European College of Veterinary Diagnostic Imaging®
(2017)

Constitution (Articles of Association)
**Table of Contents**

1. **Article 1: Name, place of establishment, language and registration**
   - 1.1 College Name
   - 1.2 Structure of the College
   - 1.3 College Regulation
   - 1.4 Language of the College
   - 1.5 College Archives

2. **Article 2: Duration**
   - 2.1 Period of Operation
   - 2.2 Financial Year

3. **Article 3: Mission, Objectives and Resources**
   - 3.1 Mission
   - 3.2 Objectives
   - 3.3 Resources

4. **Article 4: Membership**
   - 4.1 The members of the College shall be the following:
   - 4.2 Standards for admission to membership
   - 4.3 Titles of Diplomates
   - 4.4 Attendance at the Annual General Meeting
   - 4.5 Recertification of Credentials
   - 4.6 Record Keeping in Practise
   - 4.7 Voting Members
   - 4.8 Resignation from the College
   - 4.9 Expulsion from the College
   - 4.10 Membership Dues

5. **Article 5: Organisation, Officers and Executive Committee**
   - 5.1 Composition of the College
   - 5.2 Election of Officers
   - 5.3 Election of the President
   - 5.4 Representatives of the College
   - 5.5 Duties of the Committees

6. **Article 6: Annual General Meeting, Quorum and voting rights**
   - 6.1 Annual General Meeting
   - 6.2 Duties at the AGM
   - 6.3 Extraordinary General Meeting
   - 6.4 Quorum for Meetings
   - 6.5 Voting Members
   - 6.6 Voting Outside of a Meeting
   - 6.7 Meeting Minutes

7. **Article 7: Amendments**

8. **Article 8: Transfer of College Registration**

9. **Article 9: Dissolution of the College**
1 Article 1: Name, place of establishment, language and registration

1.1 College Name
The name of the organisation shall be the European College of Veterinary Diagnostic Imaging® (ECVDI®), hereafter referred to as the "College".

1.2 Structure of the College
The College is a UK registered limited liability company, which is limited by guarantee. Its registered office is 82b High Street, Sawston, Cambridgeshire, CB22 3HJ.

The company is called “The European College of Veterinary Diagnostic Imaging Ltd” The office address may be changed through the discretion of the Executive Committee.

1.3 College Regulation
The College shall be a part of the general scheme for veterinary education in the European Union (EU), 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.

1.4 Language of the College
The language of the College, including all oral and written exchanges, Laws, Policies and Procedures, correspondence, negotiations and examinations of, shall be English (British). 

1.5 College Archives
The College archives will be kept at a location agreed by the Executive Committee.

2 Article 2. Duration

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

2.2 Financial Year
The College’s year, for financial and audit purposes, shall run from the start of August to the end of July, subject to the first society year ending on the last day of July of the year in which the College is established.

3 Article 3: Mission, Objectives and Resources

3.1 Mission
The mission of the College is to contribute significantly to the maintenance and enhancement of the quality of European Veterinary Specialists in Veterinary Diagnostic Imaging across all European countries at the highest possible level so as to ensure that improved veterinary
medical services will be provided to the public. Diagnostic imaging is defined as the speciality of diagnosis with the aid of images representing anatomy, physiology and pathology of the body.

3.2 Objectives
The primary objectives of the College shall be the promotion of study, research and practice of Veterinary Diagnostic Imaging in Europe, and increase the competency of those who practise in this field by:

A. Establishing guidelines for post-graduate education and training as a prerequisite to become a specialist in the speciality of Veterinary Diagnostic Imaging.
B. Examining and authenticating veterinarians as specialists in Veterinary Diagnostic Imaging to serve the veterinary patient, its owner and the public in general, by providing expert care for animals using veterinary diagnostic imaging in the diagnosis of diseases in animals.
C. Encouraging research and other contributions to knowledge in all aspects of Veterinary Diagnostic Imaging, and promoting communication and dissemination of this knowledge.
D. The development, supervision and assessment of continuing education programmes in Veterinary Diagnostic Imaging.
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 Veterinary Diagnostic Imaging, according to European Qualifications Framework (EQF) level 8.

3.3 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 Byelaws \(^1\) (formerly known as Policies and Procedures) of the College. Members or officers of the College receive no payment from the funds of the College, except for the reimbursement of expenses.
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.

4 Article 4: Membership
4.1 The members of the College shall be the following:
A. Founding Diplomates
B. Certified Diplomates
C. Non-certified Diplomates
D. Retired Diplomates
E. Honorary Members
F. Associate members
Definitions of these categories are given in the Byelaws.
4.2 Standards for admission to membership
The College must only certify veterinarians who:

A. Have demonstrated fitness and ability to practise the specialty by meeting the established training and experience requirements and by attaining acceptable scores on comprehensive examinations administered by the College. 
B. Have demonstrated satisfactory moral and ethical standing in the profession.
C. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
D. Have gained their veterinary degree at least 48 months previously.
E. Be licensed to practise veterinary medicine and surgery in a European country unless relieved of this obligation by the Credentials Committee and Executive Committee.

F. May not be an EBVS certified Diplomate in more than one college.

The College may also certify veterinarians who have passed the ECVDI examinations (unless exempted from this obligation by the Executive Committee and a Credentials Committee); which they were permitted to sit because they were judged by the Credentials Committee and the Executive Committee to be permitted to sit the College’s examinations on account of their internationally recognised status in the College’s field.

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

4.3 Titles of Diplomates
Each individual who has successfully passed the qualification procedure of the College shall be designated Diplomat of the European College of Veterinary Diagnostic Imaging (DipECVDI), and, if certain criteria are met (as it shall be specified in the Byelaws) is entitled to be awarded by the EBVS the title of EBVS European Veterinary Specialist in Diagnostic Imaging.

4.4 Attendance at the Annual General Meeting
Each Diplomat and Associate Member is expected to actively participate in the affairs of the College. All practising Diplomates shall normally attend at least one Annual General Meeting (AGM) every three years. Repeated, unexcused absences from the AGM may render a member subject to disciplinary action by the Executive Committee of the College.

4.5 Recertification of Credentials
Each Diplomate and Associate Member is guided by scientific methods and evidence-based medicine, which complies with animal welfare legislation. Each Diplomate shall fulfill 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.

4.6 Record Keeping in Practise
Each Diplomate is required to keep records of his or her patients/cases and imaging procedures performed under their jurisdiction.

4.7 Voting Members
Only practising Diplomates are entitled to vote on College issues.

4.8 Resignation from the College
Resignation from the College requires notice in writing to the Secretary. Announcement of the
resignation will be made at the following AGM. No financial re-imbursement of dues will be made.

4.9 Expulsion from the College
Any member may be expelled, asked to resign or otherwise disciplined for non-professional or unethical conduct or other action against the best interest of the College by a unanimous vote of the Executive Committee of the ECVDI, pending confirmation by the College at the next AGM by an absolute majority vote.

4.10 Membership Dues
The membership dues (in GBP) of each member for the following year shall be determined by the Executive Committee on proposal of the Treasurer. The proposed dues will be presented to the members at the AGM for approval.

5 Article 5: Organisation, Officers and Executive Committee

5.1 Composition of the College
The College shall be comprised of all the members.

5.2 Election of Officers
The Diplomates shall elect the following officers by secret ballot at the AGM:

A. President
B. Vice-President
C. Treasurer
D. Secretary

These officers together with elected members-at-large shall normally serve a duty of two years. The four officers plus the immediate Past-President and other elected members as described in the Byelaws will comprise the Executive Committee of the College. Additional Diplomates, without a right to vote, may be co-opted as observers or advisors to the Executive Committee and meeting, if the Executive Committee members agree unanimously.

5.3 Election of the President
The President may not be immediately re-elected to the same office. Usually, the President shall be succeeded by the Vice-President. The other members of the executive committee may be elected to only one additional term. The total number of voting persons within the Executive Committee must be uneven.

5.4 Representatives of the College
Two of the following officers together will, in general, act as representatives of the College: The President, the Vice-President, the Secretary and the Treasurer. Any other member of the executive committee may be designated by the President, or in the absence or inability of the President, by the executive committee to act as a representative of the College.

5.5 Duties of the Committees
The duties of the officers, other Executive Committee members, committee chairs and college representatives are described in the Byelaws (Standard Operating Procedures section).
6 Article 6: Annual General Meeting, Quorum and voting rights

6.1 Annual General Meeting
The Annual General Meeting (AGM) of the College shall be held during the each year, either at the annual EVDI conference, or at some other appropriate meeting in Europe agreed upon by the Executive Committee and communicated to the College at least 90 days prior to the meeting.

6.2 Duties at the AGM
The AGM has, in particular, the following duties:

A. To determine and update the College’s Constitution and Byelaws
B. To elect the officers, members-at-large and auditors.
   a. Election of officers and members-at-large shall be by secret ballot. The nominations committee will propose candidates for each open position. Following proposal by the nominations committee, or for additional nominees, written nominations (proposed and seconded with written acceptance of nomination by the nominee) must be received by the Secretary 60 days prior to an AGM. Alternatively, additional nominations may be proposed and seconded nominations may be made from the floor during the AGM with agreement of the nominee.
   b. Two auditors shall be elected for a one-year term. The two auditors shall evaluate the report of the Treasurer and report their findings to the AGM. They shall also certify that the recorded expenses were necessary for the purposes of the College.
C. To take action on the auditors’ report.
D. To approve the business conducted by the Executive Committee during the preceding year.
E. To take action on business presented by the Executive Committee or as required by the Constitution.
F. To establish membership dues, the appeal fee and the fee for restoration of practising status for the forthcoming year.
G. To consider expulsion of Diplomates.

6.3 Extraordinary General Meeting
An Extraordinary General Meeting (EGM) 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 EGM should take place within a period of 2 months of receipt of the request. If not, the responsible members are empowered to summon the EGM themselves. The place and date shall be notified to the College members at least 30 days prior to the EGM.

6.4 Quorum for Meetings
The quorum required for holding either an AGM or EGM meeting is more than 25% of the total number of the members of the College who have the right to vote. Voting at the meeting must be in person-proxy votes are not permitted. 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 or against a proposal or members may abstain. For all decisions except as designated
elsewhere, a simple majority of the members participating in the vote is sufficient.

6.5 Voting Members
Each Practising Diplomate has the right to vote but he/she has to be present at the Annual or Extraordinary General Meetings, except in the case of postal or electronic ballot. Each Practising Diplomate has one (1) vote. Honorary Members who are not Diplomates of the College, and Associate Members are not allowed to vote. If quorum for attendance is not met then the item may be put to a secure electronic or postal vote.

6.6 Voting Outside of a Meeting
The Executive Committee can hold an electronic or postal ballot at any time outside of 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 a secure dedicated software, using unique passwords.

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

7 Article 7: Amendments
Proposed amendments to this Constitution shall be submitted to the Secretary at least 60 days 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 AGM and shall be brought to a vote of the Diplomates at the AGM. An affirmative vote of at least two-thirds of the Diplomates participating in the vote (including those who abstain) shall be required for adoption.

8 Article 8: Transfer of College Registration
In the event of transfer of College registration to another European country, or temporary dissolution of the College in order to move to another European country, all assets will remain in the name of the College.

9 Article 9: Dissolution of the College
In the event of final dissolution of the College, or the College losing its status as a nonprofit organisation, the distribution of all assets shall be determined by the AGM, as far as possible consistent with the objectives of the College.

10 Article 10: Byelaws
The College shall make and can change Byelaws (previously known as Policies and Procedures), which regulate subjects not or not sufficiently prescribed in this Constitution. The Byelaws shall not contain any provisions, which violate the law, the rules of EBVS or this Constitution.

Verona, Italy, 1st of September 2017
Footnotes:

1 The word Byelaws refers to the document previously termed policies and procedures.

2 In law, a quorum is the minimum number of members of a deliberative body necessary to conduct the business of that group. Ordinarily, a quorum in a legislative body is normally a majority of the entire membership of the body. Thus, a quorum of a legislative body that has 100 seats would be 51 (more than half of 100), even if some seats are vacant, although many bodies may have a lower or higher quorum.

When the quorum is not met, a legislative body cannot hold a vote, and cannot change the status quo. 3 If the quorum is high the danger is that some (probably many) decisions will not be valid.

Entire membership: The total number of Members (Diplomates) who have the right to vote.

Simple majority of the voting members present means the majority (>50%) of those participating in the vote (who may not be less than the quorum) minus any abstentions.

Absolute majority of the voting members present means the majority (>50%) of those participating in the vote including those abstained. Absolute majority of the entire membership means the majority (>50%) of the total number of the members who have the right to vote, irrespective of the number of those participating in the vote or abstaining.

Example: 100 voting members present, 30 abstained. The simple majority is 36 (70/2 +1), but the absolute majority is 51 (100/2 + 1). If there are no abstentions, simple=absolute majority. If the members of a College are 150 and those participating in the vote are only 100, the absolute majority of the entire membership is 76 (150/2 +1), irrespective of whether there are any abstentions.