



## **European Veterinary Dental College**

### **CONSTITUTION**

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## **European Veterinary Dental College Constitution**

*The latest version of this document is available from the College web site: <http://www.evdc.org/>*

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

1. The name of the organisation shall be the European Veterinary Dental College (EVDC), hereafter also to be referred to as the "College".
2. The College is a non-profit educational organisation incorporated under the laws of the United Kingdom, registered as a limited liability company, which is limited by guarantee (registration number 06950998).

Its registered office is 82b High Street, Sawston, Cambridge, CB22 3HJ.

The company is called "European Veterinary Dental College Limited"

3. The College shall be a part of the general scheme for veterinary specialisation in the European Union (EU), which is coordinated by the European Coordinating Committee on Veterinary Training (ECCVT) and includes the European Board of Veterinary Specialisation (EBVS) and the Colleges of Specialities.
4. The language of the College, including all oral and written exchanges, shall be English (British).

### **Article 2. Duration**

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

2. The College's year, for financial and audit purposes, shall run from the start of 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. Mission

The mission of the College is to contribute significantly to the maintenance and enhancement of the quality of European Specialists in Veterinary Dentistry and European Specialists in Equine Dentistry 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. Objectives

The primary objectives of the College shall be the promotion of study, research and practise of veterinary dentistry in Europe, and increase the competency of those who practise in this field by:

- a. Establishing guidelines for postgraduate education and training as a prerequisite to become a specialist in veterinary dentistry, including equine dentistry;
- b. Examining and authenticating veterinarians as specialists in veterinary dentistry to serve the veterinary patient, its owner and the public in general, by providing expert care for animals with orodental diseases;
- c. Encouraging research and other contributions to knowledge in all aspects of veterinary dentistry, and promoting communication and dissemination of this knowledge;
- d. The development, supervision and assessment of continuing education programmes in veterinary dentistry;
- 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 dentistry, 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**

#### Section 4.1

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

#### Section 4.2

Standards for admission to membership:

- a. The College must only certify veterinarians who:
  - i. 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 by the Executive Committee of the College.
  - ii. 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.
  - iii. Have demonstrated satisfactory moral and ethical standing in the profession.
  - iv. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
  - v. Have gained their veterinary degree at least 48 months previously.
- b. The College may also certify veterinarians:
  - i. 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.
  - ii. Who, in line with the EBVS Policy on Diplomates of non-EBVS recognised Colleges, have successfully passed an equivalent certifying examination approved by the College and are fulfilling the credentials of the College.
- 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

#### Section 4.3

Each individual who has successfully passed the qualification procedure of the College shall be designated Diplomate of the European Veterinary Dental College (Dip. or Dipl. EVDC), and, if certain criteria are met (as it shall be specified in the Bylaws), is entitled to be awarded by the EBVS the title of 'European Veterinary Specialist in Dentistry' or 'European Veterinary Specialist in Equine Dentistry'. Subspeciality Diplomates are required to include their subspeciality's suffix after any use of the designation of Diplomate, for example "Dipl. EVDC (Equine)".

#### Section 4.4

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

#### Section 4.5

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.

#### Section 4.6

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

#### Section 4.7

Any Diplomate 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 College, pending confirmation by the College at the next Annual General Meeting.

#### Section 4.8

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.

#### Section 4.9

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**

#### Section 5.1

The College shall be composed of all the Diplomates.

#### Section 5.2

1. The Diplomates of the College will elect, by secret ballot, the following officers:
  - a. President
  - b. Vice-President
  - c. Treasurer
  - c. Secretary
  - d. Two members-at-large

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.

2. The Executive Committee of the College is composed of these officers plus the immediate Past-President, the Chairpersons of the sub-specialities and an additional representative of each subspeciality.

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.

### Section 5.3

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.

### Section 5.4: Subspeciality

1. The College may form Subspeciality Colleges that will reside under the parent College.
2. Subspeciality Colleges will be referred to by the parent College name or abbreviation followed by an appropriate suffix. For example, a Subspeciality College of Equine Dentistry would be known as the “European Veterinary Dental College (Equine)” and abbreviated to “EVDC (Equine)”.
3. Sub-speciality groups shall be established by the following process:
  - a. Recognition as a separate speciality by the General Assembly.
  - b. Approval by the Executive Committee of the College of a set of Bylaws for the speciality group.
  - c. Approval by the EBVS, as specified in the EBVS Policies and Procedures.
4. Each Subspeciality College shall be managed by a Subspeciality Executive Committee.
  - a. An Executive Committee shall be comprised of at least five members.
  - b. An Executive Committee shall have a designated:
    - i. Chairperson and
    - ii. Secretary.
  - c. The Diplomates of that speciality group will elect these officers including the Chairperson, by secret ballot. These officers, including the Chairperson, may be elected to only one additional term.
5. Subspeciality Colleges will be represented on the Executive Committee of the EVDC by two Diplomates who may include the Subspeciality Executive Committee Chairperson and an additional member.
6. The Subspeciality College will create a training programme, credentialing process and examination procedure within the guidelines of the EBVS. To this end, documents will be formulated as guidelines for residents as well as standard operating procedures for committees tasked with performing these duties.
7. The administration of each subspeciality group is responsible to the Executive Committee of the College.
8. The College shall have responsibility for organising, approving and administering all scientific and business matters, including approval of actions of subspeciality groups.

## **Article 6. Annual General Meeting, Quorum and voting rights**

### Section 6.1

The Annual General Meeting (AGM) of the College will be held each year.

## Section 6.2

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 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. An EGM can be held electronically.

## Section 6.3

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, be it at a face-to-face meeting or electronically. The Executive Committee decides if the vote is to be taken orally, by a show of hands, in writing, or by electronic ballot. 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.

## Section 6.4

Each paying Diplomat 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 Diplomat has one (1) vote. Honorary Members who are not Diplomates of the College, are not allowed to vote.

## Section 6.5

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 college website, using unique passwords or on another secure online platform as approved by the Executive Committee.

## Section 6.6

The Secretary 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 or Extraordinary General Meeting and shall be brought to a vote of the Diplomates at the Annual General Meeting or Extraordinary 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.

Malaga, May 18<sup>th</sup>, 2017

*(Current version formatted Jun 28 2020)*