CONSTITUTION 2016 of
THE EUROPEAN COLLEGE OF
EQUINE INTERNAL MEDICINE

May 2001
Accepted EBVS April 21st 2002
1st Revision September 30th 2009 (for final recognition)
2nd Revision February 10th 2011
3rd Revision March 13th 2013
4th Revision October 5, 2016

The College of Equine Internal Medicine was established as an independent organisation by the First General Meeting attendees on September 14th 2000 in Birmingham.

ARTICLES OF ASSOCIATION

Article 1. Name, place of establishment, language and registration

1.1. The name of the organisation shall be: the European College of Equine Internal Medicine, hereafter referred to as the "College". The College has its registered office (The European College of Equine Internal Medicine Ltd) at 82b High Street, Sawston, Cambridge, CB22 3HJ, United Kingdom (UK). This office address may be changed through the discretion of the Executive Committee.

The College shall be a part of the general scheme for veterinary education in the European Community, which is coordinated by the European Coordinating Committee on Veterinary Training (ECCVT) and includes the Federation of Veterinarians of Europe (FVE), the European Association of establishments for Veterinary Education (EAEVE), and the European Board of Veterinary Specialisation (EBVS). Specialist Colleges are members of the EBVS.

1.2. The language of the College, including all oral and written exchanges, shall be English (British).

Article 2: Duration

2.1. The College has been set up for an unlimited period.

2.1. The College’s year for financial and audit purposes, shall run from the start of first January to the end of December, subject to the first society year ending on the last day of December of the year in which the College is established.
Article 3: Mission, Objectives and Resources

1. The mission of the College is to contribute significantly to the maintenance and enhancement of the quality of European Veterinary Specialists in Equine Internal Medicine across all European countries at the highest possible level so as to ensure that improved veterinary medical services will be provided to the public.

2. The primary objectives of the College shall be the promotion of study, research and practice of advanced equine internal medicine in Europe, and increase the competency of those who practise 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.
   d) the development, supervision and assessment of continuing education programmes in equine internal medicine;
   e) committing itself to the development of a culture, which recognises the importance of quality, and quality assurance, in its activities, and to this end, the College should develop and implement a strategy for the continuous enhancement of quality.
   f) guaranteeing and maintaining the highest level of specialisation in equine internal medicine, according to European Qualifications Framework (EQF) level 8.

3. Resources
   a. The College is a non-profit organisation and does not pursue any commercial interests.
   b. College funds may only be spent according to the Constitution and Bylaws of the College. Members or officers of the College receive no payment from the funds of the College, except of expenses payment.
   c. No member or officer of the College may be favoured by expenditures or excessively high compensations, which are not according to the purposes of the College.
   d. The College may enlist the services of a secretariat who will be responsible for the operational management of the Executive Committee and support of the College.

Article 4: Membership

1. The members of the College shall be the following:
   a. Founding Diplomates
   b. Practising Diplomates
   c. Non-practising Diplomates
   d. Retired Diplomates
   e. Honorary Members
   f. Associate members

2. Standards for admission to membership
   a. The College must only certify veterinarians who:
      i. Have demonstrated fitness and ability to practise the speciality by meeting the
established training and experience requirements and by attaining acceptable scores on comprehensive examinations administered by the College.

ii. Have demonstrated satisfactory moral and ethical standing in the profession.

iii. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.

iv. Have gained their veterinary degree at least 48 months previously.

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.

c. The criteria for certifying members shall be specified in the Bylaws of the College, in line with the Policies and Procedures of the EBVS.

3. Each individual who has successfully passed the qualification procedure of the College shall be designated Diplomate of the European College of Equine Internal Medicine (Dip. or Dipl. ECEIM), and, if certain criteria are met (as it shall be specified in the Bylaws and/or the Policies and Procedures of the ECEIM), is entitled to be awarded by the EBVS the title of European Veterinary Specialist in Equine Internal Medicine.

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

5. Each Diplomate shall fulfil the re-certification requirements of the College. No credit points can be granted for education or training in non-scientific or non-evidence-based medicine.

6. Each Diplomate shall be required to keep records of his/her patients and procedures applied.

7. Any Diplomate may be expelled, asked to resign or otherwise disciplined for nonprofessional or unethical conduct or other action against the best interest of the College by a unanimous vote of the Executive Committee of the College, pending confirmation by the College at the next Annual General Meeting.

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

9. The annual dues (in Euro) of each paying member for the following year(s) shall be determined by the Executive Committee on proposal of the Treasurer. The proposed dues will be presented to the members at the Annual General Meeting for approval.
Article 5: Organisation and officers

1. The College shall be composed of all the Diplomates.

2. The Diplomates normally will elect every three years, by secret ballot, the following officers

   - President
   - Vice-President
   - Treasurer
   - Secretary
   - Member(s)

Those officers, including the immediate Past-President, will compose the Executive Committee of the College. The President may not be re-elected to the same office. Usually, the President is succeeded by the Vice-President. The other officers may be elected to only one additional term.

The total number of voting persons within the Executive Committee must be uneven.

Additional Diplomates, without a right to vote, may be co-opted as observers or advisors to the Executive Committee if its members agree unanimously.

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

Article 6: Annual General Meeting, Quorum and voting rights

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

2. An Extraordinary General Meeting of the College can be called at any time by the Executive Committee, or shall be called by the Executive Committee at the written request of not less than 10% of the membership. The request should contain the explanation for such a meeting, and the subsequent Extraordinary Meeting should take place within a period of two months of receipt of the request. If not, the responsible members are empowered to summon the Extraordinary Meeting themselves.

3. The quorum required for holding a meeting is more than 25% of the total number of the members of the College who have the right to vote. Voting must be in person. The Executive Committee decides if the vote is to be taken orally, by a show of hands, or in writing. Votes can be: in favour, against or one can abstain. For all decisions, except as designated elsewhere, a simple majority of the members participating in the vote is sufficient.

4. Each paying Diplomate has the right to vote. He/she has to be present at the Annual or Extraordinary General Meetings to do so, except in case of postal or electronic ballot (section 6.5). Each paying Diplomate has one (1) vote. Honorary Members who are not Diplomates of the College, and Associate Members are not allowed to vote.
5. The Executive Committee can hold an electronic or postal ballot at any time outside the Annual General Meeting and Extraordinary General Meetings. The same rules apply to electronic ballots as to voting during the Annual General Meeting and Extraordinary Meetings. An electronic ballot is only valid if a vote is registered on the secure section of the ECEIM website, using unique passwords.

6. The Secretary/Secretariat of the College has to keep the minutes of every Annual or Extraordinary General Meeting. These records must be signed by the Chairman of the Annual General Meeting and the Secretary.

**Article 7: Amendments to the Constitution**

Proposed amendments to this Constitution shall be submitted to the President at least 3 months prior to the AGM. Any proposed amendment shall be distributed (by letter or electronic mail) to the membership with a recommendation by the Executive Committee at least 30 days prior to the Annual General Meeting and shall be brought to a vote of the Diplomates at the Annual General Meeting. An affirmative vote of at least two-thirds of the Diplomates participating in the vote (including those who abstain) shall be required for adoption.

**Article 8. Dissolution of the College**

In the event of dissolution of the College, or the College losing its status as a non-profit organisation, the distribution of all assets shall be determined by the Annual General Meeting, as far as possible consistent with the objectives of the College.

**Article 9. Bylaws**

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

Helsinki (GM ECEIM), November 5th
EUROPEAN COLLEGE OF EQUINE INTERNAL MEDICINE (ECEIM) BYLAWS


Article 1. General Assembly (Annual General Meeting, AGM)

1.1. It is the duty of every practising Diplomate to attend the Annual General Meeting (AGM), either face-to-face or electronic, at least once every three years. If the Diplomate has not attended the AGM for three consecutive years without previous dispensation from the Executive Committee, the registration as practising Diplomate ceases by default.

1.2. The AGM is the senior legislative body of the College and has the following duties:
   a) To determining and update the Constitution, Bylaws and ECEIM Policies and Procedures.
   b) To elect the Officers and Auditors.
   c) Action on the auditor's report.
   d) Formal approval of the business conducted by the Executive Committee during the preceding year.
   e) Action on business, presented by the Executive Committee or as required by the Constitution.
   f) Establish membership dues for the forthcoming year(s).
   g) Expulsion of Diplomates.
   h) 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 College.
      ii. Have attained acceptable scores on comprehensive examinations administered by the College and in the EBVS Policies and Procedures on non-Europeans.
      iii. Are licensed to practise or are eligible to be licensed to practise in a European country. Applicants may be relieved of this requirement in exceptional cases.
      iv. Have demonstrated fitness and ability to practise the speciality.
      v. Have demonstrated satisfactory moral and ethical standing in the profession.
      vi. Have met the minimal publication requirements as defined by the College (at least two peer-reviewed publications in international refereed journals).
      vii. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
      viii. Have gained their veterinary degree at least 48 months previously.

   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. **Historical titles of Diplomates**

2.2.1. Founding Diplomates have initiated the College; new Founding Diplomates cannot be recognized anymore.

2.2.2. Diplomates recognised a “de facto” status have all obtained this during the establishing process of the college. The “de facto” procedure has been closed since end of 2005 and after 2005 Diplomates can only become Diplomates by exam.

2.3. **Diplomate:**
A Diplomate is a veterinarian who has passed the certifying/examination procedure of the College and, if practising, is entitled to be awarded by the EBVS the title of European Veterinary Specialist in Equine Internal Medicine. Diplomate status at more than one College is allowed; however, registration as a European Veterinary Specialist is limited to one speciality from the EBVS.

2.4 **Non-Practising Diplomate:**
A Diplomate who (i) has not practised the speciality for two continuous years or the equivalent of two years during the previous five years or (ii) has not fulfilled the requirements for the re-certification procedure or (iii) has not attended an Annual General Meeting for three years without previous dispensation from the College.
A non-practising Diplomate is not allowed to use the title European Specialist nor Diplomate but may use the title Diplomate (non-practising). A non-practising Diplomate seeking to revert to full Diplomate status needs to satisfy the Credentials Committee of the College. The non-practising Diplomate is removed from the EBVS specialist register.

2.5. **Retired Diplomate**
A Diplomate who voluntarily stops permanently and irrevocably practising is entitled to Retired Diplomate status. Retired Diplomates maintain all privileges of Diplomates including advisory tasks, except the right to vote or hold office. They are excluded from article 4, sections 3, 4, 5 and 6 of the Constitution of the College. A Retired Diplomate is not allowed to use the title European Specialist nor Diplomate but may use the title Diplomate (Retired). The Retired Diplomate is removed from the EBVS specialist register.

2.6 **Honorary Members**
The College may confer Honorary Member status on persons who have made exceptional contributions to the Equine Internal Medicine. Honorary Members, who are ECEIM-Diplomate, shall have all the rights and privileges of Diplomates. Honorary Members who are not ECEIM-Diplomate, shall have all the rights and privileges of Diplomates except the right to vote and hold office. 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 Equine Internal Medicine as required by the Executive Committee. Election of an Honorary member shall be accomplished by an at least two-thirds vote of the Executive Committee, and by an at least two-thirds majority of the voting members present (including those abstaining) at the Annual General Meeting of the College.
2.7. Associate Members
The College may confer Associate member status on scientists or clinicians who have contributed significantly to research in veterinary medicine. Admission criteria for Associate Members are defined by the Executive Committee of the College. These criteria have to ascertain that only scientists of international repute who are active in the field covered by the College are admitted as Associate Members. Moreover:

a) Associate Members are not conferred any diplomas and are not entitled to use the designation of Diplomate.
b) Associate Members are encouraged to participate in the training of residents together with Diplomates of the College. Associate Members are not entitled to act as resident supervisors without a Diplomate responsible for the training programme.
c) Associate Members are not allowed to hold office within the College or to vote at the Annual General Meeting. They can be co-opted to College committees as advisors.
d) Associate Members are encouraged to participate in scientific meetings and workshops organised by the College.
e) Associate Members are not allowed to advertise their title.

2.8. Re-certification
The Diplomate is required to send in each 5 years a summary of his/her professional activities. The format of this summary has to be approved of by the EBVS. The summaries will be evaluated by the Re-certification Committee. In addition, Diplomates should ask two senior colleagues or authorities to send to the College a letter of reference certifying that the Diplomate in question has been active in practising his/her speciality for the last 5 years at the specialist level (see EBVS Policies & Procedures Appendix 8). 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.

2.9. Cessation of registration of Diplomates
Registration as practising Diplomate ceases by default when the speciality is practiced insufficiently, see section b.4 above.

2.10. Advertising and Directory Listings

2.10.1. Practising Diplomates may use the title “Dip. ECEIM” or “Dipl. ECEIM” or “Diplomate of European College of Equine Internal Medicine, and if listed as specialists by the EBVS they may use the title “European Veterinary Specialist in Equine Internal Medicine”.

2.10.2. The use of the term “Executive Committee eligible” or “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.

2.10.3. The use of the European Veterinary Specialist Trade Mark is permitted to Diplomates who are registered as a European Veterinary Specialist by the EBVS, only after reading and acknowledging by signature the content of the Regulations for the EBVS European Veterinary Specialist Logo.
2.10.4. Non-practising or retired Diplomates, associate members, and honorary members are not allowed to use the title or trade mark of European Veterinary Specialist.

**Article 3. Duties of officers**

**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.

**3.2 Vice-President**
The VICE-PRESIDENT shall perform the duties of the President in his/her absence or inability to serve. The Vice-President shall, in general, succeed to the presidency at the end of the normal up to 3-year term or should the office falls vacant.

**3.3 Secretary**
The SECRETARY shall attend to the correspondence of the College; keep and publish annually lists of Diplomates of all categories, and Honorary and Associate members, keep minutes of the College in records which shall be the property of the College and accessible at all reasonable times and places, and perform the furthermore usual duties of a Secretary. The Secretary shall submit the Annual Report of the College to the EBVS by the 15th January of the following year. The minimum term of office of the Secretary shall be 2 years and the maximum 6 years.

**3.4 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, which books shall be the property of the College and open to the inspection of the authorised officials at all reasonable times and places. The minimum term of office of the Treasurer shall be 2 years and the maximum 6 years.

**3.5. Past-President**
The PAST-PRESIDENT shall advise the President.

**3.6. Vacancies amongst officers:**
Vacancies occurring on the Executive Committee shall be filled by election of a member via an electronic vote or at the next Annual General Meeting. Any member elected to fill a vacancy shall hold the office until expiration of the term in which the vacancy occurred.

**Article 4. Committees**

**4.1 The Executive Committee of the College**
The Executive Committee shall consider all the business and policies pertaining to the affairs of the College. It shall consider and act upon charges against Diplomates for alleged offences against the Constitution and Bylaws of the College or charges of unprofessional conduct and shall have the authority to recommend the expulsion of a Diplomate for grievous offences. It shall appoint Standing Committees, select the time and place of meetings and determine the fees for application, examinations, registrations and other fees. It shall direct the management
of funds held by the College.

**4.2 Education and**

**4.3 Credentials Committee**

The College shall form an EDUCATION AND CREDENTIALS COMMITTEE (E&C composed of five members appointed by the Board for a term of five years. Normally, the senior member of the Committee in terms of service shall serve as Chairperson. The duties of the C&E are laid down in the 2 separate descriptions for The Education Committee and for the Credentials Committee as given by the EBVS by-laws:

1) The Education 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 reports. The Education Committee will maintain lists of approved residency programmes, approved supervisors and current residents. It will document detailed requirements for residency programmes that are necessary for approval by the College. The Education Committee will receive the required periodic reports from directors of resident training on:

   a) the annual progress of each candidate in every Equine Internal Medicine residency;
   b) details of each standard residency programme, in the form of an initial report with update and re-examination every five years. The Education Committee will attest the adequacy of each programme when they approve the report.

2) The Credentials Committee may co-opt ECEIM Diplomates to assist in the process of approving the credentials submitted by the candidates wishing to sit the exams. Such appointments are for one year only, although they may be renewed annually. They must be approved by the Executive Committee. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise. 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 applicants;
   c) to forward credentials of approved applicants to the Examination Committee.

**4.3. Examination Committee**

The EXAMINATION COMMITTEE shall consist of at least three members appointed by the Executive Committee for a term of minimally three years. Normally, one member will be replaced each year. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise. The Examination Committee may co-opt Diplomates as ‘examiners’ to assist in the examination process. Such appointments are for one year only, although may be renewed annually. They must be approved by the Executive Committee. The Examination Committee is responsible for the preparation and administration of diploma examinations. Results of examinations shall be forwarded by the Chairperson of the Examination Committee to the Executive Committee of the College with recommendations regarding the awarding of diplomas. Normally no member of the Executive Committee or member of the Credentials and Education Committee shall act as an ‘examiner’.
4.4. Nominating Committee
The NOMINATION COMMITTEE shall be composed of three members appointed by the EXECUTIVE COMMITTEE at least six months before the elections. The Committee shall prepare a list of candidates for the election to the Executive Committee of the College after a written call for candidates to all the Diplomates at least five months before the elections and will report to the Executive Committee at least three months before the elections. The Nomination Committee shall select at least one nominated candidate for each position and communicate the names to the Executive Committee. The list of nominees should be known by the Diplomates 30 days before the elections. 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 (see Article 1, section 1.2.b).

4.5. Auditors
Two auditors are elected by the General Assembly at the Annual General Meeting for a one year term. The two auditors evaluate the report of the Treasurer. The auditors’ report, and the Treasurer’s report regarding the financial status of the College, will be presented for approval at the AGM. Only after the auditors’ report, can the AGM discharge the Treasurer for his/her annual report. The College may appoint external professional auditors.

4.6. Re-certification Committee
The RE-CERTIFICATION COMMITTEE shall consist of a minimum of three members appointed by the EXECUTIVE COMMITTEE for a term of three years. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise. The Re-certification Committee shall evaluate the Diplomate status of every Diplomate every five (5) years according to the re-certification requirements accredited by the EBVS. The RE-CERTIFICATION committee may be formed by Members of the EDUCATION and CREDENTIALS COMMITTEE and if deemed necessary supplemented with new members.

4.7. Indemnification
Members of Committees will receive no indemnification.

Article 5. Diploma

5.1 Qualifications to sit the certifying examination
To be allowed to sit the examination an applicant must give evidence of satisfactory completion of an approved training period of at least 4 years to general veterinary education, training and practise, and to special education, training, and practise of veterinary Equine Internal Medicine, both after the date of graduation from a veterinary school. The following sequence of training is to be used:

- a) A first period of a minimum of one year must be a rotating internship, or its equivalent, as defined by the ECEIM Education and Credential Committee.
- b) A second residency period shall comprise a minimum of 3 years postgraduate training programme under supervision of Diplomates of the ECEIM.

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. Exceptions to the regular and alternate programmes

Apart from candidates who have successfully completed either a standard or an alternate residency programme, those who are internationally recognised in the field of equine internal 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, all categories of candidates shall meet the requirements for publications which are:

1. 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.
2. 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 veterinary or scientific journal on the list of approved journals maintained by the Education and Credentials Committee.

5.2 Residency training programmes

5.3.1. Introduction

a. A residency shall be advanced training in Equine Internal 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 practising Diplomate of the College.

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

c. Residency programmes should strive to train specialists who have demonstrated to have the proper intellectual qualities, professional and technical skills, as these are described in Appendix 1 to these Bylaws. 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 relevant 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 following standard residency programmes; in exceptional cases three (3) such residents can be allowed, for a restricted time period.

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

5.3.2. Standard Residency Training Programme

a. A standard residency training programme takes place in an institution (“approved centre”) that provides satisfactory evidence proving that they offer sufficient facilities, services and a programme that fulfils the necessary criteria to be approved as a training centre offering a
standard residency training programme. Approval is granted for a five-year period, 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 Credentials/Education committee can allow the
training to take place on a part-time basis as long as the total time is equivalent to at
least three years, and the total time does not exceed six years. In case of maternity (leave),
ilness or under exceptional circumstances a prolongation is possible. The duration of the
prolongation is agreed with the Education and Credential committee.

5.3.3. Alternate Residency Training Programme
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 not approved for a training centre or for anyone other than the
Resident in question. The alternate programme must be approved by the College before the
Resident embarks on it, and the total length of this programme cannot be shorter than a
standard residency programme. The total time of an alternate programme must not exceed
six years. A resident on an alternate training programme must spend the equivalent of at least
60% of 3 years working in the practice of equine internal medicine under direct supervision of
a Diplomate of the ECEIM.

The precise form of each individual programme is at the discretion of the Education and
Credentials Committee of the ECEIM.

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

5.4. Examination:
1. Before sitting an examination, the applicant’s credentials must be evaluated by the credentials
committee.
2. The examination may consist of written, oral and/or practical parts. The candidate having
fulfilled all qualifications to sit the examination, at the discretion of the Education and
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.
3. Judgment must be incorporated into examinations-assessing not just what the candidates
know but what they would do with that knowledge.
4. It must be made known to the candidates in advance in what way the different parts and levels
will be evaluated.
5. All parts of the examination must be held at all times under the direct supervision and
physical presence of members of the Examination Committee or trained invigilators. In line
with modern best practice, an invigilator must not be otherwise occupied during the examination
and must not leave the room during the examination without another invigilator replacing
him/her.
6. Candidates should be informed prior to the examination of the passing point, or, if this is not
determined in advance, the method of setting the passing point.
7. 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.

8. Confidentiality must be maintained throughout the entire examination. Examination questions must be kept confidential by all Colleges, with the exceptions being the publication of model questions as a guideline to candidates, and during an appeal procedure, as outlined in these Bylaws and/or EBVS and ECEIM Policies and Procedures.

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

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

11. The candidate shall submit the non-refundable examination fee, which shall be determined annually at the AGM.

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

13. Further details for the administration and conduct of the qualifying examination must be provided in the Policies and Procedures of the ECEIM.

14. Any change in the procedure of the examination should be notified to the EBVS.

**Article 6. Finances**

6.1. Legal Status
   a. The ECEIM is a non-profit organisation and avoids contracts or agreements leading to activities outside the scope of the stated objectives of the College.
   b. 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 of expenses payment.
   c. The expenses of the College shall be met through various sources of income.
      i) Donations from companies and international organisations.
      ii) Income from educational meetings organised by the College.
      iii) Investment income.
      iv) Annual dues.

6.2. Financial year
   a) The financial year begins on the first of January and ends on the thirty-first of December of each year. As an exception, the first financial year shall begin on the registration date of the College and end on the thirty-first of December.
   b) The accounts of the last financial year and the budget of the following financial year shall be submitted annually for the approval to the Annual General Meeting at least 30 days prior to the AGM.

6.3 Annual dues
   The annual dues (in Euro) of each paying member for the following years shall be determined by the AGM. Dues are payable by March 1st of each year. 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.
Retired or Non-Practising Diplomates are not required to pay dues. The Associate Members may pay normal dues but no EBVS fee.

6.4 Legal costs insurance
The ECEIM maintains insurance, to indemnify itself against legal costs.

Article 7. Meetings

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 Executive Committee.
2. An Extraordinary meeting of the College may be called at any time by the Executive Committee, or shall be called by the Executive Committee, 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 Executive Committee and the Chairpersons of the Education and Credentials and the Examination Committees shall meet at least once annually between consecutive Annual General Meeting, when judged necessary by the President.

Article 8. Amendments

These Bylaws may be amended at any Annual General Meeting (or via an electronic vote) by two-thirds of the votes cast. Proposed amendments must be submitted in writing to the Secretary minimum 60 days before the meeting, for appropriate review by the Executive Committee. Proposed amendments shall be distributed (by letter, fax or electronic mail) to the membership within thirty (30) days prior to the Annual General Meeting. An affirmative vote of at two-thirds of the Diplomates voting shall be required for adoption. The EBVS shall be notified of all changes in the Constitution, Bylaws, and Policies at the time of the next annual report.

Article 9. Appeal of Adverse Decisions

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) failure of an examination or a part of an examination.
   (d) ) denial of the granting of a certification to an individual
   (e) temporary or permanent suspension of certification

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

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

III. Grounds of Appeal: the College must provide for Appeals to be made on the following grounds:
1. That ECEIM failed correctly to apply its own or EBVS’s published rules, procedures or criteria relevant to the decision in question.
2. That the ECEI’s published rules, procedures or criteria were not compliant with the Policies and Procedures of the EBVS.
or
3. That the ECEIM imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.

IV. Commencing an Appeal Process
1. The College requires an Appeal to be made in writing, including a statement of the grounds of Appeal, together with any supporting reasons and documents.
2. The College allows Appeals to be made for at least 60 days but no greater than 90 days after the postmarked date of the letter communicating the relevant adverse decision (or if sent by email the date on which the email was sent). In particular, an appeal against a decision of denying acceptance of the credentials may be submitted after a minimum of one week and a maximum of three weeks following the official announcement of the decision of denying acceptance of the Credentials of a resident to sit the examination.
Submission of an appeal to the College must be accompanied by a deposit of €1000 to ensure that the expenses of the Appeal will be covered. If the Appellant does not pay his/her deposit within four weeks of receiving an invoice then this will be deemed an admission of liability. The deposit is re-paid in full, in case the appeal is accepted. In case of the appeal’s rejection, all the costs relating to the appeal shall be made by the appellant. Any remaining deposit will be re-paid to the appellant together with an itemization of the costs retained.
3. The College must acknowledge receipt of an Appeal within 10 working days.
   (i) Within 20 working days of its receipt by the College the Appeal must be considered by a nominated Executive Officer of the College, who shall have had no prior involvement with the case, and who has no potential conflict of interest with the Appellant or the Committee whose decision is being questioned. This Officer will decide whether a proper Ground for Appeal has been identified.
   (ii) If a proper Ground for Appeal has been identified, the College will convene an Appeals Committee to consider the Appeal.
4. Within 15 working days of step 3(i), the College must inform the Appellant whether or not the Notice of Appeal has been accepted as raising an arguable Ground of Appeal, and, if so, of the proposed membership of the Appeals Committee that will consider the Appeal.
5. The College must:
   (i) provide a reasonable opportunity and procedure for the Appellant to raise concerns with or object to the membership of the Appeals Committee, and
   (ii) provide a reasonable procedure by which any such concerns or objections are considered and responded to.
6. In any case where an Appeal is to be conducted, the procedure for convening an Appeals Committee to consider the Appeal must be completed no later than 30 days after the date the College has informed the Appellant of the proposed membership of the Appeals Committee, under paragraph 4 above.
7. Within 5 working days of the appointment of the Appeals Committee, all the papers relating to the dispute shall be forwarded by the Officer of the College to whom the Appeal was sent to
the members of the Appeals Committee.
8. Where a College makes a decision that no proper Ground of Appeal has been identified by
the Notice of Appeal, the College may inform the Appellant that either:
(i) It will take no further action (and explain the justification for this), or
(ii) It will consider the Notice instead as a request for an informal review of an adverse
decision by the College Executive Committee on non-appealable grounds (e.g. extenuating
circumstances of personal difficulty etc.).

V. Conduct of an Appeal Process
1. A College provides within its Appeals Procedures a process by which the Appeals
Committee will conduct the Appeal. ECEIM requires all Appeals to be conducted in alldue
confidence.
2. The Appeals Committee must be able to request information relevant to its consideration of
the Appeal from any relevant party.
3. The Appeals Committee must be required to consider carefully the need or not for an oral
hearing. Where an Appeals Committee decides not to hold an oral hearing in an Appeal against
an adverse decision that arises from an allegation of impropriety against a candidate (or in
other matters of similar gravity), reasons for that decision must be given. Where an oral hearing
is held, a timetable must be devised which allows both parties reasonable opportunity to
appear.
4. An Oral hearing must be attended by at least three members of the Appeals Committee.
Neither party may be represented by legal counsel, although the provisions of the law in the
country where the College is registered must be taken into consideration. Oral hearings will
be conducted in English. The Appellant may be accompanied by an individual
(“representative”), who may assist them to present the appeal. The “representative” will not be
allowed to participate in answering specific questions but, at the discretion of the Chairperson
may be allowed to provide necessary language translations and may, at the end, be allowed to
make a statement on behalf of the Appellant.
5. A transcript or detailed minutes of the meeting will be kept. An electronic recording may be
made with the prior consent of all parties. The minutes and, if it is made, the electronic
recording, shall be made available to the meeting’s participants on request.
6. The Appeals Committee must have the discretion to reject or uphold the appeal according to
its independent view of the merits of the Appeal. Where the appeal is upheld, in whole or in
part, the Appeals Committee may modify or reverse the previous decision or adjust the
sanction.
7. The decision of the Appeals Committee will be reached by a majority vote of the members
of the Committee, the Chairperson to have the casting vote if necessary. In communicating the
decision of the Appeals Committee, the Chair will give reasons for the decision.
8. The Appeals Committee must deliver its decision on the Appeal to a nominated Executive
Officer of the College within 90 days of the date of receiving all the papers relating to the
dispute under ‘IV.7’ above. The Executive Committee of the College will check that the
Appeals Committee has followed the procedures and, if these have been followed correctly,
accept their recommendation. The Executive Committee of the College shall communicate the
decision, via electronic means and in addition, if there is no satisfactory confirmation of
receipt, via registered post, to the Appellant, within 30 days of receipt of the Appeal decision.
Article 10. ECEIM Policies and Procedures (P&P)

The college designs in line with EBVS its own Policies and Procedures (P&P) to improve communications and understanding between the various Committees, the Diplomates and the Residents. Furthermore P&P is used to define rules and procedures for issues not clearly described in these by-laws. For changes of P&P approval by two-thirds of the votes cast during the AGM.
ECEIM Policies and Procedures
Version August 2017

Introduction

The ECEIM Policies and Procedures (P&P) are designed to improve communications and understanding between the various Committees, the Diplomates and the Residents. The procedures section describes the specific operations of the ECEIM with special attention to comply with the EBVS Common Training Framework (CTF) for European Veterinary Specialists. The legal framework for recognition of professional qualifications is composed of the Directives, 2005/36/EC and 2013/55/EU, which are the basis for the CTF mechanism for recognition of EBVS-recognised specialist training across like-minded European Member States. CTF for Veterinary Specialists guarantees a common set of minimum knowledge, skills and competences necessary for the practice of veterinary specialisation across the Europe. Furthermore, the ECEIM P&P serve to define rules and procedures for issues not clearly described in the by-law.

Exam

a) A General Examination, consisting of multiple or single 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.

Only candidates who have received their veterinary qualification from an EAEVE-approved establishment shall be eligible for registration with the ECEIM, unless relieved of this obligation by the Education and Credentials Committee of the ECEIM. Supervisors should write to the chair of the Education and Credentials Committee to obtain an exemption from this requirement to before the appointment is made if they are planning to appoint residents holding degrees from non-EAEVE approved establishments.

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:
   i) Multiple choice questions
   ii) Essay question(s)
   iii) Objective case management examination, including all aspects of equine internal medicine.

The 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. Candidates may apply to re-take the examination or part(s) of the exam not more than three times. All parts of the examination must be passed within 8 years of completion of the training programme.

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.

**Recertification** (According to point 2.8. of the bylaws)

Diplomates who ask two senior colleagues or authorities to send to the College a letter of reference certifying that the Diplomate in question has been active at least 60% of her/his time in practising his/her speciality practising the speciality for the last five years. ECEIM recognises that the speciality of equine internal medicine includes a broad range of activities which may require the knowledge, skills and competencies of a recognised specialist. In addition to being employed in specialist clinical work in practices or hospitals, career pathways in areas such regulatory affairs, government departments, clinical pathology labs and pharmaceutical companies may also satisfy the definition of ‘practising the speciality’. When applying for recertification, all diplomates should provide sufficient details of the work they have been carrying out over the last five years to allow the Education and Credentials committee to evaluate their application.’

**Explanation**

The reason for this paragraph is that ECEIM is not specifying an exhaustive or exclusive list and is asking all diplomates to explain how the work they have been doing during the reaccreditation period meets the definition of ‘practising the speciality’, even for those people who are employed primarily in clinical work. ECEIM is also not creating a hierarchy by implying that clinical work is superior to other activities, which I think is important.