

# European College of Zoological Medicine

## BYLAWS

(as amended August 2018)

### **Article 1. Annual General Meeting (General Assembly)**

1.1. It is the duty of every certified Diplomate to attend the Annual General Meeting annually. If a certified Diplomate has not attended the AGM for three consecutive years without previous dispensation of the Executive Committee, the registration as certified 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, Bylaws, and Policies and Procedures;
- b) Elect the Officers and Auditors. Election of officers will be in accordance with Constitution Article 5.3 and Bylaws Article 4.5. Nominations will be received and discussed prior to the AGM but in some circumstances, nominations may be considered from the floor. Election of auditors will be in accordance with Bylaws Article 4.7;
- c) Take action on the auditors' report;
- d) Formal approval of 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) Address any other business.

### **Article 2. Membership**

2.1 Standards for admission to membership

- a. The College must only certify veterinarians who:
  - i. Meet the educational, training and experience requirements established by the ECZM;
  - ii. Have attained acceptable scores on comprehensive examinations administered by the ECZM, except as defined in appendix 1, and in the EBVS Policies and Procedures;

- iii. Are licensed to practise or are eligible to be licensed to practise in a European country, except as defined in appendix 1 below. Applicants may be relieved of this requirement in exceptional cases;
  - iv. Have demonstrated fitness and ability to practise the specialty;
  - v. Have demonstrated satisfactory moral and ethical standing in the profession;
  - vi. Have met the minimal publication requirements as defined by the EZCM;
  - vii. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation;
  - viii. Have gained their veterinary degree at least 48 months prior to admission;
- b. The College may also certify veterinarians who have passed the College's examinations, which they were allowed to sit as judged to be internationally recognised in the College's field, by the Credentials Committee and the Executive Committee. Applicants must be licensed to practise or eligible to be licensed to practise in a European country, although they may be relieved of this requirement in exceptional cases.

## **2.2 Founding Diplomates**

In accordance with the EBVS definition, founding Diplomate status may be granted to a small number of members of a new specialty who will join the various committees of the College. This will include the Chair joining the Executive Committee. A limited number of *de facto* recognized Diplomates will be appointed by the existing Executive Committee. This distinction is reserved for the most distinguished and experienced members of the field and those who help set up a new specialty.

The current ECZM was started in 1993 as the European College of Avian Medicine and Surgery (ECAMS). The requirements for Invited Specialists of the ECAMS are therefore mentioned separate to those of the Invited Specialist of the ECZM and can be found in Appendix 1 as they are historical requirements.

### **2.2.1 Development of additional new specialties within ECZM.**

Should the ECZM wish to incorporate further specialties under the ECZM umbrella, the ECZM Executive Committee will invite new Founding Diplomates who are not required to submit to examination to become a Diplomate. Founding membership is only granted by the EBVS at the time the new specialty is being established to a small number (<10) of individuals, whose task is to conduct the business of the specialty after provisional recognition is achieved. Founding Diplomate members should meet the following criteria:

- i. be initiators in their field;

- ii. have achieved distinction in the field, and have qualifications achieved by training and experience far exceeding those proposed as necessary for candidates to take the certifying examination of the organisation;
- iii. be internationally recognised as a qualified specialist by peers, and
  - a) have at least ten years experience practising the specialty, and by teaching, research, and practice have contributed significantly to the development of the specialty, and
  - b) have advanced training (at EQF level 8) in the specialty; have demonstrated competency through teaching, research and practice in the specialty to which the individual devotes most of his or her professional time, and
  - c) be author of at least **ten** significant publications in peer-reviewed journals resulting from the research or practise in the specialty;
- iv. be uncontroversial to the majority of the membership;
- v. spend at least 60 per cent of their time practising the specialty, based on a normal working week of 40 hours, for the last at least 10 years;
- vi. be practising in Europe;
- vii. practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation;
- viii. display the willingness to contribute to the growth of the College (e.g. by training residents);
- ix. apply high level knowledge and skills at the forefront of his/her specialist area to their own professional work;
- x. perform at a high level of competency through teaching, research and practice in their specialty area;
- xi. promote aptitude and proficiency in their field;
- xii. demonstrate the ability to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist clients and audiences.

### **2.3 Specialists recognized de facto.**

A Specialist recognized de facto in a new specialty is a Diplomate that is appointed by the Executive Committee following assessment and recommendation by the Credential Committee. Specialists recognized 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.

2.3.1 Up until April 21<sup>st</sup>, 2017 to be appointed as a de facto Diplomate each candidate will have to meet the criteria listed in appendix 2.

Selection is made on the basis of a submitted CV including the mentioned criteria, and also indicating how the candidate has achieved their expertise. All veterinarians within Europe,

reaching the appropriate standards, shall be invited to apply for de facto registration, when applicable, by sending personal letter with the requirements and/or publishing the requirements in appropriate scientific journals.

2.3.2 After April 21<sup>st</sup>, 2017 the requirements for de facto application will change in accordance with EBVS Policies and Procedures:

A Diplomat recognized de facto in a new specialty is a Diplomat that is appointed by the Executive Committee following assessment and recommendation by the Credential Committee. De facto-recognised Diplomates are not required to submit to examination to become a Diplomat but they are expected to contribute to the running of the College and the training of residents. Recognition of a small number of *de facto* Diplomates is possible up to five years after the EBVS has granted provisional recognition. To be appointed one must meet the **same criteria** as the invited Founding Diplomates (Article 2.2.1.i-xii above), including a letter of support from two senior colleagues or authorities. 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.

## 2.4 Certified Diplomat

An ECZM member who is practising the specialty within the College in the context as set out by the Policies and Procedures of the ECZM and is eligible to be an EBVS Specialist. Requirements for this membership category include, (but not exclusively), practising the specialty for **no less** than 60 per cent of their time, based on a minimum working week of forty hours, achieving the required number of re-certification points every 5 years, attending AGMs according to the requirements and advancing and promoting the speciality. Diplomates of this category can use the qualification “DipECZM ([Specialty])” and also the EBVS description “EBVS® European Veterinary Specialist in [Specialty]” as indicated in the members’ EBVS profile and listed in the EBVS register of veterinary Specialists.

Members should attend the AGM each year, have full voting rights, may attend ECZM meetings at the reduced rate (where applicable) and must pay the annual membership fee.

Diplomat status at more than one College (or more than one specialty within a College) is allowed; however, registration as a European Veterinary Specialist is limited to one specialty. In addition, Diplomates will become non-certified Diplomates in their secondary College, or non-certified in their secondary specialty within one College.

## 2.5 Retired Diplomat

An ECZM member who is genuinely considered retired from the veterinary profession as their main work. There are no re-certification requirements or AGM attendance requirements. Retired members are permitted to use the qualification “DipECZM (Retired)” but CAN NOT use the EBVS description “EBVS® European Veterinary Specialist in [Specialty]”. They will not be

listed in the EBVS register as a veterinary Specialist. Retired members may attend the AGM but have no voting rights and no annual fee is payable.

## **2.6 Non-Certified Diplomate**

An ECZM member who is no longer active within the Specialty according to the ECZM Constitution, Bylaws and Policies and Procedures. This includes (but not exclusively) those Diplomates who have not practised the specialty for two continuous years or the equivalent of two years during the previous five years; those who fail to achieve the desired number of re-evaluation points; those who fail to attend an appropriate number of AGMs or those who do not practise their Specialty for more than 60% of the time. Non-certified members are permitted to use the qualification “DipECZM ([Specialty])” but CAN NOT use the EBVS description “EBVS® European Veterinary Specialist in [Specialty]”. They will not be listed in the EBVS register as a veterinary Specialist. Non-certified members can attend the AGM, have full voting rights, may attend ECZM meetings at the reduced rate (where applicable) and must pay the annual non-certified membership fee.

Non-certified Diplomates may not be part of the ECZM Executive Committee or be EBVS representatives. In exceptional circumstances, with derogation from the Credentials Committee, non-certified Diplomates may act as residency supervisors and sit on the Examination Committee, Education and Residency Committee and Credential Committee.

Reverting to certified status requires demonstration of an appropriate level of activity within the chosen specialty and payment of a fee. Non-certified diplomates will need to satisfy the Credential Committee of their return to activity in addition to registering a pass grade in the appropriate specialty examination.

## **2.7 Honorary Member**

A status conferred on a person (normally an ECZM member but non-ECZM members can be considered) who has made exceptional contributions to their field of zoological medicine and/or to the College as a whole. This is the ECZM’s highest accolade and is reserved for distinguished members based on voting by the membership.

There are no re-certification requirements or AGM attendance requirements for honorary members, although for existing Diplomates, activity within their Specialty is often continued and their status as a certified Diplomate remains unchanged, and is still subject to the requirements in section 2.4 above. Non-ECZM Diplomates who are made honorary members are not permitted to vote or hold office and may not use the qualification “DipECZM ([Specialty])” nor the EBVS description “EBVS® European Veterinary Specialist in [Specialty]”. A Diplomate who is also an honorary member may not be referred to as an “Honorary Diplomate” according to EBVS, but would be referred to as a Diplomate *and* an honorary member. Diplomates who are no longer practising may use the term DipECZM (Honorary Member).

The number of Honorary Members shall not be more than 5% of the total number of the College Diplomates. Nomination for Honorary Member status necessitates proposal by two Diplomates

of good standing. The proposal should be written and forwarded to the Secretary. It must contain such information relating to the activities of the nominee in zoological medicine and the reasons for proposing this status.

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

### **2.8 Resigned diplomates:**

A former ECZM member who no longer wishes to be involved with ECZM, or who is no longer active within their Specialty according to the ECZM Constitution, Bylaws and Policies and Procedures AND does not want to continue to be a non-certified Diplomate. Diplomates can choose to be assigned to this category but may also be obliged to take this category if no longer active in their speciality AND not willing to pay the non-certified membership fee. De-facto specialists not fulfilling their requirements to contribute to the running of the College and the training of residents may, at the discretion of the Executive Committee be required to resign. To enforce a resignation, the proposal must come from two members of the Executive Committee, followed by a two-thirds **majority** vote by the attending membership at the next Annual General Meeting.

These persons are no longer considered members of ECZM and therefore are not permitted to attend the AGM, cast any votes (in person or on forum), nor attend the ECZM conference at the reduced rate. They are not permitted to use the qualification "DipECZM" nor the EBVS description "EBVS® European Veterinary Specialist in [Specialty]". There is no fee payable. For resigned Diplomates wanting to return to certified status, they will be required to satisfy the Executive Committee of their desire to return to the College and indicate their future commitment. In addition they would have to satisfy the Credential Committee of their return to activity and will be required register a pass grade in the appropriate specialty examination.

### **2.9 ECZM Residents:**

Individuals who are enrolled in an officially approved ECZM residency program. Residents can only use the title "ECZM Resident" during the official training period. Once the training period is finished, the individual can not continue to use the title "ECZM Resident" nor use terms such as "exam ready" or "residency completed".

### **2.10 Re-certification**

In line with requirement 4.9 of the Constitution, Diplomates are required to undergo re-evaluation and re-certification every 5 years.

2.10.1. It is each Diplomate's personal responsibility to maintain a record of his/her professional activities.

2.10.2 The information must be submitted using a standardised re-certification form. Where a

form is not available, the submission must be clearly organised and detailed in an electronic document. Submissions must be sent to the Chair of the Credential Committee (and be copied to the ECZM Secretary). Applications must be submitted in time to be assessed, and the deadline for final submissions (including revisions) is Dec 31<sup>st</sup> of the year when re-certification is due. ECZM will **not** issue reminders.

2.10.3. Re-certification requires Diplomates to fulfill the requirement of practising the specialty for no less than 60 per cent of their time, based on a normal working week of forty hours, to achieve 100 re-certification points and other specific criteria as outlined in the Policies and Procedures.

2.10.4. In addition, Diplomates should ask two senior colleagues or authorities to send to the College a letter of reference certifying that the Diplomat in question has been active in practising his/her specialty for the last 5 years at the specialist level. The type of the reference letter shall be according to the EBVS Policies and Procedures. Self-certification of the members of the committee responsible for re-certification must be avoided (see appendix 2 in ECZM Policies and Procedures, Part 1: General Information).

2.10.5. A Diplomat failing to register adequate points for re-certification in the 5 year period can apply for one year extra in which to achieve this. To be considered, an application should be in the form of an e-mailed letter to the Executive Committee (submitted to the Secretary) detailing their reasons for failure to meet the required 5 year period. They must also include a description of their current level of activity within the specialty and pay a late credentialing application fee of €100.

The Executive Committee will consider the application (via the forum) and may request further information or evidence to support the application. The Executive Committee will then decide (by vote) if the Diplomat should be granted the requested one year extension.

If the application for extension is successful, all re-credentialing documents must be sent to the Credential Committee (via the Secretary) by the end of November the year following the original deadline. The Credential Committee will assess the application in the usual way. Points accrued during the original 5-year re-evaluation period and the extension year will be valid. If they succeed, they will then be re-evaluated four years from the end of the extra year.

If the documents are not received, the Executive Committee declines the application, or the Credential Committee decides re-certification is unsuccessful, the Diplomat will be made non-certified with immediate effect. The late credentialing application fee of €100 will not be refunded.

2.10.6. Diplomates failing to achieve sufficient re-evaluation points in a 5-year period due to health reasons or other extenuating circumstances may also apply for an extension to the Executive Committee in line with that above.

2.10.7. The Executive Committee has the right to make decisions regarding re-certification for situations not covered above.

## **2.11 Advertising and Directory Listings**

2.11.1 Certified Diplomates may use the title “Dip ECZM (*[Specialty]*)” or “Diplomate of the European College of Zoological Medicine (*[Specialty]*)” and if listed as specialists by the EBVS they may use the title “EBVS® European Veterinary Specialist in [*Specialty*]”. Specialist certificates can be downloaded from the EBVS website.

2.11.2 The use of the term “board/Executive Committee eligible” or “board/Executive Committee qualified”, as an indication of special qualification, is potentially misleading to the public and therefore must not be used in any public communication or other solicitation.

2.11.3 The abbreviation EBVS® is trademarked. The trademark can be used in combination with the descriptive titles which have been approved by EBVS. For ECZM these titles are:

EBVS® European Veterinary Specialist in Avian Medicine and Surgery

EBVS® European Veterinary Specialist in Herpetological Medicine and Surgery

EBVS® European Veterinary Specialist in Small Mammal Medicine and Surgery

EBVS® European Veterinary Specialist in Wildlife Population Health

EBVS® European Veterinary Specialist in Zoo Health Management

Any other College titles or trade marks must be used in a manner not affecting the distinctiveness of EBVS’s trade mark. The mark EBVS must always be used with the ® symbol, i.e. EBVS®. The mark must be in Times New Roman, and the descriptive terms following it in Calibri font. More detailed information can be found in appendix 3.

### **Article 3. Duties of officers**

The Executive Committee shall comprise of the President, Vice-President, Secretary, Treasurer, Past-President, the specialty chairs and one additional member to make the number of individuals in the Executive Committee uneven.

#### **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 Executive Committee and AGM. The term of office of the President shall be 3 years. The President may not be re-elected to the same office.

#### **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 principal organizer and programme chairperson for the Annual General Meeting of the College. The term of office of the Vice-President shall be 3 years. One re-election for a second term of 3 years is permitted, resulting in a maximum term of 6 years.

#### **3.3 Secretary**

The Secretary shall attend to the correspondence of the College, keep and publish lists annually of certified Diplomates, non-certified, 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. For each specialty, the Secretary shall circulate the previous year's reading list to the specialty Chair at least 3 months prior to the AGM. The reading list will be discussed electronically before the specialty meeting and then voted on at the specialty meeting, prior to ratification at the AGM. The Secretary shall forward the Annual Report of the College and 5 year specialty reports, to the EBVS by the required deadlines. The Secretary works closely with the Administrative Assistant to attend to the day-to day running of the College and dealing with questions and requests. The term of office of the Secretary shall be 3 years. One re-election for a second term of 3 years is permitted, resulting in a maximum term of 6 years.

#### **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. These books shall be the property of the College and open to inspection by ECZM auditors and authorized officials at all reasonable times and places. The term of office of the Treasurer shall be 3 years. One re-election for a second term of 3 years is permitted, resulting in a maximum term of 6 years.

### **3.5 Past-President**

The Past-President shall advise the President. The Past-President serves for 3 years.

### **3.6 Vacancies amongst the officers**

Vacancies occurring on the Executive Committee shall be filled by election of a member at the next Annual General Meeting or at the discretion of the Executive Committee, by electronic voting via a password-protected section of the forum or website. The process will be coordinated and overseen by the nomination committee (section 4.4). Any member elected to fill a vacancy shall hold the office until expiration of the term in which the vacancy occurred.

## **Article 4. ECZM Committees**

### **4.1. Executive Committee**

The Executive Committee shall be composed of President, Vice President, Secretary, Treasurer, Past President, Chairpersons of the specialties and one additional member (to make the number of members uneven). The Administrative Assistant may also be in attendance. 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**

The Credentials Committee shall be composed of two members of each specialty, in addition to the Chairperson. The representatives from each specialty will be decided within the specialty groups by a vote of those specialty members. This may be in person at a specialty meeting or via electronic ballot. The chair is usually appointed according to bylaws section 4.11 below.

The duties of the Credentials Committee will be as follows:

- a) to establish guidelines to assist applicants applying to sit the diploma examination;
- b) to receive, review, and approve the candidacy of examination applicants;
- c) to forward the Credentials of approved applicants to the Examination Committee;
- d) to evaluate de facto application and make recommendations to the Executive Committee;
- e) to evaluate the Diplomate status of each Diplomate every five years according to the re-certification requirements accredited by the EBVS. The requirements for re-certification can be found in Chapter 8 of the Policies and Procedures, Part 1: General Information.

### **4.3. Examination Committee**

The Examination Committee shall be composed of up to six members of each specialty, in addition to the Chairperson. The representatives from each specialty will be decided within the specialty groups by a vote of those specialty members. This may be in person at a specialty meeting or via electronic ballot. The Chair is usually appointed from the members of the Examination Committee by the Executive Committee, following discussion with, or voting from, the current Examination Committee members.

The Examination Committee is responsible for the preparation and administration of all the

diploma examinations. The Chairperson of the Examination Committee shall forward the result of the examination to the Executive Committee with recommendations regarding the awarding of diplomas. Two examiners who are Diplomates of the specialty being examined will officiate at any examination. Examinations are organized annually (if there are candidates to sit the relevant examination) and usually scheduled around the time of the AGM. The Examination Committee may co-opt Diplomates as 'examiners' to assist in the examination process. Such appointments are for one year only, although may be renewed annually. They must be approved by the Executive Committee.

4.3.1 Normally no member of the Executive Committee or member of the Credentials and Education Committee shall act as an 'examiner'.

#### **4.4 Nomination Committee**

The Nomination Committee shall be composed of a maximum of one member from each specialty. Each specialty is responsible for proposing a member for the Nomination Committee. The committee members will appoint the Chair within the committee. The Nomination Committee will be renewed yearly at the AGM. Members of the Committee can put themselves forwards again for the following year, and new candidates can come forward. There is a maximum membership of three consecutive years unless there are exceptional circumstances and it is approved by the Executive Committee.

When Executive officer positions become available, the Nomination Committee will initiate a search and call for nominations. This process relies upon active solicitation by the Committee as well as ECZM diplomates putting themselves forward. Call for nominations will last at least two months and then nominations will be closed. Within two weeks, the Nomination Committee will present a list of suitable candidates (usually via the forum). Then there will be at least 30 days discussion period, where candidates are introduced to the members. Following the discussion period, a vote will take place. This will be via secret paper ballot at the AGM (if applicable), or via secret electronic vote. Where electronic voting takes place, the voting period shall be open for 4 weeks. A quorum (one third of voting members) will be required for voting to be valid. In the event of a quorum not being reached in this time, no decision can be made the process may have to be repeated or extended (Constitution sections 6.4 and 6.5).

The Committee will report their considerations to the College at the Annual General Meeting. If no nominations have been made, nominations may be made from the floor (Bylaws section 1.2.b).

#### **4.5 Education and Residency Committee**

The Education and Residency Committee shall be composed of up to three members of each specialty, in addition to the chairperson. The representatives from each specialty will be decided within the specialty groups by a vote of those specialty members. This may be in person at a specialty meeting or via electronic ballot. The chair is usually appointed from the members of the Education and Residency Committee by the Executive Committee, following discussion with,

or voting from, the current Education and Residency Committee members.

The Education and Residency Committee is responsible for setting criteria for the residency programmes, for approving the programmes and their sponsors, and for monitoring each resident's progress through the receipt of regular report packages from the residents and the supervisors (see Policies and Procedures Part 1). It is the responsibility of the officers of the Education and Residency Committee to evaluate the reports and case logs. The reviewed documents have to be handed back to the chairman of the Education and Residency Committee within four weeks of receiving the documents. The Education and Residency Committee also entertains a discussion forum online. Members of the committee are required to check regularly for new threads and participate in discussions at least once a week (unless announced absences). Shall the officer repeatedly (more than 3 times) fail to participate in forum discussions or return the reviewed case logs/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.

The Education and Residency Committee will maintain lists of approved residency programmes for each specialty, approved supervisors and current residents and regularly update the Executive board, Credentials Committee, and the specialty Chairs. It will document the detailed requirements for approval of residency training programmes in each specialty of the ECZM. The requirements will be equivalent but not necessarily identical.

#### **4.6 Website Committee**

The Website Committee shall be composed of at least one member of each specialty, in addition to the Chairperson. The representatives from each specialty will be decided within the specialty groups by a vote of those specialty members. This may be in person at a specialty meeting or via electronic ballot. The Chair is usually appointed from the members of the Website Committee by the Executive Committee, following discussion with, or voting from, the current Website Committee members.

The Website Committee shall be responsible for maintenance and development of the website and forum, as well as any other e-media. The chair must communicate readily and regularly with the webmaster as needed. Views and wishes of each specialty with regard to the website should be channeled through their Website Committee representatives.

#### **4.7 Auditors**

The Diplomates at the Annual General Meeting elect two auditors for a one-year term. They may continue to serve for subsequent years, with re-election at each AGM. There is no maximum term. The two auditors evaluate the report of the Treasurer 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 an auditable trail to show how the money has gone through the account. A random selection of transactions may be checked to confirm their legitimacy. The auditors 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 report.

#### **4.8 Indemnification of Members of Committees**

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

#### **4.9 Confidentiality**

Adverse decisions will be confidential to the persons involved and to the Executive officers relevant to those decisions.

#### **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 two-week period. During periods of absence from the office committee member's e-mail systems should be set up with an auto response, identifying the date at which they will be able to respond to messages again.

#### **4.11 Election of Committee Chairs**

The chair of each committee is recruited from within the committee and selected by the committee members, preferably by a confidential vote (electronic or paper ballot). Following selection, the Executive Committee should approve the chair. The elected chair should have served actively on the committee for at least one year prior to appointment. The position of chair will be up for re-election every 3 years and re-election of the same candidate is permitted for one additional period of 3 years. A chair who has served for two consecutive 3 year periods will not be eligible to be chair again for a period of 3 years, except in exceptional circumstances following approval by the Executive Committee.

4.11.1 Ideally, succession of the chair position should occur around the time of the AGM. At the relevant meeting the outgoing chair will still chair the meeting and step down at the end. One of the agenda items should be to elect a new chair from the candidates presented if not already carried out electronically.

4.11.2 It is the duty of committee chairs to recruit and develop potential candidates to succeed them as chair so the position does not become vacant, or occupied by someone with insufficient experience.

## Article 5. Diploma

### 5.1. Application process to sit the diploma examination

Candidates wishing to sit the examination must first pass the credentialing process. Applications must be made to the Credential Committee, via the Secretary by November 1<sup>st</sup> if the candidate wishes to be considered for examination in the following calendar year.

Applications to sit the examination must be made to the Examination Committee, via the Secretary by January 1<sup>st</sup> in the year they expect to sit the examination.

The fees required for credentialing and examination can be found in Chapter 9 of the Policies and Procedures, Part 1: General Information. In the event that the candidate does not sit the examination that was applied for, the fee is non-refundable and will not be carried forward to a subsequent year.

### 5.2 Qualifications to sit the diploma examination

5.2.1. To be allowed to sit the examination an applicant must give evidence of satisfactory completion of an approved training period of at least four years. This will include general veterinary education, training, an internship or equivalent period in general practice, as well as the pre-approved training programme of special education, training, and practice of zoological medicine (residency). This training must be carried out after the date of graduation from veterinary school. Satisfactory completion of this training period must be confirmed with a letter from the Education and Residency Committee.

5.2.2. The following sequence of training is to be used:

(a) A first period must be a minimum of a one year rotating multi-disciplinary internship (in any species, as defined by EBVS), or a minimum of two years in general practice. This period must be approved by the ECZM Education and Residency committee.

(b) A second period (the residency) shall comprise a minimum of three years postgraduate training programme under supervision of an ECZM Diplomate of the relevant specialty.

This residency period may constitute:

i) a **standard residency training programme**, which is the minimum and most time efficient education and/or training under appropriate supervision that will qualify a candidate for examination.

ii) In exceptional cases, a candidate whose circumstances do not permit enrolment in a standard programme may submit an equivalent, **alternate programme**, in cooperation with his/her supervisor, the College, and the resources available to the individual, for advanced study and experience.

5.2.3. Apart from candidates who have successfully completed either a standard residency or an alternate programme, those who are internationally recognised in the field of zoological medicine may also be allowed to sit the examination (with assessment by other means) at the

discretion of the Credentials Committee and the Executive Committee.

In addition, candidates of all categories shall meet the minimum requirements for publications as set by EBVS, and those set by the individual specialty (refer to Specialty Policies and Procedures). The minimum EBVS requirements are:

- (i) One original, peer-reviewed scientific research paper within the candidate's specialty. The candidate must be the principal author and the publication must be mentioned in the Science Citation Index or the ECZM specialty reading list.
- (ii) (i) One original, peer-reviewed case report or scientific research paper within the candidate's specialty. The candidate can be the principal author or co-author and the publication must be mentioned in the Science Citation Index or the ECZM specialty reading list.

5.2.4. Residents must submit their credentials for approval to sit the examination within 2 years following completion of their residency programme.

### 5.3 Residency training programmes

#### 5.3.1. Introduction

a. A residency shall be advanced training in zoological medicine which may or may not lead to certification by the College. An approved Residency Programme must be conducted under the direct supervision of a certified Diplomate of the College in the relevant specialty (except where derogation is granted in accordance with 2.6 above).

b. The goal of a residency programme must be to train Diplomates who have developed self-confidence, self-criticism and sense of responsibility that are essential for the practise of the specialty.

c. Residency programmes should strive to train specialists who have demonstrated the proper intellectual qualities, professional and technical skills, as these are described in the specialty-specific Policies and Procedures. Moreover, residency programmes must aim at the development of a culture, which recognizes the importance of continuous professional development.

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

e. All training and/or experience requirements and all prerequisites for examination eligibility must be relevant to the assessment of applicant's qualification.

f. There shall be no restriction of training institutions as long as they meet the requirements for approved residency.

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

h. A supervisor shall have no more than two (2) residents; in exceptional cases three (3) such residents can be allowed, for a restricted time period (only following approval by the Executive Committee).

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

j. 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.

### 5.3.2. Standard Residency Training Programme

a. A standard residency training programme takes place in one or more institution(s) (“approved centres”) that provide satisfactory evidence proving that they offer sufficient facilities, services and training to be approved as a training centre. Approval is granted for a five-year period by the Education and Residency Committee, and re-approval is necessary every five years thereafter.

b. The minimal length of a residency programme is three years.

c. The period can be taken consecutively. The Education and Residency Committee can allow the training to take place on a part time basis as long as the total time is equivalent to at least three years, and the total time does not exceed six years. In case of parental leave, illness or under exceptional circumstances, a prolongation is possible. Any deviation from the proposed program needs to be communicated and ratified by the Education and Residency Committee prior to commencement.

### 5.3.3. Alternate Training Programme

a. A veterinarian whose circumstances do not permit enrolment in a standard residency programme may submit an **alternate programme** to the College, in conjunction with his/her supervisor, outlining the resources available to them, for advanced study and experience. The alternate programme is individually structured and approved ONLY for the specific Resident in question.

b. A candidate must have completed a minimum of a one year rotating multi-disciplinary internship (in any species), or a minimum of two years in general practice, prior to the alternate programme.

b. The alternate programme must be approved by the Education and Residency Committee before the Resident embarks on it, and the total length of this programme cannot be shorter than a standard residency programme. The total time of an alternate programme must not exceed six years.

c. A resident on an alternate training programme must spend the equivalent of at least 60% of 3 years working in the relevant specialty of zoological medicine under direct supervision of a

Diplomate of the ECZM in that specialty. This equates to a minimum of 84 weeks (or equivalent) of direct supervision during the alternate programme period.

d. The precise structure of each individual programme is at the discretion and approval of the Education and Residency Committee of the College.

#### 4. Criteria for and approval of Residency Training Programmes

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

The Education and Residency Committee must be notified immediately about changes to the proposed program (e.g. facilities, mentorship, external specialty training, equipment, case load) and may result in re-evaluation and potential re-approval of the program

#### 5.4 Examinations

a. Before sitting an examination, the applicant's credentials must be evaluated by the Credentials Committee.

b. The examination may consist of

(i) a selection of written multiple choice questions, short answer questions and essay questions;

(ii) a practical section of slides or photographs of medical or surgical cases and/or appropriate scenarios followed by multiple choice and/or essay or short answer questions

The candidate having fulfilled all qualifications to sit the examination, as determined by the Credentials Committee, is allowed to sit all parts of the examination in one session. However, the parts of the examination may be taken separately and do not need to be taken all at the same time, by prior agreement with the Examination Committee.

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

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

e. All parts of the examination must be held at all times under the direct supervision and physical presence of members of the Examination Committee or trained invigilators. In line with

modern best practice, an invigilator must not be otherwise occupied during the examination and must not leave the room during the examination without another invigilator replacing him/her.

f. Candidates should be informed prior to the examination of the passing point, or, if this is not determined in advance, the method of setting the passing point.

g. The College should promptly report to applicants or candidates details concerning any deficiencies in credentials or preliminary examination results that prevent them from sitting the examination or being certified by the College:

a. A time limit for such communications must be established and published by the College;

b. the results of the examination must be announced to all candidates on the same date;

c. the time between final credentials decisions and the examination date must be sufficient to permit consideration of possible appeals against a decision of denying acceptance of credentials.

d. Timeframes and deadlines can be found in appendix 1 of ECZM Policies and Procedures, Part 1: General Information. The published times will be adequate to satisfy 5.4 g.a. and 5.4 g.c. above.

h. Confidentiality must be maintained throughout the entire examination. Examination questions must be kept confidential, with the exceptions being the publication of model questions as a guideline to candidates, and during an appeal procedure.

i. Personal conflict, or the appearance of conflict, that could affect results of examinations is to be avoided.

j. The examination shall be taken in English only; the use of non-medical dictionaries during examinations or a non-medical interpreter during oral examination is permitted.

k. The candidate shall submit the non-refundable examination fee, which shall be determined annually at the AGM and is published in the Policies and Procedures.

l. Candidates must pass the examination within eight years of completion of the residency programme. Candidate must be informed that they may sit the different parts of the examination on four (4) occasions only.

m. Further details for the administration and conduct of the qualifying examination are provided in the Policies and Procedures of the College.

n. Any change in the procedure of the examination will be notified to the EBVS.

o. The majority of examination questions will be referenced from the relevant specialty ECZM Reading List. However, occasional questions may be referenced from additional relevant resources where the subject matter is important and relevant to the specialty.

## **Article 6. Finances**

6.1. The College is a non-profit organization and avoids contracts or agreements leading to activities outside the scope of the stated objectives of the College.

6.2 College funds may only be spent according to the Constitution. Members or officers of the College receive no payment from the funds of the College, except for justifiable expenses.

6.3 Any monies accumulated shall be safely invested and serve as a reserve for possible use at a later time. The expenses of the College shall be met through various sources of income:

(a) Annual dues, credentialing fees and examination fees.

(b) Donations from companies and international organizations.

(c) Income from educational meetings organized by the College.

(d) Investment income

6.4. The financial year begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup> of each year.

6.5 The accounts of the last financial year and the budget of the following fiscal year shall be submitted for approval at the Annual General Meeting at least 30 days prior to the meeting.

6.6 The annual dues (in Euro) of each paying member (and late payment fees) for the following years shall be determined by the Executive Committee on proposal by the Treasurer. The proposed dues are presented to the members at the Annual General Meeting for approval. Dues are payable by January 1<sup>st</sup> of each year, and provide membership for that coming year, except;

6.6.1 Successful examination candidates shall not be due to pay their annual membership fee until January 1<sup>st</sup> after they pass their examination

6.6.2 Newly accepted de-facto Diplomates, founding Diplomates or invited Diplomates will be due to pay 50% reduced membership fee for their joining year if accepted on or before June 30<sup>th</sup> and will pay no membership fee for their joining year if accepted on or after July 1<sup>st</sup>.

6.7 It is the responsibility of members to pay the appropriate fee before the deadline. An initial request for fees will be sent 2 months before deadline on or around November 1st and then a second request will be sent 1 month before deadline on or around December 1st. Members who have not paid their fees by the deadline will be in arrears. An "overdue" reminder will be sent 2 weeks after deadline on or around January 15th requesting immediate payment along with a late payment fee. A "final notice reminder" will be sent on or around June 1st requesting immediate payment along with a late payment fee. No further reminders will be sent. Any Diplomat who has not paid by July 1st (6 months after deadline) may be voted for removal from the College by the Executive Committee at the next scheduled meeting.

6.8 Non-certified Diplomates shall be required to pay reduced fees in order to remain as

members of the College.

6.9 Retired Diplomate and Honorary members of the College shall be not be required to pay membership fees.

6.10 Annually renewed indemnity insurance is maintained by ECZM to indemnify itself against legal costs.

## **Article 7. Meetings**

7.1. The Executive Committee and other college committees may meet between the dates of the Annual General Meeting. This can be at the discretion of the respective committee or when judged appropriate by the President. Meetings would preferably be held in conjunction with an appropriate scientific meeting where possible.

7.2. The use of Skype or other media is encourage as an appropriate way to hold additional meetings.

7.3. As a minimum, the Executive Committee aim to hold three additional meetings via conference call throughout the year.

7.3. Scientific meetings may be held in conjunction with the Annual General Meeting. Diplomates are encouraged to present an original scientific paper or case report at these meetings.

## **Article 8. Amendments**

Proposed amendments to these Bylaws shall be submitted to the Secretary at least 3 months prior to the AGM. Any proposed amendment shall be distributed by website forum posting or electronic mail to the membership with a recommendation by the Executive Committee, at least 30 days prior to the Annual General Meeting and shall be brought to a vote by the Diplomates at the Annual General Meeting. A **majority**<sup>1</sup> of at least two-thirds of the Diplomates participating in the vote (including abstentions) shall be required for adoption of proposed amendments.

Amendments to the Policies and Procedures can be made by a simple majority vote by all members for the general Policies and Procedures and by a simple majority vote of specialty members for the speciality Policies and Procedures. Any changes made to the Policies and Procedures must not conflict with the Constitution or Bylaws of ECZM and EBVS and the Executive Committee reserve the right guide Diplomates on what changes are permitted.

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

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## Article 9. Appeals Procedure

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

- (a) Denial of certification of an individual to become a Diplomate or to maintain certified Diplomate status;
- (b) Denial of adequacy of credentials to sit the examination;
- (c) Failure of an examination or part of an examination;
- (d) Denial of approval of a training (residency) programme.
- (e) Temporary or permanent suspension of a diplomate.

ECZM is responsible for the full implementation of its appeals procedures to ensure due process. These procedures and decisions should be fair and reasonable for all parties, in keeping with the objectives of the College and the goals of EBVS. Changes in appeals procedures will be reported to the EBVS as part of the Annual Report.

### 9.1. Appeals Committee

The Appeals Committee shall be made up of a minimum of three Diplomates of the College who shall not be serving as members of the Executive Committee of the College or members of the relevant committee whose decision is being questioned, who shall have had no prior involvement with the case, and who have no potential conflict of interest with the Appellant or the Committee whose decision is being questioned.

### 9.2. Communication of the right of appeal

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

9.2.1. All appeals shall be directed to the Secretary of the College ([secretary@eczm.eu](mailto:secretary@eczm.eu)).

### 9.3. Grounds of appeal

Appeals may only be made on the following grounds:

- (i) That the College failed to correctly apply its own published rules, procedures or criteria (or those of EBVS) relevant to the decision in question.

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

or

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

#### 9.4. Commencing an Appeals Process

9.4.1. The College requires an appeal to be made in writing (via e-mail), including a statement of the grounds of appeal, together with any supporting reasons and documents. This must be sent to the Secretary of the College ([secretary@eczm.eu](mailto:secretary@eczm.eu)).

9.4.2. The College will allow appeals to be made for up to 90 days after the date on which the email was sent communicating the relevant adverse decision. No appeals will be permitted after this time.

9.4.2.1 In particular, an appeal against a decision of denying acceptance of the credentials to sit the examination may be submitted after a minimum of one week and a maximum of three weeks following the official announcement of the decision.

9.4.3. Submission of an appeal to the College must be accompanied by a deposit of €500 to ensure that the expenses of the Appeal will be covered. If the Appellant does not pay his/her deposit within four weeks of submitting the appeal then this will be deemed an admission of liability and the appeal will not be considered. The deposit is re-paid in full, if the appeal is successful. In case of the appeal being rejected, all the costs relating to the appeal shall be deducted from the deposit and any remaining funds will be re-paid to the appellant together with an itemization of the costs.

9.4.4. The College must acknowledge receipt of an appeal within 10 working days.

9.4.4.1 Within 20 working days of its receipt by the College, the appeal must be considered by a nominated member of the Executive Committee, who shall have had no prior involvement with the case, and who has no potential conflict of interest with the appellant or the committee whose decision is being questioned. This member will decide whether a proper Ground for Appeal has been identified.

9.4.4.2 If a proper *Ground for Appeal* has been identified, the Executive Committee will convene an Appeals Committee to consider the appeal.

9.4.5. Within 15 working days of 9.4.4.1. the College must inform the Appellant whether or not the *Notice of Appeal* has been accepted as raising an arguable *Ground of Appeal*, and, if so, of the proposed membership of the Appeals Committee that will consider the appeal.

9.4.6. The College will allow 10 working days for the Appellant to raise concerns with or object to the membership of the Appeals Committee to the Secretary. The membership of the Appeal

Committee will be considered as accepted if no response is received in this time period. Any concerns or objections will be considered and responded to within 10 working days.

9.4.7. In any case where an appeal is to be conducted, the procedure for convening an Appeals Committee must be completed no later than 30 days after acceptance of the committee membership by the Appellant in 9.4.6.

9.4.8. Within 5 working days of the appointment of the Appeals Committee, all the papers relating to the dispute shall be forwarded by the Secretary to the members of the Appeals Committee.

9.4.9. Where a College makes a decision that no proper *Ground of Appeal* has been identified by the Notice of Appeal, the College may inform the Appellant that either:

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

(ii) It will consider the Notice instead as a request for an informal review of an adverse decision by the College Executive Committee on non-appealable grounds (e.g. extenuating circumstances of personal difficulty etc.).

## 9.5. Conduct of an Appeal Process

9.5.1. The College requires all appeals to be conducted in all due confidence.

9.5.2. The Appeals Committee may request information relevant to its consideration of the Appeal from any relevant party. This will be done via the Secretary.

9.5.3. The Appeals Committee will discuss the case via electronic correspondence, conference call and meeting in person, as the Committee deem appropriate.

9.5.4. The Appeals Committee must consider carefully the need or not for an oral hearing. Where an Appeals Committee decides not to hold an oral hearing in an appeal against an adverse decision that arises from an allegation of impropriety against a candidate (or in other matters of similar gravity), reasons for that decision must be given. Where an oral hearing is held, a timetable must be devised which allows both parties reasonable opportunity to appear.

9.5.5. An oral hearing must be attended by at least three members of the Appeals Committee. Neither party may be represented by legal counsel (although the provisions of the law in The Netherlands may be taken into consideration). Oral hearings will be conducted in English. The Appellant may be accompanied by an individual (“representative”), who may assist them to present the appeal. The “representative” will not be allowed to participate in answering specific questions but, at the discretion of the Chairperson, may be allowed to provide necessary language translations and may, at the end, be allowed to make a statement on behalf of the Appellant.

9.5.6. A transcript or detailed minutes of the meeting will be kept. An electronic recording may be made with the prior consent of all parties. The minutes and, if it is made, the electronic

recording, shall be made available to the meeting's participants on request.

9.5.7. The Appeals Committee have the discretion to reject or uphold the appeal according to its independent view of the merits of the Appeal. Where the appeal is upheld, in whole or in part, the Appeals Committee may modify or reverse the previous decision or adjust the sanction.

9.5.8. The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chairperson to have the casting vote if necessary. In communicating the decision of the Appeals Committee, the Chair will give reasons for the decision. This should be in the form of a report with details of how the decision was reached and a summary of the final decision (and proposed action if appropriate).

9.5.9. The Appeals Committee must deliver its decision on the appeal to the ECZM Secretary within 90 days of the date of receiving all the papers relating to the dispute under 9.4.8 above. The Executive Committee will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation. The ECZM Secretary shall communicate the decision, via electronic means and in addition, if there is no satisfactory confirmation of receipt, via international recorded post, to the Appellant, within 30 days of receipt of the Appeal decision.

#### 9.6. Further appeal through EBVS

If, after completion of the appeals process as described above, the Appellant is not satisfied with the final decision rendered by the ECZM they may then lodge a further appeal through the European Board of Veterinary Specialisation according to section II. F. 2. of the EBVS Policies and Procedures 2016 (*EBVS Appeals Procedures and Implementation*).

## Appendix 1

### ***Invited Specialist ECAMS (1993).***

A minimum of seven invited specialists were nominated by the European Committee of the Association of Avian Veterinarians. They had to meet 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) Not be 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)

### ***Invited Specialists for new specialties within ECZM.***

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, an Invited Specialist must

- a) be an initiator 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 eligible to practice in Europe
- f) have at least 10 years of experience within their specialty
- g) spend at least 30 hours/week within their specialty
- h) meet at least the criteria mentioned for de facto recognition (see below)

## Appendix 2

### **Diplomates recognized de facto (up to April 21<sup>st</sup> 2017)**

Diplomates recognized de facto in a new subspecialty are not required to undertake a residency programme or submit to examination in order to become a diplomate. De facto recognition is possible for up to 5 years after the approval of the relevant specialty by EBVS.

This period has already passed for Avian, Herpetology, Small Mammal and Wildlife Population Health. However, **the de facto application period for Zoo Health Management is open until 11.59pm (CEST – Central European Summer Time) on April 21st, 2017**. No exceptions will be made for applications received after this deadline.

#### **To be eligible for application one must:**

- have at least 7 years of experience in their sub-specialty. This should be as a qualified, practising veterinarian, working at a similar level to a Specialist, and should have been doing so for *at least* the 7 years leading up to application. Candidates for the Zoo Health Management (ZHM) specialty, must normally be employed by, or contracted to one or more zoological collections for at least 24 hours per week.
- spend at least 60 per cent of their time in their specialty (>24 hrs/week). Diplomates are re-credentialed every 5 years and are required to remain active to maintain their Diplomate status. One of these activities includes presence at an ECZM AGM at least once every three years.
- have published at least 3 peer reviewed original scientific articles, relevant to zoo health management, in well established international refereed journals (i.e., listed in the Science Citation Index from the Institute for Scientific Information [<http://admin-apps.webofknowledge.com/JCR/JCR?SID=1E6bJknLOLAf5iIF3be>], or in one of the refereed journals mentioned in the reading list of the ZHM specialty published on the ECZM website) as first author, and at least 3 additional articles as co-author, excluding reviews and abstracts of proceedings. The listed papers should demonstrate breadth and depth of knowledge and contribution to the scientific field of the chosen specialty. Quality of research and publications are of paramount importance, with original research, retrospective or prospective clinical studies being most valued, and single animal case reports less so. Definition of case reports/series to be used for both de facto and re-certification purposes is: *A case report is a publication that describes a unique veterinary aspect in ONE animal during a single temporal event, and that a case series describes TWO or MORE animals during either a single or over multiple temporal events.*
- A minimum of three of these six publications must be first-author publications in the following categories;
  - Paper 1. original research
  - Paper 2. original research OR case series
  - Paper 3. original research OR case series OR case report.
- Up to three of the six publications may be co-authored papers that detail original research,

case series or case reports.

- present scientific work where the subject matter involves those aspects of veterinary medicine that pertain to animals kept in zoological collections. The publications must cover at least two taxonomic classes, but all 3 first author publications can relate to the same class. Presentations must cover at least two taxonomic classes, but publications and presentations have to demonstrate that an applicant has worked with species of at least three different taxonomic classes.
- have presented original work, relevant to ZHM, at national or international scientific meetings. The information should show activity and connection to Europe.
- be eligible to practice in Europe and have professional connection to Europe (Those from outside of Europe, who do not have a fully accepted degree in Europe, e.g., US graduates, must provide the RCVS required paperwork and documents to the credential committee chairman, who will confirm their eligibility before posting the applicant to the credential committee to consider.) The required documents for US applicants are i) copy of the applicant's DVM degree from an AVMA approved college in the US or Canada; ii) a letter of good standing from their respective US state board; iii) a copy of the applicant's NAVLE exam results which has to exceed a certain pass mark (set by the Royal College of Veterinary Surgeons),
- have paid the application fee of € 150. Application fees are not refundable if the application is unsuccessful, although minor revision prior to the application deadline will be accepted without payment of an addition fee.

Provision of false documentation could result in removal of diplomate/Specialist status and a complaint of unprofessional conduct.

### Appendix 3: Regulations governing use of the EBVS trade mark

Trademark: EUTM No. 16440844 **EBVS** (hereinafter the “**Trademark**”)  
Services: CI 41: Education services; education services relating to veterinary specialisation; certification of veterinary specialists  
CI 44: Veterinary services; specialised veterinary services (hereinafter the “**Services**”)  
Trademark owner: European Board of Veterinary Specialisation, Yalelaan 8, NL-3584CM Utrecht, The Netherlands (hereinafter: “**EBVS**”)

#### **1. Persons authorised to use the mark**

The Trademark may only be used for Services by an EBVS-recognised veterinary specialist who is a certified diplomate of an EBVS-recognised specialist college. A list of EBVS-recognised veterinary specialists can be found on the official EBVS website [www.ebvs.eu](http://www.ebvs.eu).

#### **2. Characteristics to be certified by the mark**

The Trademark certifies completion of EBVS-recognised training in veterinary specialisation to Level 8 (Doctoral level) of the European Qualifications Framework (EQF level 8).

#### **3. Method for testing those characteristics by the certifying body**

The characteristics of a recognised specialist are tested via the EBVS-approved individual EBVS-recognised college’s certifying examination and through a recertification system that evaluates continued professional development. Recertification is carried out every five years, according to specific criteria set by EBVS (EBVS [Policies and Procedures](#), Policies Section H, and Appendix 1 § 22). In the event that the specialist does not meet the specific criteria for recertification, the specialist shall not be allowed to use the Trademark.

#### **4. Methods for supervising the use of the Trademark by the certifying body**

EBVS-recognised specialists using the Trademark are bound by the Regulations governing use of the EBVS Trademark and the Policies and Procedures of the Organisation. In the event of any use by an EBVS-recognised specialist of the Trademark which violates the Regulations governing use of the EBVS Trademark, EBVS shall notify the infringing specialist of such violation. If the violation is not rectified within 10 working days, the specialist shall no longer have the right to use the Trademark. The specialist may apply for a renewed right to use the Trademark, which EBVS shall examine at its sole discretion. Any unlawful use shall be promptly communicated to EBVS, either directly or through EBVS national representatives.

#### **5. Conditions of use of the mark**

The Trademark shall not be used in a way that causes a likelihood of confusion or causes prejudice in any way to EBVS or that is contrary to the Policies and Procedures of the Organisation.

The Trademark can be used in combination with descriptive titles which have been approved by EBVS and which are included in Appendix 5 of the [Policies and Procedures](#) of the Organisation. Any other College titles or trade marks must be used in a manner not affecting the distinctiveness of EBVS’s trade mark. The mark EBVS must always be used with the ® symbol, i.e. EBVS®. The mark must be in Times New Roman, and the descriptive terms following it in Calibri font.