



CONSTITUTION 2009 of THE EUROPEAN COLLEGE OF EQUINE INTERNAL MEDICINE

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The College of Equine Internal Medicine was established as an independent organisation by the First General Meeting attendees on September 14th 2000 in Birmingham with the following Constitution and Bylaws:

ARTICLES OF ASSOCIATION

Name and Structure

Article 1.

1.1. The name of the organisation shall be: the European College of Equine Internal Medicine, hereafter referred to as the "College".

1.2. The College shall be a part of the trans-national structure for veterinary specialisation in the European Community (EC), as recommended by the Advisory Committee for Veterinary Training (ACVT) of the EC, set up by the Council Decision 78/1028/EEC of 18th December 1978 and OJ No L302 of 22nd December 1978, in its report doc. III/F/5285/3/91. The structure includes the European Board of Veterinary Specialisation (EBVS), the Supervisory Committees for the specialties, and the Colleges of Specialists.

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 College year ending on the last day of December of the year in which the College is established.

Objectives

Article 3

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

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

- a) Establishing guidelines for the post-graduate education and experience required as a prerequisite to become a specialist in the speciality of equine internal medicine.
- b) Examining and authenticating veterinarians as specialists in equine internal medicine to serve the veterinary patient, its owner and the public in general, by providing expert care for horses, ponies, donkeys, mules and other *Equidae* with medical diseases.

c) Encouraging research and other contributions to knowledge relating to pathogenesis, diagnosis, therapy, prevention, and control of diseases directly or indirectly affecting *Equidae*, and promoting communication and dissemination of this knowledge.

Membership

Article 4.

Section 1:

The members of the College shall be the following diplomates:

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

Section 2:

Founding Diplomates shall be:

(a) Invited Specialists as defined in the general scheme of veterinary specialisation. They will be approved by the European Board of Veterinary Specialisation (EBVS) on nomination of the Interim Selection and Examination Committee appointed by the First General Meeting Attendees (September 14th 2000) upon the following criteria:

- being well-known specialists in the field of equine internal medicine at the time of invitation
- having contributed substantially to the development of equine internal medicine by research, publications, and lectures
- having published at least six original scientific articles in refereed journals as first author, and at least six additional articles as co-author excluding proceedings and abstracts
- having presented original work and reviews at scientific meetings at least twelve times
- being uncontroversial for the majority of the future ECEIM members
- practising in Europe
- having at least ten years of experience in equine internal medicine
- spending at least fifty per cent of their time working in the field of equine internal medicine

(b) Specialists appointed *de facto*, also defined in the general scheme, which have been appointed by the Invited Specialists.

The *de facto*-appointed Diplomates should fulfil the following criteria:

- they have at least seven years of experience in equine internal medicine
- they spend at least fifty percent of their time in equine internal medicine
- they have published at least three original scientific articles in refereed journals as first author, and at least three additional articles as co-author excluding proceedings and abstracts
- they have presented original work at scientific meetings at least three times

Selection will be made by the Invited Specialists on the basis of a submitted CV including evidence of satisfying the above-mentioned criteria, and also indicating how the candidates have achieved their expertise. All persons known to be interested in a college of equine internal medicine shall be invited to apply for *de facto* registration by means of a personal letter outlining the above mentioned requirements. Application for *de facto* recognition is possible for up to three years after recognition by the European Board of Veterinary Specialisation of the Constitution of the College. *According to this final statement it is no longer possible to seek de facto membership after June 1st 2005.*

(c) Associate Member status (commencing from June 1st 2005) is open for Diplomates of the American College of Veterinary Internal Medicine (Large Animal) who are licensed to practice in Europe. Associate Members must also fulfil the following criteria:

- they spend at least fifty percent of their time in equine internal medicine
- they have published at least three original scientific articles in refereed journals as first author, and at least three additional articles as co-author excluding proceedings and abstracts
- they have presented original work at scientific meetings at least three times

Evaluation will be made by the Education and Credentials Committee on the basis of a submitted CV including evidence of satisfying the above mentioned criteria, and also indicating how the candidates have achieved their expertise. The result of the evaluation shall be forwarded by the Chairperson of the Education and Credentials Committee to the Board of the College with recommendations regarding the granting of the Associate Member Status.

Section 3:

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

- a) Have a good moral and ethical standing in the profession;
- b) Be licensed to practice veterinary medicine and surgery in the countries of the European Community or the European Free Trade Association, unless relieved of this obligation by the Board;
- c) Have successfully passed the general and certifying examination procedures of the European College of Equine Internal Medicine;
- d) Not be a Diplomate of another European College recognised by the European Board of Veterinary Specialisation or an American College, unless relieved of this obligation by the Board. This restriction does not apply to Diplomates of the American College of Veterinary Internal Medicine.

Section 4:

Each individual elected to membership of the College shall be designated as a (Founder or Non-practising) Diplomate of the European College of Equine Internal Medicine, or Associate Member in the case of membership via section 2 (c) above, and shall be authorised to use the designation of (Founder or Non-practising) Diplomate of the European College of Equine Internal Medicine.

Section 5:

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

Section 6:

Each Diplomate is expected to actively participate in the affairs of the College. Repeated, unexcused absence from the Annual ECEIM Meetings or failure to pay annual fees for two consecutive years may render a member subject to disciplinary action by the Board of the ECEIM.

Section 7:

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

Section 8:

- The College may confer Honorary Member status on persons who have made exceptional contributions to equine internal medicine. Honorary Members do not have the right to vote or hold office in the College.

- Nomination for Honorary Member Status shall be made through the sponsorship of two Diplomates. - The sponsors shall furnish the Executive Secretary with such information concerning the nominee, as required by the Board of the ECEIM, including a Curriculum Vitae.

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

Section 9:

The registration of a Diplomate ceases by default when the speciality is practised at a level of less than fifty per cent (i.e. <20 hours a week) devoted to internal medicine of *Equidae*, or when the speciality has not been practised for two continuous years or the equivalent of two years during a period of five years.

Section 10:

In order to evaluate the requirements laid down in section 6 and section 9 of this article, all Diplomates are required to submit every five years a summary of their professional activities in which evidence of fulfilling these requirements and evidence of continuous education must be included. The format of this summary has to be approved of by the European Board of Veterinary Specialisation and will be evaluated by the members of the speciality group. Negative evaluation may lead to cessation of registration. These Diplomates are awarded a non-practising diploma status, unless the cessation was for reasons for temporary or permanent suspension. They are bound to use the designation of non-practising Diplomate. A non-practising Diplomate seeking to revert to full Diplomate status needs to satisfy the requirements of the Education and Credentials Committee.

Section 11:

Cessation of registration must be approved by the Board of the College and requires twelve months' notice.

Organisation and officers

Article 5

5.1 The College shall have responsibility for organising, approving and administering all scientific and business matters.

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

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

5.3 The immediate Past-President shall advise the President.

5.4 The Officers will compose the Board of the College.

5.5 The President may not be re-elected into the same office. Usually, the President is succeeded by the Vice-President.

5.6 The President and/or Vice-President and/or the President's nominee will act as representatives in the European Board of Veterinary Specialisation. The Secretary will act as deputy to the President and the Treasurer will act as deputy to the Vice-President.

Article 6:

A General Meeting of the Diplomates will be organised each year, normally in conjunction with an annual Symposium or Congress to which all interested parties will be invited.

An annual membership fee will be collected by the Treasurer.

Amendments

Article 7:

Proposed amendments to this Constitution shall be submitted to the President for study one month prior to distribution to the membership. Any proposed amendment shall be distributed electronically to the membership with a recommendation by the Officers, at least 30 days prior to being brought to a vote by the Diplomates either electronically or at the Annual General Meeting of the College. An affirmative vote of at least three-fourths of the Diplomates voting shall be required for adoption.

Future Developments

Article 8:

Future developments may necessitate re-modeling the College to be able to adopt sub-speciality specialisation. Amendments for such an adoption need an affirmative vote of two-thirds of the Diplomates' voting.

EUROPEAN COLLEGE OF EQUINE INTERNAL MEDICINE (ECEIM) BYLAWS

Final Version May 2001 - Latest revision September 30th 2009

General Assembly (Annual General Meeting)

Article 1:

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

Officers

Article 2:

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

Duties of officers

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

2 - Vice-President

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

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

3 - Secretary

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

4 - Treasurer

The TREASURER shall advise the President on budget 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; such books shall be the property of the College and open to the inspection of the authorised officials at all reasonable times and places.

5 - Vacancies in the offices of Secretary and Treasurer

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

Committees

Article 4:

4.1 The Board of the College:

The Board of the College shall consist of the Officers and the immediate Past-President. The Board 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 Diplomat status in the College. It shall consider and act upon charges against Diplomates for alleged offences against the Constitution and Bylaws of the College or charges of unprofessional conduct and shall have the authority to recommend the expulsion of a Diplomat for grievous offences. It shall appoint Standing Committees, select the time and place of meetings and determine the fees for application, examinations, registrations and other fees. It shall direct the management of funds held by the College.

4.2 Education and Credentials Committee:

The College shall form an EDUCATION AND CREDENTIALS COMMITTEE composed of five members appointed by the Board for a term of five years. The senior member of the Committee in terms of service shall serve as Chairperson.

The duties of the Education and Credentials Committee will be as follows:

1. The Education and Credentials Committee is responsible for setting criteria for residency programmes, for approving the programmes and their sponsors, and for monitoring each resident's progress through the receipt of regular reports.
2. The Education and Credentials Committee will maintain lists of approved residency programmes, approved preceptors and current residents. It will document detailed requirements for residency programme that are necessary for the European College of Equine Internal Medicine approval.

3. The Education and Credentials Committee shall establish guidelines to assist applicants applying to sit the diploma examination.
4. The Education and Credentials Committee shall receive, review, and approve the candidacy of applicants.
5. The credentials of approved applicants shall be forwarded to the Examination Committee.
6. The Education and Credentials Committee shall receive, review, and approve the candidacy of Diplomates applying for re-accreditation every five years.

4.3. Examination Committee:

The EXAMINATION COMMITTEE shall consist of eight members appointed by the Board normally for terms of three exam-years. The President shall be an ex officio member of this committee. The Examination Committee is responsible for preparation, administration, and evaluation of the General Examination. In addition, the Examination Committee is responsible for the coordination and administration of the Certifying Examination. Result of the examinations shall be forwarded by the Chairperson of the Examination Committee to the Board of the College with recommendations regarding the granting of diplomas.

4.4. Nominating Committee:

The NOMINATING COMMITTEE shall be composed of three members appointed by the Board for a term of one year before elections. The Committee shall prepare a list of candidates for the offices of the College after a written call for candidates to all the Diplomates at least six months before elections. Candidates should be known by the Diplomates at least three months before elections. The Committee will report to the College at its Annual General Meeting.

4.5. Fiscal Committee:

The FISCAL COMMITTEE shall consist of three members of the Board. The President shall serve as Chairperson, the Treasurer and the Past-President will be Members. This Committee shall prepare an annual budget for the College, prepare the Treasurer's books for the annual audit and advise the Board on financial affairs of the College.

4.6. Auditors:

Two auditors are elected by the General Assembly at the Annual Business Meeting for a one year term or they may be professional auditors approved by the General Assembly. The two auditors evaluate the report of the Fiscal Committee and report their findings to the General Assembly.

Diploma

Article 5:

5.1. Qualifications to sit the certifying examination:

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

- a. Those giving evidence of satisfactory completion of an approved postgraduate period of at least four years, by the application deadline, dedicated mainly to the training on the practice of, and special education in, equine internal medicine with a solid background in equine general medicine, surgery and obstetrics such as obtained by a rotating internship. The following sequence of training normally is to be used:
 1. A first training period of one year which must be a Rotating Internship, or its equivalent, as defined by the Education and Credentials Committee.

2. A second training period, which must be a residency programme, shall comprise a consecutive training *programme* of at least three-years in equine internal medicine conducted by a Diplomate or Associate Member of the College. The supervising Diplomate/Associate Member must submit a statement that the candidate has satisfactorily completed the approved time of training.
 - b. An alternative training programme which has been approved by the Education and Credentials Committee before it starts. An alternative programme must be comparable to a four-year full-time internship /residency based programme; the alternative programme should not last longer than seven years.
 - c. In exceptional cases, the Education and Credentials Committee may accept individuals who are either internationally recognised in their own right as outstanding in the field of equine internal medicine or have completed a training programme that is internationally recognised as comparable to an ECEIM approved residency programme; the Education and Credentials Committee is empowered by the Board to make the final decision whether a candidate is accepted to sit the certifying examination.
- In addition, all categories of candidates shall meet the requirements for written reports which are:
- i. One (1) first author original research paper published in a veterinary or scientific journal on the list of approved journals maintained by the Education and Credentials Committee.
 - ii. One (1) first author case report, small case series (less than 20 cases) or short communication or an additional original research paper published in a in a veterinary or scientific journal on the list of approved journals maintained by the Education and Credentials Committee.

5.2. Examination:

The examination will include:

- a) A *General Examination*, consisting of 100 multiple choice questions. At least half of these questions will be clinical questions including all aspects of general equine medicine, the others involving pathophysiology. The examination must be taken and passed by all candidates seeking certification by the ECEIM.

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

- i. A candidate must complete at least eighteen months of an approved residency programme, or its equivalent before taking the General Examination.
- ii. In order to take the General Examination, the following items must be submitted: (a) a letter from the Supervising Diplomate verifying satisfactory progress in the training programme; and (b) a non-refundable examination fee payable to the ECEIM.

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

A candidate may elect to take the General and Certifying Examinations in separate years or may take the General and Certifying Examinations in the same year provided the criteria for each of these examinations are met. A candidate can only enter the Certifying Examination when sitting the General Examination in the same year or when the General Examination was successfully passed previously.

b) *The Certifying Examination* is composed of three separate parts:

multiple choice questions

essay questions

objective case management examination, including all aspects of equine internal medicine.

The certifying examinations will be developed, administered and graded by the Examination Committee.

Examination shall be taken in English only; the use of dictionaries (not being a veterinary dictionary) is permitted.

The candidate shall submit the exam application fee, which shall be determined annually, at the time of application, and the exam entry fee, after approval of his/her credentials by the Education and Credentials Committee.

A candidate must pass each section of the examination in order to become certified.

Candidates that have failed the General Examination will have to retake the General Examination. Candidates that fail individual components of the Certifying Examination must retake only the failed components, however, candidates must re-take all the papers they have not yet passed each time they attempt to complete the examination. Failure to pass all parts of the examinations within eight examination rounds of first being accepted to sit the General Examination will prevent the candidate from being certified. The number of re-applications to sit either examination is limited to three.

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

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

Finances

Article 6:

The College is a non-profit organisation. The expenses of the College shall be met through various sources of income.

a) Annual dues (payable by March 1), if the deadline is missed the annual dues increase by 25%

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

A Non-practising Diplomat of the College shall also be required to pay dues, Honorary Diplomates will not.

b) Donations from companies and international organisations.

c) Income from educational meetings organised by the College.

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

Meetings

Article 7:

1. The Annual General Meeting of the College will be held during the Annual Symposium, the latter will preferably be organised together with an appropriate international congress or meeting, agreed upon by the Board.

2. An Extraordinary meeting of the College may be called at any time by the Board, or shall be called by the Board, by a written request (containing the explanation for such a meeting) from not less than ten per cent of the members. In the latter case, the Extraordinary Meeting

has to take place within a period of three months. If not, these members are empowered to summon an Extraordinary Meeting themselves.

3. The Board and the Chairpersons of the Education and Credentials and the Examination Committees shall meet at least once annually between the dates of the Annual General Meeting, when judged necessary by the President.

Amendments

Article 8:

Proposed amendments to these Bylaws shall be submitted to the President for study one month prior to distribution to the membership. Any proposed amendment shall be distributed electronically to the membership with a recommendation by the Officers, at least 30 days prior to being brought to a vote by the Diplomates either electronically or at the Annual General Meeting of the College. An affirmative vote of at least three-fourths of the Diplomates voting shall be required for adoption.

Appeal of Adverse Decisions

Article 9:

1 - An alleged adverse decision by the College may be, but is not limited to:

- (a) denial of approval of a training (residency) programme
- (b) denial of adequacy of an individual's credentials
- (c) denial of the granting of a diploma to an individual
- (d) temporary or permanent suspension of diploma

In the event of an appeal by a candidate/Diplomate alleging that an adverse decision by the College has been made, the Secretary of the College shall advise the affected person or the Dean of the College or official of the institution or practice organisation in which the affected training programme or Diplomate is located, and of the appeal procedure.

2 - Any candidate who wishes to appeal the decision on their application for eligibility to sit the examination must do so within 90 days of the postmarked date of their notification. The request for appeal must be made in writing to the Secretary of the College and shall include a statement of the grounds for reconsideration and any documentation in support of the appeal. The Secretary shall notify the President of the College and the Chairperson of the Education and Credentials Committee. The President shall appoint a committee of three Diplomates who are not officers or members of the Education and Credentials Committee, to serve as an Appeals Committee. The complete dossier of the candidate will be provided for the Appeals Committee to review. This will include a statement by the Education and Credentials Committee indicating the reason(s) for rejecting the candidate. The Appeals Committee shall meet and forward a decision to the President of the College within 90 days of appointment of the Committee.

3 - Any candidate who wishes to appeal the decision on failure in the examination must do so within 90 days of postmarked date of their notification. The request for appeal must be made in writing to the Secretary of the College and shall include a statement of the grounds for reconsideration and any 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 90 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 as to the criteria used for the Committee's recommendation for pass and fail to the Appeals Committee indicating the reason(s) for rejecting the candidate. The Appeals Committee shall meet and forward a decision to the President of the College within 90 days of appointment of the Committee.

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

The Secretary shall notify the President and the Chairperson of the Education and Credentials Committee. The President shall appoint a committee of three Diplomates who are not officers or members of the Education and Credentials Committee to serve as an Appeals Committee. If pertinent to the case, the Chairperson of the Education and Credentials Committee shall submit a written statement to the Appeals Committee indicating the reason(s) for denial of approval of the training programme. The Appeals Committee shall meet and forward a decision to the President within 90 days of appointment of the Committee.

5 - After completion of the appropriate procedure by the steps described above, if the affected party is not satisfied with the final decision rendered by the ECEIM Appeals Committee, he/she may request mediation by the official Appeal Committee of the Veterinary Specialisation Advisory Committee and the European Board of Veterinary Specialisation. The President of the ECEIM will give his/her opinion to the members of this Appeal Committee who will inform him/her of their decision afterwards.

Dissolution of the College

Article 10:

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