

## **CONSTITUTION of the EUROPEAN COLLEGE of LABORATORY ANIMAL MEDICINE**

### **ARTICLE I – NAME**

1.1 The name of the organisation shall be the European College of Laboratory Animal Medicine (ECLAM), hereafter referred to as the College.

### **ARTICLE II – INCORPORATION**

2.1 The College is incorporated in the United Kingdom as a company limited by guarantee with no share capital, under the official name ‘European College of Laboratory Animal Medicine, Limited’ (company number 11407024). The company abides by the standard Articles of Association as required by UK law in The Companies Act 2006.

2.2 The College is part of the general scheme for veterinary specialisation in the European Union, 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).

2.3 The period for which the College is established shall be unlimited.

2.4 The language of the College, including oral and written exchanges, shall be English.

### **ARTICLE III – OBJECTIVES**

3.1 The primary objectives of the College shall be to: promote education, research, best practice and the 3Rs (refinement, reduction and replacement) in laboratory animal medicine; and increase the competency of those who practise in this field. These objectives will be met by:

3.1.1 establishing standards for post-graduate education, training, experience, examination and certification for qualification as a Diplomate of ECLAM;

3.1.2 encouraging research, best practice, the 3Rs and other contributions to

knowledge in laboratory animal medicine, and promoting communication and dissemination of this knowledge;

3.1.3 supporting continuing education in laboratory animal medicine;

3.1.4 committing itself to the development of a culture which recognises the importance of quality and quality assurance in its activities.

#### **ARTICLE IV – MEMBERSHIP**

4.1 The types of membership of the College (hereafter referred to as its Members) shall be:

- Certified Diplomate,
- Non-certified Diplomate,
- Retired Diplomate,
- Honorary Member, or
- Associate Member.

The criteria for certifying Members and different types of membership are specified in the Bye-laws of the College, in line with the Policies and Procedures of the EBVS.

4.2 Members are eligible to vote.

4.3 Membership shall be terminated due to voluntary resignation, loss of life, non-payment of membership fee, or for other serious reasons as determined by the Council after due consideration of any explanation provided by the Member.

#### **ARTICLE V – ORGANISATIONAL STRUCTURE**

5.1 The organisational structure consists of the Annual General Meeting (AGM), Council and Committees. The Council may appoint working groups to assist in fulfilling the functions of the College.

5.2 AGM

5.2.1 An AGM will be held at least once in each calendar year. Meetings and meeting attendance can be in person or by virtual means.

5.2.2 The Council can also determine whether to hold an electronic ballot outside of the AGM.

5.3 Council

5.3.1 The College is led by a Council composed of the following Officers: President, Vice-President, and Immediate Past-President. In addition, there shall be a minimum of two Ordinary Council members. Additional Ordinary Council members may be elected. The Council may invite ad hoc members, who have no voting rights within the Council.

5.3.2 Ordinary Council members shall be elected by a majority of Members present at an AGM, or voting by electronic ballot. Ordinary members serve two-year terms, renewable twice.

5.3.3 The President, Vice-President and Immediate Past-President shall be members of the Council elected by a majority of Council members and shall each serve two-year terms, normally not renewable.

5.4 Committees: Composition and duties of the committees and of their members are detailed in the Bye-laws.

## **ARTICLE VI – RESOURCES**

6.1 The resources of the College are composed of:

- Donations from individuals, companies or international organisations;
- Income from educational meetings organised by the College;
- Investment income;
- Annual membership or other fees.

6.2 The College is a non-profit organisation and does not pursue any commercial interests.

6.3 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.

6.4 The College may enlist the services of consultants for support and operational management of the College.

## **ARTICLE VII – BYE-LAWS, POLICIES AND PROCEDURES**

7.1 Bye-laws, policies and procedures may be written as deemed necessary, expedient or convenient for the proper conduct and management of the College.

## ARTICLE VIII – AMENDMENTS

8.1 An amendment to the Constitution, proposed by the Council or by at least 10 Members, shall be sent to the Members at least 30 days in advance of the vote. No proposed amendment may contain provisions which violate the Policies and Procedures of the EBVS.

8.2 An affirmative vote of at least two-thirds of the Members present at an AGM, or those voting by electronic ballot outside the AGM, shall be required for the adoption of any amendment.

## ARTICLE IX – DISSOLUTION

9.1 A resolution to dissolve the College, proposed by at least 10 Members, shall be sent to the Members at least 30 days in advance of the AGM.

9.2. An affirmative vote of at least three-fourths of the Members present at the AGM is required for a resolution to dissolve the College.

9.3 In the event of dissolution of the College, the distribution of all assets shall be determined at the AGM, as far as possible consistent with the objectives of the College.

### History

The Constitution was originally approved by EBVS on 19 September 2000. It was amended in 2005, 2007, 2008, 2009, 2010, 2012, 2015, 2016, 2017, 2018, 2019 and 2022.

The present version was approved at the Annual General Meeting held in Marseille, France on 15th June 2022.



Stephan Zeiter, President

## BYE-LAWS of the EUROPEAN COLLEGE OF LABORATORY ANIMAL MEDICINE

### ARTICLE I – MEMBERSHIP

Summary of membership designations:

Type of membership	Title(s)	Member may be a:			Fees
		Council member	Committee and/or work group member	Programme director and/or supervisor	
Certified Diplomate	Dipl. ECLAM; EBVS <sup>®</sup> European Veterinary Specialist in Laboratory Animal Medicine	Yes	Yes	Yes	Full
Non-certified Diplomate	Dipl. ECLAM (non-certified)	No	Yes	Co- supervisor	Reduced
Retired Diplomate	Dipl. ECLAM (retired)	Yes	Yes	Co- supervisor	No fee
Honorary Member	Honorary Member ECLAM	No	Advisor only	Co- supervisor	No fee
Associate Member	Associate Member ECLAM	No	Advisor only	Co- supervisor	No fee

#### 1.1 Certified Diplomates

1.1.1 Must practise laboratory animal medicine for at least 60% of their time, based on a normal working week of 40 hours.

1.1.2 Only certified Diplomates are permitted to use the titles ‘Dipl. ECLAM’ and ‘EBVS<sup>®</sup> European Veterinary Specialist in Laboratory Animal Medicine’ as well as the European Veterinary Specialist Trade Mark with the logo according to the

regulation of the European Board of Veterinary Specialisation (EBVS).

1.1.3 Certified Diplomates can be elected as Council members.

1.1.4 Certified Diplomates can be members of committees and working groups.

1.1.5 Only certified Diplomates can act as directors of residency training programmes.

1.1.6 The Council may confer temporary certified Diplomate status to Diplomates of an International Association of Colleges of Laboratory Animal Medicine (IACLAM) college.

1.2 Non-certified Diplomate:

1.2.1 A non-certified Diplomate:

- has not practised the specialty for two continuous years or the equivalent of two years during the previous five years, or
- has not fulfilled the requirements of re-certification, or
- has not attended an Annual General Meeting (AGM) at least twice in five years without previous dispensation from the College.

1.2.2 The appropriate title is 'Dipl. ECLAM (non-certified)'.

1.2.3 A non-certified Diplomate can be a member of committees and working groups.

1.2.4 A non-certified Diplomate can act as co-supervisor together with a certified Diplomate responsible for a residency training programme.

1.2.5 A non-certified Diplomate pays a reduced annual membership fee.

1.2.6 A non-certified Diplomate seeking to revert to certified Diplomate status must satisfy the re-certification procedures established by the Education Committee.

1.3 Retired Diplomate

1.3.1 A retired Diplomate is a permanently and irrevocably non-certified Diplomate.

1.3.2 Retired Diplomates can be elected as Council members.

1.3.3 Retired Diplomates pay no annual membership fee.

1.3.4 The appropriate title is 'Dipl. ECLAM (retired)'.

1.3.5 A retired Diplomate can be a member of committees and working groups.

1.3.6 A retired Diplomate can act as co-supervisor together with a certified Diplomate responsible for a residency training programme.

#### 1.4 Honorary Member

1.4.1 A person who has contributed in an extraordinary manner to the advancement of laboratory animal medicine may be proposed as an Honorary Member by two Diplomates following ECLAM Policies and Procedures.

Election of an Honorary Member requires a simple majority of those present at an AGM or voting by electronic ballot.

The number of Honorary Members shall not be more than 5% of the total number of College Members.

1.4.2 Honorary Members, who are not Diplomates of the College, are not conferred any diploma and are not entitled to use the designation of Diplomate. They are allowed to use the title 'Honorary Member of ECLAM'.

1.4.3 An Honorary Member can be co-opted to College committees and working groups as an advisor.

1.4.4 An Honorary Member can act as co-supervisor together with a certified Diplomate responsible for a residency training programme.

1.4.5 Honorary Members pay no annual membership fee.

1.4.6 Honorary membership is granted for life.

#### 1.5 Associate Member

1.5.1 A person who has contributed to research in a field relevant to laboratory animal medicine may be proposed as an Associate Member by two Diplomates following ECLAM Policies and Procedures. Election of an Associate

Member shall be by a simple majority of members present at an AGM or voting by electronic ballot. The number of Associate Members shall not be more than 10% of the total number of the College Members.

1.5.2 Associate Members are not conferred any diploma and are not entitled to use the designation of Diplomate. Associate Members are allowed to use the title 'Associate Member of ECLAM'.

1.5.3. An Associate Member can be co-opted to College committees or working groups as an advisor.

1.5.4 An Associate Member can act as a co-supervisor together with a certified Diplomate responsible for a residency.

1.5.5. Associate Members pay no annual membership fee.

1.5.6. Associate membership is granted for 5 years before re-evaluation is required, following ECLAM Policies and Procedures.

## **ARTICLE II – RE-CERTIFICATION**

2.1 Re-certification is required every five years. The requirements are set by ECLAM and must be approved by EBVS. If a Diplomate does not meet the required number of points for re-certification, he/she can be given one extra year as defined by ECLAM Policies and Procedures.

2.2 Re-certification will be performed as defined by ECLAM Policies and Procedures. After successful re-certification, certified Diplomates will be registered in the EBVS Directory for a further five years.

2.3 A fee will be charged for re-certification.

## **ARTICLE III – REQUIREMENTS FOR THE CERTIFYING EXAMINATION**

3.1 A candidate who wishes to take the certifying examination must:

3.1.1 have satisfactory moral standing in relation to the practice of veterinary medicine;

3.1.2 be licensed or eligible to be licensed to practise veterinary medicine in a European country, unless specifically exempted from this obligation by the Council;



3.1.3 have graduated from an EAEVE-approved establishment unless relieved of this obligation by the Council;

3.1.4 have practised laboratory animal medicine for at least 60% of the working time, based on a working week of 40 hours prior to undertaking the examination;

3.1.5 have practised scientific, evidence-based veterinary medicine, which complies with animal welfare legislation;

3.1.6 have completed a first training period of at least one year in a rotating internship or equivalent as defined by ECLAM Policies and Procedures;

3.1.7 have completed a second training period in an approved residency programme of at least 3 and no more than 6 years in total. The period can be prolonged, if approved by the Education Committee;

A residency must be completed under supervision of a certified Diplomat, with or without co-supervision, as defined by ECLAM Policies and Procedures.

– AND –

3.1.8 have been the author of two original articles, of which one must be as first author and demonstrate the application of scientific methods on topics relevant to laboratory animal medicine and science. The second article may be a review, working group report, or case report relevant to laboratory animal medicine and science; or an article demonstrating scientific method in an area such as biology, basic or biomedical research, or *in vitro* methods.

The articles must have been published or accepted for publication in an international peer-reviewed journal at the time of application for eligibility to undertake the certifying examination.

3.2. Examination applicants must submit their credentials for eligibility to undertake the certifying examination within 2 years of completion of residency, and must pass all parts of the examination within 8 years of completion of residency. Candidates may apply to retake the examination a maximum of three times.

3.3 Candidates who have completed an approved residency in another IACLAM College may be allowed to sit the certifying examination following ECLAM Policies and Procedures.

3.4 Internationally recognised experts in the field of veterinary laboratory animal medicine may also be allowed to sit the examination with assessment following ECLAM Policies and Procedures.

3.5 Applications to sit the examination must be made as defined by ECLAM Policies and Procedures.

3.6 Fees will be charged for the credential evaluation and to sit the certifying examination.

#### **ARTICLE IV – ANNUAL GENERAL MEETING AND ELECTRONIC BALLOT**

4.1 The AGM is the legislative body of the College. During the AGM or through electronic ballots determined by the Council the following activities are conducted:

4.1.1 approve amendments to the Constitution and Bye-laws;

4.1.2 elect Ordinary Council members. Nominations shall be invited from the membership at least 30 days prior to the election. A list of all nominees together with a brief election statement from each nominee (if submitted) will be circulated to the membership;

4.1.3 formally approve the business conducted by the Council during the preceding year including a full financial statement of the last financial year and the budget for the following financial year;

4.1.4 inform Members about ECLAM activities and business;

4.1.5 approve membership fee changes.

4.2 Each vote may be held by public or secret ballot. The required number of votes to approve a decision is a simple majority of those present at an AGM or voting by electronic ballot, except for:

- Amendments to the Constitution or Bye-laws: two-thirds vote of members present at the AGM or voting by electronic means.
- Dissolution of the College: three-fourths of Members present at the meeting.

#### **ARTICLE V – COUNCIL**

5.1 The Council shall have the duties and powers ordinarily delegated to the

governing body of the organisation.

5.2 Duties of the Council Officers:

5.2.1 The President shall preside over all meetings of the College and the Council, and shall be a non-voting member of all committees.

5.2.2 The Vice-President shall be the President-Elect and shall adopt the duties of the President should the President be unavailable.

5.2.3 The Immediate Past-President shall advise the President and Vice-President and may accept other duties as required by the Council.

5.3 Duties of the Council:

5.3.1 Organise and operate a certifying system for Diplomates of the College and certify candidates who qualify;

5.3.2 Make available the requirements for becoming a member of the College;

5.3.3 Create committees and appoint their members, and supervise their activities;

5.3.4 Adhere to EBVS requirements; appoint one member of the Council and one deputy as EBVS liaisons;

5.3.5 Promote the College to professional, institutional, and public bodies;

5.3.6 Arrange the AGM and report to the College its work and activities, including a full financial statement of the last financial year and the budget for the following financial year;

5.3.7 Attend to the correspondence of the College;

5.3.8 Keep and annually update a list of Members;

5.3.9 Keep minutes of meetings of the College;

5.3.10 Conduct the business affairs of the College, collect fees, pay bills and expenses and keep records of all transactions. Keep full and accurate books of account open to the inspection of authorised officials;

5.3.11 Maintain all requirements for legal registration of the College;

5.3.12 Recruit nominees for unscheduled Council vacancies following the same procedure as for election of Ordinary Council members. Elected Diplomates shall hold the office until expiration of the term in which the unscheduled vacancy occurred.

5.4 A quorum shall consist of the majority of voting members of the Council. A majority vote of those in attendance is required to approve decisions.

5.5 Authority: The President and Vice President are authorised to sign on behalf of ECLAM in all matters.

5.6 Service of consultants: the Council may enlist the services of consultants for support and operational management of the College. These consultants are appointed by the Council and shall be self-employed. Financial compensation is paid up to a maximum agreed by the Council. Consultants have the right to speak on matters related to their activities at meetings. They have no voting rights.

## **ARTICLE VI – COMMITTEES**

6.1 Education Committee

The Education Committee shall be composed of members appointed for three-year terms. One member of the Committee shall serve as Chairperson. A deputy may be appointed. The Chairperson or their nominee shall be an ad hoc member of the Council.

The duties of the Education Committee will be as follows:

6.1.1 Hold regular committee meetings;

6.1.2 Review, approve and monitor residency programmes;

6.1.3 Set criteria and define policies and procedures for the review and approval of residency training programmes. Each approved programme will be re-reviewed every 5 years. This includes review and approval of co-supervisors who may not be ECLAM Members;

6.1.4 Maintain a list of approved residency programmes, (co-)supervisors and current residents;

6.1.5 Set criteria and define policies and procedures for the candidates applying for the certifying examination;

6.1.6 Approve candidates and forward their credentials to the Examination Committee;

6.1.7 Set criteria and define procedures for re-certification;

6.1.8 Approve re-certification according to ECLAM Policies and Procedures.

## 6.2 Examination Committee

The Examination Committee shall consist of members appointed for three-year terms. One member of the Committee shall serve as Chairperson. A deputy may be appointed. The Chairperson or their nominee shall be an ad hoc member of the Council.

The duties of the Examination Committee will be as follows:

6.2.1 Set criteria and define procedures for the certifying examination;

6.2.2 Prepare and administer the certifying examination;

6.2.3 Select examiners to conduct the examination;

6.2.4 Assess the ability of examinees to apply knowledge to solve problems and provide advice at the specialist level;

6.2.5 Present the results of examinations for Council approval.

## 6.3 Mock Examination Committee

The Mock Examination Committee shall consist of members appointed for three-year terms. One member of the Committee shall serve as Chairperson. A deputy may be appointed. The Chairperson or their nominee shall be an ad hoc member of the Council.

The duties of the Mock Examination Committee will be as follows:

6.3.1 Write examination questions which assess knowledge required by the Education Committee for residency training;

6.3.2 Prepare and administer periodic mock examinations to assist

veterinarians in preparation for the ECLAM certifying examination.

## **ARTICLE VII – FEES**

7.1 The financial year begins on the first of January and ends on the thirty-first of December of each year. Membership fees shall be collected according to ECLAM Policies and Procedures.

7.2 Changes in annual membership fees shall be recommended by the Council and approved at the AGM or by electronic ballot.

7.3. Fees connected with administrative costs such as credentials, examinations, certification and re-certification shall be set by ECLAM Policies and Procedures.

## **ARTICLE VIII – COMPLAINTS AND THE APPEALS PROCEDURE**

### **8.1 Appeals Committee**

The Appeals Committee shall be made up of a minimum of three ECLAM Diplomates who shall not be serving as Council members or 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.

### **8.2 Communication of the right of appeal**

In the event of a disputed decision, ECLAM shall notify the affected party (or parties) of the procedure for appeal. This notification must be included with the communication that gives notice of the adverse decision itself.

### **8.3 Grounds of appeal**

ECLAM must provide for appeals to be made on the following grounds:

1. That ECLAM failed to apply its own or EBVS's published rules, procedures or criteria relevant to the decision in question;
2. That ECLAM's published rules, procedures or criteria were not compliant with the Policies and Procedures of the EBVS;

– OR –

3. That ECLAM imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.

8.4 Commencing and conduct of an appeal process will be performed as defined by ECLAM Policies and Procedures.

## **ARTICLE IX - AMENDMENTS**

9.1 An amendment to the Bye-laws, proposed by the Council or by at least 10 Members, shall be sent to the Members at least 30 days in advance of the vote. No proposed amendment may contain provisions which violate the Policies and Procedures of the EBVS.

9.2 An affirmative vote of at least two-thirds of Members present at an AGM, or those voting by electronic ballot outside the AGM, shall be required for the adoption of any amendment.

### **History**

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