



European College  
of  
VETERINARY PUBLIC HEALTH

**CONSTITUTION**

8 October 2015

*Amended:*

*27 September 2016*

*3 October 2017*

*and 18 October 2018*

<https://ecvph.org>

## **NAME**

### Article 1.

1. The name of the association is: European College of Veterinary Public Health: Abbreviation ECVPH, to be called: “the College”.
2. The college is based in Gouda.
3. The college is part of the general plan for veterinary specialisation in the European Union, as defined by the Advisory Committee for Veterinary Training (ACVT) of the European Union.
4. The college does not intend to make a profit.
5. The college has been founded for an indefinite period.

## **OBJECTIVES**

### Article 2.

The College shall have the following objectives:

- a. To further scientific progress in evidence-based veterinary public health and its subspecialties, namely, population medicine and food science.
- b. To establish standards of training, experience, and examination for qualification as a Diplomate in Veterinary Public Health, and a Specialist in Population Medicine or Food Science.
- c. To further the recognition of such qualified specialists by suitable certification and other means.

## **MEMBERSHIP**

### Article 3.

1. The types of membership in this College shall be:

- a) Diplomate
  - a.1) Certified Diplomate
  - a.2) Non-certified Diplomate
- b) Associate Member
- c) Honorary Member
- d) Retired Diplomate.

2. Qualifications for membership:

- a. Certified Diplomate: A veterinarian who satisfies the ECVPH requirements in respect to training, experience, and competence in veterinary public health (as specified hereinafter in Article 4) shall be eligible. Election of such candidates shall be accomplished by majority vote of the Council.
  - b. Non-certified Diplomate: When the specialty is practiced insufficiently, i.e. less than 60 per cent of working time, or when the specialty has not been practiced for more than two (2) continuous years or the equivalent of two (2) years during a period of five (5) years, or when a Diplomate has not attended the Annual General Meeting for three consecutive years without previous dispensation from the College, registration as Diplomate shall cease by default. In the register, this shall be marked as "Non-Certified ". A member seeking to revert to certified Diplomate status shall be required to satisfy the requirements determined by the Council.
  - c. Associate Member: A non-veterinary scientist who has contributed significantly to research in veterinary public health may be elected as associate member by two-thirds (2/3) affirmative vote of the Council. Associate members shall not hold office and shall not have the right to vote. They can be co-opted to College committees.
  - d. Honorary Member: A person who has contributed in an extraordinary manner to the advancement of veterinary public health may be appointed as an Honorary Member by majority vote of the Council, confirmed by a majority vote of the membership of the College. Honorary Members shall have all the privileges of membership except the right to vote or hold office and shall not be required to pay dues. Honorary Member status does not confer the right to act as a specialist in veterinary public health or to style oneself as such. There shall be no more than 5% of Honorary Members.
  - e. Retired Diplomate: A Retired Diplomate is a Diplomate who is permanently and irrevocably of non-certified status. Retired Diplomates can remain affiliated with the College. The status of Retired Diplomate does not confer the right to act as a specialist in veterinary public health. Retired Diplomates shall not hold office and shall not have the right to vote.
3. Each certified Diplomate shall have one vote in the general meetings of the College. Where a certified Diplomate is unable to attend the general meeting and would like to vote, it is possible to give right of proxy to a fellow certified Diplomate of the College. A statement signed by the absent certified Diplomate needs to be in the possession of the Secretary before the start of the meeting.
  4. Only certified Diplomates with no dues in arrears shall be eligible to vote or hold office.
  5. Honorary Members, non-certified Diplomates and Associate Members and Retired Members shall not have the right to vote.

6. Each certified Diplomate shall personally attend Annual General Meetings of the College no less than once (1 time) in any three (3) consecutive years. Exceptions to this shall be at the discretion of the Council.

## **GENERAL REQUIREMENTS FOR THE COLLEGE EXAMINATION**

### Article 4

1. The following prerequisites must be met to the satisfaction of the Council before any candidate is eligible to undertake any part of the examination in veterinary public health to qualify for membership of the College. An eligible candidate must:
  - a. have a satisfactory standing in the profession;
  - b. be qualified to practice veterinary medicine in a European country;
  - c. have completed at least one year of internship or other practical experience relevant to veterinary public health;
  - d. have completed at least three (3) years of supervised training (residency) in veterinary public health in one or other of its subspecialties, namely, population medicine or food science, that is acceptable to the Council. Acceptable supervised training is that directed by a recognised specialist in veterinary public health (certified Diplomate) and undertaken in a programme that trains students in veterinary public health in one or other of its subspecialties, namely, population medicine or food science, as one of its primary functions. Training programmes need to be approved in advance; and
  - e. have published (a) as first author at least one (1) and preferably two (2) original papers in international, peer-reviewed journals in the field of veterinary public health in one or other of its subspecialties, namely, population medicine or food science and (b) three (3) additional publications comprising formal reports, case studies and review papers of which the candidate is not necessarily the principal author but which demonstrate the candidate's experience in more than one aspect of the specialty. At least two publications must be published in peer-reviewed journals.
2. Applications for the examination shall be made to the Secretary in a prescribed form and are to be accompanied by proof of payment of an examination fee fixed by the Council. Letters of reference from supervisors and others are to be sent directly to the Secretary.
3. Eligible candidates shall be examined by an Examination Committee appointed by the Council at the time and place fixed by the Council and in accordance with the policy established by the Council.
4. The examination shall be so conducted as to address the specific requirements of each subspecialty in its own right.
5. Successful candidates shall be eligible for admission to the College as certified Diplomates.

## COUNCIL / REPRESENTATION

### Article 5

1. The certified Diplomates shall elect the following members of the Council:
  - President
  - Junior Vice –President
  - Treasurer
  - Secretary
  - Minimally three Ordinary Members of Council.
2. The Senior Vice-President, being the outgoing President, shall be a member of the Council for the two years immediately following his/her Presidency.
3. The Council shall represent the College.

The authority of representation can also be executed by two communally operating Council Members.

## ELECTION AND DUTIES OF OFFICERS / DISCHARGE OF OFFICERS

### Article 6

1. The President and Junior Vice-President, shall be elected by a majority of members voting for a period of two years. Voting takes place through closed unsigned ballot papers. They will serve for two years or until their successor shall have been elected. The Secretary-elect and the Treasurer-elect are similarly elected from the membership and shall serve for four years following one year as Secretary/Treasurer-elect. The retiring Secretary and Treasurer shall be eligible for re-election to the Board at the time of them retiring. The retiring Senior Vice-President is eligible for re-election to the Board after a lapse of at least two years following expiration of his/her term of office.
2. The Ordinary Members of Council shall be members elected in the same manner as the other officers by a majority of members voting, each to serve a term of three years. Ordinary Members, having been elected for two full three (3) -year terms shall not be eligible for re-election as an Ordinary Member until after a lapse of at least two (2) years following expiration of his/her term of office.
3. The Council shall appoint a Nominating Committee of two members who are not member of the Council. Nominations to all vacancies within the Council may be made by the Nominating Committee or to the Nominating Committee by any member in good standing. The Nominating Committee shall ensure that the composition of the Council is such as to duly represent the interest of each of the subspecialties.

Nominations are to be submitted and will be announced at least thirty days in advance of any regular or special meeting of the College, at which the election can be finalised. Unless a nomination is unopposed, election will be at the Annual General Meeting. In the event that no nominee receives a majority of votes cast, the two nominees receiving the most votes shall be placed on a second ballot. Tellers will be appointed by simple majority agreement of the Annual General Meeting. Only in the event of there being no nominations for a vacant post will the President take nominations at the Annual General Meeting.
4. Duties of the President and Junior Vice-President.

*ECVPH constitution approved 18-10-2018*

- a. The President shall preside over all meetings of the College and meetings of the Council, and shall perform the usual duties of such office.
  - b. The Junior Vice-President shall be the President-Elect, shall preside over the meeting in the absence of the President, and shall succeed to the office of the President should that office be vacated.
5. Duties of the Secretary and the Treasurer.  
The Secretary shall serve as the executive officer of the College. He/she shall keep minutes of all meetings and shall perform the usual duties of a secretary and such others duties as are assigned by the Council. The Treasurer shall conduct the business affairs of the College, collect membership dues, application and examination fees, draw vouchers, pay bills and expenses, arrange for the safekeeping of College funds, keep records of all transactions and submit a yearly statement of financial affairs to the Council.
6. Duties of the Secretary-Elect and Treasurer-Elect.  
The Secretary-Elect shall perform the functions of the Secretary in the absence of the Secretary and shall succeed to that office when it is vacated. The Treasurer-Elect shall perform the functions of the Treasurer in the absence of the Treasurer and shall succeed to that office when it is vacated.
7. Council Members shall be discharged pursuant to a decision adopted at the quorate general meeting of the College by a majority of members voting. The treasurer shall be discharged pursuant to the Auditor(s)' report and a decision adopted at the general meeting of the College by a majority of members voting.
8. Council members can at all times be suspended or dismissed from their current office by the General Meeting stating the reasons. The General Meeting decides on suspension or dismissal with a two third majority of the votes cast.
9. The suspension ends if the General Meeting has not decided to dismiss within three months. The suspended Council member is enabled to justify themselves in the General Meeting and may be assisted by a councillor.

## **DUTIES OF THE COUNCIL**

### Article 7

The Council shall have the duties and powers ordinarily delegated to the governing body of an association, as well as the specific responsibilities conferred under the Constitution.

- a. The Council shall undertake to organise and operate a certifying agency, i.e. a Credentials Committee, for Diplomates of the European College of Veterinary Public Health as provided for in the Constitution. The Council shall judge compliance of candidates with the general requirements of the Constitution, appoint an Education Committee to operate under its supervision, and certify candidates who qualify. The Council shall make available to candidates and the interested public a detailed account of the experience and training prerequisites to all College examinations.
- b. The Council shall undertake to create and appoint members of all committees, supervise their activities, and receive their reports.
- c. The Council shall ensure that the interests of each of the subspecialties are duly recognised at all times. The Credentials Committee and the Education Committee shall each establish a sub-committee for each subspecialty. Each sub-committee shall be comprised of specialists in that subspecialty.

- d. The Education Committee shall approach Diplomates to submit five written essay questions and their answers, in confidence. The Education Committee may use these questions as submitted, or may edit these for use in examinations.
- e. The Council shall undertake to report to the College annually its work and activities, including a full financial statement, and to make such interim reports as may be necessary and advisable.
- f. The Council shall undertake to exercise its constitutional authority in promoting and attaining the objectives of the College especially those pertaining to professional, institutional and public relations.
- g. The Council shall assure the quality of all procedures related to the work of the College.

## **FINANCIAL YEAR, DUES AND EXAMINATION FEES**

### Article 8

1. The financial year of the College shall run from first of January to the 31<sup>st</sup> of December.
2. The dues shall be as follows:
  - a. Certified Diplomates and non-certified Diplomates: The dues shall be as recommended by the Council and determined by a decision with a simple majority of the votes by the general meeting.
  - b. Associate Members and Honorary Members shall not be required to pay dues.
3. Dues shall be payable on the first of January.
4. Fees connected with enrolment, examination and certification of candidates shall be determined by the Council.
5. A member may have a backlog in dues of maximally two years, on penalty of the provisions of article 9 under 7.

## **MEMBERSHIP AND REGISTRATION**

### Article 9

1. Each individual elected as a Diplomate of the College shall be registered as such and shall be authorised to use the designation of “Diplomate of the European College of Veterinary Public Health”, abbreviated as Dip. ECVPH.
2. Diplomates shall be registered under one or other of two lists, representing the two subspecialties within the discipline, viz. Population Medicine and Food Science, in accordance with their primary activity in Veterinary Public Health.
3. Each Diplomate shall be required to keep records of his/her professional and scientific activities. Every five years, Diplomates must conform to the requirements of re-evaluation.
4. Voluntary cessation of registration shall require notice in writing to be received by the Secretary before the thirtieth of June in any year and shall be published at the next annual general meeting.
5. Members who have not paid their dues in full are not in good standing and have no voting rights until all outstanding fees are paid. At the discretion of the Council, membership of the College shall be withdrawn in the case of members who are in arrears

for more than two years or who have not personally attended Annual General Meetings at least once in any 3-year period.

Re-admission to membership of the College shall be conditional on payment of the registration fee then current and of all fees outstanding.

6. The Council can cancel the membership of a Diplomate when the Diplomate no longer fulfils the requirements as stated in the Constitution for membership, as well as when it cannot reasonably be expected from the College to continue the membership.
7. Cancellation of the membership can only be decided if the conduct of the member is in violation of the Constitution, the Bylaws or the Decisions of the College or if the member causes the College unreasonable damage. Cancellation is done by the Council, who will inform the member of this decision as soon as possible, with an explanation of the reasons. The member in question can appeal to the Council within sixty days after receiving the decision. During the appeals period the membership is suspended. A suspended member does not have voting rights.
8. If the membership is terminated in the course of the financial year, the dues by the member are still required for the entire year, unless the Council decides otherwise.

## **DISCIPLINARY ACTION AND APPEALS**

### Article 10

1. In case of improper conduct, the Council shall have the authority to impose censure, suspension, or cancellation of membership. All deliberation thereon shall be guided by highest standards. The member concerned shall therefore have the opportunity to lodge an appeal before the Council in person.

In the event of an adverse decision by the Council including denial of certification, denial of adequacy of credentials prior to examination for certification or to re-registration as a certified Diplomate, and censure, suspension, or cancellation of membership, the person concerned may submit an appeal in writing to Council for consideration according to the bylaws.

## **GENERAL MEETINGS**

### Article 11.

The General Meetings shall be convened in the municipality where the College is constitutionally based or in another place, indicated in the announcement of the meeting.

### Article 12.

1. Members that have not been suspended, and others who have been invited by the Council or the general meeting shall have access to the general meeting.  
A suspended member has access to the meeting in which the decision for their suspension is being discussed, and is allowed to represent himself.
2. A unanimous decision of all members with voting rights, even if they are not together in a meeting, shall have the same power as a decision of the general meeting, if the Council was previously informed about the proposal. This decision can also be reached in a written form.
3. The President decides how voting is taking place during general meetings.



4. All decisions for which according to the law or this constitution a larger majority is not required, shall be taken by absolute majority of votes cast in a meeting in which more than twenty five per cent (25 %) of the members that have the vote are present or represented. In case of equality the chairperson has the deciding vote.

#### Article 13

1. The general meetings are led by the President or, in his absence, by the Junior Vice President.  
If no Council members are present, the meeting will decide who presides.
2. The verdict of the President, as spoken at the General Meeting, about the results of any ballots, is decisive.  
The same applies to the content of a decision, if the ballot took place about a proposal that was not written down.  
If however, directly after the President has cast his verdict, there is discussion about its correctness, a new ballot will take place if the majority of the meeting, or, if the original ballot was not done by call or in writing, an individual present with the right to vote, demands it.  
As a result of this new ballot the judicial consequences of the original ballot are cancelled.
3. About the proceedings of the general meeting minutes are being kept by the Secretary or by a person appointed by the President. These minutes will be confirmed in the same or the next general meeting and will be signed as proof of this by the President and the Secretary of that meeting.

#### Article 14

1. At least one general meeting will be organised annually, within six months after closure of the financial year, save for extension of this term by the general meeting. In this general meeting the Council will present its annual report about the state of affairs of the College and the policies conducted. It will present the balance sheet and the state of income and expenditure with an explanation for approval by the general meeting.  
These documents are to be signed by the Council members; if the signature of any of these is not present, this will be recorded with the reason of absence. After the term has expired every member can require by law from the joint Council members to abide by these requirements.
2. If no accountant's declaration in accordance with article 2:393 sub 1 of the Book of Civil Law about the correctness of these accounts is presented, the general meeting will annually appoint a committee of at least two members who shall not be members of the Council.
3. The Council is required to provide the committee for its investigation all inquiries asked for, show it the cash register and the values and give access to the books and documents of the College.
4. The committee will investigate the documents mentioned in sub 1 and sub 3.
5. If this investigation requires special bookkeeping expertise according to the judgement of the committee, the committee can acquire the help of an expert at the cost of the College. The committee will report to the general meeting about its findings.

#### Article 15

1. General meetings are convened by the Council as often as it deems desirable or as it is obliged by law.
2. At the written request of at least one tenth of the members with voting rights the Council is obliged to convene a general meeting, to be held within four weeks after the request has been submitted.  
If the request is not followed up within fourteen days, the requesters themselves can proceed to convene a general meeting following the method presented in sub 3 or by placing an announcement in at least one widely read newspaper in The Netherlands. The requesters can charge others than Council members with conducting the meeting and writing the minutes.
3. Convening general meetings takes place by written announcement to the members with voting rights at least one month ahead.  
With the announcement the subjects to be discussed are mentioned.

## **AMENDMENTS TO THE CONSTITUTION**

### Article 16

1. Amendments to the constitution can only take place by a decision of the general meeting that has been announced with the mention that alterations to the constitution will be proposed.
2. Those who have convened the general meeting to propose the changes to the constitution shall have to present at least five days ahead of the meeting a copy of the proposal in which the changes have literally been included, in a suitable place for the members until after the day the meeting is being held.
3. Amendments to the constitution can only be decided with a majority of at least two-thirds majority of a meeting where at least 25 % of the membership with voting rights (quorum) is present.
4. The changes in the constitution will only take effect after a notarial act has been drafted. Every member of the Council is authorised to pass the act of amendment of the constitution.
5. The requirements under sub 1 and 2 will not apply if in the general meeting all the members with voting rights are present or represented and the decision to amend the constitution is taken with a unanimous vote.
6. The Council members are obliged to deposit an authentic transcript of the act of amendment and a consolidated version of the constitution as they are after the amendment, with the register maintained by the Chamber of Commerce.

## **DISSOLUTION AND SETTLEMENT**

### Article 17

1. What is determined in article 16 sub 1, 2, 3 and 5 also applies to a decision by the General meeting to dissolve the College.
2. The general meeting will decide in the decision as mentioned sub 1 on the allocation of the assets, as much as possible in accordance with the objectives of the College.
3. The settlement will be carried out by the Council.

4. After the dissolution the College will continue to exist in as far as this is necessary for the settlement of its assets. During the settlement the constitution will stay in force as much as possible. In document and announcements issued by the College, the name will have to be extended with the words "in liquidation".
5. The settlement ends at the moment that no assets known to the settler are present.
6. The books and documents of the dissolved College have to be kept until seven years after the settlement. The keeper is the person appointed as such by the settlers.

## **BYLAWS**

### Article 18

1. The Council can make and change one or more bylaws, in which the order of tasks between Council members is regulated and which further regulate subjects not or not sufficiently prescribed in this constitution.
2. A bylaw may not contain any provisions which violate the law or this Constitution.
3. Decisions to determine or change bylaws fall under article 16 sub 1, 2 and 5.

## **FINAL PROVISION**

### Article 19

The general meeting has all the competencies within the College that are not charged to other institutions on the basis of the law or this constitution.