



# STATUTES

*Approved by the General Assembly on 30 May 2024 in Paris Alfort, France*

**EUROPEAN ASSOCIATION OF ESTABLISHMENTS FOR VETERINARY EDUCATION**

**(E. A. E. V. E.)**

**ASSOCIATION EUROPEENNE DES ETABLISSEMENTS D'ENSEIGNEMENT VETERINAIRE**

**(A. E. E. E. V.)**

## **NAME, REGISTERED OFFICE**

### **Article 1 Name and registration**

An Association governed by the French law of 1<sup>st</sup> July 1901 and the French Decree of 16<sup>th</sup> August 1901, having as its name the European Association of Establishments for Veterinary Education (E.A.E.V.E.), hereafter called the Association, that shall be founded by those agreeing to the present Statutes.

At the end of 2007, a branch of EAEVE was set up in Vienna, Austria (ZVR-Zahl: 258866359), where it was registered under Austrian law in order to employ supportive staff. The Association is a non-profit organisation. The EAEVE logo is a registered European Union trade mark (EUTM Registration No: 018925009).

### **Article 2 Registered office**

The registered offices of the Association shall be at the National Veterinary School of Alfort, 94704 MAISONS-ALFORT (Prefecture Du Val-De-Marne N° 0003019). They may be transferred by a decision of the General Assembly. At the end of 2007, a branch of EAEVE was set up in Vienna, Austria (ZVR-Zahl: 258866359), where it was registered under Austrian law in order to employ supportive staff. The Association is a non-profit organisation.

## **OBJECTIVES**

### **Article 3 Objectives**

The objectives of the Association shall be:

-To maintain and develop the standards of Veterinary Education in Europe and ensure that those trained in veterinary medicine meet the requirements of the society and of Directive



2005/36/EC as amended by Directive 2013/55/EU and any other directives related to veterinary education.

-To manage, in association with the Federation of Veterinarians in Europe (FVE), the European System of Evaluation of Veterinary Training (ESEVT) and the decision-making body for the accreditation status of a Veterinary Education Establishment, the European Committee of Veterinary Education (ECOVE).

-To represent and serve its members.

-To reinforce, particularly in Europe, cooperation between Veterinary Education Establishments and other relevant bodies and to act as a forum for the discussion of matters for Veterinary Education, in order to improve and harmonise Veterinary Education among the members.

-To promote the exchange of information on teaching and research between the European Veterinary Education Establishments teaching Veterinary Sciences, as well as with Veterinary Education Establishments in other parts of the world. It shall promote the development and distribution of teaching materials for use in Veterinary Education at all levels, undergraduate, postgraduate and continuing education. It will organise meetings having as their objective the study and organisation of the points above.

-To present useful proposals in these various areas to the European Commission, and national or regional authorities upon request of its members.

## **MEMBERSHIP: ADMISSION, RECLASSIFICATION, EXCLUSION**

### **Article 4                      Membership**

The Association shall be composed of Full members, Candidate members and Associates.

- **Full members** are the European (European member states, as defined by the Council of Europe, or Establishments enjoying full membership as of May 2018) Establishments for Higher Education in Veterinary Sciences, which lead to an academic degree, permitting application for a professional status allowing the exercise of veterinary medicine that:

- 1) have completed a Full Visitation by the ESEVT,
- 2) have not yet been reclassified to Candidate membership following Article 6.

- **Candidate members** are the European (European member states, as defined by the Council of Europe or Establishments enjoying full membership as of May 2018) Establishments for Higher Education in Veterinary Sciences, which lead to an academic degree, permitting application for a professional status allowing the exercise of veterinary medicine that:

- 1) have applied for Candidate membership through the Executive Committee after completing an ESEVT Preliminary Visitation (and Consultative Visitation during the transitory period) and have been admitted by the Executive Committee,
- 2) have been reclassified to Candidate membership by the EAEVE General Assembly following Article 6.

- **Associates** are non-European Establishments, as defined by the Council of Europe, for Higher Education in Veterinary Sciences which lead to an academic degree, permitting application for a professional status allowing the exercise of veterinary medicine that have

applied for Associate membership through the Executive Committee after completing an ESEVT Preliminary Visitation (and Consultative Visitation during the transitory period) and have been admitted by the Executive Committee.

#### **Article 5 Eligibility for Membership**

Veterinary Education Establishments are eligible for the respective category of Membership on condition they adhere to the present Statutes, pay the relevant annual membership fee before 1<sup>st</sup> April of each year and comply with the ESEVT, as published in the latest Standard Operating Procedure (SOP).

#### **Article 6 Reclassification of Membership**

Full Membership status shall be reclassified to Candidate Membership status, pronounced by the General Assembly, under the proposal of the Executive Committee, when:

- an Establishment that was granted Non-Accreditation status after a Full Visitation has not received Accreditation status within 5 years, at the latest, after the last Full Visitation, OR
- an Establishment that was granted with Approval/Accreditation status reaches the end of granted status.

#### **Article 7 End of membership**

Membership shall cease under the following circumstances:

- By written resignation presented to the President. The resignation will take effect at the end of the year corresponding to the last membership fee paid;
- By exclusion, as a result of non-payment of membership fee for more than one year.

#### **Article 8 ESEVT evaluation and membership**

In association with the Federation of Veterinarians of Europe (FVE), the Association manages the European System of Evaluation of Veterinary Training (ESEVT), based on the mandate given by the Commission of the European Community [01-02-1994] and has run voluntarily since the effect of the Directive 2005/36/EC as amended by Directive 2013/55/EU and any further directives related to veterinary education.

Full members, Candidate members and Associates in good standing may ask to be evaluated by the ESEVT in agreement with the latest SOP.

Candidate members will change to the status of Full members once the Establishment has completed a Full ESEVT Visitation.

Associates will keep their status even after having completed a Full ESEVT Visitation and become Accredited by the ESEVT.

## **FUNDING**

#### **Article 9 Funding**

The payment of the Membership and Evaluation fee shall constitute the basic funding of the Association. Furthermore, the Association may receive grants from organisations and donations from individuals to finance its activities and all other contributions as authorised by the law. All donations will be a noted matter of public record.

## **ORGANISATION**

### **Article 10 Organisation**

The bodies of the Association shall be:

- I. The General Assembly (GA)
- II. The Executive Committee (ExCom)
- III. The Committee of Internal Quality Assurance (CIQA)
- IV. President
- V. Vice-President
- VI. Treasurer

### **Article 11 Composition of the GA and voting rights**

The General Assembly shall be composed of the Deans (or equivalent) of EAEVE Full and Candidate member Establishments as well as Associate Establishments.

The General Assembly shall have a quorum if, at least, half of the member Establishments with voting rights are represented, including delegated votes. Should the quorum not be reached, a second meeting of the Association shall be called, at which deliberation may take place, irrespective of the quorum.

Members with voting rights unable to attend the General Assembly may delegate their vote to another member with voting rights. Any delegation of voting rights has to occur in writing and must be signed by the delegating Dean (or equivalent). Delegation letters have to reach the President no later than 2 days before the General Assembly. Each member with voting rights may accept only one delegated vote.

The voting rights are defined as follows:

- The full voting right applies to Full members with Approval/Accreditation or Pending Accreditation (and Conditional Accreditation during the transitory period) ESEVT status at the time of the GA, who paid their annual Full membership fee before 1st April of the respective year.
- Restricted voting rights apply to Full members with Non-approval/Non-Accreditation ESEVT status at the time of the GA, who paid their annual Full membership fee before 1st April of the respective year.
- Candidate members and Associates can attend the General Assembly without voting rights.

Members with full voting rights shall vote on all matters calling for a decision on the competence of the General Assembly. Restricted voting right is limited to the following:

- Election of the President

- Election of the Vice-President
- Election of the Auditors
- Election of the members of CIQA
- Confirmation of the members of the Executive Committee
- Definition of the geographical groups
- Exclusion of members
- Adoption of the EAEVE Strategic Plan
- Decision on the location and time of the General Assembly
- Adoption of the Agenda and Minutes of the General Assembly.

## **Article 12                    Responsibilities of the General Assembly**

The General Assembly shall be the supreme body of the Association. The General Assembly shall have at its disposal all the powers necessary for the running and administration of the Association (see Article 10). It shall define the general policies of the aforesaid Association.

To this effect, The General Assembly:

1. Shall elect the President and the Vice-President
2. Shall define geographical groups within the Association
3. Shall confirm the members of the Executive Committee and define the responsibilities of the Executive Committee
4. Shall define and adopt its own rules of procedure and those of the Executive Committee
5. Shall adopt proposed modifications of the Statutes
6. Shall set and adopt the annual fees
7. Shall adopt the budget for the next year
8. Shall approve the financial result of the past fiscal year for relieving the Executive Committee for the year under consideration
9. Shall elect the auditors and members of CIQA
10. Can create or deactivate Working Groups to promote achieving any of the objectives described in Article 3. This may include Working Groups in which the EAEVE collaborates formally with other appropriate organisations.

## **Article 13                    Ordinary session of the GA**

An ordinary session of the General Assembly shall be called once every year, on the initiative of the President, who shall chair and determine the Agenda in conjunction with the Executive Committee. The date and place shall be decided by the General Assembly by proposal from the floor or by approving a proposal from the Executive Committee. It should take place in person although, in exceptional conditions of force majeure, the Executive Committee should decide that the meeting should be organised either fully online or in a hybrid mode.

At each ordinary session of the General Assembly, there shall be at least:

- a President's Report
- a Treasurer report including the Financial Report
- an Auditors' Report
- a budget plan reported for the next year

- an Executive Committee Report
- a CIQA Report
- an ESEVT activities report

Except deliberations relative to modification of the Statutes decisions shall be adopted by a simple majority vote of those members with voting rights present, or validly represented by delegation voting “yes”. In the case of a tied vote, the President’s vote shall be decisive.

Modifications to the Statutes shall be adopted by a two-thirds majority of members with voting rights present. If there is more than one legitimate proposal for a modification of the Statutes concerning the same item presented, any modification of Statutes to be considered for adoption shall be identified by a vote requiring an absolute majority (half of the members with voting rights plus one) – for this purpose, all proposed amendments of the Statutes must be handed in at the administrative office of the Association at least four weeks before the General Assembly.

#### **Article 14                    Extraordinary session of the GA**

If need be, by the Executive Committee, or upon the request of more than half of the members with voting rights, an extraordinary session of the General Assembly may be called. The place and date shall be decided by the Executive Committee. The rules concerning quorum, delegation of voting rights, and the validity of the deliberations as laid out in the aforesaid articles also apply.

At each extraordinary session there shall be at least:

- a President's Report
- an Executive Committee Report

#### **Article 15                    Composition of the Executive Committee**

The Executive Committee is composed of the President, the Vice-President, and the representatives of the European geographical area groups as set in Annex I.

Each member of the Executive Committee must come from a different European geographical area group. Changes in groups’ composition are proposed by the Executive Committee for approval by the GA, in agreement with these Statutes.

The members of the Executive Committee shall be nominated by the members of the respective geographical groups and confirmed by the General Assembly. Rotation amongst different countries is encouraged. Only representatives from Establishments with Approval/Accreditation, or Pending Accreditation (and Conditional Accreditation during the transitory period) ESEVT status are eligible for office in the Executive Committee.

One of the Executive Committee members is elected as Treasurer of the Association. Other ex officio members without voting rights can be appointed by the Executive Committee. The mandate for the Executive Committee members shall be two years renewable once.

## **Article 16                    Functions of the Executive Committee**

The President shall call a meeting of the Executive Committee at least once a year and shall also be responsible for drafting the Agenda. Meetings can be held in person, online or hybrid.

The Executive Committee shall be answerable to the General Assembly for the running of the Association. The particular responsibilities of the Executive Committee shall be:

- To prepare the agenda for the sessions of the General Assembly, the programme of activities and the budget; - To propose the annual membership fee;
- To implement the decisions of the General Assembly;
- To ensure the smooth running of the Association between the sessions of the General Assembly;
- To nominate the EAEVE members of ECOVE, CIQA, Auditors and any Working Group;
- To maintain and publish the evaluation status of member Establishments.

## **Article 17                    Composition and Functions of the Committee of Internal Quality Assurance (CIQA)**

CIQA is composed of 5 members, who shall be elected by the EAEVE General Assembly. Pre-requisites for being a member are set in the CIQA Rules of Operation.

CIQA members are elected for 3 years, and mandates are linked to the date of the EAEVE GA. Re-election can take place once.

The main tasks of CIQA are monitoring the procedures of EAEVE from a QA point, giving suggestions for improvement providing guidance on QA and preparing and presenting the annual report to the General Assembly. Detailed responsibilities of CIQA are described in CIQA Rules of Operation.

Recommendations and statements of CIQA are thoroughly discussed by the ExCom and at the GA of EAEVE. If the suggested improvements are approved, they are implemented by EAEVE.

CIQA Rules of Operation should be approved by ExCom.

## **Article 18                    President**

The President shall be responsible for the implementation of the decisions of the General Assembly. He/she represents the Association in all circumstances and bears the overall responsibility. He/she chairs the General Assembly and the Executive Committee and supervises the staff of the EAEVE Office and the Director of ESEVT. He/she shall present the overall activities during each General Assembly.

In the absence of the President, he/she shall be replaced by the Vice-President.

A call for candidacy shall be published on the EAEVE website three months before the date of the General Assembly at which the election of the President may take place. Any

nomination of a candidate for the office of President must be received, in writing by the Association's administrative office two months before the date of the General Assembly of that year. The candidate must be nominated by at least two members coming from two different regions, with the consent of the nominated candidate. The candidate's curriculum vitae as well as the candidate's electoral manifesto shall be made available and sent to all EAEVE members, at least, one month before the General Assembly. If no candidature is received in time, another call shall be published on the EAEVE website and the same procedure shall be followed with a call for an Extraordinary General Assembly, respecting the timetable described above.

Candidates for the office of President must be or have been Dean (or equivalent) of an EAEVE member Establishment with Approval/Accreditation ESEVT status. The candidate must be a veterinarian and be professionally active in the field of veterinary education. The candidate must have experience within the ESEVT. An absolute majority (more than 50% of the votes present) is required for the election of the President. If no candidate receives an absolute majority of votes in the first ballot, a second ballot will be held and the candidate who receives a majority of votes will be elected.

The term of office of the President shall be three years, renewable once. If he/she has previously held the office of Vice-President, the total term of office shall not exceed 6 years.

#### **Article 19 Vice-President**

The Vice-President shall support the President in his/her responsibilities and representation of the Association. He/she shall replace the President in case of absence and in such a case bear all the responsibilities. The Vice-President is part of the GA and Executive Committee. He/she can be nominated by the President with endorsement of the Executive Committee to chair or supervise working groups, to represent the Association in front of Stakeholders. He/she can suggest topics to be discussed in ExCom.

The General Assembly elects the Vice-President following the rules described for the presidential election in Article 18.

The mandate for the Vice-President shall be three years renewable once.

#### **Article 20 Treasurer**

The Treasurer shall have final responsibility for all payments and the funds of the Association; payment of bills and daily account keeping will be executed by the administrative office. The treasurer is one member of ExCom elected by ExCom after a proposal by the President. His/her mandate shall be two years renewable once.

### **RULES OF PROCEDURE**

#### **Article 21**





The rules of procedure shall be determined by the Executive Committee and approved by the General Assembly.

These rules of procedure shall have as their objective the regulation of any business not foreseen nor determined by the Statutes.

## **CONSTITUTION. DISSOLUTION**

### **Article 22**

The present Statutes come into effect as of their adoption by the Constitutive Assembly of 27<sup>th</sup> May 1988, at the National Veterinary School of Alfort, and contain all amendments since then.

The measures that result from modifications adopted by the General Assembly take effect at the end of the meeting.

### **Article 23**

In case of Dissolution of the Association, being pronounced by at least a two-thirds majority of members with voting rights present at a General Assembly, or in case of termination of its activities, for whatever reason, the assets of the Association shall be shared out amongst members at a General Assembly specifically called for this purpose. The devolution of the assets by the Liquidator (s), nominated by this last General Assembly, shall be carried out by Article 9 of the French law of 1<sup>st</sup> July 1901 and the French Decree of 16<sup>th</sup> August 1901.

## **ANNEX 1 GEOGRAPHICAL GROUPS**

***This Annex is subject to update\* by the Executive Committee without revision of the Statutes***

Each member of the Executive Committee must come from a different European geographical area group. These groups are:

GROUP 1: Ireland, the Netherlands and the United Kingdom

GROUP 2: Portugal and Spain

GROUP 3: Albania, Greece, Israel, Italy and Romania

GROUP 4: Belgium and France

GROUP 5: Austria, Germany and Switzerland

GROUP 6: Denmark, Estonia, Finland, Latvia, Lithuania, Norway and Sweden

GROUP 7: Croatia, Czech Republic, Hungary, Poland, Slovak Republic, Slovenia and Ukraine

GROUP 8: Bosnia-Herzegovina, Bulgaria, North Macedonia, Serbia and Türkiye

***\*ANNEX 1 was last updated by the Executive Committee on 31.03.2022***

## Tracking system

### Revised EAEVE Statutes

	<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
<b>Name:</b>	Pierre Lekeux Ana Bravo	EAEVE ExCom, Coordinators' group, ECOVE, CIQA, EAEVE Members	EAEVE GA
<b>Date:</b>	22/01/2017 15/11/2017	Between 25/01/2017 and 29/01/2018	31/05/2018 (EAEVE GA)

Revision Nr.	Prepared by:	Date:	Approved by:	Date:
1	Stéphane Martinot, Pierre Lekeux and EAEVE ExCom	22/11/2018 and 30/05/2019	EAEVE GA	30/05/2019
2	Stéphane Martinot, Pierre Lekeux and EAEVE ExCom	23/04/2021 and 14/06/2021	EAEVE GA	30/09/2021
3	Stéphane Martinot, Pierre Lekeux and EAEVE ExCom	01/03/2022 and 09/06/2022	ExCom EAEVE GA	31/03/2022 09/06/2022
4	Stéphane Martinot, Statutes WG and EAEVE ExCom	18/10/2022 and 05/04/2024	ExCom EAEVE GA	05/04/2024 30/05/2024
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