



**THE EUROPEAN COLLEGE OF
VETERINARY INTERNAL MEDICINE
COMPANION ANIMALS
CONSTITUTION AND BYLAWS**

2007

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| Officially registered: | June 28, 1994 |
| 1 st revision: | September 1, 1995 |
| 2 nd revision: | March 6, 1997 |
| 3 rd revision: | October 14, 1999 |
| 4 th revision: | September 15, 2000 |
| 5 th revision: | September 5, 2001 |
| 6 th revision: | September 10, 2004 |
| 7 th revision: | September 2, 2005 |
| 8 th revision: | September 15, 2006 |
| 9 th revision: | September 14, 2007 |

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

CONSTITUTION

The College of Veterinary Internal Medicine - Companion Animals, is established as an independent organisation of the European Society of Veterinary Internal Medicine by decision of the General Meeting of the European Society of Veterinary Internal Medicine based on Article 2, sub 2c of their constitution on June 28th, 1994 at Utrecht with the following Constitution and Bylaws.

ARTICLES OF ASSOCIATION

Name and Structure

Article 1.

- 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 be a part of the international structure for veterinary specialization in the European Committee (E.C.), as recommended by the Advisory Committee for Veterinary Training (ACVT) of the E.C., set up by the Council Decision 78/1028/EEC of 18 December 1978 and OJ No L 302 of 22 December 1978, in its report doc. III/F/5285/3/91. The structure includes the Coordinating Committee for Veterinary Training (ECCVT), the European Board of Veterinary Specialization (EBVS) and the various Colleges of Specialists.
- 1.3. The term - companion animals - as used in this constitution does not include equine, avian or other non-mammalian species.

Duration

Article 2

- 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.

Objectives

Article 3

The College is a non-profit making organisation and does not pursue commercial interests. The finances of the College may only be spent in accordance with the constitution. Members or officers of the College shall receive no payment from the funds of the College, except reimbursement of expenses.

The primary objectives of the College shall be to advance companion animal internal medicine in Europe and increase the competency of those who practice in this field by:

- a) Establishing guidelines for post-graduate education and experience prerequisite to become a specialist in veterinary internal medicine - companion animals.
- b) Examining and authenticating veterinarians as specialists in companion animal internal medicine in order to serve the veterinary patient, its owner and the public in general, by providing expert care for animals with internal disease.
- c) Encouraging research and other contributions to knowledge relating to the pathogenesis, diagnosis, therapy, prevention, and control of diseases directly or indirectly affecting the internal organs of companion animals, and promoting communication and dissemination of this knowledge.

Membership

Article 4.

Section 4.1:

The members of the College shall be the following Diplomates:

- (a) Founding Diplomates
- (b) Diplomates
- (c) Honorary Members
- (d) Non-practising Diplomates
- (e) Retired Diplomates

Section 4.2:

Founding Diplomates shall be either:

- (a) Invited specialists as defined in the general scheme of veterinary specialisation approved by the ACVT.
They will be invited by the E.C. Board of Veterinary Specialisation on nomination of the European Society of Veterinary Internal Medicine (ESVIM) upon the following criteria:
 - to be initiators of companion animal internal medicine in Europe
 - having contributed substantially to the development of companion animal internal medicine in Europe by research, publications, and lectures
 - to be uncontroversial for the majority of the ESVIM members, and,
 - being full or founder member of the ESVIM, and practising in Europe
 - having at least 10 years of experience in companion animal internal medicine
 - and spending at least 50 per cent of their time in companion animal internal medicine
 - being recognized, where applicable, as a specialist in companion animal internal medicine at national level.
- (b) Specialists appointed defacto also defined in this general scheme, who have been appointed by the Invited Specialists.

The defacto appointed Diplomates should fulfil the following criteria:

- have at least 7 years of experience in companion animal internal medicine
- spend at least 60 percent of their time to companion animal internal medicine
- have published at least 3 original scientific articles in a refereed journals as first author, and at least 3 additional articles as co-author excluding reviews and proceeding abstracts
- have presented original work at scientific meetings
- are full member of the ESVIM

Selection will be made on basis of a submitted CV including the above mentioned criteria, and also indicating how the candidates have achieved their expertise. All full members of ESVIM shall be invited to apply for defacto registration by means of a personal letter outlining the above mentioned requirements. Application for defacto recognition is possible for up to three years after the legal registration of the constitution of the College.

Section 4.3:

To qualify for membership, candidates shall meet the following criteria:

- a) Have a good moral and ethical standing in the profession;
- b) Be licensed to practice veterinary medicine and surgery in the countries of the European Community or the European Free Trade Association, unless relieved of this obligation by the Board.
- c) Have successfully passed the certifying examination procedure of the European College of Veterinary Internal Medicine - Companion Animals;
- d) Not be a Diplomate of another European College recognised by the European Board of Veterinary Specialisation, unless relieved of this obligation by the Board. This restriction does not apply to Diplomates of a other specialties of the European College of Veterinary Internal Medicine - Companion Animals.
- e) Practice scientific, evidence-based veterinary medicine which complies with animal welfare legislation.

Section 4.4:

Each individual elected to membership of the College shall be designated as a (Founder or Non-practising) Diplomate of the European College of Veterinary Internal Medicine - Companion Animals and shall be authorized to use the designation of (Founder or Non-practising) Diplomate of the European College of Veterinary Internal Medicine - Companion Animals.

Section 4.5:

Each Diplomate shall be required to keep records of his/her patients.

Section 4.6:

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

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 unanimous vote of the Executive Committee of the ECVIM - CA, pending confirmation by the College at the next Business Meeting.

Section 4.8:

The college may confer Honorary Member status on persons who have made exceptional

contributions to companion animal internal medicine. Honorary Members, who are Diplomates, shall have all the rights and privileges of Diplomates. Honorary Members who are not Diplomates do not have the right to vote or hold office in the College. The person must be nominated by 2 full diplomates and be elected with a two-thirds majority at an Annual General Meeting.

Nomination for Honorary Member Status shall be made through the sponsorship of two Diplomates. The sponsors shall furnish the Executive Secretary with such information concerning the nominee, as is required by the Executive Committee, e.g. curriculum vitae.

Election of an Honorary Member shall be accomplished by a two-thirds vote of the Board and by a two-thirds vote of the Business Meeting of the College. They shall not be required to pay dues.

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

Section 4.9:

The registration ceases by default when the specialty is practised at a level of less than 60 per cent (i.e. <24 hours a week) devoted to internal medicine of companion animals, or when the specialty has not been practised for two continuous years or the equivalent of two years during a period of five years.

Section 4.10

In order to evaluate the requirements laid down in section 6 and section 9 of this article the 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 has to be approved of by the European Board of Veterinary Specialisation and will be evaluated by the members of the college. Negative evaluation may lead to cessation of registration. These Diplomates are awarded a non-practising diploma status, unless the cessation was for reasons for temporary or permanent suspension. They are bound to use the designation of non-practising Diplomate. A non-practising Diplomate seeking to revert to full diplomate status needs to satisfy the Credential Committee. A non-practising Diplomate may not supervise residents in any capacity. A retired Diplomate is one who has declared themselves permanently and irrevocably of non-practising status.

Section 4.11

Cessation of registration must be approved by the Executive Committee of the College and requires twelve months to effectuation.

Organisation and officers

Article 5

Section 5.1

The College is composed of a central administration and a series of Specialty Groups, representing recognised disciplines of companion animal internal medicine. Each specialty group has three officers and may have a set of Bylaws. Any information in an Information Brochure may not supersede the constitution or the Bylaws. The administration of each specialty group is responsible to the Executive Committee of the College.

Section 5.2

Bylaws for each specialty group shall conform to the Constitution and General Bylaws of the College.

Section 5.3

Specialty groups shall be established by the following process

- a) recognition as a separate specialty by the General Assembly
- b) approval by the Executive Committee of the College of a set of Bylaws for the specialty group.

Section 5.4

The College shall have responsibility for organizing, approving and administering all scientific and business matters, including approval of actions of specialty groups.

Section 5.5

The College shall be composed of all the Diplomates. The Diplomates will elect every three years, by secret ballot, the following officers

- President
- Vice-President
- Treasurer
- Secretary
- Member

Section 5.6

The immediate Past-President shall advise the President.

Section 5.7

The officers will compose the Board of the College. Together with the officers of the Board the Chairpersons of the Specialty Groups and the immediate Past-President shall form the Executive Committee of the College.

Section 5.8

The President may not be re-elected in the same office. Usually, the President is succeeded by the Vice-President. The other board members may be elected to only one additional term of up to 3 years.

Section 5.9

The President and/or Vice-President will, in general, act as representatives in the European Board of Veterinary Specialisation. The Secretary will act as deputy of the President and the Treasurer will act as deputy of the Vice-President.

Article 6:

A general meeting of the Diplomates will be organized each year.

Amendments

Article 7:

Proposed amendments to this Constitution shall be submitted to the President for study prior to the 31st of December. Any proposed amendment shall be distributed to the membership with a recommendation by the Officers, at least 30 days prior to the annual meeting and shall be brought to a vote of the Diplomates at the next annual meeting. An affirmative vote of at least three-fourths of the Diplomates voting shall be required for adoption.

Future Developments

Article 8:

Future developments may necessitate to remodel the College to be able to adopt further subspeciality specialisation and/or specialisation concerning other species. Amendments for such an adoption need an affirmative vote of two-thirds of the Diplomates voting.

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GENERAL BYLAWS

General Assembly (Annual General Meeting)

Article 1:

- 1.1. It is the duty of members to be present at the Annual General Meeting on a regular basis.
- 1.2. The General Assembly is the senior legislative body of the College and has the following duties:
 - a) Determining and updating the Constitution and Bylaws.
 - b) Election of the Officers and Auditors.
 - Election of the Officers shall be by written ballot at the Annual Business Meeting.
 - Written nominations must be received by the Executive Secretary at least three months prior to the Annual Business Meeting. 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 Board during the proceeding year.
 - e) Action on business, presented by the Board or as required by the Constitution.
 - f) Establish membership dues for the forthcoming year.
 - g) Expulsion of Diplomates.
- 1.3. Each Diplomate has the right to vote. He/she has to be present at the Annual Business Meeting to do so. Each Diplomate has one (1) vote. Postal votes may be arranged at the discretion of the Board.
- 1.4. All questions before the College, except as designated elsewhere, shall be determined by the a simple majority vote.
- 1.5. The language of all Bylaws, correspondence, negotiations and examinations shall be English.

Specialties

Article 2:

Following Article 8 of the Constitution, the specialties are internal medicine, cardiology, and oncology.

Officers

Article 3:

- 3.1. The officers of the College shall be: President, Vice-President, Secretary, Treasurer, and one member. The term of office is three years.
- 3.2. Election of officers shall be held at the Annual General Meeting of the College.

Duties of officers

Article 4:

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 his/her office. The President of the College shall be Chairperson of the Fiscal Committee.

4.2 Vice-President

The VICE-PRESIDENT shall perform the duties of the President in his/her absence or inability to serve. He/she shall be the Programme Chairperson for the annual Meeting of the College.

The Vice-President shall, in general, succeed to the presidency should that office fall vacant.

4.3 Secretary

The SECRETARY shall attend to the correspondence of the College; keep and publish lists annually of Diplomates, both practising and non-practising, keep minutes of the College in books which shall be the property of the College and accessible at all reasonable times and places and perform the furthermore usual duties of a secretary.

4.4 Treasurer

The TREASURER shall advise the President on budget matters, shall arrange for safekeeping of all funds, draw vouches, pay bills and expenses, and submit a written financial statement to all members annually. He/she shall keep full and accurate books of account, containing a record of all monies received and expended, which books shall be the property of the College and open to the inspection of the authorized officials at all reasonable times and places.

4.5 Vacancies amongst the officers

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

Committees

Article 5:

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 the Specialty Groups.

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 standing Committees, select the time and place of meetings and determine the fees for application, examinations, registrations and other fees. It shall direct the management of funds held by the College.

5.2 Credentials Committees:

Each Specialty 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 duties of a Credentials Committee will be as follows:

1. The Credentials Committee shall establish guidelines to assist applicants applying to sit the diploma examination.
2. The Credentials Committee shall receive, review, and approve the candidacy of applicants.
3. The credentials of approved applicants shall be forwarded to the Examination Committee.

5.3. Examination Committees:

- a) 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 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 officers of the College with recommendations regarding the granting of diplomas.

- b) Each Specialty Group has a SPECIALTY EXAMINATION COMMITTEE that consists of at least four diplomates of their members appointed by the Board of the Specialty Group. The Specialty Examination Committees are responsible for preparing, administration, and evaluation of the Certifying Examinations. Results of the examination shall be forwarded by the Chairperson of the Specialty Examination Committee to the Officers of the College with recommendations regarding the passing of the Specialty Examination.

5.4. Nominating Committee:

The NOMINATING COMMITTEE shall be composed of three members appointed by the Executive Committee for a term of one year before elections. The Committee shall prepare a list of candidates for the offices of the College after a written call for candidates to all the diplomates at least six months before elections. Candidates should be known by the diplomates at least 3 months before elections. The Committee will report to the College at its annual general meeting.

5.5. Education Committee:

Each Specialty Group shall form an EDUCATION COMMITTEE composed of at least four 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 Education Committees are responsible for setting criteria for the residency programme of their Specialty, and for approving the programmes and their sponsors. The Education Committees will maintain lists of approved residency programmes, approved supervisors and

current residents. It will document detailed requirements for residency programme that are necessary for European College of Veterinary Internal Medicine - Companion Animals approval.

5.6. Fiscal Committee:

The FISCAL COMMITTEE shall consist of three members of the Board. The President shall serve as Chairperson, and the Treasurer will be a member. The third member shall be appointed by the Executive Committee.

This Committee shall prepare an annual budget for the College, prepare the Treasurer's books for the annual audit and advise the Board on financial affairs of the College.

5.7 Auditors

Two auditors are elected by the general assembly at the Annual Business Meeting for a one year term. The two auditors evaluate the report of the fiscal committee and report their findings to the general assembly.

Diploma

Article 6:

6.1. Qualifications to sit the certifying examination:

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

- a. 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. The following sequence of training is to be used:
 1. A first period of one to one-and-a-half year must be a rotating internship, or its equivalent, as defined by the Credentials Committees.
 2. A second residency period shall comprise a two-and-a-half to three-year training programme conducted by a Diplomate of the College. The period can be taken consecutively or on a part time basis as long as the total time approximates to two-and-a-half years and the total time does not exceed five 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.
- b. Those with an alternative programme, at least as long as that for the internship/residency based programme, and at least sixty percent of the applicant's time to be spent in the specialty in all but the general training year(s), such as the discretion of the Credential Committees.
- c. Those who are internationally recognised in the field of companion animal internal medicine assessed by other means, at the discretion of the Executive Committee.

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

- submission of summaries of five companion animal cases related to the specific specialty personally handled, , which give an impression of analytical approach of the candidate. Each case summary shall be 1500 words (+/- 15%) and the maximum total

- for the 5 cases summaries is 7500 words (not including references)
- Two (2) original companion animal internal medicine papers in an internationally refereed scientific journal. Of one (1) of these papers pertaining to the specific specialty the applicant must be the principal author; of the second the applicant is not necessarily the principal author.
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6.2. Examination:

The examination will include:

- a) A General Examination, which 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 specialty certification by any specialty under the ECVIM-CA.

A person who has previously registered his/her training program with the College and has had it approved by the appropriate Specialty Education Committee may take the general examination if the following are fulfilled:

- i. A candidate must complete at least 18 months of an approved residency program, or its equivalent before taking the general examination. Applications are due in the ECVIM-CA office no later than January 1 of the year of anticipated examination.
- ii. In order to take the general examination, the following items must be submitted: (a) a letter from the Supervising Diplomate verifying satisfactory progress in the training program; and (b) a non-refundable examination fee payable to the ECVIM-CA.

A person who has not previously had his/her training program approved by the appropriate Specialty Education Committee may not be allowed to take the general examination, pending approval of the training program. A registered candidate, after having received confirmation that his/her training program is approved, will be allowed to take the general examination by submitting a non-refundable examination fee and a statement signed by the Supervising Diplomate that the candidate is making satisfactory progress in the training program.

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.

- b) A Certifying Examination, which may consist of multiple choice questions, practical questions, essay questions and a case management examination. The specialty certifying examinations will be developed, administered and graded by the appropriate Specialty Examination Committee.

Examination shall be taken in English only; the use of 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. Candidates that have passed the general examination and all but one section of the certifying examination on the first attempt, only need to retake the failed section. Candidates that have passed the general examination

but failed more than one section will be deemed to have failed every section of the certifying examination and have to retake the certifying examination completely. Candidates that have not yet passed the general examination and failed any section of the certifying examination will have to retake the entire examination again. Failure to pass all parts of the certifying examination within eight years of approval of credentials will prevent the candidate from being certified. Candidates will be permitted four attempts to take the general examination and four attempts to take the certifying examination over this period of time.

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

Further details of the requirements for the training programme, admission, application procedure, and the general and certifying examination will be given in a separate information brochure of the College.

Finances

Article 7:

The College is a non-profit organisation. 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 by the general assembly. 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-practising Diplomate of the College shall also be required to pay dues. A retired Diplomate 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) Any monies accumulated shall be safely invested and serve as a reserve for possible use at a later time.

Meetings

Article 8:

- 8.1 The annual general meeting of the College will be held during the annual scientific meeting of the European College of Veterinary Internal Medicine (ECVIM-CA) or at some other appropriate meeting agreed upon by the Officers.
- 8.2 An Extraordinary meeting of the College may be called at any time by the Executive Committee, or shall be called by the Executive Committee, at the written request, containing the explanation for such a meeting, of not less than 10% of the members. In the latter case, the Extraordinary Meeting has to take place within a period of three months. If not, these members are empowered to summon an Extraordinary Meeting themselves.
- 8.3 The Executive Committee and the Chairpersons of the Credentials and Examination Committees shall meet at least once annually between the dates of the annual general

meeting, when judged necessary by the President.

Amendments

Article 9:

These Bylaws may be amended at any annual General Meeting by two-thirds of the votes cast. Proposed amendments must be submitted in writing to the Secretary appropriate review by the Executive Committee. Proposed amendments shall be distributed to the membership at least thirty days before the annual General Meeting.

Appeal of Adverse Decisions

Article 10:

- 10.1 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 credential
 - (c) denial of the granting of a diploma to an individual
 - (d) temporary or permanent suspension of diploma

In the event of an adverse decision by the College, the Secretary of the College shall advise the affected person or the Dean of the college or official of the institution or practice organisation in which the affected training programme is located, of the procedure for appealing the adverse decision when requested to do so.

- 10.2 Any candidate who wishes to appeal the decision on their application for eligibility to sit the examination must do so within 90 days of the postmarked date of their 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 Secretary shall notify the President of the College and the Chairperson of the Credentials Committee. The President shall, within 30 days of notification of an appeal, appoint a committee of three diplomates who are not officers or members of the Credentials Committee, to serve as an Appeals Committee indicating the reason(s) for rejecting the candidate. The complete dossier of the candidate will be provided for Appeals Committee to review.

The Appeals Committee shall meet and make a decision within 60 days of appointment of the Committee.

- 10.3 Any candidate who wishes to appeal the decision on failure in the examination must do so within 90 days of postmarked date of their 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 Secretary shall notify the President of the College and the Chairperson of the appropriate Examination Committee. The President shall, within 30 days of notification of an appeal, appoint a committee of three diplomates who are not officers or members of the Examination Committee to serve as an Appeals

Committee. The Chairperson of the Examination Committee shall submit the examination and scores of the candidate, the complete list of scores of all candidates on that examination, and a statement as to the criteria used for the committee's recommendation for pass and fail to the Appeals Committee indicating the reason(s) for rejecting the candidate.

The Appeals Committee shall meet and make a decision within 60 days of appointment of the Committee.

- 10.4 Any dean of a college, or official of an institution or practice organisation, who wishes to appeal the decision on the denial of approval or withdrawal of approval of a training programme must do so within 90 days of the postmarked date of the adverse notification. The request for appeal must be made in writing to the Secretary or the College and shall include a statement of the grounds for reconsideration and documentation in support of the petition.

The Secretary shall notify the President and the Chairperson of the Credentials Committee. The President shall, within 30 days of notification of an appeal, appoint a committee of three diplomates who are not officers or members of the Credentials Committee to serve as an Appeals Committee. The Chairperson of the Credentials Committee shall submit a written statement to the Appeals Committee indicating the reason(s) for denial of approval of the training programme.

The Appeals Committee shall meet and make a decision within 60 days of appointment of the Committee.

- 10.5 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.

The President of the ECVIM - CA will give his opinion to the members of this Appeal Committee who will inform him of their decision afterwards.

Dissolution of the College

Article 11:

In the case of dissolution of the College, all assets shall be expended for educational purpose as voted by the last membership meeting.

Interim Rules and Regulations for the establishment of new specialities

Article 1: Founding Diplomates

Section 1:

During the organisational period, Invited Specialists and defacto 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 Constitution of the College (Article 4, section 2.(a)).

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 defacto recognition as specialists. After defacto recognition as Specialist by the Invited Specialists the defacto appointed specialist becomes a Founding Diplomate of the College.

Section 5:

The Invited Specialists shall only consider veterinarians for defacto recognition as specialists if they meet the relevant criteria in the Constitution of the College (Article 4, section 2.(b)).

Article 2: Procedure for defacto recognition of specialists

Section 1:

Application for defacto 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 Constitution of the College (Article 4, section 2.(b)).

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 defacto 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 his or her 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 defacto 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 speciality according to the Constitution and Bylaws of the College.