 3 months of receipt of the appeal.
- 9.5.10. If the Appellant is not satisfied with the decision of the appeal committee, the Appellant may request resolution by the European Board of Veterinary Specialisation.