

ASIAN COLLEGE OF VETERINARY DERMATOLOGY
BYLAWS

15 Jun 2010

Article 1 (General Assembly (Annual General Meeting))

1.1. It is the duty of every member to attend the General Assembly (Annual General Meeting) at least once every two (2) years.

1.2. The Annual General Meeting is the senior legislative body of the College and has the following duties:

- a) To determine and update the Constitution and Bylaws;
- b) To elect the members of the Executive Committee (Board) of the College.
- c) To approve formally the business conducted by the Board during the preceding year.
- d) To act on business presented by the Board or as required by the Constitution.
- e) To establish membership fees for the forthcoming year.
- f) To act on disciplining Diplomates.

1.3. A quorum shall consist of one-third of the voting Members.

1.4. Each Diplomate has the right to vote. He/she has to be present at the Meeting to do so. Each Diplomate has one (1) vote. Postal votes may be arranged at the discretion of the Board under special circumstances.

1.5. All questions before the College, except as specified elsewhere, shall be determined by the absolute majority vote.

1.6. The language of the Constitution, Bylaws, correspondence, negotiations and examinations shall be English.

Article 2 (Officers)

2.1. The Officers of the College shall be: President, Vice-President, Secretary, Treasurer, and Past-President. Each term of office is two (2) years.

2.2. Election of Members of the Board shall be held at the Annual General Meeting of the College by written secret ballot. The President makes appointments to Officer positions (except that of the Past-President) after consultation subsequent to the election.

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 appertaining to his/her office.

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 normally succeed to the presidency should that office fall vacant.

3.3. Secretary - The SECRETARY shall attend to the correspondence of the College, keep and publish lists annually of all categories of Diplomate, and keep Minutes of the College meetings, which shall be the property of the College and accessible to AICVD Diplomates at all reasonable times and places, and perform the usual duties of a Secretary.

The Secretary shall normally succeed to the Vice-Presidency should that office fall vacant.

3.4. Treasurer - The TREASURER shall advise the College on all financial matters. He/she shall arrange for the safekeeping of all funds, draw vouchers, pay bills and expenses, and submit a written and audited financial statement to all members annually.

He/she shall keep full and accurate accounts, containing a record of all monies received and expended, which shall be the property of the College and open to the

inspection of members of the Executive Committee, fiscal authorities, and Diplomates authorised by the Executive Committee at all reasonable times and places.

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

3.6. Vacancies in the offices of Secretary and Treasurer - Vacancies in the offices of Secretary or Treasurer shall be filled by presidential appointment.

Article 4 (Committees)

4.1. Executive Committee of the College: The EXECUTIVE COMMITTEE (BOARD) of the College shall consist of the Officers, the Past-President, and the two Members.

The Board shall consider all the business and policies pertaining to the affairs of the College. It, or its designated Committees, shall receive all applications, conduct examinations and certify recommendations for Diplomate status in 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. It 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 Credentials Committee: The EDUCATION AND CREDENTIALS COMMITTEE shall be composed of two (2) arms with the same chairperson. The President will appoint the committee and its chairperson after discussions with the members of the Board.

The President will be an *ex officio* member of this committee.

The EDUCATION ARM of the committee shall be composed of two (2) members appointed by the President after discussions with the Executive Committee, each normally

for a term of two (2) years minimum.

The duties of the Education Arm of the Committee are but are not limited to, the following matters. It is responsible for setting criteria for the standard residency programs and alternate route programs, approving the programs and their sponsors, and monitoring each resident's progress through the receipt of regular reports. The Education Arm of the Committee shall maintain lists of approved residency programs and approve directors, supervisors, advisors, mentors and current residents. It will document and maintain detailed requirements for residency programs that are necessary for the approval of the Asian College of Veterinary Dermatology. It will receive the required periodic reports from Resident Supervisors of Resident training programs on the annual progress of each candidate in every Dermatology Residency.

All resident training program directors must submit questions, in accordance with instructions from the Chairperson of the Examination Committee, by 31st December each year to the Examination Committee for consideration for use in future Diploma examinations. Failure to submit questions for two (2) consecutive years may result in suspension of approval of the residency program in relation to the training of any new residents.

The CREDENTIALS ARM of the committee shall be composed of two (2) members appointed by the President, each normally for a term of two (2) years minimum.

The duties of the Credentials Committee are but are not limited to, the following. It will establish guidelines to assist applicants applying to sit the Diploma examination; receive, review, and approve the candidacy of applicants; forward the names of applicants who have satisfied the credentials requirements to the Examination Committee; receive the details of each standard residency program and alternate route residency program, in the form of an initial report with update and re-examination every five (5) years. The

Credentials arm of the Committee, acting for the College, will attest to the adequacy of each program when it approves the report.

4.3. Examination Committee: The EXAMINATION COMMITTEE shall normally consist of five (5) members appointed by the President after discussions with the members of the Board. Normally, an invited pathologist will be appointed in addition to the five (5) other members. The President shall be an ex officio member of this committee.

The Examination Committee is responsible for the preparation and administration of the Diploma examination.

Results of examinations shall be forwarded by the Chairperson of the Examination Committee to the President of the College or his/her deputy, with recommendations regarding the granting of diplomas. The examination results will form part of the Annual Report to the Asian Board of Veterinary Specialization. They will indicate the number of students passing the examination for the first versus the second or third attempt, etc.

4.4. Nominating Committee: The NOMINATING COMMITTEE shall be composed of three (3) members appointed by the President after discussions with members of the Board. The Committee shall prepare a list of candidates for election to the Executive Committee of the College after a written call for candidates for all Diplomates. Candidates should be known by the Diplomates three (3) months before the elections. The Committee will report to the College and carry out the election at its Annual General Meeting.

Article 5 (Diploma)

5.1. Qualifications to sit the Diploma examination: Two following candidates will currently be allowed to sit the examination:

- those giving evidence of satisfactory completion of an approved residency (standard or alternate), preceded by a clinical internship of at least one year or approved

equivalent experience in practice. The Resident Supervisor/Mentor shall certify in writing that the candidate has satisfactorily completed the period of training required by the College.

- those who have passed the Alternate Route Entrance (Qualifying) Examination of the College with approved subsequent experience at approved centres of excellence. The last chance to take this examination, if required, will be in 2025, after which this route will cease to exist.

In addition, both categories shall meet the requirements for written reports, which are:

- submission of summaries of five (5) different dermatological cases handled personally, with a maximum of 1500 words each (excluding references, tables and figure captions), which demonstrate the analytical approach of the candidate.
- two original papers (being produced during the program and published or accepted for publication before examination) in an internationally refereed scientific journal(s) in the field of dermatology. At least one paper must report original research, and the other may, but does not have to be a case report. The candidate must be the first author of at least one paper, normally that reporting the research project.

Alternatively, a research project, of which the candidate must be the principal investigator, which must be begun and completed during the training period and submitted in the form of a thesis or dissertation, may be submitted, up to and including the Credentials process of 2023. After this date, submission of a thesis or dissertation will not be allowed.

5.2. Examination: The examination may include:

- a written section of long and short answer essay-type questions about basic and applied aspects of dermatology and related disciplines;
- multiple choice questions
- a histopathology section
- questions based around images

The examination will be organized once a year, when there are suitable candidates.

The examination shall be taken in English only; the use of language (non-medical) dictionaries during examinations is permitted. Candidates may be assisted by officially registered (non-medical) translators during the examination.

The candidate shall submit the credential and examination fees, which shall be determined annually, at the time of application to the credentials arm of the Education and Credentials Committee.

Candidates must normally pass the examination within five (5) years of being notified that they have satisfied the credentials process. The candidate may normally sit the examination on a total of four (4) occasions only during the course of these five (5) years.

The parts of the examination may be passed separately.

The names 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 programs, admission, application procedure, and the Entrance (Qualifying) examination is available from the relevant authorities, and in the relevant documentation, of the College.

Article 6 (Finances)

6.1. The College is a non-profit making organization. The expenses of the College shall be

met through various sources of income.

a) Annual dues.

The annual due in the year of foundation is 200 USD. The annual dues of each active member for the following years shall be confirmed by the Annual General Meeting after recommendation by the Board. Dues are payable on December 1st for the following year. Members shall be adjudged delinquent if they are one (1) year in arrears, and may be voted for removal by the membership if two (2) years have elapsed without payment.

Retired Diplomates and Honorary Members of the College shall not be required to pay dues. All other categories of Diplomates, including Non-Practicing Diplomates, are required to pay dues.

b) Donations from companies and international organizations.

c) Income from educational meetings organized by the College, including the Asian Veterinary Dermatology Meeting.

d) Accumulated funds will be safely invested and will serve for College use.

6.2.

a) The financial year begins on the first (1) of January and ends on the thirty-first (31) of December of each year.

b) The accounts of the last financial year and the budget of the following fiscal year shall be submitted annually, by the Treasurer or his/her nominee, for the approval of the Annual General Meeting.

Meetings Article 7

7.1. The Annual General Meeting of the College will be held during the Asian Veterinary Dermatology Meeting or at some other appropriate meeting agreed upon by the Board.

7.2. The Executive Committee shall meet at least once annually, in person or otherwise, between the dates of successive Annual General Meetings, when judged appropriate by

the President.

7.3. An Extraordinary Meeting of the College can be called at any time by the Board, or shall be called by the Board at the written request of not less than ten (10) per cent of the membership. Any request should contain the explanation for such a meeting, and the subsequent Extraordinary Meeting should take place within a period of three (3) months of receipt of the request. If this does not take place, the responsible members are empowered to summon the Extraordinary Meeting themselves.

Article 8 (Amendments)

These BYLAWS may be amended at any Annual General Meeting by an affirmative two-thirds of the votes cast. Proposed amendments must be submitted in writing to the Secretary at least ninety (90) days before the meeting, for appropriate review by the Board. Proposed amendments shall be distributed to the membership, with a recommendation by the Officers, at least thirty (30) days before the next Annual General Meeting and shall be brought to a vote of Diplomates at that meeting.

Article 9 (Appeal against Adverse)

9.1. Appeal against adverse decisions by the College include, but are not limited to:

- (a) denial of approval or suspension of a training (residency) program
- (b) denial of adequacy of an individual's credentials
- (c) denial of the granting of a Diploma to an individual

In the event of an adverse decision by the College, the Secretary shall advise the affected person and/or the Dean or other relevant person in the institution or practice organization in which the affected training program is located, and of the procedure for appealing against the adverse decision.

The College charges a fee, payable in advance, to cover the administrative expenses of any appeal. The fee must be deposited in the bank of the College and a receipt for this sent by the appellant, at the time of submitting the other documentation of the appeal.

9.2 Any Dean or other relevant person in an institution or practice organization, who wishes to appeal against the decision on the denial or withdrawal of approval of a training program must do so within sixty (60) days of the date of the adverse notification. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition.

The Secretary shall notify the President of the College and the Chairperson of the Education and Credentials Committee. The President shall appoint a committee of three (3) Diplomates who are not Board Members or members of the Education and Credentials Committee to serve as an Appeals Committee. The Chairperson of the Education and Credentials Committee shall submit a written statement, with accompanying appropriate documentation, to the Appeals Committee indicating the reason(s) for denial of approval or continuation of the training program. The Appeals Committee shall make and communicate a decision to the appellant within sixty (60) days of appointment of the committee.

9.3. Any candidate who wishes to appeal against the decision on his/her application for eligibility to sit the examination must do so within sixty (60) days of the postmarked date of their notification. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition.

The Secretary shall notify the President of the College and the Chairperson of the Education and Credentials Committee. The President shall appoint a committee of three (3) Diplomates who are not Board Members or members of the Education and Credentials

Committee to serve as an Appeals Committee within thirty (30) days of a request for an appeal, indicating the reason(s) for rejecting the candidate. The complete dossier of the candidate will be provided for the Appeals Committee to review.

The Appeals Committee shall make and communicate a decision to the appellant within sixty (60) days of appointment of the Committee.

9.4. Any candidate who wishes to appeal against the decision on failure in the examination must do so within sixty (60) days of the postmarked date of their notification. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition.

The Secretary shall notify the President of the College and the Chairperson of the Examination Committee. The President shall appoint a committee of three (3) Diplomates who are not Board Members or members of the Examination Committee to serve as an Appeals Committee within thirty (30) days of notice of an appeal. The Chairperson of the Examination Committee shall submit the examination and scores of the candidate, the complete list of scores of all candidates for that examination, and a statement of the criteria used for the Committee's recommendation for pass and fail to the Appeals Committee indicating the reason(s) for rejecting the candidate.

The Appeals Committee shall make and communicate a decision to the appellant within sixty (60) days of appointment of the Committee.

9.5. After completion of the appropriate procedure as described above, the affected party, if not satisfied with the final decision rendered by the AiCVD Appeals Committee, may request mediation by the Asian Board of Veterinary Specialization (AiBVS), as laid out in the Policies and Procedures document of that organization.

The President of the AiCVD will supply documentation in support of the College's decision, and any further documentation requested by AiBVS, which will inform him/her

of their decision subsequently.

9.6 A list of any complaints and the area to which they pertain will be part of the Annual Report of the College to AIBVS.

Article 10 (Complaints against a Diplomate of the College)

10.1. A complaint against a Diplomate of the College must be made in writing to the Secretary of the College. The President shall appoint a committee of three (3) Diplomates who are not Board members to serve as an Investigations' Committee and the person making the complaint notified of such referral. The Investigations' Committee will communicate directly with the complainant, with a copy of the response being sent to AIBVS. A tally of the number of complaints will be part of the Annual Report of the College to AIBVS.

10.2. Only those grievances not resolved by the College will be referred to AIBVS.

10.3. A list of the number of complaints (if any), against whom and in which area(s) they pertain will be part of the Annual Report of the College to AIBVS.

Re-evaluation of Diplomates Article 11

11.1. All Diplomates (including Founding and Non-Practicing) will be re-evaluated for their prerequisites as membership of the College every five (5) years after their admittance, beginning in January 2015, as directed by AIBVS.

11.2. The standard procedure is carried out under a credit point system. The completed documentation shall be submitted for assessment in confidence to the Chair of the Education and Credentials Committee as required.

Honorary Membership Article 12

12.1. Candidates for Honorary Membership should not be veterinarians who could qualify for Diplomate status in the usual manner. This category of membership will only be

awarded in exceptional circumstances.

12.2. Nominations for Honorary Membership must be made in writing to the Secretary by two (2) Diplomates in good standing at least 120 days prior to the annual meeting and include appropriate supportive biographical and bibliographical data. The general membership shall be notified of any nominations for Honorary Membership and any member shall receive copies of the supportive data on request. Election of an Honorary Member shall be accomplished by a minimum three-fourths (3/4) vote of the Board and by a minimum three-fourths (3/4) vote of the membership in attendance cast by secret ballot at the Annual General Meeting of the College.

12.3 No more than five (5) per cent of the College's membership may be made up of Honorary Members.

Article 13 (Dissolution of the College)

In the event of dissolution of the College, all assets shall be expended for educational purposes.

