

European College of Zoological Medicine

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European College of Zoological Medicine
Utrecht

1st edition, March 2009

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Introduction

Zoological medicine, the state of the art medical treatment and care of zoological species, other than the traditional domestic animals, is a distinct specialized field of veterinary medicine, which is sub-divided into specialties according to the taxonomical group or discipline in which the specialist is acknowledged. The European College of Zoological Medicine (ECZM) is an umbrella organization which aims to include veterinary medicine of animal species other than the traditional domestic species.

The ECZM evolved from the European College of Avian Medicine and Surgery (ECAMS), which was founded in August 1993. ECAMS was founded according to the guidelines laid down in the Report and Recommendations on the Transnational Organisation of Veterinary Specialisation (III/F/5385/5/91), which was adopted by the Advisory Committee on Veterinary Training of the European Commission at its meeting on 12th February 1992. The ECAMS was an initiative of the European Committee of the Association of Avian Veterinarians, which in turn resulted from initiatives in the late eighties/early nineties in Europe and other non-European countries (i.e. USA, Australia, Israel) in response to a growing demand for better avian medical and surgical services for birds through specialization and a need to harmonize certification in this area.

As a reaction to requests from the veterinary field directed at the European Board of Veterinary Specialisation (EBVS) to develop specialties in fields of zoological medicine other than the avian field, negotiations were initiated between representatives from EBVS, ECAMS and the European Association of Zoo and Wildlife Veterinarians (EAZWV) and other interested parties. The need for specialization in various taxonomical fields was recognized to safeguard future developments in zoological medicine, as well as to increase the public's recognition of this field of veterinary medicine. Finally ECAMS took the initiative, seeking permission of EBVS, to change its name to the ECZM, then forming a series of taxonomic and discipline Specialities, within the umbrella organisation of ECZM. Approval for this concept was agreed in principle by EBVS at their AGM in April 2008. In principal EBVS judged this to be a good idea and based on this EBVS judgement an official decision was made at the 2008 Annual General Meeting of ECAMS to broaden the scope of the college to include other taxonomical groups of animals and change the name of the College into European College of Zoological Medicine. Within the broader field of zoological medicine taxon and discipline related specialties are possible. Taxon related specialties are clinically oriented and involve various medical and surgical disciplines and various body systems within the different zoological taxons. An example of a discipline related specialty is wildlife and conservation medicine.

The primary objectives of the College are to advance zoological medicine in Europe (practice, research and teaching) and increase the competency of those who practice in this field. Further aims are to make the public aware of the ability of Specialists in zoological medicine and the benefits of involving members of this college in all national and international issues relating to health, welfare, biosecurity and training, as they relate to zoological care, management, and medicine.

This publication gives detailed information about the ECZM, including the Constitution, Bylaws, and an Information Brochure. The latter contains information about requirements for admission to the College, a profile of the specialties, and application and examination procedures. A Dutch translation of the Constitution is included since this was used for legal registration of the ECZM in the Netherlands. This publication is a revision of the ECAMS Constitution of 1993. The ECAMS received full recognition by the European Board of

Veterinary Specialists in April 2005.

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Constitution

(as amended after the AGM in Amsterdam, the Netherlands, May 2008, and pending approval by the ECAMS diplomates and the European Board of Veterinary Specialization)

Name and Structure

Article 1

- 1.1. The name of the association shall be the European College of Zoological Medicine, hereafter referred to as the "College".
- 1.2. The College shall have its domicile in Utrecht, Netherlands. The office address may be changed through decision of the Executive Committee.
- 1.3. The College shall be a part of the general scheme for veterinary specialization in the EU, as has been defined by the Advisory Committee for Veterinary Training (ACVT) of the European Committee, 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/5285/91.
Based on the preliminary work of the ACVT and further developments facilitated by the Federation of Veterinarians in Europe (FVE), the European Association of Establishments for Veterinary Education (EAEVE) and the European Board of Veterinary Specialization (EBVS), the current scheme involves the European Coordinating Committee for Veterinary Training (ECCVT), the EBVS, and the Specialty Colleges.
- 1.4. The College shall be registered in Utrecht, Netherlands (a Dutch translation of this Constitution has been made for legal registration).

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.

Definition of Specialty

Article 3

- 3.1. The specialty Zoological Medicine comprises both clinical taxon oriented specialties, as well as discipline specialties (i.e. wildlife medicine). The specialty involves a broad

range of disciplines and involves various body systems within the various zoological taxons. The various specialties are defined in the bylaws.

The clinical specialist in Zoological Medicine shall have a working knowledge of the related disciplines diagnostic imaging, anaesthesiology, clinical pathology, and pathology.

- 3.2. A registered specialist shall spend at least 50% of the time working at the specialist level in their chosen specialty, with a minimum time spent of 20 hours/week.
- 3.3. A registered specialist shall practice with adequate facilities for their specialty. When the specialty is practised at more than one location, there shall be at least one location with adequate facilities. Services of related specialties or disciplines as mentioned in Article 3 sub 3.1 shall be readily available when not available at the centre.

Objectives of the College

Article 4

- 4.1. The primary objectives of the College shall be to advance zoological 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 one of the specialties of zoological medicine.
 - b) Examining and authenticating veterinarians as specialists in zoological medicine to serve the zoological patient, its owner and the public in general, by providing expert care.
 - c) Encouraging research and other contributions to knowledge relating to zoological medicine and promoting communication and dissemination of this knowledge.
- 4.2 Further objectives are:
 - d) Encouraging the public to use veterinarians who are qualified to fill a unique and specific role in the delivery of modern comprehensive clinical zoological medicine at the specialty level.
 - e) Positioning the zoological specialist as a common source for referrals in the veterinary community.
 - f) Improving and promoting the structure of health care for animals, thereby improving its perception and understanding by owners, veterinarians and those interested in introducing animal health insurance and supplying zoological health products.
 - g) Providing an incentive and reward for achieving postgraduate education and experience in zoological medicine at the specialist level. The title Diplomate

of the European College of Zoological Medicine (name of specialty) shall be restricted to those persons working in the field who have reached the highest level of achievement in the respective specialty

- h) Encouraging veterinary colleges to establish in-depth instruction and high standards for training in (clinical) zoological medicine and develop specific funding for areas of needed research.
 - i) Promoting continued improvement of practice standards and knowledge in (clinical) zoological medicine through continuing education and self-assessment.
 - j) Supporting the preservation of zoological species and their habitats by promulgating the concept of wise use of animal resources and the breeding of endangered species in captivity.
 - k) Encouraging responsible management, husbandry and breeding of zoological species.
 - l) Preventing the occurrence of zoonotic and allergic diseases in man originating from zoological species.
- 4.3. The College is a non-profit association and does not pursue commercial interests.
- 4.4. Financial means of the College may only be spent according to the Constitution. Members of the College receive no payment from the funds of the College, except reimbursements.
- 4.5. 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.
- 4.6. The language of the Laws, Bylaws and other documents pertaining to the College is English. All written and oral communications, including the negotiations and examinations shall be in the English language.

Membership

Article 5

- 5.1. The College shall have the following members:
- (a) Founding Diplomates ECAMS (1993)
 - (b) Founding Diplomates ECZM (name of speciality) (2009)
 - (c) Diplomates
 - (d) Honorary Members
 - (e) Non-Practising Diplomates
 - (f) Retired Diplomates
- 5.2. To qualify for membership, **Diplomates** shall meet the following criteria:
- 1. have a satisfactory moral and ethical standing in the profession.

2. have graduated from an European Association of Establishments for Veterinary Education (EAEVA)-approved veterinary school. The Credentials Committee may excuse this requirement upon request..
 3. have successfully passed the credentials and examination procedure of the European College of Zoological Medicine, unless exempted from this obligation by the Credentials Committee and the Executive Committee (within the initial 5 years of approval of their specialty).
- 5.3. Each individual who has successfully passed the qualification procedure of the College shall be designated **Diplomate** of the European College of Zoological Medicine, and shall be authorized to use the designation of Diplomate of the European College of Zoological Medicine (name of specialty) in the specialties which have been approved by ECZM and EBVS, with the exception of section 5.8 of this Constitution. The official abbreviation will be Dip. ECZM (name of specialty).
 - 5.4. Each Diplomate is expected to actively participate in the scientific and business affairs of the College. Repeated, unexcused absences from the Annual ECZM-meetings may render a member subject to disciplinary action by the Executive Committee of the ECZM.
 - 5.5. Each Diplomate is guided by scientific methods and evidence based medicine, which complies with animal welfare legislation. Each Diplomate shall also fulfil the re-evaluation requirements of the ECZM. No credit points can be granted for education or training in non-scientific or non-evidence-based medicine.
 - 5.6. Each Diplomate shall be required to keep (medical) records of his/her patients relating to their own specialty.
 - 5.7. 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 ECZM, pending confirmation by the College at the next Annual General Meeting.
 - 5.8. The registration ceases by default when the specialty is practised at a level of less than 50 percent devoted to their specialty (i.e < 20 hours/week), or when the specialty has not been practised, for reasons other than those being reasons for temporary or permanent suspension, for two continuous years or the equivalent of two years during a period of 5 years. These Diplomates are awarded a **Non-Practising Diplomate** status.
 - 5.9. The College has established a standard procedure (see Appendix B) by which the requirement for membership are re-evaluated on a periodic basis. This procedure meets the requirements as established by the European Board of Veterinary Specialisation (EBVS).
 - 5.10. Voluntary cessation of registration requires notice in writing to be received by the Secretary twelve months prior to the College's Annual General Meeting and will be published at the Annual General Meeting.
 - 5.11. The annual dues (EURO) of each Diplomate for the following years shall be

determined at the Annual General Meeting and listed in Appendix F. It is payable on January 1 of each year. Members shall be adjudged in default if they are one year in arrears, and may be voted for removal by the membership if two years have elapsed without payment.

Non-Practising and Retired Diplomates of the college are also required to pay dues. Honorary Members will not be required to pay dues.

Organization and officers

Article 6

- 6.1. The College shall be composed of all the Diplomates.
- 6.2. Specialty groups
- a) The college is composed of a central organisation and a series of specialty groups, representing recognised disciplines within the ECZM.
 - b) Each specialty group has three (3) officers and may have a set of specific Bylaws. The Diplomates of that specialty group will elect, by secret ballot, these officers, including the Chairperson. The officers and the Chairperson may be elected to only one additional term up to 3 years.
Specific Bylaws and/or Information Brochures for each specialty group shall conform to the Constitution and Bylaws of the ECZM and EBVS.
 - c) The administration of each specialty group is responsible to the Executive Committee of the ECZM.
 - d) Specialty groups shall be established by the following process:
 - 1. Recognition as a separate specialty during the Annual General Meeting
 - 2. Approval by the Executive Committee of the ECZM of a set of Bylaws for the specialty group.
 - e) The college shall have responsibility for organizing, approving and administering all scientific and business matters, including approval of actions of specialty groups.
 - f) Future developments may necessitate the adoption of further specialty groups and/or specialisation concerning other species.
- 6.3. The Diplomates will elect every three years, by secret ballot, the following officers:
- President
 - Vice-President
 - Treasurer
 - Secretary
 - (If needed) one more member to creat and uneven amount of committee members

These officers will compose the Board of the College. The President may not be re-elected to the Board within a six year period of completing his term on the Board. Usually, the President is succeeded by the Vice-President. The other officers may be elected to only one additional term of 3 years.

The Board, together with the Past-President and the Chairpersons of the specialty groups, shall form the Executive Committee of the ECZM. The total number of

persons within the Executive Committee must be uneven. Additional Diplomates, without a right to vote, may be co-opted as observer or advisor to the Executive Committee if the officers agree unanimously.

- 6.4 Two of the following officers together will, in general, act as representatives of the College: The Past-President, President, Vice-President, and the Secretary. Additionally the Secretary will act as deputy for the President and the Treasurer will act as a deputy for the Vice-President.

The President, and/or Past-President, and Vice-President and/or Past-President will, in general, act as representatives on the European Board of Veterinary Specialization.

Annual General Meeting, Quorum and Voting Rights

Article 7

- 7.1. The **Annual General Meeting** of the College will be held each year, preferably in conjunction with an appropriate scientific meeting or at some other appropriate meeting agreed upon by the Executive Committee.
- 7.2. An **Extraordinary Meeting** of the College can be called at any time by the Executive Committee, or shall be called by the Executive Committee at the written request of not less than 10% of the membership. The request should contain the explanation for such a meeting, and the subsequent Extraordinary Meeting should take place within a period of three months of receipt of the request. If not the responsible members are empowered to summon the Extraordinary Meeting themselves.
- 7.3. Each active Diplomat of the College is entitled to vote. In contrast Non-Practising Diplomates, Retired Diplomates or Honorary Members are not entitled to vote. Active diplomates who are also Honorary Members do have the right to vote. Diplomates have to be present at the Annual or Extraordinary General Meeting to vote, except in case of a postal or electronic ballot (section 7). Each active Diplomat has one (1) vote.
- 7.4. The quorum required for holding a meeting is one-thirds of the voting members of the ECZM. When this quorum is not present at a meeting no legal decisions can be made. The Executive Committee decides if the vote is to be taken orally or on paper. 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.
- 7.5. The Executive Committee can hold an electronic or postal ballot at any time outside the Annual General Meeting and Extraordinary General Meetings. The same rules apply to electronic or postal ballots as to voting during the Annual General Meeting and Extraordinary General Meetings. An electronic ballot is only valid if a vote is registered on the secure section of the ECZM website, using unique passwords. A quorum shall consist of one-thirds of the voting members. In the event that a quorum is not achieved within four weeks of initiating the vote no legal decisions can be made.

- 7.6. The Secretary of the College has to keep the minutes of every Annual General Meeting. These minutes must be signed by the Chairman of the Annual General Meeting and the Secretary.

Amendments

Article 8

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 (by letter, fax, website forum message or electronic mail) to the membership with a recommendation by the Officers, 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 voting shall be required for adoption.

Dissolution of the College

Article 9

- 9.1. A decision to dissolve the College will require the same procedure as mentioned in Article 8.
- 9.2. 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 divided among the Association of Avian Veterinarians, the Association of Exotic Animal Veterinarians and the Association of Reptile and Amphibian Veterinarians for educational purposes.

Bylaws

Article 10

The ECZM 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.

Bylaws

(as amended after the AGM in Amsterdam, the Netherlands, May 2008)

Annual General Meeting (General Assembly)

Article 1

- 1.1. It is the duty of every active Diplomate to attend the Annual General Meeting at least once every two years. If the active Diplomate has not attended the AGM for three consecutive years without previous dispensation of the Executive Committee, the registration as active Diplomate ceases by default.
- 1.2. The General Assembly is the senior legislative body of the College and has the following duties:
 - a) Determine and update the Constitution and Bylaws;
 - b) Elect the Officers and Auditors.
Elections of officers shall be by written ballot at the Annual General Meeting. Written nominations must be received by the Executive Secretary at least three months prior to the Annual General Meeting. Alternatively, nominations may be made from the floor.
 - c) Take action on the auditors' report.
 - d) Formally approve or disprove the business conducted by the Executive Committee during the preceding year.
 - e) Take action on business presented by the Executive Committee or as required by the Constitution.
 - f) Establish membership dues for the forthcoming year.
 - g) Consider the expulsion of Diplomates.

Membership

Article 2

2.1 Founding Diplomate

Founding Diplomates shall be either “Invited Specialists” or “Specialists recognised *de facto*”. The ECZM started in 1993 as the European College of Avian Medicine and Surgery. The requirements for Invited Specialists of the ECAMS are therefore mentioned separate from those of the Invited Specialist of the ECZM.

2.1.1 Invited Specialist ECAMS (1993)

An Invited Specialist is a Founding Diplomate that is not required to submit to examination to become a Diplomate. A minimum of seven invited specialists were nominated by the European Committee of the Association of Avian Veterinarians upon the following criteria:

- a) be initiators of avian medicine and surgery in Europe
- b) have contributed substantially to the development of avian medicine and surgery in Europe by research, publications, and lectures
- c) be not controversial for the majority of the members of the European Committee of the Association of Avian Veterinarians
- d) be qualified to practice in Europe

- e) have at least 10 years of experience in avian medicine and surgery
- f) spend at least 50 per cent of their time (i.e.> 20 hours/week) in avian medicine and surgery
- g) meet at least the criteria mentioned for de facto recognition (see below)

2.1.2. Invited Specialists for new specialties within ECZM (name of speciality):

An Invited ECZM specialist for any new specialty within ECZM is a Founding Diplomate that is not required to submit to examination to become a Diplomate. Invited Specialist status is only granted by the EBVS to a maximum of seven individuals at the time the specialty is being established. The distinction is reserved for only the most distinguished and experienced members of the field. To comply Invited Specialist must:

- a) be initiators of ‘their respective specialty’ in Europe
- b) have achieved distinction in their field
- c) have contributed substantially to the development of their specialty within Europe by research, publications, and lectures
- d) be uncontroversial to the majority of the members of the ECZM
- e) be qualified to practice in Europe
- f) have at least 10 years of experience within their specialty
- g) spend at least 75 per cent of their time (i.e.> 30 hours/week) within their specialty
- h) meet at least the criteria mentioned for de facto recognition (see below)

2.1.3. Specialists recognised *de facto*

The Specialist recognised *de facto* in a new specialty is a Founding Diplomate that is appointed by the Invited specialists in that speciality. Specialists recognised *de facto* are not required to submit to examination to become a Diplomate. *De facto* recognition is possible for up to 5 years after the approval of the relevant specialty by EBVS. No exceptions will be made for applications received after this deadline. To be appointed one must:

- a) have at least 7 years of experience in their specialty
- b) spend at least 60 per cent of their time in their specialty
- c) have published at least 3 peer reviewed original scientific articles in well established refereed journals (i.e. listed in the Science Citation Index from the Institute for Scientific Information, or in one of the refereed journals mentioned in the reading list [see Appendix A]) as first author, and at least 3 additional articles as co-author, excluding reviews and abstracts of proceedings.
- d) have presented original work at scientific meetings

Selection will be made on basis of a submitted CV including the above mentioned items, and also indicating how the candidates have achieved their expertise.

All clinicians within Europe, reaching the appropriate standards, shall be invited to apply for *de facto* registration, when applicable, by sending them a personal letter with the above mentioned requirements. Furthermore relevant information should be published in appropriate scientific journals.

2.2 Diplomate

A Diplomate of the European College of Zoological Medicine is a veterinarian who is certified as a diplomate in one of the specialties recognised by the ECZM. Acknowledgement of this status by EBVS will result in the title European Veterinary Specialist in (name of specialty)

2.3. Retired Diplomate

A Retired Diplomate is one who is permanently and irrevocably retired from active clinical work. Retired Diplomates maintain all privileges of Diplomates, including advisory tasks, except the right to vote or hold office. They are excluded from article 5, sections 3, 4 and 5 of the Constitution of the ECZM. Retired Diplomates are authorised to use the title Dip. ECZM (name of specialty; retired). The Retired Diplomate is removed from the EBVS specialist register.

2.4. Non-Practising Diplomate

A Diplomate who (a) has not practised the specialty sufficiently, and/or (b) who has not fulfilled the re-evaluation requirements, and or (c) who has not participated actively or has been repeatedly unexcused absent. The Non-Practising and expelled Diplomate is removed from the EBVS specialist register. The Non-Practising Diplomate is authorised to use the title Dip. ECZM (name of specialty, Non-Practising). A Non-Practising Diplomate seeking to revert to full Diplomate status needs to be re-credentialed by the Credentials Committee, they would be required to prove that they had sufficient case load. The Credentials Committee could, at their discretion, require the Non-Practising Diplomate to re-sit the examination (paying the normal examination fees).

2.5. Honorary Member

The College may confer Honorary Member status on persons who have made exceptional contributions to (a relevant specialty of) Zoological Medicine. Honorary Members, who are active ECZM Diplomates, shall have all the rights and privileges of active Diplomates. Those Honorary Members, who are not active ECZM Diplomates, shall have all the rights and privileges of the Diplomates, except the right to vote, hold office, use the Diplomate title nor can they be given the title European Veterinary Specialist in (name of specialty) by EBVS. The latter Honorary Members may be invited to attend (part of) business meetings of the College, and have an advisory function to the College or its Committees. The number of Honorary Members cannot exceed 5 % of the total number of Diplomates per specialty. 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 their specialty of Zoological Medicine as required by the Executive Committee. Election of an Honorary Member shall be accomplished by an, at least two-thirds majority vote of the Executive Committee and by an, at least two-thirds majority vote of the Annual General Meeting of the College.

Duties of officers

Article 3

3.1. President

The PRESIDENT shall preside at the meetings of the College, preserve order, regulate debates, appoint Committees not otherwise provided for, announce results of elections and perform all other duties legitimately appertaining to his/her office. The President of the College shall be the Chairperson of the Fiscal Committee.

3.2. 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 General Meeting of the College. The Vice-President shall, in general, succeed to the presidency at the end of the normal three year term or should that office fall vacant.

3.3. Secretary

The SECRETARY shall attend to the correspondence of the College, keep and publish lists annually of Diplomates, active, non-practising, retired Diplomates, residents and Honorary Members, keep minutes of the College Meetings in records 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. The Secretary shall circulate the Reading list (Appendix A) to all Diplomates and Honorary Members each year at least 3 months prior to the AGM, to seek suggestions for additions and removals from the list. The suggested amendments will be circulated to all Diplomates and Honorary Members at least 30 days prior to the AGM for their consideration prior to ratification at the AGM. The Secretary shall forward the Annual Report of the College to the EBVS before the 15th January of the following year.

3.4. Treasurer

The TREASURER shall advise the College on all financial matters, shall arrange for safekeeping of all funds, draw vouchers, pay bills and expenses, and submit a written financial statement to all members annually. He/she shall keep full and accurate books of 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.

3.5. Past-President

The PAST-PRESIDENT shall advise the President.

3.6. Vacancies amongst the officers

Vacancies occurring on the Board shall be filled by election of a member at the next Annual General Meeting or subject to the discretion of the Board, by electronic voting via the website. Any member elected to fill a vacancy shall hold the office until expiration of the term in which the vacancy occurred.

Committees

Article 4

4.1. Executive Committee

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 offenses 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 offenses. 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.

4.2. **Credentials Committee**

Each specialty shall have its own Credentials Committee. For the first 5 years from approval of each specialty, the Executive Board of ECZM will appoint an active member to that committee, by way of an advisor.

Each CREDENTIALS COMMITTEE shall be composed of at least three members appointed by the Executive Committee for a term of three years. The President (or his representative) shall be an ex officio member of this committee. The senior member of the Committee in terms of service shall serve as the Chairperson, unless the Executive Committee decides otherwise.

The Credentials Committee shall:

- a) establish guidelines to assist applicants applying to sit the diploma examination.
- b) receive, review, and approve the candidacy of residency and examination applicants.
- c) forward the Credentials of approved applicants to the Examination Committee.
- d) perform the re-evaluation of Diplomates as is required under Constitution 5.9. The method of evaluation is attached as Appendix B.

4.3. **Examination Committee**

Each specialty shall have its own Examination Committee. For the first 5 years from approval of each specialty, the Executive Board of ECZM will appoint an active member to that committee, by way of an advisor.

An EXAMINATION COMMITTEE shall consist of four to seven members appointed by the Executive Committee for a term of three years. The President (or his representative) shall be an ex officio member of this committee. The senior member of the Committee in terms of service shall serve as the Chairperson, unless the Executive Committee decides otherwise.

The Examination Committee is responsible for preparing and administration of all the diploma examinations. The result of the examination shall be forwarded by the Chairperson of the Examination Committee to the officers of the College with recommendations regarding the awarding of diplomas. Two examiners will officiate at any examination. If candidates for examination in the respective specialties are available, examinations will be organised annually in conjunction with the AGM.

All resident training programme supervisors shall submit five referenced multiple choice questions and one referenced practical question with referenced grading key each year to the Examination Committee. A deadline of December 31st will be needed for adequate review time. Failure to submit questions for two consecutive years would

cause suspension of approval of new residency programmes.

4.4. Nominating Committee

The ECZM 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 election to the Board of the College after a written call for candidates to all the Diplomates at least six months before the elections and will report to the Executive Committee at least three months before the elections. The list of nominees should be known by the Diplomates two months before the elections. The Committee will report their considerations to the College at the Annual General Meeting.

4.5. Education and Residency Committee

Each specialty shall have its own Education and Residency Committee. For the first 5 years from approval of each specialty, the Executive Board of ECZM will appoint an active member to that committee, by way of an advisor.

An EDUCATION AND RESIDENCY COMMITTEE shall be composed of four to seven members appointed by the Executive Committee for a term of three years. The President (or his representative) shall be an ex officio member of this committee. The senior member of the Committee in terms of service shall serve as the Chairperson, unless the Executive Committee decides otherwise.

The Education and Residency Committee is responsible for setting criteria for the respective residency programmes, for approving the programmes and their sponsors, and for monitoring each resident's progress through the receipt of regular reports. The Education and Residency Committee will maintain lists of approved residency programmes for their specialty, approved supervisors and current residents. It will document detailed requirements for Residency Training Programmes in the relevant specialty of the European College of Zoological Medicine. The requirements for each specialty will be equivalent.

The Education and Residency Committee shall receive the required periodic reports from Programme Directors of resident training on:

- (a) the annual progress of each candidate in every residency (due July 1st).
- (b) details of each standard residency programme, an initial report with update and re-examination every five years (due at the Annual General Meeting). The Education and Residency Committee, acting for the specialty, will attest the adequacy of each programme when they approve the report.
- (c) every 3 or 6 months the residents' case logs together with the resident report and the supervisor report.

It is the residents' duty to provide to the Programme Director the appropriate case logs and reports on time, initially every 3 months, and when so approved every 6 months. It is also the residents' duty to forward the case logs that were verified by the Programme Director to the Education and Residency Committee. In the event that the resident shall fail to deliver the case logs within 1 month of the end of each time period, on more than 1 occasion, or after a four week period following a request by the Education and Residency Committee, this Committee may at its discretion take disciplinary action. It is the Programme Director's responsibility to hand case logs

supplied to him/herself by the resident, in a timely manner back to the resident. In the event that the Programme Director has had in his / her possession such case logs, but not returned them, for a period in excess of 4 weeks, then the Education and Residency Committee may at its discretion take disciplinary action (such as deduction of recredentiaing points).

It is the responsibility of the officers of the Education and Residency Committee to carefully and thoroughly evaluate the reports and case logs. The evaluated documents have to be handed back to the chairman of the Education and Residency Committee within four weeks of receiving the documents. Shall the officer repeatedly (more than 3 times) fail to hand back the evaluated case logs or reports on time, or after a four week period after request by the Education and Residency Committee, the Chair of that committee may remove that Diplomat from the Committee.

Any questions, suggestions or requests by the reviewing Education and Residency Committee Member, must be addressed by the resident within four weeks of receiving the reviewed documents. The reviewer may ask to evaluate the case logs and reports of the same resident for the following period to pursue the progress. After that period the documents need to be distributed to a different Education and Residency Committee member.

In exceptional cases a candidate, whose circumstances do not permit enrolment in a formal programme, may submit an equivalent, alternative programme for approval by ECZM. This programme should, at least, be of equivalent length as a standard residency. It should be made clear that the anticipated supervisor is in agreement with the plans and that resources are available to the individual for advanced study and experience. The equivalent programme must be approved by the Education and Residency Committee before the candidate embarks on it.

4.6. **Fiscal Committee**

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

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

4.7. **Auditors**

Two auditors are elected by the Diplomates at the Annual General Meeting for a one year term. The two auditors evaluate the report of the Fiscal Committee and report their findings at the Annual General Meeting. The role of an auditor is to examine a set of accounts in order to be sure that they are reasonably free from mis-statement. There has to be a trail to show how the money has gone through the account. The transactions for this society are so small in number that they should be able to be traced. The transactions should be checked to confirm that they are what they say they are and that they look official. The auditor should receive independent bank confirmation of the final annual balance. Only after the auditors have given their report, can the General Assembly discharge the Treasurer for his/her annual statement.

4.8. **Indemnification**

Members of Committees will receive no indemnification other than reimbursement of expenses.

4.9. **Confidentiality**

Adverse decisions will be confidential to the persons involved and the executive officers relevant to that decision.

4.10. **Communication**

Communication to the college and within the College should be by electronic means only. Committee members and College members are required to respond to College communications within a 2 week period. During periods of absence from the office committee member's e-mail systems should be set up with an auto response, notifying until when this member is unable to respond to messages.

Diploma

Article 5

5.1. Candidates wishing to sit the examination must first pass the Credentialling process. Credentialing applications must be made by November 1st, if the candidate is to be considered for examination in the following calendar year. (Credentialling fees are detailed in Appendix F).

Applications to sit the examination must be made by March 1st, in the year they expect to sit the examination. Details of examination fees are shown in Appendix F. In the event that the candidate does not sit the examination that year for any reason, the fee is non-refundable and will not be carried forward to a subsequent year.

5.2. **Qualifications to sit the diploma examination**

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

1. Those giving evidence of satisfactory completion of an approved period of at least four years, by the application deadline, of general veterinary education, training, and practice and to a pre-approved training programme of special education, training, and practice of their specialty, both after the date of graduation from veterinary school. The following sequence of training is to be used.
 - (a) A first period of one to one-and-a-half years must be a rotating internship, or its equivalent, as defined by the relevant specialty Credentials Committee of ECZM.
 - (b) A second period (the residency) shall comprise a two-and-a-half to three-year postgraduate training programme under supervision of a Diplomate of the ECZM (or its equivalent, as defined by the relevant specialty ECZM Credentials Committee. The use of non-EBVS recognised diplomates as an approved residency training programme supervisor is not allowed, however, for a transitional period the ECZM may waive this requirement provided). 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 duration of training

of part time trainees does not exceed five years.

Supervisors of each institution, involved in Zoological Medicine training programmes, 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, with a minimum of two years in general practice (first phase) and four years in the discipline of the relevant specialty, or its equivalent, with a minimum of sixty (60) percent of the applicants time, such at the discretion of their Credential Committee (second phase). An alternate route has to be approved by the Education and Residency Committee in advance. This programme should, at least, be of equivalent length as a standard residency.
3. Those who meet all, except the 5-year time limit, requirements previously required for 'de facto specialist status' (Bylaws, Article 2.1.3), who set up and run an Approved Residency Programme, following their successful supervision (i.e. the residents credentials are accepted for examination) may take the relevant specialty Dip. ECZM examination together with their candidate.

In addition, all categories shall meet the requirement for publications which are:

4. submission of summaries of five, different, at the discretion of the Credentials Committee, medical or surgical cases, from within the candidates specialty, personally handled, with a maximum of 1500 words each, which give an impression of an analytical approach by the candidate.
5. Two (2) original peer reviewed papers, from within the candidates specialty, in a well established internationally refereed scientific journal (i.e. mentioned in the Science Citation Index or one of the journals mentioned in the reading list [see Appendix]). Of one (1) of these papers the applicant must be the principal author; of the second the applicant is not necessarily the principal author.

5.3. **Examination**

The examination for all specialities may include:

1. a written section of multiple choice and/or essay questions
2. a partial practical section of slides or photographs of medical or surgical (related) diseases followed by multiple choice and essay questions
3. slide / photograph, cadaver, radiographic, live case, and/or other specimens evaluation with an oral examination

All examination questions will be referenced from the relevant specialty ECZM Compulsory Reading List (Appendix A)

The examination shall be taken in English only; the use of dictionaries during the examination or an interpreter during oral examination is permitted.

Candidates must pass the examination within eight years after completion of the training programme. The candidate may sit the examination on four (4) occasions

only.

Further details of the requirements for the training programme, admission, application procedure, and the qualifying examination are given in a separate Information Brochure of the ECZM.

5.4. **Re-evaluation of Diplomates**

In line with requirement 5.9. of the constitution, Diplomates will be required to undergo re-evaluation every 5 years. It is the Diplomates personal responsibility to maintain a Re-Evaluation record and submit it to the Chair of the Credentialling Committee in a timely manner. Re-evaluation commenced January 1st 2001, and is conducted in accordance with Appendix B, every 5 years there after for all then current Diplomates. New diplomates will have to be re-evaluated every 5 years after acceptance into the college. Any Diplomate failing to gain sufficient Re-Evaluation points in the 5 year period will become a Non-Practising Diplomate.

Finances

Article 6

- 6.1. The College is a non-profit organization. The expenses of the College shall be met through various sources of income.
1. Annual dues
 2. Donations from companies and international organizations.
 3. Income from educational meetings organized by the College.
 4. Credentialling and examination fees
 5. Any monies accumulated shall be safely invested and serve as a reserve for possible use at a later time.
- 6.2. The financial year begins on the first of January and ends on the thirty-first of December of each year. As an exception the first financial year shall begin on the registration date of the College and end on the thirty first of December following that date.
- The accounts of the last financial year and the budget of the following fiscal year shall be submitted for the approval of the Annual General Meeting not later than the thirty-first of January.

Meetings

Article 7

- 7.1. The Executive Committee and the Chairpersons of the relevant Credentials and Examination Committees may meet between the dates of the Annual General Meeting, when judged applicable by the President, preferably in conjunction with an appropriate scientific meeting.
- 7.2. Scientific meetings will be held in conjunction with the Annual General Meeting. Each Diplomate should be encouraged to present an original scientific paper or Case report at least once every three years at this meeting.

Amendments

Article 8

These BYLAWS may be amended at any Annual General Meeting by two-thirds of the votes cast or by postal votes or electronic voting at the discretion of the Executive Committee. Proposed amendments must be submitted in writing to the Secretary for appropriate review by the Executive Committee. Proposed amendments shall be distributed to the membership at least thirty days before the voting takes place.

Appeal of Adverse Decisions

Article 9

- 9.1. Adverse decisions by the College include, but are not limited to:
1. denial of approval of a training (residency) programme
 2. denial of adequacy of an individual's credentials
 3. denial of Diplomate status to an individual
 4. temporary or permanent suspension of a Diplomate

In the event of an adverse decision by the College, the Secretary of the European College of Zoological Medicine shall advise the affected person or the Dean of the Veterinary Faculty or official of the institution or practice organization in which the affected training programme is located, and of the procedure for appealing the adverse decision.

The College charges a fee, payable in advance, to cover the administrative expenses of any appeal. The fee must be deposited in the bank of the College and a receipt for this sent by the appellant, at the time of submitting the other documentation of the appeal.

- 9.2. Any candidate who wishes to appeal against 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 ECZM 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 Credentials Committee. The President shall appoint a committee of three Diplomates who are not officers or members of the Credentials Committee, or the Education and Residency Committee to serve as an Appeals Committee within 30 days of notice of an appeal, indicating the reason(s) for rejecting the candidate. The complete dossier of the candidate will be provided for the Appeals Committee to review.

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

- 9.3. Any candidate who wishes to appeal against 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 ECZM 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 appoint a committee of three Diplomates who are not officers or members of the Examination Committee to serve as an Appeals Committee within 30 days of notice of an appeal. 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 of the criteria used for the Committee's recommendation for pass or 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 its appointment.

- 9.4. Any Dean of a Veterinary Faculty, or official of an institution or practice organization, who wishes to appeal against the decision on the denial of approval or withdrawal of approval of a training programme must do so within 90 days the postmarked date of the adverse notification. The request for appeal must be made in writing to the Secretary or the ECZM 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 appropriate Education and Residency Committee. The President shall appoint a committee of three Diplomates who are not officers or members of the Education and Residency Committee to serve as an Appeals Committee. The Chairperson of the Education and Residency 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 its appointment.

- 9.5. Any Diplomat who wishes to appeal against a temporary or permanent suspension decision of the Executive Committee must do so within 90 days of postmarked date of the adverse notification. The request for appeal must be made in writing to the Secretary of the ECZM 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. The Executive Committee shall appoint a committee of three Diplomates who are not officers or members of the Executive Committee to serve as an Appeals Committee within 30 days of notice of an appeal. The President of the ECZM shall submit a written statement to the Appeals Committee indicating the reason(s) for temporary or permanent suspension.

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

- 9.6. If after completion of the appropriate procedure as described above the affected party, is not satisfied with the final decision rendered by the ECZM Appeals Committee they may then request mediation by the European Board of Veterinary Specialization. The decision of the European Board of Veterinary Specialization Appeals Committee shall be final.

The President of the ECZM will present the decision of the Appeals Committee of the ECZM to the members of the European Board of Veterinary Specialization Appeals Committee, who will subsequently inform the appellant of their decision.