AEMV

ASSOCIATION OF EXOTIC MAMMAL VETERINARIANS

Policies and Procedures Manual

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Section 1. AEMV Procedures

AEMV
ASSOCIATION OF EXOTIC MAMMAL VETERINARIANS

Mission Statement

The mission of the Association of Exotic Mammal Veterinarians (AEMV) shall be to advance the health and welfare of companion exotic mammals through information dissemination, scientific research, collaboration and professional development.

Historical Perspective

The AEMV was established in 2000 by Dr. Michael Dutton and Dr. Karen Rosenthal for veterinarians interested in advancing the veterinary care of:

1. Ferrets
2. Rabbits
3. Guinea pigs
4. Chinchillas
5. Hedgehogs
6. Rats
7. Hamsters
8. Gerbils
9. Mice
10. Other exotic companion mammals

Professional associations existed to assist veterinarians interested in avian, reptile / amphibian, zoo animal, wildlife, and laboratory animal medicine, but none existed for veterinarians to offer the best medical and surgical care for owners of exotic companion mammals.

AEMV's official publication is the *Journal of Exotic Pet Medicine* (JEPM) which is published quarterly. In addition to original articles and research, the journal includes abstracts from the literature of articles not commonly available to the private practitioner.

AEMV provides an annual in person and /or virtual conference which may be in conjunction with other professional associations dealing with non-traditional pets and zoo animals. Fundamental, intermediate, and advanced levels of learning are available. Offerings include hands-on workshops, a scientific program, roundtable discussions, and Master Classes.

One of AEMV's long-term goals was the creation of the Exotic Companion Mammal specialty through the American Board of Veterinary Practitioners (ABVP), which was accomplished in 2009 under Dr. Michael Dutton's initiative and guidance.

Incorporation / Principal Office / Resident Agent

AEMV is organized exclusively for educational and scientific purposes under Section 501(c)(6) of the Internal Revenue Codes as amended. All policies and activities of the association shall be consistent with applicable tax exemption requirements including the requirements that the Association not be organized for profit and that no part of its net earnings may benefit a private individual, corporation or any other entity. The purposes of the Association shall be strictly and at all times those set forth in its Articles of Incorporation.

The Principal Office will be the address of the managing entity of the association. The Resident Agent will be the managing entity of the association.

Governance

The AEMV is governed by its Articles of Incorporation, Bylaws, and any applicable Federal / State / Local laws.

Parliamentary Procedure

The parliamentary procedure, or rules of order, is the body of rules, ethics, and customs governing the meetings and operations of the Association. This allows deliberation upon questions of interest to the association and to arrive at the will of the Association upon these questions.

These rules of order will be known as the association's bylaws which will be supplemented with a parliamentary authority.

Parliamentary Authority

The parliamentary authority for AEMV is *Robert's Rules of Order* in all cases to which they are applicable and in which they are not inconsistent with the AEMV bylaws and any special rules of order that AEMV may adopt.

Notices

Wherever notice of any action is required to be given, such notice shall be deemed given if mailed in the U.S. Mail, postage prepaid, addressed to the recipient at the address last known to the Association in its records, or sent via electronic email to the last known email address of each member. Such notice shall be deemed properly given if mailed no later than 14 days prior to the action to be taken as specified in such notice or longer period if specifically provided in the bylaws.

Conflicts

In the event any section of these bylaws shall conflict with the Articles of Incorporation, then the provisions of the Articles of Incorporation shall govern. In the event any provisions of these bylaws shall conflict with any other provision of these bylaws, then the conflicting provision containing the stricter provision shall govern. In the event any provision of these bylaws shall conflict with the purposes of the Association, then such conflict shall be resolved in favor of the interpretation carrying forth the purposes of the Association. In the event any provisions of these bylaws might disqualify the Association from being an organization described in Section 501(c)(6) of the Internal Revenue Code, then such provision shall be null, void and of no force and effect to the extent necessary so that the Association will be an organization described in Section 501(c)(6).

Dissolution or Merger

Upon the dissolution or merger of the AEMV, and after paying or making provision for payment of all liabilities, the BOD shall dispose of all assets to one or more non-profit 501(c)(3) or 501(c)(6) association(s) with similar objectives as the AEMV.

Records and Property

All records and property, real, personal or mixed, entrusted to or in the hands of any Officer, Director, Representative, Agent, Committee Chair, Appointed Official, Special Advisor, employee or the like, acting for or on behalf of the Association shall be and remain Association property and, upon request by the President or the BOD, shall be surrendered to the President or as requested by the BOD.

The Association is not formed for pecuniary profit or gain, and any money or properties received by the Association shall not be paid to any member or any person during the life of the Association except as compensation for property purchased or services rendered.

Fiscal Year

The fiscal year of the AEMV shall begin on July 1st and end on June 30th of the following year or as may be determined by the BOD.

Strategic Planning

Strategic planning is the process of identifying an association's long-term goals and objectives and then determining the best ways to achieve them. The overall goal of strategic planning is to achieve efficiency and excellence through comprehensive, long-range planning.

AEMV will review its strategic plan annually to assess goal achievement and association initiatives.

A Strategic Planning Summit will be held at a frequency as determined by the Board.

Working Organization of AEMV

BOARD OF DIRECTORS

Composition

The Board of Directors ("BOD" or "Board") is composed of the President, President-Elect, Vice-President, Secretary, Treasurer, Immediate Past President, three Directors-at-Large (DAL), and the Chairs of Standing Committees. The Executive Director (ED) will participate as an *ex-officio* non-voting member.

Duties and Powers

1. The BOD has the authority for and is responsible for the supervision, control, and direction of the Association.
2. It shall be the administrative body of the Association and conduct the affairs of the Association in a manner consistent with the bylaws and by the parliamentary authority adopted by the AEMV.
3. It shall make a report to the Association membership at the annual business meeting taking place at the annual in-person conference and more often as appropriate. The report will also be posted on the Association website. If an in-person conference is hot held then the report will be sent to the membership electronically.
4. It shall take any emergency action that needs to be taken by the Association when it is not possible to obtain action by the membership.
5. It shall create a BOD Policies and Procedures Manual, to be reviewed annually, to meet the needs of the Association.
6. It shall adopt a strategic plan no less than every three years to determine the immediate and long-term needs and goals of the Association and review annually to ensure goals are being met.
7. It shall approve an annual budget as presented by the Treasurer.
8. It shall propose bylaws amendments to the membership as needed.

Meetings of the BOD

1. Frequency:
    a. It shall meet in-person once a year at the annual Association conference or utilize another meeting platform if in-person is not possible;
    b. It shall meet via video conference / teleconference or other meeting platforms at a frequency throughout the year as determined by the President and / or majority of the BOD.

2. Quorum:
    a. An act or decision done or made by a majority of the voting directors present at a meeting duly held at which a quorum is present is the act of the board;
    b. A majority of the number of voting members of the board constitutes a quorum for the transaction of business. A vacancy on the board does not change the number of directors needed to make a quorum-the board needs a majority of the number *authorized* in the bylaws, not a majority of actual members of the BOD;
    c. Loss of Quorum:
        - A meeting at which a quorum is initially present may continue to conduct business notwithstanding the withdrawal of directors resulting in a loss of quorum.
3. Special Meetings:
    a. The President or any 25% of the BOD can call for a special meeting with at least seven days' notice.
4. Absentee or proxy voting is not permitted.

Board Participation

Board participation is expected in compliance with the AEMV BOD Participation Policy.

Compensation

1. Other than the ED, members of the BOD shall not receive any financial compensation in exchange for service to the AEMV.
2. Reimbursement for attendance at required meetings and actual expenses incurred will be provided as stated in accordance with the Travel and Expense Reimbursement Policy.

Term of Office

Board members who are Association officers serve terms as stated in Section 2 (Officers). The chairs and co-chairs of all committees are endorsed annually by the BOD and changes are made as needed at that time or in between those times.

Resignation

Any member of the BOD may resign at any time by providing written notice to the President of the Association. Position(s) will be filled by appointment by the President with the approval of the BOD.

Removal

1. Any board member may be suspended or removed for just cause by the BOD, after at least 30 days' notice to such board member. A grievance must be filed and submitted to the President.
2. An *ad hoc* committee will be formed of no more than three members of the BOD not involved in the grievance. The committee will review and determine what action(s), if any, should be taken.
3. Inability to attend an inordinate number of regularly scheduled meetings or the Annual BOD meeting by any Board Member shall constitute grounds for consideration of removal as outlined in Section 2. Officers, I. Removal.

OFFICERS

President

1. The term of office is one year with the incumbent President-Elect becoming President at the end of the annual in-person conference.
2. The incumbent President shall become Immediate Past President at the end of their term.
3. Officially represents the Association and performs all other duties that properly fall upon the President.
4. Presides over and, with the ED, prepares the agenda of all BOD and general membership meetings.
5. Administers the affairs of the organization according to the bylaws and Policies and Procedures created by the BOD.
6. Participates in regularly scheduled meetings with the ED to ensure the day-to-day operations of AEMV are being met.
7. In concert with the BOD performs an annual review of the bylaws and Policies and Procedures Manual.
8. Submits a President's report for all meetings of the BOD and annual membership / business meeting.
9. Bestows a President's Award(s) during the annual in person conference to AEMV member(s) in good standing that meet the criteria for the award. This award is given to an individual(s) who have demonstrated continued support, dedication, and contributed to the advancement of AEMV. The award is at the sole discretion of the President.
10. The President shall appoint all standing and ad hoc committee chairs, with the approval of the BOD by a formal vote.
11. Serves as an ex-officio member of all standing and ad hoc committees.
12. Serves on the Conference Committee for the annual conference(s) occurring during the term of their office.

13. Submits a President's letter for the issues of JEPM and membership newsletters which are published during their term of office.
14. Shall perform such other duties as are necessarily incident to the office of President and duties as may be assigned by the BOD.
15. Shall turn over all records immediately to his / her successor.

President Elect

1. The term of office is one year with the incumbent Vice President becoming President-Elect at the end of the annual in-person conference.
2. The incumbent President-Elect shall become President at the end of their term.
3. The President-Elect assists the President and will serve as acting President in the event the President is not able to fulfill the duties of that position.
4. Leads meetings in the absence of, or when requested by, the President.
5. Learns all duties of the President for their transition into the position.
6. Serves as Chair of the Nominating Committee.
7. Submits a President-Elect's report for all meetings of the BOD.
8. Shall perform such other duties as are necessarily incident to the office of President-Elect and duties as may be assigned by the BOD.
9. Shall turn over all records immediately to his / her successor.

Vice President

1. The term of office is one year with installation being at the annual business meeting of the AEMV and taking office at the close of the annual in-person conference.
2. The incumbent Vice President shall become President-Elect at the end of their term.
3. The Vice President will serve as acting president in the event the President and President-Elect are not able to fulfill the duties of the position.
4. Leads meetings when requested by the President.
5. Shall oversee all Standing Committees and meets at least quarterly with the Chairs to monitor committee actions and progress on objectives.
6. Submits a Vice-President's report for all meetings of the BOD.
7. Shall perform such other duties as are necessarily incident to the office of Vice President and duties as may be assigned by the BOD.
8. Shall turn over all records immediately to his / her successor.

Immediate Past President

1. The term of office is one year with the incumbent President becoming Immediate Past President (IPP) at the close of the annual in-person conference.
2. The Immediate Past President will serve as acting president in the event the President, President-Elect, and Vice President are not able to fulfill the duties of that position.
3. Leads meetings when requested by the President.
4. The Immediate Past President shall serve as the Conference Chair occurring during the term of office. If the IPP cannot serve as Conference Chair then whoever serves as CC will receive the same non-monetary compensation as outlined in Section G.
5. Submits an Immediate Past-President's report for all meetings of the BOD.
6. Shall perform such other duties as are necessarily incident to the office of Immediate Past President and other duties as may be assigned by the BOD.
7. Shall turn over all records immediately to his / her successor.

Secretary

1. The term of office is three years with installation being at the annual business meeting of the AEMV and taking office at the close of the annual in-person conference in the year they are elected.
2. The same individual may serve up to three consecutive terms, as for second and third terms, if there are no other nominees, the incumbent would still need to be nominated / be willing to serve.
3. The Secretary is responsible for maintaining complete minutes of all meetings of the BOD.
4. Is responsible for distributing meeting minutes to the BOD in a timely manner for approval.
5. Is responsible for storing approved meeting minutes in a secure document storage platform.
6. Submits a Secretary's report for all meetings of the BOD.
7. Shall perform such other duties as are necessarily incident to the office of Secretary and duties as may be assigned by the BOD.
8. Shall turn over all records immediately to his / her successor.

Treasurer

1. The term of office is three years with installation being at the annual business meeting of the AEMV and taking office at the close of the annual in person conference in the year they are elected.
2. The same individual may serve up to three consecutive terms, as for the second and third terms, if there are no other nominees, the incumbent would still need to be nominated / be willing to serve.

3. The Treasurer has a fiduciary obligation for maintaining the finances and ensuring the financial stability of the association.
4. If the association employs a management company, the Treasurer is the financial liaison between the company and the association.
5. The Treasurer is the liaison to bankers, CPAs, insurance agents, investment brokers, and auditors.
6. Submits a Treasurer's report for all meetings of the BOD. Reports should be based upon factual information compiled from statements and receipts.
7. Submits a Treasurer's report at the annual membership / business meeting if requested.
8. Requests financial review of association / management financial records at least every two years or as deemed necessary by the BOD by a qualified CPA. Typically the CPA who files the annual 990 form should be performing the financial review but a different accounting firm can be used.
9. The Treasurer works with the Executive Director and finance officers of the management company to prepare the annual operating budget. This work begins in December and the budget should be finalized in January. The budget requires BOD approval.
10. Review monthly financial records submitted by the management company.
11. Ensuring the association is working with a qualified CPA is one of the Treasurer's most important duties. The Treasurer should also ensure a competent CPA is engaged to file the annual 990 in a timely fashion.
12. Update travel / expense reports to reflect current industry standards.
13. Ensures appropriate tax forms are filed for the association by a qualified CPA.
14. Maintaining adequate insurance coverage.
15. Shall perform such other duties as are necessarily incident to the office of Treasurer and duties as may be assigned by the BOD.
16. Shall turn over all records immediately to his / her successor.

Director-at-Large

1. The term of office is three years and with installation being at the annual business meeting of the AEMV and taking office at the close of the annual in-person conference in the year they are elected.
2. There shall be three Directors-at-Large (DAL) with one Director-at-Large being elected each year. Directors-at-Large may serve an additional three-year term if nominated and elected.
3. Submits a Director-At-Large report for all meetings of the BOD.
4. Expected, but not required, to serve as a committee chair. If not serving as a chair, DAL is expected to be actively engaged in a comparable leadership role.
5. Shall perform such other duties as are necessarily incident to the office of Director-at-Large.

6. Other tasks as determined by the BOD.

Officer Compensation

1. Other than the ED, or management company providing the ED, officers shall not receive any monetary compensation in exchange for service to the AEMV. Reimbursement for attendance at required meetings and actual expenses incurred will be provided as stated in the Policies and Procedures Manual.
2. Expense Reimbursement:
    a. Reimbursement will be in accordance with the AEMV Travel and Expense Reimbursement Policy;
    b. Annual In-Person BOD Meeting (to include Committee Chairs and Incoming Officers):
        - One hotel night the evening before and one hotel night the evening of the annual BOD meeting will be reimbursed;
        - Meals (breakfast, lunch, and dinner) not provided by AEMV the day of the board meeting shall be reimbursable in accordance with the current per diem established by the Federal Government (www.gsa.gov/perdiem).
    c. Strategic Planning Meeting:
        - If a strategic planning meeting is held in conjunction with the annual board meeting, an additional hotel night and meals (breakfast, lunch and dinner) will be included;
        - If a separate strategic planning meeting is held outside of the annual board meeting, then all hotel accommodations, transportation, and meals will be reimbursed in accordance with the AEMV TERP.
    d. Annual AEMV Conference:
        - If a midyear conference planning meeting occurs, all expenses (hotel accommodations, transportation, meals) will be reimbursed in accordance with the AEMV TERP for up to three attendees. This will either come out of the AEMV budget or the overall conference budget;
        - Officers will receive complimentary in-person conference registration OR complimentary virtual conference registration (if applicable) but not both for the year they are in office;
        - **President and Immediate Past President** (Conference Chair) will receive complimentary hotel accommodations for the entire annual conference (including the night of the last day of the conference) in accordance with the AEMV TERP;
        - **President Elect, Vice President, Secretary, Treasurer, Directors at Large:** Each officer will receive three nights complimentary hotel accommodations for the in-person conference. The officer must be in good standing and have met the qualifications as set forth in the Board Participation Policy.

e. Other Conferences:

- President and Immediate Past President (Conference Chair) may request approval by the board no less than 30 days prior to the start of the conference in question. Travel expenses (registration, transportation, mileage, accommodations) covered for an international AEMV related conference (i.e., ICARE, PICARE) where they will officially represent AEMV.

Resignation

Any officer may resign at any time by providing written notice to the President of the BOD. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states. The President shall fill any vacancies occurring between elections by appointment with approval by the BOD.

Removal

Any officer may be suspended or removed for just cause, after at least 30 days' notice to such officer, and subject to any contract rights. A grievance must be filed and submitted to the BOD. An **ad hoc** committee will be formed of no more than three members of the BOD not involved in the grievance. The committee will review and determine what action(s), if any, should be taken. Inability to carry out the duties of the officer, attend an inordinate number of regularly scheduled board meetings, or the Annual BOD meeting by any officer and other good cause shall constitute grounds for consideration of removal.

NOMINATIONS AND ELECTIONS

Nomination Procedure

A call for nominations for upcoming vacant positions on the BOD must be presented to the membership by the Nominating Committee no less than eight weeks prior to the stated date of the election. Any active member of the association in good standing is eligible to hold office if they meet the qualifications as defined in their membership category.

Election Date

Elections shall be held prior to the annual AEMV in-person conference, but no later. The President shall set the election date before the end of the first quarter of the calendar year. The Nominating Committee presents a slate of nominees to the BOD no less than four weeks prior to the stated date of the election.

Voting

1. Ballots are done electronically.
2. Any active member of the association in good standing is eligible to vote as defined in their membership category.
3. A majority vote, where a quorum of at least 5% of AEMV members entitled to vote cast a ballot, will determine the winner.
4. Absentee or proxy voting is not permitted.

5. No more than one vote per person is permitted.
6. If no candidate received a majority or there is a tie vote, then a runoff election between the two candidates receiving the highest vote totals is held immediately with results being known no less than two weeks following the initial election.
7. If more than one seat is open for the same position, the candidates receiving the highest number of votes will be determined as the winners regardless of majority.

EXECUTIVE DIRECTOR

The BOD shall retain an ED for monetary compensation and is charged with assigning a person(s) as the ED of the association. The ED is responsible for implementing and managing all day-to-day activities of the AEMV. The ED shall be authorized to sign all official documents, contracts and other such papers, except as directed otherwise by the BOD. The ED serves as an *ex-officio* member of all AEMV Standing Committees.

The ED is responsible for and works closely alongside the President and the BOD in order to execute the will of the board, ensuring programs and activities support the goals and objectives of the AEMV. Refer to specific employment contracts for details regarding resignation and removal.

AEMV Scope of Work in Relation to the ED

1. Organization Board of Directors:
    a. Provide a nimble, cohesive governing body that acts consistently and congenially;
    b. The BOD will respond within 48 business hours on AEMV business or to any and all communication except in situations of vacation or illness;
    c. All major communications shall be funneled through the respective board members to the Executive Director;
    d. The Treasurer and assigned ED shall meet with the team contracted by MJB Management, LLC at least twice annually to review finances, reporting, and needs;
    e. The BOD will be available for operational issues on a regular basis and scheduled calls with the ED as needed;
    f. Provide strategic guidance on the identity and direction of the Association;
    g. Regular review (no less than every 36 months) of all operating processes and strategic planning by the BOD in collaboration with MJB Management, LLC, at the expense of AEMV;
    h. Coordinate committee work, including association and membership. MJB Management, LLC will assist as requested and applicable;
    i. Will provide all scientific knowledge, including, but not limited to, marketing and promotional materials;
    j. Provide clear, consistent content to inform and drive marketing communications.

ED Scope of Work

1. General Office Support:
    a. Maintain an address to serve as AEMV's headquarters;
    b. Perform general office tasks such as answering a designated phone line, if desired, afterhours voicemail, email services, fielding general questions and handling routine correspondence;
    c. Provide secure storage for the Organization documents, policies, contracts, etc.;
    d. Manage inventory for sale, such as t-shirts, In Memoriam cards, membership plaques, etc. and ship products as necessary;
    e. Continue to utilize Organization' current contractors or provide suggestions for replacement based upon the request of the Organization Board.
2. Journal of Exotic Mammal Pet Medicine (JEPM):
    a. Process and oversee distribution of the JEPM in conjunction with the selected publisher.
3. Website:
    a. Utilize and facilitate maintenance of existing information technology systems and platforms, such as Your Membership, understanding MJB Management, LLC does not perform the maintenance of such platforms and costs for maintenance are that of AEMV;
    b. Assist in selecting consultants and / or vendors who upgrade, change or program information technology systems and platforms understanding MJB Management, LLC does not perform such activities;
    c. Update the public-facing and members-only websites as needed with basic text, hyperlink and graphic alterations;
    d. Assist with more advanced updates via a development contractor (additional fees will apply).
4. Membership Services and Membership Development:
    a. Serve as the primary point of contact and respond to all general membership needs;
    b. Maintain and manage prospective, current and past members in a database and provide membership reports as requested;
    c. Assist in the acquisition of new prospective members;
    d. Assist in the retention of current members;
    e. Set up and oversee online payment of memberships;
    f. Conduct and manage yearly membership renewals;
    g. Administer online surveys via an online survey tool;

h. Administer balloting for annual elections (email, regular mail, survey platform);

i. Set up online conference meetings using an online platform (i.e., Zoom, GoToMeeting, etc.).

5. Marketing Support:

a. Provide guidance and facilitate marketing efforts;

b. Manage content, design, and printing for brand materials, messaging, and collateral. No more than three revisions are allowed for any marketing piece without incurring an hourly fee of the graphic designer contracted by MJB Management, LLC;

c. Collect and format information to distribute an email newsletter, announcements, and notices via an email service provider;

d. Provide advice for social media strategy, planning recommendation, content suggestion and crisis management.

6. Accounting and Financial Services:

a. Provide bookkeeping services, including the preparation of timely monthly financial statements and annual financial statements;

b. Handle accounts payable and accounts receivable transactions;

c. Manage bank accounts, at agreed upon financial institutions, including having checks signed and disbursed according to the Check and Contract Signing Limits and Authorities and Financial Control Policies;

d. Arrange for external review and / or audits of the accounts, as specified and requested by AEMV, and preparation of annual tax forms. All external reviews and audits are selected by and only by AEMV BODs and must be conducted at the expense of AEMV;

e. Provide credit card transaction capabilities;

f. All financial management shall be handled separately from MJB Management, LLC finances;

g. In collaboration with the Treasurer, prepare the annual budget for the BOD approval;

h. Coordinate and manage insurance renewal;

i. Provide the Treasurer access to QuickBooks, and other systems as requested, as well as any reporting necessary to maintain transparency.

7. Organization Governance:

a. Maintain and update governance documents and records;

b. Manage and file corporate documents as required (i.e., annual report to the state of incorporation);

c. Execute contracts and commitments as authorized;

d. Assist with follow-up of the Strategic Plan as applicable.

8. Board of Directors and Committee Support:
    a. Assist the President with preparation for BOD / general membership / business meetings;
    b. In collaboration with the President, prepare an agenda and distribute to the Board along with all committee reports and other pertinent materials as instructed;
    c. Send out notices as to the time, date and location of meetings;
    d. Coordinate conference calls and in-person meetings;
    e. Provide an expense reimbursement form and forward completed forms to accounting for reimbursement within 10 business days;
    f. Coordinate activities with the venue at which the meeting will be held, if in-person, including organizing a meeting room and provisions for AV / meals as required;
    g. Coordinate hotel room reservations only through the use of a Master Rooming List with the venue at which the annual board meeting will be held. It is understood that MJB Management, LLC does not make flight reservations for any board or committee member;
    h. Provide sufficient staff to conduct necessary meeting functions, generally limited to the assigned Executive Director;
    i. Keep records of attendance;
    j. Monitor, implement and follow up on action items resulting from BOD meetings;
    i. Assist with the maintenance of committee rosters.
9. Support for Annual Conference(s):
    a. It is understood that the management of the annual AEMV in person and / or virtual meeting is contracted separately and may be in conjunction with other associations. It shall also be understood that the management company of AEMV and the annual in-person and / or virtual meeting may be the same. In that instance, it is acceptable for the ED to assist in projects for the planning of the AEMV annual in-person and / or virtual meeting. The responsibilities of the individual assigned as the ED shall include the following:
        - Support the Board of Directors Meeting as detailed above;
        - Participate in all annual conference planning meetings;
        - Respond in a timely manner to all requests from the meeting planner.
10. Non-monetary compensation is as stated in the Executive Director’s contract.

MEMBERSHIP

Eligibility

Membership in the AEMV is limited to veterinarians, veterinary technicians / nurses, veterinary medicine students, and veterinary technician / nurse students as defined in Section 2. Individuals must demonstrate ethical professional behavior in alignment with the standards set forth in the AEMV Ethics and Code of Conduct Policy.

1. Veterinarians (including interns and residents) must be legally qualified to practice veterinary medicine in any state, province, territory, or possession of the United States, Canada, or other country, and shall be one of the following:
    a. Graduates of a College of Veterinary Medicine accredited by the American Veterinary Medical Association (AVMA) Council on Education (COE);
    b. Graduate of an accredited international veterinary college;
    c. Graduate of an accredited veterinary college no longer in existence;
    d. Graduates of international, non-accredited schools, must successfully complete an educational equivalency assessment certification program through the AVMA Educational Commission for Foreign Veterinary Graduates (DCFVB) if working in the USA.
2. Veterinary technicians / nurses must have the certification necessary for the practice of veterinary technology in a state, province, territory, or possession of the United States, Canada or other country.
3. Veterinary students must be currently enrolled in an accredited college of veterinary medicine to earn a DVM, VMD, or equivalent degree.
4. Veterinary technician / nurse students must be currently enrolled in an accredited veterinary technology / nursing program.

Classes and Privileges of Membership

AEMV membership does not directly bestow expertise in the field of exotic companion mammal husbandry, medicine, and / or surgery.

ACTIVE

Active members are divided into separate membership types. Active members are current on all dues and in good standing with the association.

1. Veterinarian
    a. Each active veterinarian shall have all the rights and privileges of membership and is entitled to one vote in all elections and bylaws revisions;
    b. Veterinarian members are allowed to hold officer positions and serve as Committee Chairs.

2. Veterinary Intern, Veterinary Resident:

    a. Each active veterinary intern or veterinary resident member shall have all the rights and privileges of membership and is entitled to one vote in all elections and bylaws revisions;

    b. Veterinary interns and residents are allowed to hold officer positions and serve as Committee Chairs.

3. Veterinary Technician / Nurse:

    a. Each active veterinary technician / nurse shall have all the rights and privileges of membership and is entitled to one vote in all elections and bylaws revisions;

    b. Veterinary Technicians / Veterinary nurses are not allowed to hold an officer position with the exception of Director At Large. They may also serve as Committee Chairs.

4. Veterinary Student:

    a. Each active veterinary student member shall have all the rights and privileges of membership but are not allowed to vote in elections and bylaws revisions;

    b. Veterinary students are not allowed to hold an officer position nor serve as a Committee Chair but may serve as a Committee member;

    c. Veterinary Students do not pay dues.

5. Veterinary Technician / Nurse Student:

    a. Each active veterinary technician / veterinary nursing student member shall have all the rights and privileges of membership but are not allowed to vote in elections and bylaws revisions;

    b. Veterinary Technician / Veterinary nursing students are not allowed to hold an officer position nor serve as a Committee Chair but may serve as a Committee member;

    c. Veterinary Technician / Veterinary nursing students do not pay dues.

6. Retired Professional:

    a. Requests for retired status must be submitted to the ED and presented to the Board of Directors (BOD) and will be considered on a case-by-case basis. The BOD will discuss and vote on all requests for retired membership within 60 days of receipt. The BOD reserves the right to revoke retired status if a member's activities change;

    b. Retired members are required to pay retired membership dues;

    c. Each retired veterinarian shall have all the rights and privileges of membership and is entitled to one vote in all elections and bylaws revisions;

    d. Retired veterinarians are allowed to hold an officer position, serve as a Committee Chair, and serve as a Committee member.

7. Developing Country Limited Member (DCLM):
    a. AEMV offers reduced membership rates to veterinarians located in countries where the local purchasing power is significantly different when compared to the US dollar;
    b. The list AEMV uses to define these countries is by the United Nations and can be found at this website: https://www.un.org/ohrlls/content/list-ldcs;
    a. Each DCLM veterinarian shall have all the rights and privileges of membership and is entitled to one vote in all elections and bylaws revisions;
    b. DCLM Veterinarian members are allowed to hold officer positions and serve as Committee Chairs.

HONORARY

1. A person must be nominated by a minimum of two active members and sent to the ED.
2. Honorary Membership is awarded to an individual who has demonstrated one or more of the following:
    a. Significant contributions to advancing the field of ECM medicine by such activities as mentoring, teaching, research, or writing;
    b. A long-term service to AEMV and the community it serves.
3. A majority vote of the BOD is necessary to confer Honorary status.
4. Each honorary member shall have all the rights and privileges of membership but are not allowed to vote in elections and bylaws revisions.
5. Honorary members are not allowed to hold an officer position nor serve as a Committee Chair but may serve as a Committee member.
6. Honorary members do not pay membership fees.

AFFILIATE

1. An affiliate membership may be offered to an individual or entity who is not otherwise eligible and must be approved by the board.
2. A person or entity must submit their membership application with a letter of recommendation from a current AEMV member to the ED.
3. A majority vote of the BOD is necessary to confer Affiliate member status.
4. Each Affiliate member shall have all the rights and privileges of membership but are not allowed to vote in elections and bylaws revisions.
5. Affiliate members are not allowed to hold an officer position nor serve as a Committee Chair but may serve as a Committee member.

Applications

1. Applications for membership shall be made via email, website, postal mail or fax and submitted to the ED on an Association Membership Application.
2. The ED shall review all applications and assess whether they meet membership eligibility requirements, with those requiring a determination by the BOD sent to the BOD for approval with recommendations or input from the ED.

Dues

1. Membership dues will be determined by the BOD and reported to the members at a regular meeting of the Association, newsletters, email, JEPM, and / or social media.
2. Dues are not prorated.
3. Dues shall be paid annually, by July 1st, or as determined by the BOD, upon receipt of notice thereof.
4. Dues notices are sent no later than May 1st prior to the renewal cycle. Follow-up notifications are sent on June 15th, June 30th, one day following expiration (July 2nd), and with a final renewal notification sent 14 days after expiration (July 15th).
5. If a member has elected auto-pay / renewal via the website, their dues roll over to the next membership year on July 1st.
6. Failure to pay dues within 30 days shall cause the member to automatically no longer be in good standing and all membership privileges suspended.

Meetings of the Membership

1. General Membership Meeting:
    a. A general membership business meeting shall be held in conjunction with the annual AEMV in-person conference.
2. Special Meetings:
    a. The membership and the BOD may organize additional meetings as needed to meet the needs of the membership;
    b. A called meeting of the AEMV may be requested by no less than 20 active or retired professional members. This request shall be submitted to the President and the ED.
3. Notification:
    a. Notices shall be posted for the general membership meeting no less than 30 days prior to the meeting;
    b. Notices shall be posted for special meetings no less than 14 days prior to the meeting;
    c. Notices can be via postal mail, email, or posting to the AEMV website.

4. Eligibility and Voting:
    a. All active members of the AEMV are invited to attend and will have voting privileges if voting privileges are granted to their membership type;
    b. Each active member with voting rights shall only have one vote whether it is in person or by proxy;
    c. All absentee / proxy votes must be submitted to the ED.
5. Quorum:
    a. A quorum for membership meetings of the AEMV shall consist of 5% of those members who are eligible to vote.

Length of Membership

Each member shall hold membership so long as the member is in good standing or until the member is removed, suspended, expelled, fails to pay dues, or becomes otherwise disqualified.

Resignation

Any member may resign at any time by providing written notice to the BOD. No resignation shall entitle any member a return of dues paid.

Removal

All members of the Association shall comply with the bylaws and policies as are adopted by the Association. Failure to do so or for other good cause may result in termination of membership as determined by the BOD. A grievance must be filed and submitted to the BOD. An **ad hoc** committee will be formed of no more than three members of the BOD not involved in the grievance. The committee will review and determine what action(s), if any, should be taken. Refund of dues is at the discretion of the BOD.

STANDING COMMITTEES

The standing committees of the AEMV are constituted to perform specific functions as it relates to the business of the AEMV and as directed by the BOD. Unless otherwise stated, the chair of each committee is appointed by the President, with approval of the BOD by a formal vote. The Vice President oversees all Standing Committees. If a committee chair is unable to fulfill their responsibilities, a replacement shall be appointed by the President with approval of the BOD by a formal vote. The Chair may appoint Vice Chairs who serve for a minimum of one year.

Responsibilities

1. The President grants authority to the committees on an annual basis.
2. The Executive Director shall serve as an ex-officio member on all standing committees.
3. The Committee Chair meets at least quarterly with the Vice President to monitor committee actions and progress on objectives.

4. All Standing Committees meet at a frequency determined by the Chair with no less than five days' notice to all members and may include electronic, telephone, in-person, and other types of meeting platforms.
5. The Committee Chair submits a report to all scheduled meetings of the BOD.
6. The Committee Chair must submit a committee budget to the Treasurer no later than December 1st for the upcoming year and must be approved by the BOD.
7. Must maintain committee member list to pass along to successor.
8. Reimbursements will be made in accordance with the AEMV Travel and Expense Reimbursement Policy (TERP).

NOMINATING COMMITTEE

1. The Nominating Committee shall oversee and supervise the nominating process for the BOD.
2. The Nominating Committee is composed of the President Elect, who serves as Chair, the Vice President, and no less than one other active member of the association who is not a member of the BOD or serves as a Committee Chair. The chair works with the ED during the election process.
3. The Nominating Committee meets at least once a year.
4. The term of office is one year for all members.
5. The committee shall review the Call for Nominations form, Letter to Nominees, and Biographical Information Form prior to the call for nominations.
6. The call for nominations must be presented to the membership no less than eight weeks prior to the stated date of the election.
7. Presents a slate of nominees to the BOD no less than four weeks prior to the stated date of the election.
8. The chair works with the ED during the election process.

CONFERENCE COMMITTEE

1. The committee develops, manages, and supervises all conference programs of the AEMV.
2. The Conference Committee is composed of the Immediate Past President, who serves as Chair, President, Hands-On Workshop Coordinator and an Auction Coordinator. The Conference Chair may elect to have a Conference Co-Chair.
3. The Conference Committee meets as needed at the discretion of the chair.
4. The coordinators each serve a term of one year term, subject to approval by the BOD. Additional members may be appointed to the committee as needed by the chair of the committee.
5. The Chair is responsible for working with the Scientific Committee for abstract submission reviews, designing the program and its content, oversees manuscript submission and review, oversees moderators, and other tasks as they apply to the annual in-person conference.

6. The Chair is responsible for designing the program and speakers, manuscript submission and review, video presentation recordings, and any other tasks as they apply to a virtual conference if applicable.

7. Hands-On Workshop Coordinator:

    a. Secures lists of supplies from all HOW instructors;

    b. Facilitates the gathering, shipping, and onsite distribution of all HOW supplies;

    c. Oversees all Hands-On Workshops onsite to make certain they run smoothly and HOW instructors have necessary tools to complete their job;

    d. Ensures instructors complete IACUC forms by the established deadline;

    e. Works with the conference committee to establish pricing for the HOWs;

    f. Expected to attend mid-year planning meeting (if one occurs) to inspect room availability and plan accordingly;

    g. Decides which HOW submissions will be accepted along with the Committee;

    h. Secures a local DVM with a DEA license when necessary;

    i. Works with HOW logistics manager if one is appointed;

    j. Gets approval from the Treasurer for any supplies / equipment needed that are not associated with a particular HOW;

    k. Reimbursements will be made in accordance with the TERP;

    l. Receives the following compensation at the annual AEMV in-person conference:

        - All nights paid at the conference main hotel rate, transportation, and per diem for food / beverage at the mid-year planning meeting if one is held;
        - $2,000.00 stipend;
        - Complimentary in-person conference registration;
        - All hotel nights for the annual conference. If a hotel is chosen that exceeds the main conference hotel the reimbursement will be at the main hotel rate. If a hotel of lesser value is chosen then reimbursement will be at the lesser rate;
        - Travel (airfare / mileage / ground transportation) reimbursement up to $2,000.00.

8. Auction Coordinator:

    a. Asks for and secures donations;

    b. Tags all auction items onsite;

    c. Participates in all meetings of auction chairs from conference partner Associations;

    d. Works with a conference auction logistics manager if one is appointed;

e. Attends and facilitates the auction;

f. Uploads and sets prices for any virtual auction;

g. Reimbursements will be made for approved expenditures in accordance with the TERP;

h. Receives the following compensation at the annual AEMV in- person conference:

- Complimentary in-person conference registration;
- All hotel nights for the annual conference. If a hotel is chosen that exceeds the main conference hotel the reimbursement will be at the main hotel rate. If a hotel of lesser value is chosen then reimbursement will be at the lesser rate;
- Travel (airfare / mileage / ground transportation) reimbursement up to $2,000.00.

SCIENTIFIC COMMITTEE

1. The Scientific Committee shall promote research that specifically leads to the improvement in clinical care of exotic companion mammals.
2. The Scientific Committee is composed of its Chair and other members appointed by the Committee Chair.
3. The chair serves a term of three years and is appointed by the President, with approval of the BOD.
4. All other committee members shall serve for a period of one year.
5. The committee develops, manages, and supervises all other scientific activities of the AEMV, including annual and other conference abstract submissions, student case report contest judging, and scientific documents produced by AEMV.
6. The committee shall review the Research Grants call for proposals, the Research Grants Submission Application and Checklist, the Research Grants Evaluation Form, and any other documents as related to research grants on an annual basis before the call for proposals is issued.
7. Issues the Research Grants call for proposals no later than January 1st with a deadline for submission on February 1st. The winner(s) are announced on March 15th.
8. The Chair is responsible for ensuring the Research Grant proposals review process is blinded.
9. The Chair is responsible for having all members of the committee sign a Confidentiality / Conflict of Interest statement and that the ED stores these documents in a secure location.
10. The Scientific Committee meets as needed to conduct business with no less than five days' notice to all members and may include electronic, telephone, in-person, and other types of meeting platforms.

MARKETING AND COMMUNICATIONS COMMITTEE

1. The Marketing and Communications Committee develops, manages, maintains, and executes all marketing and communications related programs of the AEMV including social media, the association website, newsletters, and merchandising.
2. Promotes visibility and outreach at veterinary events.
3. The committee is composed of its Chair, and other members appointed by the Committee Chair.
4. The chair serves a term of three ears and is appointed by the President, with approval of the BOD.
5. All other committee members shall serve for a minimum of one year.
6. Responsible for acquiring and adhering to all deadlines for newsletter submission to JEPM and quarterly newsletter.
7. Meets as needed to conduct business at the discretion of the chair.
8. May hire a social media intern who can be a paid non-member position with the approval of the BOD per the Social Media Policy.

MEMBERSHIP OUTREACH COMMITTEE

1. The Membership Outreach Committee develops, manages, maintains, and executes all membership related programs of the AEMV. This includes student and technician subcommittees.
2. The committee is composed of its Chair and other members appointed by the Committee Chair.
3. The chair serves a term of three years and is appointed by the President, with approval of the BOD.
4. All other committee members shall serve for a minimum of one year.
5. Focuses on the overall membership retention plan of the AEMV, DEI initiatives, and suggests improvements as needed.
6. Maintains and develops new ways to maximize member value for all membership types.
7. Engages with current members, monitors member retention, welcomes new members of AEMV, and advises the BOD on member issues / complaints.
8. The Membership Outreach Committee meets as needed to conduct business at the discretion of the chair.

INTERNATIONAL MEMBERSHIP COMMITTEE

1. The International Committee develops, manages, and supervises international activities and international promotion of AEMV.
2. The committee is composed of its chair and other members appointed by the Chair.

3. The chair is appointed by the President, with approval of the BOD, and serves a term of one year.
4. All other committee members shall serve for a period of one year.
5. The International Membership Committee shall maintain and develop new ways to ensure the value of membership for international members is evaluated and updated.
6. Communicate with international members.
7. Coordinate the translation of information and promotional material.
8. The International Committee meets as needed to conduct business at the discretion of the chair.

WELFARE, ETHICS, AND LEGISLATIVE COMMITTEE

1. The Welfare, Ethics, and Legislative ("WEL") Committee stays current with such issues including legislation involving animal welfare / ownership, emerging issues / disease, and emergency situations as related to exotic companion mammals.
2. The committee is composed of its chair and other members appointed by the Chair.
3. The chair serves a term of one year and is appointed by the President, with approval of the BOD.
4. All other committee members shall serve for a minimum of one year.
5. When requested by the BOD, the WEL Committee provides guidance on any welfare or ethics on questionable behaviors, posts, and comments on the Facebook AEMV members-only forum.
6. Reviews research grants or manuscript submissions when appealed by the Scientific Committee.
7. Composes documents (such as position statements), distributes information as it pertains to the committee for BOD approval to disseminate to the membership.
8. Committee can confer with non-veterinarians (ethologist, philosopher, sociologist, owner, etc.) and behaviorists.
9. The WEL Committee meets as needed to conduct business at the discretion of the chair.

EDUCATION COMMITTEE

1. The Education Committee develops evidence-based resources for veterinarians, technicians, students, and pet owners.
2. The committee is composed of its chair and other members appointed by the Chair.
3. The chair serves a term of three years and is appointed by the President, with approval of the BOD.
4. All other committee members shall serve for a minimum of one year.

5. Educational material can include printed handouts, webinars (such as VIN rounds), and audio educational materials, such as podcast episodes.
6. Seeks out educational opportunities (in-person or virtual) to be shared with all members of the AEMV.
7. The Education Committee meets as needed to conduct business at the discretion of the chair.

ADDITIONAL COMMITTEES

1. The BOD may authorize *ad hoc*, special, and or subcommittees by a formal vote. The President will appoint a Chair of each additional committee, with BOD approval.
2. Additional Standing Committees must be introduced into the bylaws with a vote to accept by the membership.

Compensation

1. Committee Chairs and Committee Members shall not receive any monetary financial compensation in exchange for their service to the AEMV.
2. While attendance is not mandatory for the annual board meeting, it is encouraged. Meals (breakfast, lunch, and dinner) not provided by AEMV the day of the board meeting shall be reimbursable in accordance with the current per diem established by the Federal Government (www.gsa.gov/perdiem).
3. Reimbursement for attendance at any additional required meetings and actual expenses incurred will be provided as stated in the TERP.
4. Standing Committee Chairs will receive complimentary AEMV membership for each year of their service.
5. If the Chair is an officer the non-monetary compensation for that office will override complimentary membership.

HISTORICAL ADVISORY COUNCIL

1. The Historical Advisory Council serves as an entity who have institutional knowledge of the AEMV and the board and on whom the BOD can call on for information or support.
2. The council is composed of its Chair, three past presidents and additional former long-term board members.
3. The chair serves a term of one year and is appointed by the President, with approval of the BOD.
4. All other council members shall serve for a minimum of one year.
5. Focuses on being a resource to the BOD.
6. Maintains and develops new ways to maximize member value for all membership types.
7. Engages with current members, welcomes new members of the AEMV BOD, and advises the BOD.

Ethics and Misconduct

The AEMV, including its membership, is committed to the highest ethical and professional standards of conduct in pursuit of its mission and objectives. While the AEMV affirms each person's accountability for individual actions, it also recognizes that the shared mission and the shared enterprise of its membership requires a set of core values and ethical conduct to which each member of the AEMV must be held accountable.

Violation by a member of the AEMV Ethics and Code of Conduct Policy shall be considered unethical conduct. This Code applies to all membership categories in the Association.

Every member of the AEMV shall abide by the Ethics and Code of Conduct Policy. This policy shall be provided to new members and posted on the website of the Association. The Board may revise the Ethics and Code of Conduct Policy in accordance with this Article as needed. The AEMV Ethics and Code of Conduct Policy governs only conduct performed by an AEMV member.

Alleged violations of the AEMV Ethics and Code of Conduct Policy should be reported to the President and / or Executive Director who serve as AEMV Ethics Officers. Complaints will be investigated in accordance with the AEMV's policies and procedures, and if a violation of the Ethics and Code of Conduct Policy is found, may result in disciplinary action, including but not limited to a private letter of censure, suspension, or permanent termination of membership, and / or reporting to the relevant authorities. An accused member shall be afforded due process.

Amendment of Bylaws

Amendments to the bylaws may be proposed by petition of any ten voting members, or by the BOD.

The bylaws may be amended by a majority approval of the voting membership, where a quorum of at least 5% of those entitled to vote participates, through regular or electronic mail ballot. Written notice of the proposed changes must be sent to the entire membership no less than 30 days prior to the vote.

Section 2.
AEMV Policies

AEMV
ASSOCIATION OF EXOTIC MAMMAL VETERINARIANS

Antitrust Policy

State and federal laws prohibit the exchange of information among competitors regarding matters pertaining to price, refusals to deal, market division, tying relationships and other topics which might infringe upon antitrust regulations. AEMV management and its employees, officers, board of director's members, and individual members of the association shall not engage in the exchange of such information during any formal or informal AEMV meetings including conferences, breaks, meals, networking events or other social gatherings.

Board Participation Policy

AEMV Board of Directors members are expected to participate fully in board activities including but not limited to:

1. Attend regularly scheduled teleconference meetings typically 60 to 90 minutes in length.
2. Submit items for the agenda according to the deadline given by the Executive Director.
3. Prepare and submit officer / committee reports for every board meeting. This includes gathering reports from sub-committees if applicable. If your office / committee / sub-committee has not met or had any action then you still are required to submit a report to that effect.
4. Be prepared to discuss the issues on the agenda, read all pertinent background material relevant to the discussion at hand.
5. Follow the agenda with no interruptions which could cause disruption of the meeting.
6. Identify yourself before you begin speaking.
7. Attend the in-person annual board meeting, one day in length, usually in conjunction with the AEMV Annual Conference. If unable to attend in person, then the member must call in or use other meeting platforms to join the meeting. Board Members should contact the President no later than four weeks prior to the in-person meeting. Emergencies or illness are not subject to this stipulation.
8. Attend Strategic Planning meetings as scheduled. If unable to attend in person, then the member must call in or use other meeting platforms to join the meeting. Board Members should contact the President no later than four weeks prior to the in-person meeting. Emergencies or illness are not subject to this stipulation.
9. Respond to emails consistently and in a timely manner, especially those that pertain to the position held, or any committees of which they are a member.
10. Email communications that are urgent and require action will be noted as such. Urgent emails should be answered within a 24-hour period unless otherwise instructed.
11. General email communications that are NOT urgent should be answered within 48 to 72 hours at which time it will be noted which board members did not respond.
12. Informational email communications which DO NOT require an answer will be noted as such.
13. Participate in discussions to create and drive ideas and initiatives.
14. Participate in committee work and other projects as needed.
15. Expect to spend up to four to six hours per month addressing BOD issues as needed aside from the above-mentioned teleconferences.
16. Cooperate with and respect the opinions of fellow Board Members, leaving personal prejudices and interests out of Board discussions, as well as supporting actions of the Board even when the Board Member did not support the action taken. Value the difference in opinions and seek creative cooperation. Offer an alternative or solution if you disagree with what is proposed.

17. Represent the organization in a positive, professional, and supportive manner at all times and in all places.
18. Show respect and courteous conduct in all Board and committee meetings.
19. Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with Board policy.
20. Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care.
21. Board Members must be in Good Standing to receive the following for their contributions to AEMV in accordance with the current Policies and Procedures. To be in Good Standing, Board Members must fulfill the following duties:
    a. Attend the annual in-person board meeting unless excused by the President. Board members should contact the President no later than four weeks prior to the in-person meeting. Emergencies or illness are not subject to this stipulation;
    b. Attend any strategic planning meeting that takes place during their tenure unless excused by the President. Board members should contact the President no later than four weeks prior to the in-person meeting. Emergencies or illness are not subject to this stipulation;
    c. Attend a minimum of 3/4 (75%) of monthly BOD calls;
    d. Be an active member of at least one committee (including sub-committees) as assigned by the President or outlined in the Policies and Procedures manual;
    e. Reply to emails that require action;
    f. Provide current contact information.
22. Should a board member not fulfill the minimum requirements, the following will be enacted:
    a. The President shall discuss the lack of participation with the board Member;
    b. If participation is not corrected within two months, a motion may be made to remove or replace the board member by two-thirds quorum majority and the member will no longer qualify for hotel and food and beverage reimbursement;
    c. If approved, the President can instruct the Nominating Committee to recommend one or more replacement candidates;
    d. A general election among the membership will take place for approval of the recommended member by simple majority vote.

Budget Approval and Approval of Budget Variances Policy

BUDGET PREPARATION, APPROVAL AND REVIEW

1. The Executive Director, in conjunction with the Treasurer, shall seek input from the AEMV board of directors and committee chairs in the development of the association's annual budget.
2. The Executive Director and Treasurer will develop a budget in December for the following calendar year.
3. The Treasurer will present the budget to the Board of Directors for approval.
4. At each AEMV board meeting, an update on the budget will be presented and discussed. Budget variances shall be reported by the Treasurer to the AEMV Board of Directors at each meeting.
5. Any proposed changes to the budget will be discussed and must have approval of the Board of Directors.

FINANCIAL AUTHORITIES AND APPROVAL OF BUDGET VARIANCES

1. The Executive Director in concert with the Treasurer is ultimately responsible for the financial management of all activities.
2. The Executive Director is responsible for the day-to-day financial management of the association.
3. The AEMV board of directors authorizes the Executive Director and Treasurer to pay bills, receive funds, and maintain bank accounts.
4. The Executive Director is authorized to manage expenses within the parameters of the overall approved budget.
5. Significant budget variances, defined as a minimum of $20,000.00 of Net Operating Income OR 10% of gross income and expenses, and the reason for these variances must be presented to the AEMV Board of Directors for approval.

Charitable Contributions, Funding Opportunities, and Support Policy

RESEARCH GRANTS

1. AEMV may award grants to individuals whose values and goals are in line with the AEMV's mission and goals.
2. Decisions to award research grants will be at the discretion of the Scientific Committee of the AEMV.
3. Grants above the budget variance threshold as outlined in Budget Approval and Approval of Budget Variances must be approved in accordance with the same.

CONTRIBUTIONS

1. AEMV may provide charitable contributions to other charitable organizations whose values and goals are in line with the AEMV's mission and goals.
2. Decisions to provide charitable contributions will be at the discretion of the AEMV board of directors.
3. Contributions above the budget variance threshold as outlined in Budget Approval and Approval of Budget Variances must be approved in accordance with the same.

SPONSORSHIP

1. AEMV may provide sponsorship to other organizations whose values and goals are in line with the AEMV's mission and goals.
2. Decisions to provide sponsorship will be at the discretion of the AEMV board of directors.
3. Sponsorship above the budget variance threshold as outlined in Budget Approval and Approval of Budget Variances must be approved in accordance with the same.

ASSOCIATION MANAGEMENT SUPPORT

1. AEMV or its management employees may join other organizations which enables the individual(s) to better serve the AEMV or will help further the AEMV's mission and goals.
2. Membership decisions will be at the discretion of the AEMV board of directors.
3. Dues or fees above the budget variance threshold as outlined in Budget Approval and Approval of Budget Variances must be approved in accordance with the same.

Check and Contract Signing Limits and Authorities Policy

1. It is the fiduciary responsibility of the Board of Directors to establish limits of authority in regards to check and contract signing.
2. The AEMV Executive Director and Treasurer are authorized as signers of all Association checks.
3. The Executive Director and Treasurer are authorized to sign all Association checks up to $5,000.00 without seeking approval of the Treasurer. All Association checks greater than $5,000.00 must be sent to the Treasurer for approval before signature by the Executive Director.
4. Approval can be given through email or fax.
5. A report of all contracts signed within each quarter will be provided to the BOD in March, June, September and December.

Confidentiality Policy

1. Participation on AEMV governing Board or committees constitutes acceptance of the terms of this Policy and its requirements.
2. All volunteer leaders and staff will sign a form acknowledging AEMV's Confidentiality Policy as a condition of participation on any committee, task force, or the governing Board.
3. Volunteer leaders and staff owe fiduciary duties of care and loyalty to AEMV. This policy will minimize the potential for confidential, sensitive and proprietary information or data to be compromised. Further, this policy will minimize the risk of AEMV members, non-members, and staff being accused of inappropriate activity or the appearance of impropriety.
4. It is the policy of Association of Exotic Mammal Veterinarians that board members, employees and members of AEMV will not disclose confidential information belonging to, or obtained through their affiliation with AEMV to any person, including their relatives, friends, and business and professional associates, unless AEMV has authorized disclosure.
5. This policy is not intended to prevent disclosure where disclosure is required by law.
6. Board members, employees, and members in general are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view.
7. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the BOD.
8. Upon separation at the end of an employee's or board member's term, he or she shall return all documents, papers, and other materials that may contain confidential information.
9. Failure to adhere to this policy will result in discipline, up to and including separation of membership or service with AEMV.
10. Apparent violations of this policy will be forwarded to the appropriate individual as described in AEMV's ethics policy.
11. Examples of information that is confidential, sensitive or proprietary:
    a. Current and prospective membership records, including personal / business data;
    b. Employee personnel matters and actions, including compensation information;
    c. Information generated by ethics and professional conduct investigations, certification, standards, accreditation or other business or governance enforcement;
    d. Opinions and other privileged information received from outside legal counsel or other learned experts, including staff and members;
    e. Governing board resolutions or discussions unless permission given by the governing Board;
    f. Monthly financial statements;

g. Information about programs, projects, products and services under development;

h. Any document which contains member or volunteer information beyond the name, title, business address, business email and business phone number(s);

i. Minutes, or other minutes marked ‘Confidential’, resulting from Board meetings and / or their committees;

j. Incoming and outgoing emails, hard-copy mail, and faxed documents marked ‘Private’ or ‘Confidential’, including copies;

k. Documents that contain trade secrets or proprietary information;

l. Any other document marked confidential by the sender. The sender will use discretion to identify what should be designated confidential in addition to the documents listed.

Conflict of Interest and Disclosure Policy

The purpose of the conflict-of-interest policy is to protect AEMV's interest when contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

DUTY TO DISCLOSE

In connection with any actual or possible conflict of interest, a Board member, Officer, Committee member, Committee Chair (Volunteer Leader), or employee must disclose the existence of the conflict and be given the opportunity to disclose all material facts to the governing board considering the proposed transaction or arrangement.

DETERMINING WHETHER A CONFLICT OF INTEREST EXISTS

1. After disclosure of the actual or possible conflict of interest and all material facts, and after any discussion with the potentially conflicted volunteer leader or employee, he / she shall leave the governing board meeting while the determination of a conflict of interest is discussed and voted upon.
2. The remaining board members shall decide if a conflict of interest exists.

PROCEDURES FOR ADDRESSING THE CONFLICT OF INTEREST

1. A potentially conflicted volunteer leader or employee may make a presentation at the governing board meeting, but after the presentation he / she shall leave the meeting during the discussion of, and the vote on, the transaction or arraignment involving the possible conflict of interest.
2. The governing board shall, if appropriate, appoint a disinterested person(s) or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing board shall determine whether the association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board shall determine by a majority vote of the BOD and disinterested person(s) where applicable whether the transaction or arrangement is in the association's best interest, for its own benefit, and whether it is fair and reasonable.
5. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

VIOLATIONS OF THE CONFLICT-OF-INTEREST POLICY

1. If the governing board has reasonable cause to believe a member or employee has failed to disclose actual or possible conflicts of interest, it shall inform the member or employee of the basis for such belief and afford the member or employee an opportunity to explain the alleged failure to disclose;
2. If, after hearing the member's or employee's response and after making further investigation as warranted by the circumstances, the governing board the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

RECORDS OF PROCEEDINGS

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

COMPENSATION

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ANNUAL STATEMENTS

Each director, officer and member of a committee shall annually sign a disclosure statement that:

1. Acknowledges that person has received, read and understands the conflict-of-interest policy.
2. Indicates that person has agreed to comply with the policy.
3. Discloses any potential or actual conflicts of interest.

Diversity and Inclusion Policy

The Association of Exotic Mammal Veterinarians is an organization of veterinary professionals that embraces diversity, including race, ethnicity, gender identity, gender expression, and sexual orientation. We value and seek diversity in our membership and are committed to a culture of inclusion and equity. We encourage and celebrate all approaches and points of view and expect dialogue within our membership that is respective and encompassing of diverse ideas, topics, perspectives, and issues.

Our members must hold themselves and their peers accountable to a professional code of conduct that bans and condemns racism, sexism, discrimination, violence, systemic injustice, and inequity. As fellow colleagues in this community, we ask all our members to commit to creating a profession where everyone within the community feels valued, safe and can reach their full potential regardless of race, ethnicity, gender identity, gender expression, or sexual orientation.

Document Retention and Destruction Policy

1. The purpose of this policy is to ensure that AEMV manages data in an efficient and effective manner, maintains historical records, and purges documents as part of its normal processes.
2. Records will be retained for a predetermined period of time and destroyed in a manner as detailed in the below chart.
3. If anyone associated with AEMV becomes aware of any investigation, the Executive Director and President shall be notified immediately so that document purging will cease and all relevant documents will be appropriately identified and protected.
4. All files, both hard copy and electronic, shall be labeled by topic and year (if applicable). Electronic copies shall be saved in appropriate folders on network drive. Hard copies shall be stored in file cabinets, or archived in storage. Archived hard copy files shall be stored in firm, water and animal proof containers, clearly labeled with the topic and year.
5. Review and purging of files may take place in an ongoing manner, but must occur at least every two years in even numbered years, and must follow the minimum retention requirements stated below. Such review and purging must also occur prior to archival storage of any files.

Record / File Type	Retention Period	Destruction Method
ACCOUNTING		
Accounts Receivable Reports	7 years	Shred, Delete
Accounts Payable Reports	7 years	Shred, Delete
Auditors' Reports / Work Papers	Permanent	Shred, Delete
Bank Deposit Slips	7 years	Shred, Delete
Bank Statements, Reconciliations	7 years	Shred, Delete
Budgets	7 years	Recycle, Delete
Canceled Checks	7 years	Shred, Delete
Cash Disbursements Journal	Permanent	Shred, Delete
Cash Receipts Journal	Permanent	Shred, Delete
Certificates of Deposit	Life of CD	N/A
Depreciation Records	Permanent	Shred, Delete
Employee Expense Reports	7 years	Recycle, Delete
Employee Payroll Records (W-2, W-4, Annual Earnings Records, etc.)	7 years	Shred, Delete
Financial Statements (Annual)	7 years	Shred, Delete
Financial Statements (Interim / Internal)	7 years	Shred, Delete
General Journal or Ledger	Permanent	Shred, Delete

POLICIES AND PROCEDURES MANUAL

Record / File Type	Retention Period	Destruction Method
Independent Contractor Expense Reports	7 years	Recycle, Delete
Inventory Lists	Permanent	Recycle, Delete
Invoices	7 years	Recycle, Delete
Payroll Journal	7 years	Shred, Delete
Petty Cash Vouchers	7 years	Recycle, Delete
Volunteer Expense Reports	7 years	Recycle, Delete
ASSOCIATION RECORDS		
Annual Report	Permanent	N/A
Articles Of Agreement from State of NH	Permanent	N/A
Association Management Contracts	Permanent	N/A
Bylaws	Permanent	N/A
IRS Determination Letter	Permanent	N/A
Conference Management Contracts	Permanent	N/A
Contracts, Sales	7 years	Shred, Delete
Contracts, General	7 years	Shred, Delete
Minutes (Board Executive Session)	Permanent	N/A
Minutes (Board and Committees With Board Authority)		
Minutes (Committees without Board Authority)	Permanent	N/A
Non-Profit Status	Permanent	N/A
Policies and Procedures Manual	Permanent	N/A
Qualifications to do Business	Permanent	N/A
Research Grant Documents	Permanent	N/A
Supporting Correspondence and Notes are Patents, Copyrights, Licenses, Agreements, Bills of Sale, Permits, Liabilities, etc.	Permanent	N/A
INSURANCE		
Insurance Policies	Permanent	N/A
MISCELLANEOUS LEGAL		
Copyright, Patent and Trademark Registrations	Permanent	N/A

Record / File Type	Retention Period	Destruction Method
Intellectual Property	Permanent	N/A
PERSONNEL		
Applications	1 year	Shred, Delete
Employee Earnings / Payroll Records	7 years	Shred, Delete
TAXES		
Income Tax Returns and Canceled Checks (Federal, State and Local)	Permanent	N/A

Ethics and Code of Conduct Policy

AEMV members are held to the highest ethical integrity and bound by the standards of the veterinary profession. The BOD has the right to cancel membership in the AEMV for any member found to be in violation of these standards:

1. The AEMV is committed to the highest ethical and professional standards of conduct in pursuit of its mission and objectives.
2. While AEMV affirms each person's accountability for individual actions, it also recognizes that the shared mission and the shared enterprise of its membership requires a set of core values and ethical conduct to which each member of the AEMV must be held accountable. Furthermore, the AEMV acknowledges that an organizational culture grounded in trust is essential to supporting ethical conduct.
3. The Ethics and Code of Conduct Policy is intended to build, maintain and protect that trust, recognizing that each member of the AEMV is responsible for doing his / her part by upholding the highest standards of competence and character.
4. The AEMV Ethics and Code of Conduct Policy applies to all members of the AEMV, including the officers, all membership types, student chapters, association management company and its employees (if applicable). The AEMV Ethics and Code of Conduct Policy governs professional conduct performed by an AEMV member.
5. The AEMV recognizes that each member attempts to live by his or her own values, beliefs and ethical decision-making processes. The purpose of the Code of Conduct is to guide members in decisions and choices that are made in the course of everyday endeavors as AEMV members. In addition each AEMV committee must ensure that its ethics policies are consistent with this AEMV Ethics policy.

CODE OF CONDUCT

1. Uphold the highest standards of intellectual honesty and integrity in the conduct of exotic companion mammal husbandry, medicine, surgery, scientific research, education, and conservation. AEMV Members are expected to perform their professional duties in accordance with institutional, governmental and professional standards while upholding the highest standards of integrity and honesty.
2. Unacceptable violations of integrity include, but are not limited to:
    a. Plagiarism is defined as using another's ideas, writings, research, or intellectual property and representing it as your own original work, falsification or fabrication of data, which includes direct alteration of findings or failing to disclose data that would substantively change the research findings;
    b. Professional misconduct as determined by a state, regional or national veterinary board, or other regulatory institution or association.

3. Act as good stewards of the resources and information entrusted to our care. AEMV property and resources are intended for use in support of the AEMV mission and legitimate purposes. AEMV property and name shall not be used for personal gain or purposes. AEMV Officers are required to maintain the integrity and accuracy of the documents and records for which they are responsible. No member may alter, falsify or destroy any original record or document absent valid authority to do so.

4. Perform association assigned duties and professional responsibilities in such a manner so as to further the AEMV mission. AEMV members are expected to conduct themselves in accordance with the highest standards of service, research, and integrity. This requirement encompasses both a responsibility to understand and to further organizational missions and goals. Individuals in positions of greater authority bear a greater responsibility for achieving organizational missions and goals in an effective and efficient manner. However, all AEMV members should contribute to the success of the AEMV.

5. Treat fellow members and the public with dignity and respect. AEMV members are required to maintain a professional work environment. Therefore, unprofessional conduct that results in disciplinary action by a regulatory body is likely to be considered unethical conduct for an AEMV member.

6. Refrain from discriminating against, harassing or threatening others. Violence and discrimination (as defined by the local, regional or national laws that have jurisdiction), or harassment (unfounded, repetitive, and behavior which is threatening or disturbing) is unacceptable.

7. Comply with all applicable laws, rules, regulations and professional standards. Compliance with laws, rules and regulations governing AEMV members in their workplace and locality is both a legal and an ethical mandate. The risks associated with non-compliance can be significant. Significant risks include loss of reputation, loss of external funding, financial penalties, loss of professional license, and potential criminal prosecutions. Members of the AEMV should seek legal counsel as needed to clarify the laws, rules and regulations impacting their professional duties. Failure to comply with applicable laws, rules and regulations by an AEMV member may result in disciplinary action. AEMV members may be governed by ethical codes or standards of their respective veterinary or professional boards. It is expected that those AEMV members will comply with applicable professional standards in addition to laws, rules and regulations.

8. Respect the intellectual property rights of others. AEMV members associated with the production of intellectual property have the responsibility to comply with the laws and regulations that relate to intellectual property such as copyright laws.

9. Protect human health and safety and the environment in all association operations and activities. The AEMV is strongly committed to protecting the environment, human health and safety, and the health and welfare of exotic companion mammals in all of its activities. All animal research studies (i.e., not involving client-owned animals) presented at the AEMV conference or published in the *Journal of Exotic Pet Medicine* must be accompanied by a signed statement verifying that all procedures were performed in accordance with applicable animal welfare laws and policies.

10. Report wrongdoing to the proper authorities, and cooperate fully with authorized investigations. All AEMV members have a responsibility to follow the association's bylaws and code of conduct, adhere to applicable laws and regulations, and speak up when identifying misconduct. AEMV members with concerns about possible unethical behavior or noncompliance are encouraged to discreetly speak to a member of the AEMV board. AEMV members are required to cooperate fully with authorized internal investigations. Failure to cooperate may subject the individual to disciplinary action including termination of membership. Members who are unsure as to the legitimacy of an investigation should consult the President and Executive Director.

INVESTIGATION OF ALLEGED VIOLATIONS AND POSSIBLE DISCIPLINARY ACTIONS

1. Alleged violations of ethical misconduct should be directed to the President and Executive Director which are designated Ethics Officers of AEMV. If the President is the subject of the complaint or unavailable, then the complaint should be directed to the Executive Director only. If the Executive Director is the subject of the complaint or unavailable, then the complaint should be directed to the President only. Once the complaint is filed in writing, the President and Executive Director will determine whether the alleged action would, if documented, constitute a breach of the Code of Conduct, and, if appropriate, convenes and chairs a Special Ethics Committee (SEC) to investigate the complaint. The role of the Ethics officers shall be to:
    a. Inform the AEMV officers that a complaint has been received if they are unaware;
    b. Determine whether the alleged activity violates the AEMV Ethics Policy.
2. If the alleged activity does not violate the Ethics Policy, then the Ethics Officers respond to the complainant within 14 days stating that no ethical misconduct, as determined by the current policy, has occurred (and copies the AEMV officers).
3. If the alleged activity if established does violate the Ethics Policy then the Ethics Officers inform the complainant within 14 days that a Special Ethics Committee will be formed to fully investigate the matter (as detailed in item a) with a final decision reported within 60 days (and copies the BOD) after the hearing.

PROCEDURE FOR DEALING WITH ALLEGED COMPLAINTS THAT, IF PROVEN TO BE TRUE, WOULD CONTRAVENE THE ETHICS POLICY

The Ethics officers write to the respondent that is the subject of the complaint and:

1. States the exact nature of the alleged misconduct.
2. Requests a detailed written rebuttal or explanation within 21 days. The respondent may also supply any other documents and materials that they feel are relevant.
3. The Ethics Officers convene a SEC to be composed of four voting members (the Ethics Officers [Chairs], two additional AEMV Past-Presidents, and a current member-at-large). The AEMV Executive Director serves as an *ex-officio*, non-voting member. Committee member selection should include at least one individual experienced within the area / field in question (e.g., private practice, research, conservation). The committee members must not have close personal or professional ties to either the complainant or the respondent. If such a conflict of interest occurs then the Ethics Officers will seek an appropriate replacement.

4. The letter of complaint, the Ethics Officer's initial response to the complainant, the Ethics Officer's letter to the respondent and their written response (if any), along with any other relevant documentation, should be confidentially circulated to each member of the committee for deliberation.
5. The committee's deliberations must remain confidential, but the Chair may tactfully and with due care and attention question, interview or seek additional documentation from other individuals and sources.
6. The committee members must make a final decision within 28 days of receiving documentation.
7. A majority vote is required for a complaint to be considered proven.
8. If the complaint is upheld, the Ethics Committee makes a decision regarding disciplinary action that may include:
    a. Private written reprimand;
    b. Temporary or permanent termination of membership;
    c. Reporting the individual to the relevant professional or legal authority.
9. The Ethics officers report the final decision and recommendations of the Ethics Committee to the AEMV officers. The Ethics Officers and President then co--sign the formal decision letter that is sent to the respondent.
10. If required, an announcement may be published in JEPM that states that the named individual has been removed from AEMV membership.

Financial Control Policy

The Board of Directors of AEMV desires to set a tone of accountability for managing finances. This policy establishes controls for handling receipts and disbursements, including notation of what transactions require Board approval.

ACCOUNTING METHOD

It is the policy of the AEMV to utilize the modified accrual basis of accounting which recognizes revenues when received and expenses when paid.

CHART OF ACCOUNTS

1. It is the policy of the AEMV to maintain a chart of accounts. All employees involved with accounting coding responsibilities or budgetary responsibilities will be issued a chart of accounts.
2. The chart of accounts must be reviewed and updated on an annual basis by the Executive Director and Treasurer.

BUDGET

1. Preparation begins in December and should be finalized in January to present to the Board of Directors for approval.
2. It is the responsibility of the Treasurer and Executive Director to work together to formulate the budget.
3. Note that the AEMV budget runs on a calendar year and not on the AEMV fiscal year.

CHECK SIGNING AUTHORITY

1. The Association Treasurer and Executive Director are the only authorized check signers.
2. Financial institutions where AEMV accounts are maintained must be notified on an annual basis of any changes in check signers, following the transition of officers or changes in staff with check signing responsibilities.
3. The President serves as a third back-up signer in the event the Executive Director and / or Treasurer become incapacitated for any period of time.
4. Additionally, individuals involved with check preparation and bank reconciliation are prohibited from having check-signing authority.

CHECK AUTHORIZATION

1. The Executive Director and / or Treasurer must provide approval for all disbursements. Supporting documentation must accompany checks when presented for signature.
2. All check disbursements will require approved invoices.

3. All non-recurring disbursements must be made by check or ACH unless otherwise approved by the Treasurer. Recurring disbursements may be set up electronically with vendors via Electronic Funds Transfer with prior AEMV approval.
4. Only pre-numbered checks shall be used and always in sequence. When signing checks, review the check sequence to determine if any checks are missing or out of order. Run a monthly missing check report in the accounting software.
5. Signing of blank checks is strictly prohibited.
6. Checks must be made payable to specific payees based upon appropriate documentation; and never to “cash” or “bearer”.
7. Prior to preparing checks, receiving reports should be compared to vendor invoices for accuracy. Checks must be prepared from vendor invoices only and not from a vendor statement.
8. Signature stamps may never be used to sign checks.
9. Access to blank checks must be limited to persons authorized to prepare checks. Blank check stock must be locked in a secure place when not in use.
10. Any voided / spoiled checks must be marked “Void”, and shredded with the signature portion removed and retained in a secure place.
11. Board Approval is required for expenses in excess of $5,000.00.
12. It is the duty of any Board and staff members who have authority to sign a check to verify that there are sufficient funds available for payment of the checks before affixing his or her signature.

CASH MANAGEMENT SECURITY

1. For all receipts of cash from events, two people shall count the cash together at the conclusion of the event, and both shall sign an acknowledgment of the total receipts counted. Adequate physical controls must be maintained over cash receipts from the time of receipt to deposit in the bank.
2. No cash disbursements or petty cash accounts are permitted with the exception of expenses associated with the annual conference where cash is required.
3. All cash and checks shall be processed immediately and no later than the second business day following receipt; if deposits cannot be made immediately, checks and cash shall be locked in a secure location.
4. Incoming checks must be restrictively endorsed, “for deposit only” with the association’s account number when received.
5. For all deposits, a careful record of funds must be made, including the name of the fund account deposited to, purpose of deposit, donor (or payor), and amount. Copies or scans of all checks received are encouraged. If possible, deposits should be verified and initialed by another staff or Board member.

6. Contributions received in the bank account electronically via Electronic Funds Transfer (EFT) will be posted to accounting software immediately, if the bookkeeping software is tied to the bank account. In the case the bank account is tied to the bookkeeping software, all credits should be coded within five business days. If the bank account and bookkeeping software are not tied together, all credits should be coded within 10 business days.

ACCOUNTING PROTOCOLS

1. Computers shall be password-protected and kept in a secure location. Laptops / iPads shall be stored in a secure location when not in use.
2. All accounts shall be reconciled monthly and reviewed by the Executive Director and Treasurer.
3. All credit card statements shall be reconciled monthly; receipts for all charges, including the name of the person making the charge and the purpose for the charge are required. If no receipt is available, a dated statement with details of the transaction must be signed by the person who made the charge.
4. It is the policy of the AEMV to have monthly financial statements to include bank account statement(s), investment account statement(s), general ledger, and profit / loss statement(s) and any other requested financial documents prepared by the association management company and distributed to the Executive Director and Treasurer.
5. Bank Statements shall be opened by the Executive Director and / or Treasurer. The Treasurer may have access to bank accounts online for purposes of monitoring the accounts. Bank accounts must be reconciled by the person responsible on a monthly basis and reviewed by the Executive Director and / or Treasurer. The Executive Director must receive the bank statements, including canceled checks, etc., unopened from the bank unless online banking is utilized.
6. All check numbers must be accounted for. Checks outstanding over 90 days must be periodically investigated, with payment stopped and an entry made restoring such items to cash if appropriate.
7. Financial Reports shall be provided to the Treasurer on a monthly basis.
8. Year-End reports shall be provided to the Executive Director and Treasurer within 60 days of the close of the calendar year.
9. Reference explanations for any budget variances of 10% or more are required.
10. An audit shall be conducted by an independent CPA no less than biennially.

CREDIT AND BORROWING TRANSACTIONS

Board approval must be obtained for all applications of credit and loans. At least two signatures, at least one of which must be the Treasurer, are required to obligate the AEMV for any loan or extension of credit.

SAVINGS ACCOUNTS, CERTIFICATES OF DEPOSIT, OR OTHER INVESTMENT ACCOUNTS

All such accounts must comply with the AEMV Investment Policy.

EXPENSE REIMBURSEMENT

AEMV's expense reimbursements follows an Accountable Plan which is any reimbursement or other expense allowance arrangement that meets all of the following requirements:

1. Expense Reimbursements must be submitted on a current AEMV Expense Report and submitted to the Executive Director. Expenses must be approved by the Treasurer before payment is issued. All receipts must be submitted in order to receive reimbursement.
2. Association connection: The arrangement provides reimbursements of an officer, board member, management company, or other AEMV member expenses paid or incurred in the performance of their services to AEMV.
3. Substantiation: The officer, board member, management company, or other AEMV member must submit information to the payer sufficient to satisfy the "adequate accounting rules" with respect to travel, lodging, food, or other expenses. For other reimbursed expenses, information must be submitted that is sufficient to enable AEMV to identify the specific nature of each expense and to conclude that the expense is an allowable expense. Each of the elements of an expenditure or use must be substantiated. Expenses must be submitted on an official AEMV expense report form to the Executive Director and accompanied by the original receipt within 60 days of the expense.
4. Return of excess amounts: The arrangement must require that the officer, board member, management company, or other AEMV member return to the payer within a reasonable time the amount of the reimbursement or allowance that exceeds the substantiated expenses. A reasonable period of time is defined under a safe harbor as an expense or advance substantiated within 60 days and any excess advance returned within 120 days of when the expense is paid or incurred.
5. Certain transactions will not be reimbursed under AEMV's Accountable Plan:
    a. Transactions that are determined to be of personal use or personal benefit will not be reimbursed;
    b. Payment of independent contractor services will not be reimbursed;
    c. Payment of travel expenses for individuals not employed by or members of AEMV will not be reimbursed.

CONTRACT SIGNING AUTHORITY

It is the policy of the AEMV to grant authority to sign contracts to the Executive Director or the Treasurer, as long as the financial implications of the contract are included in the association's budget.

CPA FIRM

1. It is the policy of the AEMV to contract with a CPA firm as directed by the BOD to audit the associations' financial records on a biannual basis.
2. If AEMV requests / conducts a financial audit outside of the biennial audit, it is the policy of the AEMV to distribute audited financial statements to the BOD.

CREDIT CARDS

It is the policy of the AEMV to issue a business credit card to the following individual(s):

1. Executive Director or appointed association management personnel
2. Treasurer

RESERVE FUNDS

AEMV's goal is to maintain in reserves an amount that is equal to at least one year's operating expenses.

INVESTMENT POLICY

The decision to invest cash in approved investments must be made In accordance with the AEMV Investment Policy.

IRS FORMS

1. It is the policy of the AEMV to complete IRS form 1099 for all individuals and vendors receiving $600.00 or more from the association in a calendar year. This does not include expense reimbursements.
2. It is the policy of the AEMV to complete IRS form 8233 for all internationally- based individuals and vendors receiving $600.00 or more from the association in a calendar year. This does not include expense reimbursements.
3. It is an IRS requirement that a tax-exempt organization must file an annual information return or notice, unless an exception applies. Form 990 is the IRS' primary tool for gathering information about tax-exempt organizations, educating organizations about tax law requirements and promoting compliance. It is the responsibility of the CPA to prepare and file this return to the IRS.

Gift Acceptance Policy

The Association of Exotic Mammal Veterinarians solicits and accepts gifts that are consistent with its mission and that support its core programs, as well as special projects. AEMV urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations. The following policies and guidelines govern acceptance of gifts made to AEMV for the benefit of any of its operations, programs or services.

USE OF LEGAL COUNSEL

AEMV will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

1. Gifts of securities that are subject to restrictions or buy-sell agreements.
2. Documents naming AEMV as trustee or requiring the Association to act in any fiduciary capacity.
3. Gifts requiring AEMV to assume financial or other obligations.
4. Transactions with potential conflicts of interest.
5. Gifts of property which may be subject to environmental or other regulatory restrictions.

RESTRICTIONS ON GIFTS

AEMV will not accept gifts that:

1. Would result in AEMV violating its articles of incorporation or bylaws.
2. Would result in AEMV losing its status as a 501(c)(3) not-for-profit organization.
3. Are too difficult or too expensive to administer in relation to their value.
4. Would result in any unacceptable consequences for AEMV.
5. Are for purposes outside the AEMV mission. AEMV will restrict gifts that can compromise any of the core values of the Association, any gift that can damage the reputation of the AEMV and in cases where there is compatibility between the intent of the donor and the organization's use of the gift.
6. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board of Directors.

GIFTS GENERALLY ACCEPTED WITHOUT REVIEW

1. Cash gifts are acceptable in any form, including by check, money order, credit card, or online. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card.
2. Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by AEMV Board of Directors. In some cases, marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Chief Executive Officer.
3. Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans. Donors are encouraged to make bequests to AEMV under their wills, and to name AEMV as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
4. Charitable Remainder Trusts. AEMV will accept designation as a remainder beneficiary of charitable remainder trusts.

GIFTS ACCEPTED SUBJECT TO PRIOR REVIEW

1. Certain forms of gifts or donated properties may be subject to review prior to acceptance. Gifts of Tangible Personal Property or Real Estate may only be accepted upon approval of the Board of Directors.
2. When considering whether to solicit or accept gifts, the BOD will consider the following factors:
    a. Whether the acceptance of the gift compromises any of the core values of AEMV;
    b. Whether there is compatibility between the intent of the donor and the organization’s use of the gift;
    c. Whether acceptance of the gift damage the reputation of AEMV;
    d. If the acceptance of the gift is consistent with prior practice;
    e. If the gift offered in a form AEMV can use without incurring substantial expense or difficulty;
    f. Whether acceptance of the gift encourages or discourages future gifts;
    g. All decisions to solicit and / or accept potentially controversial gifts will be made by the Board of Directors. The primary consideration will be the impact of the gift on the organization.

Investment Policy

OPERATING FUND / NET ASSETS

1. The purpose of the Operating Fund is to provide sufficient cash to meet the day-to-day financial obligations of the Association of Exotic Mammal Veterinarians in a timely manner. And keep the Association viable should extremely challenging times occur and offer protection from unforeseen shortfalls.
2. The investment objectives of the Operating Fund are:
    a. Preservation of Capital;
    b. **Liquidity.** The target range is to maintain the Net Asset to be equal to the Operating Expenses between 50% and 60%, with a minimum of no less than 45% and a maximum of no greater than 70%. Maintaining the minimum target range is essential should an event or events take place that would have a significant negative financial impact to the Association;
    c. The Treasurer shall strive to create a budget that will allow the Association to stay within its target net assets range;
    d. The BOD should be made aware and separately vote that they are approving a budget that is not within the target range;
    e. The Treasurer shall additionally notify the Board quarterly if the Annual Forecast does not maintain the target range;
    f. Provide a mechanism to invest in the long-term future of the Association;
    g. Provide funding for Strategic Initiatives;
    h. To optimize the investment return within the constraints above.

ALLOWABLE INVESTMENTS

The Executive Director and Treasurer if authorized by the Board of Directors will invest the Operating Fund as follows:

1. Interest bearing Savings Account.
2. Certificates of Deposit at insured commercial banking organizations.
3. Interest bearing checking accounts.
4. The maturities on investments for the Operating Fund shall be dependent on the interest rates but no longer than 12 months.
5. The Executive Director or his / her designee shall prepare the following reports for presentation on at least a quarterly basis to the Board of Directors:
    a. Schedule of investments;
    b. Interest income year to date.

SHORT-TERM RESERVE FUND

1. The purpose of the Short-Term Reserve Fund is to meet the expenses occurring as a result of unanticipated activities and to improve the return on the funds held for expenditure for up to five years.
2. The investment objectives of the Short-Term Fund are:
    a. Preservation of Capital:
        - Liquidity;
        - Cash is to be employed productively at all times by investment in Short-term cash equivalents to provide safety, liquidity and return;
        - To optimize the investment return within the constraints above;
    b. Allowable Investments:
        - The Executive Director and Treasurer if authorized by the Board of Directors will invest the Short-term Fund as follows:
            - Interest bearing savings account;
            - Certificates of Deposit at insured commercial banking institutions;
        - The Short-term fund shall have a weighted average maturity of three years or less. The maximum maturity shall be five years;
        - The Executive Director or his / her designee shall prepare the following reports for presentation on at least a quarterly basis to the Board of Directors:
            - Schedule of Investments which includes schedule of performance since purchase or last five years;
            - Interest Income year to date;
            - Current yield.

LONG-TERM RESERVE FUND

The purpose of the Long-term Reserve Fund is to provide secure long-term funding for the mission of the Association of Exotic Mammal Veterinarians. The assets of the Long-term Reserve Fund shall be managed in such a way as to facilitate the organization's goals and objectives as outlined by the Board of Directors. Expenditure of the principal is board designated unless otherwise designated by the donor(s) in part or in whole. Also, at the discretion of the Board of Directors, up to 100% of the yearly total return may be utilized for program and agency expenses unless restricted for specific purposes by the donor(s).

Investment Objectives

In order to meet its needs, the investment strategy of the Long-term Reserve Fund is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income. Specifically, the primary objectives in the investment management of the Long-Term Reserve Fund shall be:

1. **Long-Term Growth of Capital.** To emphasize the Long-term growth of principal while avoiding excessive risk. Short-term volatility consistent with the volatility of a comparable market index is anticipated, though management should strive to contain it;
2. **Preservation of Purchasing Power.** To achieve returns in excess of the rate of inflation plus spending over the investment time horizon in order to preserve purchasing power of agency and Trust assets. Risk control is an important element in the investment of Trust assets.

Investment Guidelines

1. Investments shall be made solely in the interest of the Association of Exotic Mammal Veterinarians and Long-term Reserve Fund.
2. The assets shall be invested with care, skill, prudence, and diligence under the circumstances then prevailing that a prudent investor acting in like capacity and familiar with such matters would use in the investment of a like fund.
3. Investment of these funds shall be diversified to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.
4. The Association of Exotic Mammal Veterinarians may employ one or more investment managers of varying styles and philosophies to attain the Fund's objectives.

Specific Investment Goals

1. Over the investment time horizon established it is the goal of the Long-Term Reserve Fund assets to realize a total return in excess of the rate of inflation, as measured by the Consumer Price Index. The goal of the investment manager shall be to meet or exceed the market index selected and agreed upon by the Treasurer / Finance Committee that most closely corresponds to the general principles stated above.
2. Allowable assets.

3. The Long-Term Reserve Fund requires that all investment assets be invested in marketable securities, defined as securities that can be traded quickly and efficiently for the Long-Term Reserve Fund, with minimal impact on market price:

    a. Cash Equivalents:

        - Treasury bills;
        - Money market funds;
        - Certificates of deposit;

    b. Fixed Income Securities:

        - U.S. Government and Agency securities;
        - Corporate notes and bonds (investment grade, at least BBB);
        - Mortgage-backed bonds;
        - Preferred stock;

    c. Equity Securities:

        - Common stocks;
        - Convertible notes and bonds;
        - Convertible preferred stocks;
        - American Depository Receipts of non-U.S. companies (ADRs);

    d. Mutual Funds that invest in securities as allowed in this statement.

4. To ensure marketability and liquidity, equity investments shall be executed through nationally recognized exchanges such as the New York Stock Exchange, American Stock Exchange and NASDAQ.

5. The Long-term Reserve Fund will be evaluated at least semi-annually on a total return basis. The evaluation will be based on the stated investment goals. Comparisons will show results for the year-to-date. The report will be prepared by the Treasurer and will be presented to the Finance Committee at least semiannually. The Finance Committee will present a report to the Board of Directors at least annually.

Limitations Policy

Through Limitations policies, AEMV establishes the boundaries of acceptability within which Officer, Board of Directors, Executive Director, Management company and management company staff, methods and activities can take place.

AEMV has established the following limitations:

GOVERNING BOD OTHER THAN TREASURER

1. The Governing Board other than Treasurer is not authorized to engage in any practice, activity, or cause, which detracts from AEMV's purpose or which is unethical, illegal or is in disregard of AEMV's Ethics Policy.
2. In particular, the Governing Board other than Treasurer may not engage, support, or authorize:
    a. Activities that do not support AEMV's mission, vision and strategic plan;
    b. Activities that could jeopardize AEMV's 501(c)(6) exempt status under the U.S. Internal Revenue Service tax code;
    c. Activities or communications that can lead to or be perceived to result in, a conflict of interest;
    d. Making decisions that are beyond AEMV by laws and policies;
    e. Enter into agreements, or committing of AEMV resources to activities, not approved by the governing Board;
    f. Use or commitment of resources, including staff time and facility resources, that could be interpreted as operating outside the AEMV budget;
    g. Disbursement of funds for member / leader travel costs, except where a policy applies;
    h. Commercialism, including the endorsement of products, patents, processes, services, individuals or ideas, except as specifically authorized by the governing Board;
    i. Use AEMV's official letterhead for communications unless approved by the BOD;
    j. Violate the AEMV Privacy Policy.

TREASURER

1. The Treasurer is not authorized to engage in any practice, activity, or cause, which detracts from AEMV's purpose or which is unethical, illegal or is in disregard of AEMV's Ethics Policy.
2. In particular, the Treasurer may not engage, support, or authorize:
    a. All of the above (a to j) for the Governing BOD;
    b. Disbursement of unbudgeted funds over $1,000.00 without first gaining approval by the Board;
    c. Violate the AEMV Privacy Policy.

EXECUTIVE DIRECTOR

1. The Executive Director is not authorized to engage in any practice, activity, or cause, which detracts from AEMV's purpose or which is unethical, illegal or is in disregard of AEMV's Ethics Policy.
2. In particular, the Executive Director may not engage, support, or authorize:
    a. All of the above (a to j) for the Governing BOD;
    b. Permit there to be fewer than one other person familiar enough with Board and Executive Director issues and procedures to be able to maintain association services;
    c. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

Name and Logo and Usage Policy

1. The following name and logo usage guidelines have been created to ensure consistent use of the Association of Exotic Mammal Veterinarians (AEMV) identity and protect the association against misrepresentation through the use of the AEMV logo. AEMV materials, including those online, such as stationery, email, brochures, fliers, memos, etc., should comply with the AEMV name and logo usage policy. All uses of the AEMV name and logo are subject to the prior review and approval of the Association to ensure appropriate representation of the AEMV.

2. Strict requirements govern the use of the AEMV name, identity and logo. The AEMV logo is a distinctive, designed piece of graphic artwork, owned by AEMV. The name and logo are all vital parts of the Association brand and image. An individual who is in good standing with AEMV may, in strict adherence to these guidelines, use the AEMV name and logo as outlined:

    a. The name and / or logo may not be used in any way that suggests that AEMV is affiliated with, sponsors, approves or endorses an organization, website, products, services without express written approval by AEMV;

    b. The name and / or logo may not be used in any way that mischaracterizes any relationship with AEMV;

    c. Vendors may not use the name and / or logo to advertise AEMV or its members as clients on industry or vendor websites and promotional pieces without AEMV's written permission, and which must be requested in writing;

    d. The logo may not be redrawn, reconstructed, or modified in any way;

    e. Do not shrink the logo to less than 1" in width or height;

    f. Do not combine the logo with any other design, trademark, graphic, text or other element, including your name or any generic terms;

    g. The logo may only be placed on solid backgrounds (preferably white) unless approved by AEMV, and not over an image or pattern (unless approved by AEMV);

    h. No artistic effects (such as drop-shadows, gradients or embossing) may be applied to the logo;

    i. The AEMV name or logo may not be used or displayed in any of the following ways in any manner that, at the sole discretion of AEMV, discredits AEMV or tarnishes its reputation and goodwill;

    j. The AEMV name or logo may not be used or displayed in any manner that infringes, dilutes, depreciates the value, or impairs the rights of the AEMV name and / or logo;

    k. In any manner that is false or misleading;

    l. In connection with any pornography, illegal activities, or other materials that are defamatory, libelous, obscene, or otherwise objectionable;

    m. In any manner that violates the trademarks, copyright, or any other intellectual property rights of others;

n. In any manner that violates any law, regulations, or other public policy;

o. In any manner as part of a name of a product or service of a company or organization other than AEMV;

p. You may not assert rights to the AEMV name and / or logo whether by trademark registration, common law ownership, domain name registration or anything else.

Media and Public Relations Policy

1. Only the Executive Director, President, or other individual(s) designated by the board are authorized to speak with the media on behalf of AEMV. The Executive Director and the President shall collaborate on message development and coordinate who will handle which press inquiries.
2. Employees, board members (other than the President) and members acting in a capacity within a committee shall not make statements, provide information for distribution, or provide background information unless specifically directed to do so by the Executive Director and / or the board.
3. Provided that they have prior permission to do so from the Executive Director or the President, employees, board members, and members acting in a capacity with a committee shall speak publicly on behalf of AEMV only in accordance with established public speaking procedures.

SPEAKING PUBLICLY AS AN 'EXPERT'

1. Volunteer leaders are encouraged to speak to the media in their area of expertise, however, the views of volunteer leaders expressed in this capacity do not necessarily represent the views of the AEMV. They should not be construed as official comments on behalf of AEMV.
2. Volunteer leaders must contact the Executive Director following media interviews to monitor media response to these interviews for any potential impact to the AEMV.

OFFICIAL AEMV COMMENT

1. Official AEMV comment is the responsibility of the Executive Director and President.
2. If any volunteer leaders or employees are approached for comment as a representative of AEMV, they should immediately contact the Executive Director who can either advise them or refer the matter to the appropriate individual.
3. Employees or volunteer leaders who are not authorized to talk to the media should not purport to represent the AEMV in media, publications, or correspondence (including email).

MEDIA INQUIRIES

1. When the media requests information from the AEMV, the Executive Director will manage the response.
2. Any employee or volunteer leader who is contacted directly by the media for comment should inform the President or the Executive Director in their absence.

Original Works and Intellectual Property Policy

AEMV staff and volunteers (which may include Board, Committee, Subject Matter Experts, or other paid or unpaid content experts) who participate in the development, modification and refinement of written, electronic and other materials in furtherance of AEMV purposes and mission (collectively, the "Intellectual Property") must agree to and sign the following statement if required:

> As a staff or volunteer of the AEMV who participates in the development, modification and refinement of written, electronic and other materials in furtherance of AEMV purposes and mission (collectively, the "Intellectual Property"), for good and valuable consideration, I hereby completely, exclusively and irrevocably assign and agree to assign to AEMV in perpetuity ownership of all of the copyrights (and all rights subsumed thereunder) and other intellectual property rights in and to all of my contributions to the Intellectual Property (the "Contributions"), both those Contributions that have been made in the past and those that will be made in the future.

Privacy Policy

WEBSITE STATEMENT

1. The Association of Exotic Mammal Veterinarians ("AEMV") has adopted this Privacy Policy ("Policy") to govern the collection, use, and storage of data. AEMV places a high priority on protecting its members' privacy. This Policy was created in order to demonstrate AEMV's commitment to the privacy of our members and website users and governs www.aemv.org and any other methods of data collection. By accessing our website or providing your information to us, members accept and agree to the practices described in this Policy.

2. If you have questions about this Policy or the security of your Personal Data, please contact us as indicated under the "Contact Us" section below. We retain your Personal Data for as long as your account is active or as needed to provide you services, comply with our legal obligations, resolve disputes and enforce our agreements. Modifications We may amend this Policy from time to time without prior notice. If we decide to change this Policy, we will post those changes on our home page so our users are always aware of what information we collect, how we use it, and under what circumstances we disclose it, so please review it periodically. Your continued use of our website will be deemed to be your agreement to the changed terms. Contact Us If you have any questions about this Policy or our treatment of the information you provide us, please contact:

Name:	Marisa Hackemann Executive Director
Email:	info@aemv.org
Phone:	+1-615-543-6485
Address:	P.O. Box 1868 Mount Juliet, TN 37122
Last Updated:	September 15, 2020

WHAT TYPES OF DATA WE COLLECT AND HOW WE USE IT

1. We collect a variety of information when members visit our website and engage with our service.

2. Personal Data may include name, email address, mobile phone, address, employer, employer address, employer email address, employer phone, credentials / certifications, credit card information, IP addresses, membership history, and details of products and / or services purchased and identifies you as an individual or is information that can be linked to you as an individual ("Personal Data").

Name:	We may use your name to personalize digital and print communications sent to you by AEMV, on name badges at AEMV programs that you attend including ExoticsCon, to list on the AEMV website and / or newsletter, and to appear in the membership directory.
Employer Name:	We may use your employer's name on digital and print communications sent to you by AEMV, on name badges at AEMV programs that you attend, to list on the AEMV website and / or newsletter, and to appear in the membership directory.
Email:	We may use your email to send you communications regarding AEMV news, membership updates, information on programs, products, services, and dues renewal notices. Your email may appear in the membership directory.
Employer Phone:	Your employer phone may appear in the membership directory. Depending on your communication preferences, AEMV may contact you on your employer phone regarding membership dues or other AEMV member information.
Mobile Phone:	Your mobile phone may appear in the membership directory. Depending on your communication preferences, AEMV may contact you on your mobile phone regarding membership dues or other AEMV member information.
Address:	We may use your work address to deliver communications sent to you by AEMV. Your work address may appear in the membership directory. It may be reported in aggregate (e.g., the number of members in your state) when reporting on member demographics and analyzing member trends.
Credentials / Certifications:	We may use your credentials and / or certifications as part of your name on digital and print communications sent to you by AEMV, on name badges at AEMV programs that you attend, to list on the AEMV website and / or newsletter, and to appear in the membership directory.
Credit Card Information:	Your credit card information is used when purchasing products or services from us.
IP Addresses:	We use IP addresses to analyze trends, administer the site, track user movement, and gather broad demographic information for aggregate use.

Membership History:	We may report on your length of membership when recognizing legacy members in AEMV communications. It may be reported in aggregate when reporting on member demographics and analyzing member trends.

HOW WE COLLECT PERSONAL DATA

1. In general, a visitor will know when Personal Data is being collected because he or she will have to fill out a form or have emailed the association.
2. In addition, we may collect Personal Data through your use of the website(s) and Apps, or any discussion boards or chat rooms or on social media. Visitors may generally browse public portions of the AEMV website anonymously without providing any detailed information. However, Personal Data is required in connection with registering with the sites.
3. Personal Data will be requested in connection with membership registration, event activities and registration, purchasing products or services, requesting additional information, signing up for newsletters, registration for an education program or event, submitting a program application (e.g. award, certification or upcoming conference opportunities, etc.), and / or completing the application to be a speaker at an AEMV event, or submitting questions, posting job listings, listing residencies, externships or internships through these sites.
4. AEMV does not knowingly collect or use any Personal Data from users under 13 years of age.

COOKIES

1. A cookie is a piece of data stored for varying amounts of time on the user's hard drive containing information about the user.
2. AEMV may use cookies in order to collect certain information about you, such as IP addresses (the Internet address of a computer), domain names (e.g., whether you are logged on from a .com, .gov, or .edu domain) and the type of computer and operating system being used.
3. We may also use cookies to identify your computer when you revisit our website or to recall your authentication information.
4. We may collect such information in order to better operate the website so as to enhance your experience while using the website.
5. You have the option of setting your computer to disable cookies or to alert you when cookies are being used. If you choose to disable cookies, please be aware that portions of the website may not function properly.

HOW WE SHARE INFORMATION

1. AEMV does not sell or rent your personal information to third parties.
2. AEMV may provide personal information to third party agents that have been hired to help provide a requested good or service or to facilitate us in providing our services to you. This may include payment processors, association membership system providers, AEMV newsletter publishers, website analytics, member analyses, membership renewal and / or updates on member programs and services.
3. Unless directed otherwise at the time of collection, we may also share collected personal information with third parties (i.e., JEPM publisher) who may have information or services that we believe could be helpful to members or visitors.
4. Visitors may opt-out from the sharing of collected information by contacting us.
5. AEMV reserves the right to disclose without notice any information in its possession if required to do so by law, to protect or defend AEMV's rights or property, or to respond to an emergency.

EXTERNAL LINKS

1. This Policy only addresses AEMV's use and disclosure of your Personal Data.
2. The website may contain links to other websites, so please be aware that we are not responsible for the privacy practices of other websites, and we are not liable for their misuse of Personal Data.
3. We encourage you to be aware that when you go to another website you should carefully read their privacy policy.
4. Links to other sites do not imply AEMV's endorsement of the products or services, or privacy or security practices of those websites

RIGHTS OF EUROPEAN RESIDENTS

1. Under certain circumstances, you have rights under data protection laws in relation to your Personal Data.
2. You have the right to:
    a. **Request access to your Personal Data.** This enables you to receive a copy of your Personal Data and to verify that we are lawfully processing it;
    b. **Request correction of your Personal Data.** This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us;
    c. **Request erasure of your Personal Data.** You may have the right to request that Personal Data we hold about you is deleted;
    d. **Object to processing of your Personal Data.** You may have the right to prevent or restrict processing of your Personal Data;

e. **Request restriction of processing of your Personal Data.** This enables you to ask us to suspend the processing of your Personal Data in the following scenarios:

- If you want us to establish the data's accuracy;
- Where our use of the data is unlawful but you do not want us to erase it;
- Where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims;
- You have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it;

f. **Request the transfer of your Personal Data.** Where technically feasible, we will provide to you, or a third party you have chosen, your Personal Data in a structured, commonly used, machine-readable format;

g. **Withdraw your consent.** However, if you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent;

h. If you wish to exercise any of the rights set out above, please contact us.

HOW YOU CAN ACCESS AND CHANGE INFORMATION

1. AEMV acknowledges that you have the right to access your Personal Data.
2. In case you request us to remove data, we will respond within a reasonable timeframe.
3. You can log into your member profile to update your personal data at any time.
4. Upon request, we will provide you with information about whether we hold any of your Personal Data. You can update or correct your Personal Data or remove it from our system by making a request to us at the contact information provided below. Requests typically receive a response within 30 days. If access cannot be provided within that time frame, we will provide the requesting party with an estimated date by which the information will be provided. If for some reason access is denied, we will provide an explanation of why access has been denied.

OUR SECURITY MEASURES TO PROTECT YOUR PERSONAL DATA

1. We are committed to taking reasonable efforts to secure the information that you choose to provide us, and we use a variety of security procedures to help protect against unauthorized access to or alteration, disclosure, or destruction of Personal Data.
2. We restrict access to Personal Data to our employees, contractors and servicers who need to know the information to operate, develop, or improve our services.
3. Unfortunately, no transmission of Personal Data over the Internet can be guaranteed to be 100% secure. Accordingly, and despite our efforts, AEMV cannot guarantee or warrant the security of any information you transmit to us, or to or from our online services.
4. AEMV has no responsibility or liability for the security of information transmitted via the Internet.

Social Media Policy

AEMV MEMBERS ONLY FACEBOOK (FB) GROUP

Administration

1. The Chair of Membership Outreach and ED serve as Administrators.
2. The ED provides current AEMV membership rosters to other administrator(s) and moderator(s) monthly or as deemed necessary.
3. Administrators can appoint moderators to help with duties.
4. Duties:
    a. Approve membership applications for which all questions must be answered. If their Facebook name is different from their AEMV name, ED must be informed to cross-referenced with the general AEMV membership database;
    b. Conduct an annual review to purge individuals that are no longer active AEMV members after dues renewal period;
    c. Review and update the AEMV Members Only Facebook Rules annually;
    d. Address member questions or concerns on posts;
    e. Delete inappropriate posts;
    f. Encourage discussions.

Membership Approval

To see a previously accepted member's answers to the required questions:

1. On AEMV FB members only home page, under the member icons, select MEMBER.
2. A search bar will appear below, and it will tell you the current number of members.
3. Search for the name in this "Find a Member" search bar (NOT THE ONE ABOVE AND TO THE RIGHT).
4. If the person is not found, they are no longer in the group.
5. Click on the person's name or photo- this will open their personal page.
6. On the left-hand side is information about their postings with AEMV. Scroll down to the tile labeled Membership Questions. Note: originally our Facebook did not save responses, so there may be no information available.

Membership Removal

1. On AEMV FB members only home page, under the member icons, select MEMBER.
2. A search bar will appear below, and it will tell you the current number of members.

3. Search for the name in this “Find a Member” search bar (NOT THE ONE ABOVE AND TO THE RIGHT).
4. If the person is not found, they are no longer in the group.
5. If the person is found, then click on the three dots, scroll to the bottom and select remove member.
6. A confirmation post will pop up- confirm.
7. If you go to the wrong search bar, you will not have the option of removing the person, but only the option of banning them.
8. DO NOT BAN PLEASE! We want people to be able to rejoin if they become active members again.

Canned Responses

The following are responses that you can cut and paste into your response. This will provide consistency in our messaging and save you time.

1. **Job Listing** (leave the post there, but reply in comments so all can learn):

   Here is a link for posting job announcements on our website. (provide link) As not all of our members are on Facebook, listing your job here will give you a larger target audience. Good luck in your search!

2. **Non-Mammal** (remove post, instant message response):

   Your post has been removed as it did not pertain to exotic mammals. We recommend avian posts be submitted to AAV's Facebook group, amphibian and reptiles be posted to ARAV's group, and fish and aquarium questions be posted to their respective association groups.

3. **Hospital Membership Request:**

   Our member’s group is designed for our members to stay informed with AEMV events and to discuss medical cases. We do not include group memberships such as hospitals. Please reapply for membership to this group using your individual name. Thank you!

Procedure for Posts of Concern

1. Complaint Initiated:
   a. Initiated any member of the FB group.
2. Complaint Acknowledgement:
   a. Administrator / moderator should respond to the complainant that the comment is under review.

3. Complaint Discussion:
    a. Administrator / moderator notifies the other administrator(s) / moderator(s) to discuss the complaint. They can then consult the AEMV Members Only Facebook Rules to determine best action as determined by majority agreement. At least three members must be involved in the decision-making process. If no agreement can be reached see "Complaint Resolution Escalation."
4. Complaint Action:
    a. Action on the complaint may include:
        - Removing objectionable posts;
        - Warnings sent to the offending party / parties involved;
        - User's privileges to this group being suspended for any length of time, up to and including a permanent ban.
5. Complainant Notification:
    a. The complainant is notified of the decision;
    b. Complaints should ideally be resolved as quickly as possible, at minimum within 7 to 10 business days.
6. Complaint Resolution Escalation:
    a. If a decision cannot be determined by administrators / moderators, or if the transgression is repeated or considered severe, the complaint is forwarded by one of the Administrators to the board of directors for discussion;
    b. Decision on escalation complaint action is to be resolved as quickly as possible, at minimum within 7 to 10 business days.

SOCIAL MEDIA INTERN

1. Responsible for the majority of AEMV social media posting on our public Facebook (FB) page, Linked-In, TikTok and Instagram (IG) page.
2. Reports to Marketing and Communications Committee Chair and is a de facto member of that committee.
3. Works with Marketing and Communications Committee on social media related goals and tasks.
4. Expected to post a minimum of three times per week on public FB and IG pages.
5. Create social media graphics using Canva (or other graphic design software).
6. Link FB and IG posts to the related website (or other link in bio software).

7. Use FB Meta Business Suite (or Later for IG posts with links) to schedule posts in advance:
    a. Attempt to schedule posts at times when our audience is most active (this can be accessed under scheduling options);
    b. Use free stock photos or photos from members with permission and credit given. Commonly used websites for free stock photos: Pexels, Creative Commons, Wikimedia Commons, Pixabay.
8. Post related subjects including but not limited to:
    a. AEMV membership (and renewal);
    b. Free AEMV student membership;
    c. AEMV merchandise for sale;
    d. AEMV VIN Rounds;
    e. ExoticsCon;
    f. Requesting ExoticsCon auction donations;
    g. Other Exotics Conferences with Administrators approval;
    h. Research Grants;
    i. Contests;
    j. Other subjects as requested.
9. Common weekly posts (if content is available)
    a. #MammalMonday
    b. #TechTipTuesday
    c. #WellnessWednesday
    d. #JustForFunFriday
10. Maintain an AEMV Social Media Content Calendar / List in order to:
    a. Maintain posting goal;
    b. Avoid repeating similar content close together;
    c. Keep track of time sensitive content.
11. Answer IG messages or refer them to the appropriate administrator. FB messages should be turned off on the public page.
12. Serves as a moderator for the private FB.

Travel and Expense Reimbursement (TERP) Policy

1. Expenses not specifically addressed in the Travel and Expense Reimbursement Policy (TERP) or requests for exceptions must be approved by the President and ED prior to booking the travel. Expense reimbursement requests without prior approval will be submitted to the BOD for deliberation.
2. To whatever extent is possible, Members, Officers, BOD, and ED are encouraged to use travel expense reduction activities for the conduct of official AEMV business. These may include teleconferences and electronic mail.
3. Personal expenses are not reimbursable.

WITHIN THE DESIGNATED BUDGET

Officers, BOD, ED, and other individuals traveling for official AEMV business shall be reimbursed for actual expenses incurred, including travel, hotel, meals, and AEMV business related incidental expenses as stipulated in their position compensation description, BOD meetings compensation, Strategic Planning compensation, etc.

REQUESTS FOR REIMBURSEMENT PROCEDURES

1. For each event, a traveler must complete and submit a current AEMV Expense Reimbursement Form, with required supporting documentation, within 30 days of returning from the trip.
2. Itemized receipts for all allowable expenses (travel, hotel, meals) must be attached to the AEMV Expense Reimbursement Form. The names of all persons included on meal checks must be recorded on the meal receipts.
3. The AEMV Expense Reimbursement Form must be completed in its entirety (including dates of travel, locations, etc.) signed and dated by the traveler prior to submission.

Transportation

1. Air- and rail-travel reimbursement shall be limited to actual scheduled, commercial transportation, plus transportation to and from terminals:
    a. Travelers should purchase tickets as soon as practicable after notification of the meeting / event schedule. Ticket receipts must be included with the AEMV Expense Reimbursement Form;
    b. To maximize the AEMV travel budget, the most economical airfare or rail service is required. Seat upgrades, first-class, preferential airlines, and direct flights, if other flights are available within a reasonable time frame and schedule that provide a significant cost savings, are not reimbursable.

2. Automobile (Private Auto, Taxi, Limousine, and Rental Car):

    a. Reimbursement for personal automobile or rental car expenses may not exceed the most economical air or rail ticket according to the criteria set forth above. The AEMV mileage reimbursement rate is equivalent to the current IRS allowable rate per mile;

    b. The use of a rental vehicle is discouraged and must be approved by the President and ED prior to travel. If a traveler must rent a vehicle, AEMV will not reimburse for insurance or any other incidentals charged to the rental fee. AEMV will only reimburse the traveler for mileage.

Accommodations

1. Rooms at the meeting site main hotel are usually arranged by the ED or the conference manager.
2. Room charges may be billed to AEMV or reimbursed.
3. Sharing of hotel rooms is encouraged.
4. If a hotel is chosen that exceeds the main conference hotel, the reimbursement will be at the main hotel rate. If a hotel of lesser value is chosen then reimbursement will be at the lesser rate.
5. The traveler is responsible for paying incidental charges.

Meals

1. Food expenses for meals not provided by AEMV, shall be reimbursable in accordance with the then current per diem established by the Federal Government (www.gsa.gov/perdiem).
2. Food expenses exceeding the federally established per diem are not reimbursable unless prior approval of the Executive Director (ED) has been granted.
3. Itemized receipts shall be required for all meal expenses. The names of all persons included on the check must be recorded on the check receipt.
4. Meals included in conference registration or provided by AEMV are not eligible for reimbursement. If a meal is provided by AEMV or included with conference, but the traveler chooses to eat elsewhere, the added meal expense shall not be reimbursable.
5. Alcoholic Beverages:

    a. Alcoholic beverages are not permitted during meetings in which AEMV business is officially conducted;

    b. Alcoholic beverages may be reimbursed at moderate expense for social occasions, such as dinner or social hours.

Spouses / Guests

Spouses / guests may accompany an AEMV traveler; however, any increased expenses are not reimbursable (e.g., double vs. single occupancy, meal costs, etc.).

Miscellaneous

1. Reimbursable miscellaneous expenses required for AEMV business travel include: gratuities, parking, postage, and meeting preparation / supplies (e.g., copying, typing, Wi-Fi).
2. Receipts are required for all miscellaneous expenses.
3. Gratuities are not to exceed 20% of the meal. Any gratuity over 20% will be the responsibility of the traveler.
4. Gratuities for baggage handling, portage, transportation drivers should be reasonable and customary. Exceptions must be justified on the AEMV Expense Reimbursement Form.
5. Personal charges are not reimbursable (e.g., entertainment, valet, laundry, etc.).

Whistleblower Protection Policy

1. The purpose of this policy is to encourage staff and volunteers to come forward with credible information on illegal practices or violations of adopted policies of the organization, specifies that the organization will protect the individual from retaliation, and identifies those staff or board members or outside parties to whom such information can be reported.

2. AEMV prides itself on its adherence to federal, state, and local laws and / or regulations, including business ethics policies. As such, AEMV requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Pursuant to this policy, any AEMV volunteer or staff who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to the Executive Director to allow the association to investigate and, if applicable, correct the situation or condition. Financial wrongdoing may include, but is not limited to:

    a. Questionable accounting practices;

    b. Fraud or deliberate error in financial statements or recordkeeping;

    c. Deficiencies of internal accounting controls;

    d. Misrepresentations to company officers or the accounting department (including deviation from full reporting of financial conditions).

3. If the Executive Director is involved or is believed to be involved in the matter being reported, AEMV volunteers or staff may, in the alternative, make a report to AEMV's legal counsel or President. AEMV will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

4. It is contrary to the values of AEMV for anyone to retaliate against any board member, officer, staff member or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of AEMV. An employee or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or removal from the volunteer position.

5. Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

6. Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.