



**THE EUROPEAN COLLEGE OF
VETERINARY INTERNAL MEDICINE
COMPANION ANIMALS**

CONSTITUTION AND BYLAWS

2022

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**EUROPEAN COLLEGE OF VETERINARY INTERNAL MEDICINE -
COMPANION ANIMALS (ECVIM - CA)**

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 Internal Medicine - Companion Animals, hereafter referred to as the "College".
- 1.2. The College shall have its registered office in Utrecht, Netherlands. The office address may be changed at 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 of Europe (FVE), the European Association of Establishments for Veterinary Education (EAEVE), and the European Board of Veterinary Specialisation (EBVS). Specialist Colleges are members of the EBVS.
- 1.4. The term "companion animals" as used in this constitution refers only to dogs and cats.
- 1.5. The language of the College, including all oral and written exchanges, shall be English (British).

Article 2. Duration

- 2.1 The College has been set up for an unlimited period.
- 2.2 The College's year, for financial and audit purposes, shall run from the start of January to the end of December, with 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

Section 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 Small Animal Internal Medicine, Cardiology and Oncology across all European countries at the highest possible level to ensure that improved veterinary medical services will be provided to the public.

Section 3.2. Objectives

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

- a. establishing guidelines for post-graduate education and training as a prerequisite to becoming a specialist in the specialities of small animal internal medicine, cardiology or oncology;
- b. examining and authenticating veterinarians as specialists in veterinary internal medicine, cardiology and oncology to serve the veterinary patient, its owner and the public in general, by providing expert care for animals with medical disease, cardiac disease, or cancer;
- c. encouraging research and other contributions to knowledge in all aspects of small animal internal medicine, cardiology and oncology, and promoting communication and dissemination of this knowledge;
- d. the development, supervision and assessment of continuing education programmes in veterinary internal medicine, cardiology and oncology;
- e. committing itself to the development of a culture that recognises the importance of quality, and quality assurance, in its activities, and to this end, the College should develop and implement a strategy for the continuous enhancement of quality;
- f. guaranteeing and maintaining the highest level of specialisation in internal medicine, cardiology and oncology, according to European Qualifications Framework (EQF) level 8;
- g. maintaining a register of the practising members of the college so as to inform the EBVS, thereby allowing these members to represent themselves as European Specialists in Veterinary Internal Medicine, Cardiology, or Oncology.

Section 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 Bylaws of the College. Remuneration of college officers and/or members may be required in certain situations and positions, which will need approval of the Executive Committee. Remuneration for any members of the Executive Committee must be approved by the membership of the College. Expenses will be covered.
- c. No member or officer of the College may be favoured by expenditures or excessively high compensations, which are not according to the purposes of the College.
- d. The College may enlist the services of support staff, for example, 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. Certified Diplomates
- c. Non-certified Diplomates
- d. Retired Diplomates
- e. Honorary Members
- f. Associate Members

Section 4.2. Standards for admission to membership.

The College must only certify veterinarians who:

- a) 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.
- b) Have demonstrated satisfactory moral and ethical standing in the profession.
- c) Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
- d) Have gained their veterinary degree at least 48 months previously.
- e) Are licensed to practise veterinary medicine and surgery in the countries of the European Community or the European Free Trade Association, unless relieved of this obligation by the Executive Committee.
- f) Are not a Diplomat of another European College recognised by the European Board of Veterinary Specialisation. This restriction does not apply to Diplomates of any other specialties of the European College of Veterinary Internal Medicine - Companion Animals.

The College may also certify veterinarians judged (by the Credentials Committee and the Executive Committee) to be internationally recognised in the College's field, and thus to meet the established training and experience requirements, and who have attained acceptable scores in the College's examinations.

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 Diplomat of the European College of Internal Medicine-Companion Animals

(Dip. or Dipl. ECVIM-CA), and, if certain criteria are met (as it shall be specified in the Bylaws and/or the Policies and Procedures), is entitled to be awarded by the EBVS the title of European Veterinary Specialist in Small Animal Internal Medicine/Cardiology/Oncology.

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.

Section 4.5

Each Diplomate shall fulfil the re-certification requirements of the College. Diplomates are required to send every 5 years a summary of their professional activities in which evidence of fulfilling these requirements and evidence of continuous education must be included. The format of this summary must be approved by the European Board of Veterinary Specialisation and will be evaluated by the members of the College. Failure to achieve the required standard at evaluation may lead to cessation of certification. Such Diplomates are assigned a non-certified diploma status unless the cessation was for reasons for temporary or permanent suspension. They are bound to use the designation of non-certified Diplomate. Non-certified Diplomates maintain all the privileges of Diplomates except they may not act as Programme Directors, Resident Advisors or Supervisors within an approved programme. A non-certified Diplomate seeking to revert to full Diplomate status needs to satisfy the Credentials Committee that they fulfil the necessary criteria. A retired Diplomate is one who has declared themselves permanently and irrevocably of non-practising status. Retired Diplomates maintain all the privileges of non-certified Diplomates, except the right to vote or hold office. They are authorized to use the designation Retired Dip ECVIM-CA.

All non-certified and retired Diplomates will be removed from the register that is submitted to the EBVS.

No credit points can be granted for education or training in non-scientific or non-evidence-based medicine.

For successful re-evaluation and to remain certified, a Diplomate must have accrued the necessary points and practised the speciality for at least three continuous years, or the equivalent of three years, during the preceding five-year period. However, extensions to the five-year period will be granted for maternity or paternity leave, serious health issues and exceptional circumstances subject to review by the Re-evaluation Committee.

Section 4.6

Any Diplomate may be expelled, asked to resign or otherwise disciplined for nonprofessional 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 4.7

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

Section 4.8

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 will elect, by secret ballot, the following Officers

- President
- President-Elect
- Treasurer
- Secretary
- Board member at Large

Those Officers, plus the immediate Past-President and the Chairpersons of each of the specialities, will compose the Executive Committee of the College. The total number of voting persons within the Executive Committee is normally uneven. If any votes within the Executive Committee are tied, the President has the deciding vote. 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 President may not be re-elected to the same office. Usually, the President-Elect succeeds the President, but if any objections are received in advance of the AGM or they are unable to stand, there will be an election by secret ballot. The other Executive Committee members may be elected to only one additional term of up to 3 years.

Section 5.3

The President, or any other member of the Executive Committee designated by the President, or, in the absence or inability of the President, by the Executive Committee, will act as representative of the College.

Section 5.4 Speciality Groups

- a) The College is composed of a central administration (composed of the Executive Committee and Secretariat) and a series of Speciality Groups, representing recognised disciplines of companion animal internal medicine.

- b) Each speciality group has three Officers and may have a set of specific Bylaws. The Diplomates of that speciality group will elect these Officers, including the Chairperson, by secret ballot, for a term of three years. These Officers, including the Chairperson, may be elected to only one additional term of three years. Specific Bylaws or Policies and Procedures for each speciality group shall conform to the Constitution and Bylaws of the College. Any information in an Information Brochure may not supersede the Constitution or the Bylaws.
- c) Each speciality group reports to the Executive Committee of the College.
- d) Speciality groups shall be established by the following process:
 - i. recognition as a separate speciality by the Annual General Meeting including an affirmative vote of two-thirds of the Diplomates voting.
 - ii. approval by the Executive Committee of the College of a set of Bylaws for the speciality group.
 - iii. approval by the EBVS, as specified in the EBVS Policies and Procedures.
- e) The College shall have responsibility for organising, approving and administering all scientific and business matters, including approval of actions of speciality groups.
- f) Future developments may necessitate the adoption of further speciality groups.

Article 6. Annual General Meeting, Quorum and voting rights

Section 6.1

The Annual General Meeting of the College will be held each year.

Section 6.2

An Extraordinary General 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 General Meeting should take place within a period of two months of receipt of the request. If not, the responsible members are empowered to summon the Extraordinary General Meeting themselves.

Section 6.3

The quorum required for holding an Annual General Meeting or Extraordinary General Meeting is more than one-quarter of the members of the College who have the right to vote. The Executive Committee will decide if the vote is to be taken either orally, by electronic voting, by a show of hands, or in writing. Votes can be: in favour, against, or one can abstain.

For all decisions, except as designated elsewhere, a simple majority of the voting members is sufficient.

Notes on voting:

- Entire membership: The total number of Members (Diplomates) who have the right to vote.
- Simple majority of the voting members present means the majority (>50%) of those participating in the vote (who may not be less than the quorum) minus any abstentions.
- Absolute majority of the voting members present means the majority (>50%) of those participating in the vote including those abstained.
- Absolute majority of the entire membership means the majority (>50%) of the total number of the members who have the right to vote, irrespective of the number of those participating in the vote or abstaining.
- Example: 100 voting members present, 30 abstained. The simple majority is 36 ($70/2 + 1$), but the absolute majority is 51 ($100/2 + 1$). If there are no abstentions, simple=absolute majority. If the members of a College are 150 and those participating in the vote are only 100, the absolute majority of the entire membership is 76 ($150/2 + 1$), irrespective of whether there are any abstentions.

Section 6.4

Each Diplomat who is up to date with payment has the right to vote, except for retired Diplomates. He/she must be present at the Annual or Extraordinary General Meetings to do so, except in case of electronic ballot (section 6.5). Each Diplomat has one vote. Honorary Members (who are not Diplomates of the College) and Associate Members are not allowed to vote.

Section 6.5

Voting must normally be in person however the Executive Committee can hold an electronic ballot at any time outside or as part of the Annual General Meeting and Extraordinary General Meetings. Electronic votes are only valid if conducted using a secure, anonymous method.

Section 6.6

The Secretary/Secretariat of the College must keep the minutes of every Annual or Extraordinary General Meeting. These records must be signed by the Chairman of the Annual General Meeting (normally the President) and the Secretary.

Article 7. Amendments to the Constitution

Proposed amendments to this Constitution shall be submitted to the President at least 3 months prior to the AGM. Any proposed amendment shall be distributed (by letter or electronic mail) 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-making 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. Bylaws

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

Article 10. Information Brochure

The College shall, from time to time, make an Information Brochure which provides further information and rules to Diplomates and residents on subjects not prescribed in this Constitution or Bylaws. The Information Brochure shall not contain any provisions which violate the law, the rules of the EBVS, this Constitution or any Bylaws of the College.

AGM of ECVIM-CA, Gothenburg, Sweden, 1st September 2022

EUROPEAN COLLEGE OF VETERINARY INTERNAL MEDICINE

COMPANION ANIMALS

(ECVIM - CA)

GENERAL BYLAWS

Article 1 Annual General Meeting

Section 1.1

It is the duty of every certified Diplomate to attend the Annual General Meeting (AGM), either face-to-face or virtual, at least twice in each 5-year period. If the Diplomate has not attended the AGM for three consecutive years without previous dispensation from the Executive Committee, the registration as certified Diplomate ceases by default.

Section 1.2

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

- a. Determining and updating the Constitution, Bylaws and Information Brochures.
- b. Election of the Officers and Auditors.
 - i. Election of the Officers shall be by written or electronic ballot at the AGM. Election of the Auditors shall either be by show of hands or electronic ballot at the AGM. An absolute majority of the voting members is mandatory.
 - ii. Written nominations must be received by the Secretariat at least three months prior to the AGM, who will forward these to the Volunteer and Nomination Committee. Alternatively, nominations may be made by a call from the floor.
- c. Action on the auditor's report.
- d. Formal approval of the business conducted by the Executive Committee during the preceding year.
- e. Establishing membership dues for the forthcoming year.
- f. Expulsion of Diplomates.
- g. Any other business.

Article 2. Membership

Section 2.1 Standards for admission to membership

The College must only certify veterinarians who:

- a) Meet the educational, training and experience requirements established by the College.
- b) Have attained acceptable scores on comprehensive examinations administered by the College.
- c) Are licensed to practise or are eligible to be licensed to practise in a European country. Applicants may be relieved of this requirement by the Executive Committee in exceptional cases.
- d) Have demonstrated fitness and ability to practise the speciality.
- e) Have demonstrated satisfactory moral and ethical standing in the profession.
- f) Have met the minimal publication requirements as defined by the College (at least two peer-reviewed publications in international refereed journals).
- g) Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
- h) Have gained their veterinary degree at least 48 months previously.

The College may also certify veterinarians judged by the Credentials Committee and the Executive Committee to be internationally recognised in the College's field, and thus to meet the established training and experience requirements, and who have passed the College's examinations. 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 by the Executive Committee in exceptional cases.

Section 2.2 Diplomates

A Diplomat is a veterinarian who has passed the certifying/examination procedure of the College and, if practising, is entitled to be awarded by the EBVS the title of European Veterinary Specialist in Internal Medicine/Cardiology/Oncology. Diplomat status at more than one speciality within ECVIM-CA is allowed; however, registration as a European Veterinary Specialist is limited to one speciality from the EBVS.

Section 2.3 Non-Certified Diplomat:

A Diplomat will become a non-certified Diplomat if they:

- (i) have practised the speciality for less than three continuous years (or the equivalent of three years) during the previous five years or
- (ii) have not fulfilled the requirements for re-evaluation or
- (iii) have 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 nor Diplomate 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. Non-certified Diplomates are removed from the EBVS specialist register. Non-certified Diplomates are still required to pay annual dues.

Section 2.4 Retired Diplomate

A Diplomate who voluntarily, permanently, and irrevocably stops 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) or Retired Dip. ECVIM-CA. The Retired Diplomate is removed from the EBVS specialist register. Retired Diplomates are not required to pay annual dues.

Section 2.5 Honorary Members

The College may confer Honorary Member status on persons who have made exceptional contributions to the European College of Veterinary Internal Medicine - Companion Animals and/or to veterinary internal medicine, cardiology, or oncology. Honorary Members who are ECVIM-CA Diplomates shall have all the rights and privileges of Diplomates. Honorary Members who are not ECVIM-CA Diplomates shall have all the rights and privileges of Diplomates except the right to vote, train residents, or become an Officer of the College. The number of Honorary Members shall not be more than 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 ECVIM-CA 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.

Section 2.6 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 must 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.

Section 2.7 Re-certification (Re-evaluation)

Each certified Diplomate is required to send in, each 5 years, a summary of their professional activities. The format of this summary must be approved by the EBVS. The summaries will be evaluated by the Re-evaluation Committee. In addition, Diplomates shall 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 their speciality for the last 5 years at the specialist level. The reference letter shall be according to the EBVS Policies and Procedures. Self-certification of the members of the committee responsible for re-evaluation must be avoided.

Section 2.8 Cessation of registration of Diplomates

Registration as certified Diplomate ceases by default when the speciality is practised insufficiently, see section 2.3 above.

Section 2.9 Advertising and Directory Listings

1. Certified Diplomates may use the title “Dip. ECVIM-CA” or ‘Dipl. ECVIM-CA’ or “Diplomate of the European College of Veterinary Internal Medicine - Companion Animals”, and if listed as specialists by the EBVS they may use the title “European Veterinary Specialist in Small Animal Internal Medicine/Cardiology/Oncology”.
2. 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.
3. The use of the European Veterinary Specialist Trademark 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.
4. Non-certified or retired Diplomates, associate members, and honorary members are not allowed to use the title or trademark of European Veterinary Specialist.

Article 3: Specialities

Following Article 5, Section 4 of the Constitution, the specialities are internal medicine, cardiology, and oncology.

The governing body of a speciality is formed by the Chairperson of the speciality and a representative of the Examination Committee and the Credentials Committee, usually the chairs of these committees, unless the committees decide otherwise. The Executive Committee may appoint additional committees or working groups not otherwise provided for.

The Chairperson of the speciality is elected by written ballot by the Diplomates of that specialty during a business meeting or by electronic voting. Nominations should be known at least two months in advance. An absolute majority of the voting members is mandatory. The term of office for the Chairperson is three years. The Chairperson may be elected to only one additional term up to three years.

Article 4. Officers and Their Duties

The officers of the College shall be: President, President-Elect, Secretary, Treasurer, and one member (“Board Member at Large”). The term of office for the President and President-Elect is two years and for the other officers the term is three years. Election of officers shall be held at the Annual General Meeting of the College and an absolute majority is required.

The phrases “the Board” and the “Executive Committee” are the same and are hereafter to be referred to, in this and other documents of the EBVS, as the Executive Committee.

Section 4.1 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 their office.

Section 4.2 President-Elect:

The President-Elect shall perform the duties of the President in their absence or inability to serve. The President-Elect shall, in general, succeed to the Presidency at the end of the normal term or should the office fall vacant.

Section 4.3 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 be accessible at all reasonable times and places, 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.

Section 4.4 Treasurer:

The Treasurer shall advise the College on all financial matters. They shall arrange for the safekeeping of all funds, pay bills and expenses, and submit a written financial statement to all members annually. They 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.

Section 4.5. Board Member at Large:

The Board Member at Large shall attend Executive Committee Meetings and contribute to the activities of the Executive Committee.

Section 4.6. Past-President:

The Past-President shall advise the President and is commonly also the liaison person with the ECVIM Congress Committee.

Section 4.7 Vacancies amongst the officers:

Vacancies occurring on the Executive Committee shall be filled by election of a member via an electronic vote or at the next Annual General Meeting. The Volunteer and Nomination Committee oversees the election of all officers. Any member elected to fill a vacancy shall hold the office until expiration of the term in which the vacancy occurred. The Volunteer and Nomination Committee exists to ensure the orderly running of elections and co-ordinate the dissemination of information to Diplomates regarding the committee positions that are available. The Volunteer and Nomination Committee tries to ensure that committees are balanced in terms of gender, residency programme and country as far as is practical.

Article 5. Committees

Section 5.1. Executive Committee of the College

The Executive Committee of the College shall consist of the officers, the immediate Past-President, and the Chairperson of each of the Speciality Groups. If a Speciality Group Chairperson cannot attend the relevant meetings, an alternative from the Group may attend in their place.

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 Bylaws of the College or charges of unprofessional conduct and shall have the authority to recommend the expulsion of a Diplomate for grievous offences. It shall appoint committees and working groups, select the time and place of meetings and determine the fees for application, examinations, registrations, and other fees. It shall direct the management of funds held by the College.

Section 5.2. Education Committees

Each Speciality Group shall form an Education Committee composed of at least four members from within this specialty appointed by the Volunteer and Nomination Committee for a term of three years. The Chairperson of the Specialty Group shall be an *ex officio* member of this committee. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Volunteer and Nomination Committee decides otherwise. The Chairperson may be elected to only one additional term up to three years.

The Education Committees are responsible for setting criteria for the residency programmes of their Speciality, for approving the programmes and their sponsors, and for monitoring each programme through the receipt of regular reports. Working with the Secretariat, the Education Committees will maintain lists of approved residency programmes, approved supervisors and current residents. It will document detailed requirements for residency programmes that are necessary for European College of Veterinary Internal Medicine - Companion Animals approval.

The Education Committees will receive the required periodic reports from Programme Directors on details of each standard residency programme, in the form of an initial report with update and re-examination every five years. The Education Committees will attest the adequacy of each programme when they approve the report. The committees will fulfil all current duties as specified by the Executive Committee.

Section 5.2. Credentials Committees

Each Speciality Group shall form a Credentials Committee composed of at least three members from within this specialty appointed by the officers of the Specialty Group for a term of three years. The Chairperson of the Specialty Group shall be an *ex officio* member of this committee. The Credentials Committees may co-opt ECVIM-CA 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 Volunteer and Nomination Committee. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Volunteer and Nomination Committee decides otherwise. The Chairperson may be elected to only one additional term up to three years.

The duties of a 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 Secretariat, who informs the Examination Committee.
- d) The committee will fulfil all current duties as specified by the Executive Committee.

Section 5.3. Examination Committees

Section 5.3.1 General Examination Committee

The General Examination Committee shall consist of up to 8 members appointed by the Executive Committee for a term of three years. There shall be representatives from each of the specialities on this committee. The President shall be an *ex officio* member of this committee. The Chairperson may be elected to only one additional term up to three years.

The General Examination Committee is responsible for preparing, administration, and evaluation of the General Examination. Result of the examinations shall be forwarded by the Chairperson of the Examination Committee to the Executive Committee with recommendations regarding the passing of the General Examination. The committee will fulfil all current duties as specified by the Executive Committee.

Section 5.3.2 Specialty Examination Committees

Each Speciality Group has an Examination Committee that consists of at least four Diplomates of their members. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Volunteer and Nomination 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 Volunteer and Nomination Committee.

The Examination Committees are responsible for preparing, administration, and evaluation of the Certifying Examinations. Results of the examinations shall be forwarded by the Chairperson of each specialty's Examination Committee to the Executive Committee with recommendations regarding the passing of the Certifying Examination. The committee will fulfil all current duties as specified by the Executive Committee.

Section 5.4 Volunteer and Nomination Committee

The College will have a Volunteer and Nomination Committee that shall normally be composed of the chairs of the three specialities and the Past President. The responsibilities of the Volunteer and Nomination Committee are to inform the Diplomates of the requirements of the offices of the College and to encourage Diplomates to stand for election. The Volunteer and Nomination Committee will be responsible for the orderly running of all elections.

For Officers, the Volunteer and Nomination Committee shall make a written call for candidates to all the Diplomates at least six months before elections and then prepare a list of candidates for the officers of the College. They will report to the Executive Committee at least three months before the elections. The list of candidates should then be provided to the Diplomates at least 30 days before elections. The Volunteer and Nomination Committee shall report its considerations to the College at its Annual General Meeting. If no nominations have been made, nominations may be made from the floor (see Article 1, section 1.2.b).

For non-Executive Committee members, Volunteer and Nomination Committee shall make written calls as required, with a minimum application period of 2 weeks. The Committee will prepare lists of candidates from the applications and make recommendations for appointment to the Specialty Chair and Executive.

Section 5.5 Re-evaluation Committee

The Re-evaluation Committee shall consist of a minimum of 3 members appointed by the Executive Committee for a term of three years. Members may be appointed for one additional term of three years. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Volunteer and Nomination Committee decides otherwise. The Re-evaluation Committee shall reassess the Diplomate status of every Diplomate every five (5) years according to the re-evaluation requirements accredited by the EBVS.

Section 5.6 Auditors

Two auditors are elected 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 their annual report. The College may appoint external professional auditors.

Section 5.7 Indemnification

Members of Committees will receive no indemnification.

Article 6. Diploma

Section 6.1. Qualifications to sit the certifying examination

Three categories of candidates will be allowed to sit the examination:

1. Those giving evidence of satisfactory completion of an approved postgraduate period of at least four years, by the time of examination, dedicated to general companion animal medicine and surgery education, training, and practice, and to special education, training, and practice of companion animal internal medicine, cardiology or oncology. The following sequence of training is to be used:
 - i. A first period of one year must be a rotating internship, or its equivalent, as defined by the information brochure.
 - ii. A second period, namely the residency, shall comprise a minimum of 3 years postgraduate training programme under supervision of Diplomates as outlined in the Information Brochure. The period can be taken consecutively or 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. Each supervising Diplomate shall prepare a statement that the candidate has satisfactorily completed the approved time of training. There shall be no restriction on training institutions as long as they meet the requirements for approved residency.
2. Those with an alternative programme, at least as long as that for the internship/residency-based programme, with at least sixty percent of the applicant's

time to be spent in the speciality in all but the general training year(s) which serve as an alternative for the internship.

3. Those who are internationally recognised in the field of companion animal internal medicine assessed by other means, at the discretion of the Credentials Committee and the Executive Committee.

Section 6.2 Residency training programmes

6.2.1. Introduction

A residency shall be advanced training in small animal internal medicine, cardiology, or oncology, which may or may not lead to certification by the College. An approved Residency Programme must be conducted under the direction of a certified Diplomate of the College.

The goal of a residency programme must be to end up with Diplomates who have developed self-confidence, self-reflection and sense of responsibility that are essential for the practise of the speciality.

Residency programmes should strive to train specialists who have been demonstrated to have the proper intellectual qualities, professional and technical skills, as described in the Information Brochures. Moreover, residency programmes must aim at the development of a culture that recognizes the importance of continuous professional development.

Approval of veterinary residency programmes is the responsibility of the College and all residency programmes must be approved by the Education Committee before they start.

All training and/or experience requirements and all prerequisites for examination eligibility must be relevant to the assessment of applicant's qualification. There shall be no restriction of training institutions as long as they meet the requirements for approved residency.

Residents must spend at least 60 per cent of their time practising the speciality, based on a normal working week of 40 hours.

A resident advisor 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.

The College only accepts Residents that received their veterinary qualification from an EAEVE-approved establishment unless relieved of this obligation by the Education Committee.

6.2.2. Standard Residency Training Programme

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 maximum five-year period, and reapproval is necessary at least every five years thereafter, with the frequency of review determined by the Education Committee.

The minimal length of a residency programme is three years.

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 parental leave, illness or under exceptional circumstances a prolongation is possible. The duration of the prolongation is agreed with the Education Committee and must be in accordance with EBVS Policies and Procedures.

6.2.3. Alternative Residency Training Programme

A veterinarian whose circumstances do not permit enrolment in a standard residency programme may submit an **alternative programme** to the College, in conjunction with their supervisor, outlining the resources available to them for advanced study and experience. The alternative programme is not approved for a training centre or for anyone other than the Resident in question. The alternative 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 alternative programme must not exceed six years. A resident on an alternative training programme must spend the equivalent of at least 60% of 3 years working in the practice of small animal internal medicine, cardiology, or oncology, under direct supervision of a Diplomate of the ECVIM-CA. The precise form of each individual programme is at the discretion of the Education Committees of the College.

6.2.4. 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 Information Brochures of the College. All these guidelines must be in line with the latest version of the EBVS Policies and Procedures.

Section 6.3 Examinations

1. Before sitting an examination, the applicant's credentials must be evaluated and approved by the relevant Credentials Committee.
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 Committees, is allowed to sit all parts of the examination in one session. However, the Sections of the examination may be taken separately and do not need to be taken all at the same time.
3. Judgment must be incorporated into examinations - assessing not just what the candidates know but what they would do with that knowledge.
4. It must be made known to the candidates in advance in what way the different parts and levels will be evaluated.
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 them.
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.
7. Details concerning any deficiencies in credentials or preliminary examination results that prevent them from sitting the examination or being certified by the College should be promptly reported to applicants or candidates:
 - a. a time limit for such communications must be established and published by the College;
 - b. the results of each examination must be announced to all participating 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.
8. Confidentiality must be maintained throughout the entire examination. Examination questions must be kept confidential, with the exceptions being the publication of model questions as a guideline to candidates, and during an appeal procedure.
9. Personal conflict, or the appearance of conflict, that could affect results of examinations is to be avoided.
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.

11. The candidate shall submit the non-refundable examination fee, which shall be determined annually at the AGM.
12. 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.
13. Further details for the administration and conduct of the examinations are provided in the Information Brochure for each Speciality.
14. Any change in the procedure of the examination should be notified to the EBVS.

6.3.1. General Examination

The General Examination will consist of 100 multiple choice questions. At least half of these questions will be clinical questions including all aspects of companion animal internal medicine. The examination must be taken and passed by all candidates seeking speciality certification by any speciality under the ECVIM-CA. A candidate must complete at least 12 months of an approved residency programme, or its equivalent, before taking the general examination. Applications are to be received by the ECVIM-CA Secretariat on or before 15th June in the year preceding that of the proposed sitting of the General Examination:

To take the General Examination, the following must be submitted:

- a. a letter from the Programme Director verifying satisfactory progress in the training programme.
- b. a non-refundable examination fee payable to the ECVIM-CA.

A candidate may elect to take the general and certifying examinations in separate years or may take the general and certifying examinations in the same year provided the criteria for each of these examinations are met.

The number of attempts for the general examination is limited to four.

6.3.2. Certifying Examinations

Certifying Examinations may consist of multiple-choice questions, practical questions, essay questions and a case management examination. The speciality certifying examinations will be developed, administered and graded by the appropriate Examination Committee. Examinations shall be taken in English only; the use of non-medical dictionaries is permitted.

The candidate shall submit the examination fee, which shall be determined annually, at the time of application.

A candidate must pass each Section of the examination in order to become certified. In this context, "Section" refers to the Theory Section or Practical Section of the examination, each of which is passed or failed as a whole. It does not refer to the smaller parts of the examination such as the MCQ paper or the essay paper, which are not standalone pass/fail, because compensation between parts is possible. A candidate will keep each Section of the exam that they pass and would only need to retake the failed section. Credentials of candidates who pass the examination will be forwarded to the Executive Committee by the Chairperson of the Speciality Examination Committee.

Failure to pass all parts of the certifying examination within eight years of completing the residency will prevent the candidate from being certified. The number of attempts for the certifying examination is limited to four.

Further details of the requirements for the training programme, admission, application procedure, and the general and certifying examinations will be given in the separate information brochure for each speciality.

Article 7. Finances

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. College funds may only be spent according to the constitution.

The expenses of the College shall be met through various sources of income including:

- a) Annual dues (payable by January 1).

The annual dues (Euro) of each active member shall be determined at the Annual General Meeting. Members shall be adjudged delinquent if they are one year in arrears and may be voted for removal by the membership if two years have elapsed without payment.

A Non-certified Diplomate of the College shall also be required to pay dues. Retired Diplomates and Honorary Members are not obliged to pay dues.

- b) Donations from companies and international organisations.
- c) Income from educational meetings organized by the College.
- d) Investment income
- e) Job advertisements

Any monies accumulated shall be cautiously invested and serve as a reserve for possible use at a later time.

Section 7.1 Financial year

- a) The financial year begins on the first of January and ends on the thirty-first of December of each year.
- b) The accounts of the last financial year and the budget of the following financial year shall be submitted annually for the approval to the Annual General Meeting at least 30 days prior to the AGM.

Section 7.2

The College is required to maintain insurance, to indemnify itself against legal costs.

Article 8. Amendments

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 at least 60 days before the meeting, for 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 Information Brochure at the time of the next annual report.

Article 9. Appeal of Adverse Decisions

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

- (a) denial of approval of a training (residency) programme
- (b) denial of adequacy of an individual's credentials
- (c) failure of an examination or a part of an examination
- (d) denial of certification or re-certification of an individual
- (e) temporary or permanent suspension of certification

I. 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.

II. 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.

III. Grounds of Appeal: the College must provide for Appeals to be made on the following grounds:

1. That the College failed correctly to apply its own or EBVS's published rules, procedures or criteria relevant to the decision in question.

2. That the College's published rules, procedures or criteria were not compliant with the Policies and Procedures of the EBVS.

or

3. That the College imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.

IV. Commencing an Appeal Process

1. An Appeal must be made in writing, including a statement of the grounds of Appeal, together with any supporting reasons and documents.

2. Any individual who, or organisation that, wishes to appeal a decision made by the ECVIM-CA must do so within a set period after the postmarked date of their notification (or if sent by email the date on which the email was sent).

- An appeal against a decision of denying acceptance of the credentials must be submitted after a minimum of one week and a maximum of three weeks following the notification of the decision of denying acceptance of the Credentials of a resident to sit the examination. This is to allow time for resubmission.
- Any other appeal must be made within 90 days of notification

The request for appeal must be made in writing to the Secretary of the College and shall include a statement of the grounds for reconsideration and documentation in support of the petition. The person who is most directly affected by the decision must make the appeal. Supporting letters from other affected individuals are permissible.

All correspondence will be addressed to the main appellant.

Submission of an appeal to the College must be accompanied by a deposit of €250 to ensure that the expenses of the Appeal will be covered. If the Appellant does not pay their deposit within four weeks of receiving an invoice, then this will be deemed an admission of liability. The deposit is re-paid in full if the appeal is accepted. If the appeal is rejected, all 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.

3. The College must acknowledge receipt of an Appeal within 10 working days.

- i. Within 20 working days of its receipt by the College the Appeal must 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.
- ii. If a proper Ground for Appeal has been identified, the College will convene an Appeals Committee to consider the Appeal.

4. Within 15 working days of step 3(i), 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.

5. The College must:

- i. provide a reasonable opportunity and procedure for the Appellant to raise concerns with or object to the membership of the Appeals Committee, and
- ii. provide a reasonable procedure by which any such concerns or objections are considered and responded to.

6. 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 4 above.

7. 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.

8. 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:

- i. It will take no further action (and explain the justification for this), or
- ii. 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).

V. Conduct of an Appeal Process

1. The Information Brochures describe the process by which the Appeals Committee will conduct the Appeal. All Appeals are to be conducted in all due confidence.

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

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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. 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.

After completion of the appropriate procedure by the steps described above, if the affected party is not satisfied with the final decision rendered by the ECVIM-CA Appeals Committee, he/she may request mediation by the official Appeal Committee of the European Board of Veterinary Specialisation. The decision of the EBVS is final.

Interim Rules and Regulations for the establishment of new specialities

Article 1: Founding Diplomates

Section 1:

During the organisational period, Invited Specialists and *de facto* appointed specialists shall be selected to help in the establishment of new specialities within the European College of Veterinary Internal Medicine - Companion Animals (ECVIM - CA). An Invited Specialist will be Founding Diplomate of the College.

Section 2:

Invited Specialists will be nominated by the European College of Veterinary Internal Medicine (ECVIM), will be appointed by the European Board of Veterinary Specialisation, and will meet the relevant criteria in the Bylaws of the College (Article 2, section 2.2).

Section 3:

As a guideline, up to two Invited Specialists should be appointed from each EC and EFTA country.

Section 4:

The Invited Specialists together will act as an interim credentials committee and examination committee for veterinarians who wish to be considered for *de facto* recognition as specialists. After *de facto* recognition as Specialist by the Invited Specialists the *de facto* appointed specialist becomes a Founding Diplomate of the College.

Section 5:

The Invited Specialists shall only consider veterinarians for *de facto* recognition as specialists if they meet the relevant criteria in the Bylaws of the College (Article 2, section 2.2).

Article 2: Procedure for *de facto* recognition of specialists

Section 1:

Application for *de facto* recognition is possible for up to three years after the legal registration of the Constitution of the College or up to three years after the recognition of a specialty group.

Section 2:

Applicants should submit their application to the secretary. The application should include a curriculum vitae, a description of the way expertise has been acquired, a description of the way in which the specialty is currently practised, and a list of publications. From this information it should be clear that the applicant meets the relevant criteria in the Bylaws of the College (Article 2, section 2.2).

Section 3:

Initially each applicant will be considered by at least three Invited Specialists, of which one should preferably be from the same country as the applicant. The three Invited Specialists prepare a proposal for decision on recognition by all Invited Specialists. An affirmative vote of two-thirds of the Invited Specialists shall be required for adoption.

Section 4:

On the basis of the submitted information the three Invited Specialists will decide whether to proceed with further consideration of the applicant. If their decision is negative, it is forwarded to the Invited Specialists as a whole for decision. In exceptional cases, when the application is highly convincing, the three Invited Specialists can at this stage advise the Invited Specialists as a whole to recognize the applicant as a *de facto* specialist, entitled to become a Founding Diplomate of the College.

Section 5:

When the decision of the Invited Specialists for further consideration is positive, the applicant will be requested to submit:

- Five essay questions, in confidence. These questions should be representative of the specialist's level. The Invited Specialists may use these questions as such or may edit these for use in examinations.
- Two essay questions with the answers, with the above requirements and also in confidence. These will be judged by the Invited Specialists and eventually used as above.
- A list of activities that convey the level of their professional work.
- An estimate of how much time is spent in the specialty (hours per week).
- Summaries of ten companion animal internal medicine cases personally handled, with a maximum of 1500 words each. Documentation of the cases must be made available during eventual visitation in a later stage. The summaries can be replaced by reprints of publications concerning clinical cases or disease entities. One publication is equivalent to two summaries.

The Invited Specialists may visit the hospital of the applicant to observe procedures, equipment, records, etc. At this stage also the three Invited Specialists can conclude that the applicant's qualifications are sufficient to advise the Invited Specialists as a whole to recognize the applicant. If not, the applicant will then be required to take an examination.

Section 6:

The applicant's knowledge of the specialty of companion animal internal medicine should approximate the level which can be required from recent relevant textbooks and journals. Each applicant will be asked to answer 50 (fifty) questions, excluding questions that he or she has submitted. The Invited Specialists as a whole will act as the examination committee. They will prepare the questions, for which purpose they may use the questions described in section 5 of this article. They will establish the pass/fail marks.

Section 7:

The language of correspondence and examination shall be English. The use of dictionaries during the examination is allowed.

Section 8:

If EC rules and regulations concerning the ACVT require that the recognition of *de facto* Specialist must be confirmed by an European body, this rule will be followed.

Article 3: Interim Board of the College

Section 1:

An Interim Board consisting of the Chairman and two officers shall be formed out of and elected by the Invited Specialists to serve for a maximum period of five years.

Section 2:

Within five years after foundation of the speciality, a full set of committees for the speciality will be elected conform to the Constitution of the College.

Section 3:

The officers of the Interim Board shall perform their duties as closely as possible conform to the Constitution and Bylaws of the College.

Section 4:

The Interim Board shall prepare the definitive organisation of the specialty according to the Constitution and Bylaws of the College.