



***American Association of Small Ruminant Practitioners  
Policy and Procedures Manual  
Adopted by the AASRP Board of Directors  
August 28, 2019***

**Duties of the President**

1. Presides at, conducts and creates the agenda for meetings of AASRP.
2. Is a member of the Board of Directors and presides as Chairperson.
3. Is the official spokesperson for AASRP.
4. Develops and maintains a working relationship with the Company that provides management services, hereafter referred to as Management, to enhance communication and continuity.
5. Receives nominations for all awards given out by AASRP and makes recommendations to the Board.
6. Nominates for Board approval, non-elected officers of the Board, Chairpersons of Committees, AVMA delegate, AVMA alternate delegate and representatives to AVMA, USAHA and other membership organizations.
7. Coordinates and supervises activities of the Association.
8. Attends the annual AVMA Veterinary Leadership Conference.
9. Is active in giving direction to Management and the Board.
10. The president casts a vote only in the event of a tie.
11. Is responsible for maintaining accountability for committee chairs, AVMA and USAHA liaisons, and members of the board.
12. Is responsible for implementing the association's strategic plan.

**Term of Office two years.**

**Duties of the President Elect**

1. Is a member of the Board of Directors.
2. Serves as Chairperson of the Continuing Education committee.

3. Assumes the presidency at the conclusion of the President's term of office.
4. Attends the AVMA Veterinary Leadership Conference.
5. Is responsible for communication and fostering the leadership of the current AVMA Emerging Leader.

**Term of Office two years.**

### **Duties of the Immediate Past President**

1. Is a member of the Board of Directors and presides as Chairperson in the absence of the President.
2. Imparts wisdom.
3. In the event of an unexpected vacancy on the Board, the Immediate Past President will fill that position until the vacancy is filled. If the Immediate Past President position is vacant, a previous past president will be nominated and approved by the Board.
4. Is responsible for communication and fostering the leadership of the past AVMA Emerging Leaders.
5. Is responsible for monitoring membership and volunteer satisfaction.
6. Holds an on-boarding and orientation meeting for new board members.

**Term of Office is two years.**

### **Duties of the Secretary**

The Secretary is nominated from the Board of Directors by the President and approved by the Board.

1. Responsible for the minutes of all meetings of the Board.
2. Signs and executes all corporate documents and instruments whereupon his or her signature may be lawfully required.
3. These duties may be delegated to Management.

Term of Office is one year.

### **Duties of the Treasurer**

The treasurer is nominated by the President and approved by the Board.

1. Perform monthly account reconciliation with AASRP management.
2. Assists management in preparing the annual budget.
3. Reviews financial statements for board meetings on a monthly basis.
4. Provides yearly review of financial status of the Association.
5. Ensures compliance with the association's financial policy.

6. These duties may be delegated to Management.
7. The treasurer is an ex-officio non-voting member of the board.

Term of Office is two years and can serve one additional term upon board approval.

### **Duties of the AVMA Delegate**

1. Nominated by the President and approved by the Board.
2. Carries the concerns and proposals of the Association to the AVMA House of Delegates.
3. Reports to the Board on the activities of the AVMA House of Delegates.
4. Develops and maintains active relationship with the AVMA Executive Board liaison.
5. Searches for qualified AASRP members to serve on AVMA Councils or committees and makes such recommendations to the President.
6. AVMA delegate serves as voting member of the AASRP Board of Directors.
7. Actively participates in AVMA allied group caucus.
8. Attends AVMA Veterinary Leadership Conference and all AVMA House of Delegates meetings.
9. The AVMA Delegate should have previous service on the AASRP Board of Directors and must be a current member of the AVMA.
10. In the absence of the AVMA Delegate, the Alternate Delegate will serve and the President will temporarily appoint a previous delegate to serve.
11. Term of office will end at the conclusion of the Annual Membership Meeting immediately after their final House of Delegates meeting.

Term of Office is four years.

### **AVMA Alternate Delegate**

1. Nominated by the President and approved by the Board.
2. Is not a member of the Board, however can serve on the Board in another position.
3. Serves as the AVMA Delegate in the event of the absence of the current AVMA Delegate.
4. Assumes the position of AVMA Delegate in the event of a permanent vacancy for the remainder of the term. This partial term is renewable, upon approval of the Board, if it was less than two years.
5. Attends the AVMA Veterinary Leadership Conference and all House of Delegates meetings.

Term of Office is four years and will ascend to the AVMA delegate position at the conclusion of the four year term.

## **Regional Directors**

1. Keeps the membership informed about Board activities and progress of issues before the Board.
2. Accepts assignments as given by the President.
3. Monitors the financial status of AASRP and makes appropriate recommendations.
4. Is accountable for creating member value.
5. Attends scheduled Board meetings and, as needed, contributes to appointed committees.
6. Represents the AASRP at Board approved functions.
7. Must reside in the region represented.
8. Serves as vice chair of a committee assigned by the President.

Term of Office is two years and is eligible for renewal for one term. Term expires June 30<sup>th</sup> of the final year of the term of service.

## **Duties of the AASRP Board of Directors**

1. Upholds and is guided by the Constitution, Bylaws and Policy Manual of the AASRP.
2. Strives to build a strong organization which reflects current and future needs of the members and profession.
3. Annually evaluates the Management of AASRP.
4. Strives to represent the organization in the highest professional and ethical manner.
5. Must be an Active Member of AASRP.

## **Board Meetings**

1. The Board shall meet monthly by any means.
2. The Board will meet at least annually in person.
3. The Board shall follow a prepared agenda which will be reviewed in advance by all Board members to facilitate discussion of agenda items in a direct and succinct manner.
4. The agenda should be adhered to and followed. Except in emergency situations, no issue should be considered by the Board unless it has been placed on the meeting agenda beforehand. New items that are considered important may be introduced under “New Business” at the end of the agenda and discussed if approved by the President.
5. All invited guest must have approval of the President.
6. Any action voted upon by electronic means must have 100% consensus.
7. Board members who will be absent should notify the President in advance.

## **Annual Membership Meeting**

1. The Board of Directors will establish the place, date, time, and duration of the meeting. Members will be notified of the date and location of the Annual Membership Meeting not less than 30 days in advance. The number of members present shall be considered a quorum.
2. The order of business at the meeting shall be:
  - a. Call to order
  - b. Roll call
  - c. Reading the minutes of the last meeting
  - d. Recognize Guests
  - e. Reports
    - i. Invited Guest
    - ii. Committee Chairs
    - iii. AVMA Executive Board Liaison
    - iv. AVMA Delegate
    - v. AVMA Committee members
    - vi. Board members with assignments
    - vii. Management
      1. Membership
      2. Financial
      3. Other items
  - f. Agenda items from membership
  - g. Election results
  - h. Installation of President and President Elect
  - i. Awards and Recognitions
  - j. Adjournment

## Membership and Dues

1. Membership Regions-revised July 2017

### ***Region 1***

Pennsylvania, New York, Vermont, New Hampshire, Maine, Massachusetts, Delaware, Maryland, New Jersey, Rhode Island, Connecticut, Quebec, Newfoundland, Labrador, Nova Scotia, Prince Edward Island and New Brunswick

### ***Region 2***

Ontario, Michigan, Indiana, West Virginia, Kentucky, Virginia, Tennessee, North Carolina, South Carolina, Mississippi, Alabama, Georgia, Ohio, Puerto Rico and Florida

### ***Region 3***

Nunawut, Saskatchewan, Manitoba, North Dakota, South Dakota, Minnesota, Wisconsin, Iowa, Nebraska, Kansas, Missouri, Illinois, Oklahoma, Arkansas, Texas, and Louisiana

### ***Region 4***

Alaska, British Columbia, Washington, Montana, Oregon, Idaho, Wyoming, Oregon, Nevada, California, Utah, Colorado, Arizona, Hawaii, New Mexico, Yukon Territory, and Northwest Territory

2. The dues year shall be January 1<sup>st</sup> to December 31<sup>st</sup> . Memberships accepted and dues paid after August 1 will expire on December 31<sup>st</sup> of the next year.
3. Members not renewing membership by failing to pay required dues will be dropped from membership on March 1<sup>st</sup>.
4. Membership renewal notices will be sent by the AASRP management upon consultation with the board.
5. Dues are set by the Board of Directors.
6. All members of the Board must vote on any dues increases.
7. Members will be notified of any change in dues amounts by July 31<sup>st</sup>.

## **AWARDS**

### **George McConnell Award Guidelines**

George McConnell was an enthusiastic supporter of the Intermountain Veterinary Meeting (now Western Veterinary Conference) and of the American Association of Sheep and Goat Practitioners (now AASRP). He was vice-president of the H.C. Burns Company (now Burns Veterinary Supply). Under his leadership, our fledgling association took root and grew to what we have today. This award embraces his foresight, work, support, and his fun loving enthusiastic desire for education of small ruminant veterinarians.

The purpose of this award is to recognize the American Association of Small Ruminant Practitioner who exemplifies the ideals and dedication of George McConnell and who has given extraordinary service to both the association and the practice of small ruminant medicine.

The nomination procedure, application and previous winners are available on the AASRP website.

The Award: The award is an individualized engraved myrtle wood plaque. The presentation of this award will be done at the annual membership meeting.

### **Bailey Practitioner of the Year Guidelines**

## “Dr. Donald E. Bailey Practitioner of the Year Award”

Dr. Don Bailey set the standard for small ruminant practitioners. He loved being a veterinarian, servant of the community, teacher of youth and of colleagues, giver of time talents and laughter, and above all, a wise parent and loving spouse. Our association is better because Don put his stamp on it. We therefore initiated an award, named in his honor, to recognize the American Association of Small Ruminant Practitioner of the Year. The nomination procedure, application and previous winners are available on the AASRP website.

## **COMMITTEES**

### **Continuing Education Committee**

1. Chairperson is President Elect.
2. Chairperson nominates committee members for Board approval.
3. As determined by the Board of Directors, develops CE at meetings involving small ruminants.
4. Identifies speakers and moderators that will represent AASRP in the best possible light and provide quality education.
5. If appropriate, chairperson works with CE coordinators of various meetings to provide timely information.
6. Attends meetings as defined by the conference organization.
7. The chairperson informs and communicates content of planned CE to the board.

Term of Office is two years.

### **College Liaison Committee**

1. Chairperson is nominated by the President and approved by the Board of Directors.
2. Chairperson nominates committee members for Board approval.
3. The Committee provides materials for recruitment, enrollment, funding and reporting of educational opportunities. It is suggested these materials be available on the AASRP website.
4. The committee recruits liaisons for AASRP from faculty at Colleges of Veterinary Medicine.
5. Ensures college liaisons serve as a conduit for materials from AASRP to students at Colleges of Veterinary Medicine.
6. Maintains active student liaisons from each of the colleges of veterinary medicine.
7. Maintains active engagement with student and college liaisons.

### **Student Education Committee**

1. Chairperson is nominated by the President and approved by the Board of Directors.
2. Chairperson nominates committee members for Board approval.
3. With the assistance of veterinary college liasons to AASRP, the Committee serves as a resource to identify suitable places that will provide small ruminant experience for AASRP students. Members will be encouraged to volunteer to provide student education opportunities.
4. Students seeking educational opportunities will be members in good standing of AASRP for a minimum of 90 days prior to application date.
5. The Committee receives, reviews and approves requests for student education funding opportunities.
6. The approved applications are reviewed and approved by the Board of Directors and funds are disbursed by the management office.
7. The committee chair or management will have responsibility for tracking the successful completion of the student educational experience, and submitting reports to the *Wool and Wattles* for publication.
8. Responsible for maintaining and updating applications and requirements for funding.

### **Governance Committee**

The President serves as the chair of the Governance Committee and the President-Elect, Immediate Past President and AVMA Delegate are members during their term. The Executive Director serves on the committee as a non-voting member.

1. Chairperson may nominate additional committee members for Board approval.
2. Recommends to the Board corrections, additions, and/or deletions to governing documents.
3. Recommends to the Board changes in governing documents that will keep the Association modern in its governance and also be in compliance with incorporation.
4. Reviews documents, letter, emails and other Association communication for possible anti-trust issues.
5. Ensures conflict of interest, disclosure and code of conduct policies are signed by all AASRP leaders annually.
6. Ensures review of AASRP polices according to the following schedule:
  - a. Polices are reviewed every five years by a working group assigned by the board. Policies are open for a member comment period of 30 days for established policies and 60 days for new policies after they are initially approved.



7. The AASRP board will have a strategic planning meeting every 3 years.
8. The policy manual and bylaws will be reviewed every 5 years.

### **Membership Committee**

1. Chairperson is nominated by the President and approved by the Board of Directors.
2. Chairperson nominates committee members for Board approval.
3. Plans and initiates recruitment of those involved in small ruminants including private practice, government, industry, education, and business.
4. Recommends ways to recruit international members.
5. Is responsible for obtaining updated information for graduating seniors.
6. Takes the lead in follow up for non-renewals with assistance from Regional Directors.
7. Recommends when and where to use AASRP booth for recruitment.
8. Develops ideas to increase value of AASRP membership.
9. The committee is assisted by management and regional directors.
10. Engages with past Sam Guss externship grant recipients.

### **Budget/Finance Committee**

1. The chair is the current Treasurer. The Executive Director serves as a non-voting member of the committee.
2. Chairperson nominates committee members for Board approval.
3. In advance of new year, works with management to prepare next year's budget.
4. Monitors investments, other assets and makes recommendations to the Board of Directors for consideration and approval.
5. Recommends to the Board of Directors ideas to increase revenue and decrease expenses.
6. Management prepares Financial documents for review, tax purposes, and evaluation.
7. Is responsible for a balanced budget.

### **College and Student Liaisons**

1. College liaisons must be a member of AASRP.
2. Student liaisons are provided a complimentary membership while they are a student liaison.
3. College and student liaisons should promote the interests of AASRP and other duties as needed.

4. Student liaisons should report to their regional director on any small ruminant activities at their college.
5. Promote contributions and use of the Sam Guss Funds.

### **Samuel B. Guss Memorial Fund**

1. All members of the Board will serve as directors of the fund.
2. The fund is to be used to provide educational opportunities for qualified AASRP veterinary students. Funds are not available for post DVM students, interns or residents.
3. The Student Education Committee chair submits recommendations to the Board for approval.
4. The maximum any one student may receive is \$750 in a lifetime. The student may submit multiple requests but may not exceed the maximum amount of funding.
5. Students receive 75% of the funding upon approval by the board. The remaining 25% is disbursed after receiving a detailed report of their experience. The report will be published in the *Wool and Wattles*.

### **Reimbursement of Expenses**

1. **Board of Directors Expenses:** All expenses not covered by other organizations for attendance at in person meetings of the Board or other items associated with the duties of the board will be covered by the association. An expense reimbursement form and receipts will be sent to the management for payment within 60 days of the expense. Expenses eligible for reimbursement include travel, lodging, meals, registration fees and any other expense associated with attendance. Personal expenses are not reimbursable.
2. **Management or Staff Expenses:** Reimbursement of expenses incurred by persons providing management or staff services for AASRP is subject to the terms of a contract between AASRP and the persons or agencies providing those services. Receipts will be submitted to and reviewed by the AASRP Treasurer and the President-Elect. Personal expenses are not reimbursable.
3. Expenses should be carefully considered for judicious use of association funds.

### **Conflict of Interest Policy**

All board members shall sign a conflict of interest policy, provided by AASRP Management, annually. The signed documents will be maintained by AASRP Management.

## **Antitrust Avoidance Policy**

The American Association of Small Ruminant Practitioners is a not-for-profit organization which may not play any role in the competitive decisions of its members, their employers or employees, nor in any way restrict competition. To ensure that the Association and its members comply with antitrust laws, the following principles will be observed:

1. The Association or any committee, section or activity of the Association shall not be used to bring about attempt to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to fees, or terms and conditions of contracts for services or products. Therefore, discussion and exchanges of information about such topics will not be permitted at Association meetings or other activities.
2. There will be no discussions discouraging or withholding patronage or services from, or encouraging exclusive dealing with any supplier or purchaser or group of suppliers or purchasers of products or services, any actual or potential competitors, or any private government entity.
3. There will be no discussions about allocating or dividing geographic or service markets or clients/customers.
4. There will be no discussions about restricting, limiting, prohibiting or sanctioning advertising or solicitation that is not false, misleading, deceptive, or directly competitive with Association products or services.
5. There will be no discussions about discouraging entry into or competition in any segment of the marketplace.
6. There will be no discussions about whether the practices of any member, actual or potential competitor, or other person are unethical or anti-competitive, unless the discussions or complaints follow any prescribed due process provisions of the Association's articles or bylaws.
7. Certain activities of the Association and its members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper activities or discussions by members designed to influence:
  - a. Legislation at the national, state or local level;

- b. Regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or
  - c. Decisions of judicial bodies.
8. Speakers at committees, sessions CE, or other business meetings of the Association shall be informed that they must comply with the Association's antitrust policy in the preparation and the presentation of their remarks.
9. Each meeting of the Association's governing bodies shall follow a written agenda. Minutes will be prepared after each meeting to provide a concise summary of important matter discussed and actions taken or conclusions reached.

### **Nondiscrimination, Inclusion, Diversity and Harassment Policy**

AASRP strives to promote and maintain diversity and inclusion in the membership, leadership, and association relations. AASRP is also committed to providing equal opportunity and benefits of membership to all qualified persons without regard to race, creed, color, national origin, nationality, ancestry, age, sex, familial status, marital status, domestic partnership or civil union status, religion, sexual preference, gender identity or expression, political beliefs, parental or pregnancy status, disability (physical or mental), military status, and socio-economic or educational background, or any other protected status or participation in protected activity in accordance with the requirements of all federal, state and local laws.

AASRP will not tolerate unlawful discrimination or harassment by, to or from any member or other person or associations. Unlawful discrimination and harassment include discrimination or harassment due to race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, religion, sexual preference, gender identity or expression, political beliefs, disability (physical or mental), parental or pregnancy status, military status, or any other protected status or participation in protected activity in accordance with the requirements of all federal, state and local laws, or any other reason will be considered a violation of this policy. The term "harassment," includes slurs, offensive remarks, jokes and other offensive verbal, graphic or physical conduct.

Retaliation in any form against an individual who exercises his or her right to make a good faith complaint under these policies, or against a witness who participates in an investigation, is strictly prohibited.

### **Code of Conduct**

As a member of the Board of Directors of the American Association of Small Ruminant Practitioners, I agree to support and be bound by the following principles to assure effective and ethical decision-making and governance:

1. I will be deliberate in my responsibility to AASRP by preparing for board meetings and decision-making. I will consider the need for and request any additional information in advance of meetings. I will participate in the board of director meetings as an active member.
2. I will base my decisions on all available facts in each situation, taking into consideration the views of my fellow Board members.
3. I will make decisions in the best interest of AASRP as a whole, and will strive to keep personal bias or the views of special interests from my decision process.
4. I will accept, support and implement all decisions of the Board, even those that I did not initially support or those that were made in my absence.
5. I will work to provide an environment conducive to an open and respectful dialogue between and among members of the board, guests participating in the discussion, and AASRP staff. I will not engage in personal attacks, insinuations, or misleading discussions.
6. I will not enter into legally binding agreements on behalf of the AASRP unless specifically authorized to do so.
7. When presenting personal opinions about AASRP business, I will present them as personal opinions and not necessarily the views of AASRP. In addition, I will remain mindful of my duty to support Board of Directors decisions and will avoid making statements that undermine its decisions or leaders.
8. I will not discuss matters under discussion or deemed confidential by the Board outside of board meetings without the express permission of the Board.
9. I will abide by all AASRP policies, including the Policy and Procedure manual, By-Laws, and Constitution, AASRP'S policies on conflicts of interest and confidentiality, and Inclusion, Diversity and Harassment policy.
10. I will strive to avoid even the appearance of any conflicts. I will declare any conflicts -potential or actual – before any discussion in which a conflict may exist.
11. I acknowledge that the codes of conduct are in addition to, and do not replace, my obligations to AASRP as a fiduciary under applicable law.

### **Financial Audit Policy**

The AASRP Financial and Investment Policy serves as a guide to the Executive Director, Treasurer and Board of Directors for the handling of the assets entrusted to them. The goals of the Financial and Investment Policy include:

1. Providing financial transparency between the Executive Director and Board of Directors.
2. Establishing guidelines for disbursement and transfer of finances on a day to day basis.
3. Identifying financial reports required to be submitted to the board by the Executive Director.
4. Establishing guidelines and priorities for the long and short-term investment of funds.
5. Providing restrictions for monies designated to the Sam Guss Fund.
6. Establishing a schedule for board action for determining the investment of excess funds.

### **Financial Policy**

1. All financial records, bank statements and check images will be made available to any board member upon request.
2. All checks will be dually signed by the Executive Director and Administrative Assistant.
3. If a check cannot be dually signed, written permission, by email or otherwise, must be obtained from the Treasurer.
4. All check payments over \$5000 must have written authorization, by email or otherwise, from the Treasurer.
5. All transfer of assets or cash between accounts must have written authorization, by email or otherwise, from the Treasurer.
6. A monthly account reconciliation for all cash and investment accounts will be performed by the Executive Director and Treasurer.
7. The Executive Director will provide the following financial statements on a monthly basis for approval by the Board of Directors:
  - a. Balance Sheet
  - b. Profit and Loss Statement
  - c. Budget Vs. Actual Statement
  - d. A report indicating the amount of money restricted to the Sam Guss Fund.
  - e. Any other report will be provided upon request.

### **Operating Funds**

1. Operating Funds are identified as cash funds for the day to day operations of the organization.
2. Operating Funds will be kept at a bank approved by the board upon recommendation by the Executive Director.
3. Cash in operating funds must be protected by FDIC insurance and cannot exceed the maximum protective levels.
4. Operating Funds will be in checking and money market accounts.

### **Investment Funds**

1. Investment Funds are identified as excess assets whose purpose is to ensure the long-term financial health of the organization and allow for growth of assets over time.

2. Investments will be made with an investment organization approved by the board of directors upon recommendation from the Executive Director.

### **Sam Guss Funds**

1. Sam Guss Funds are cash funds in the AASRP checking account.
2. A separate accounting will be made for all Sam Guss donations and expenses.
3. Cash values in the Sam Guss Fund are restricted to student externship grants approved by the board.
4. Sam Guss donations and expenditures are not included in the yearly budget approved by the board.

### **Investment Policy**

On an annual basis, the AASRP board of directors will adjust operating and investment funds using the below described guidelines. This evaluation and adjustment will be performed at the annual in-person board meeting or within three months of the in-person board meeting.

1. Money Market Index will have a minimum balance of 75% of the average of the last three years annual operating expenses excluding student externship expenses.
2. Funds in excess of 75% of the last three years meeting expenses will be placed in the Investment Fund.
3. The Executive Director will provide a report estimating expenses based on budget projections for the remainder of the fiscal year.
4. Decisions or details regarding the allocation of excess cash funds in checking over projected expenses will be decided at the annual board meeting.

### **Record Retention Policy**

Records may be stored electronically or hard copy. If electronic records are stored, an off-site backup system must be utilized.

Permanent files:

- Copies of tax returns
- Tax deposits
- Tax and legal correspondence
- Audit reports
- General ledger & journals
- Financial statements (not bank statements)
- Real estate records
- Corporate stock records and minutes
- Partnership agreement & amendments
- Operating agreement & amendments
- Cancelled check for important payments, i.e taxes, purchases of property, special contracts, ect.
- Contracts and leases still in effect
- Minutes of directors and committees, including by-laws and charter

#### 1 year destroy date

- Routine correspondence with members, customers or vendors.

#### 3 year destroy date

- General correspondence
- Expired insurance policies
- Internal audit reports
- Membership applications
- Personnel records (after termination)
- Employment applications
- Petty cash vouchers

#### 5 year destroy date

- Bank statements, deposit slips and bank reconciliations
- Other records relating to revenue
- Employee expense reports and records relating to travel and entertainment expenses
- Cancelled checks
- Any other records relating to expenses not covered above

#### 7 year destroy date

- Expired contracts and leases
- Invoices to members and customers
- Cancelled stock and bond certificates
- Voucher register and schedules
- Vouchers for payments to vendors, employees, ect. (includes allowance and reimbursement of employees, officers, etc. for travel and entertainment expenses)
- Sales records and journals (accounts receivable ledgers and schedules)
- Paid vendor invoices (accounts payable ledgers and schedules)
- Employee payroll expense records
- Inventory records

Depreciation schedules and other capital asset records must be kept for the tax life of the asset plus three years.

### **Membership Information Policy**

- Requests for the AASRP Membership List should be sent to the Executive Director and if not provided with the original request, the AASRP office will ask for the following information from the requesting party:
  - Name and affiliation
  - Intended use of the membership list (i.e. - educational, advertisement/promotional, job search)
  - If the use of the membership list is for mailing a promotional item, the item will be sent to the AASRP office for approval by the Board of Directors



- The membership list can include the following items:
  - Name
  - Address
  - Membership type
  - Veterinary school and graduation year
- Membership lists are intended for a one time only use
- The fee for the membership list will be set by the AASRP Board of Directors
- All membership list requests and supporting documents will be presented to the AASRP Board of Directors for approval with communication to the requesting party after the board decision by the AASRP office
- The member search feature of the AASRP website is available to current AASRP members as a member benefit

### **Membership Applications and AASRP Logo**

AASRP will provide the AASRP logo and membership applications to speakers or organizations with small ruminant topics at local and national meetings. All other requests for use of the AASRP logo shall be approved by the Board of Directors.

### **AASRP-AABP Continuing Education Agreement**

The remuneration to AASRP for participation in the joint AABP-AASRP meeting will be based upon the following:

1. The total number of paid AABP and AASRP Regular members (excludes student members and complimentary registrations)
2. The relative contribution of the AABP and AASRP members will be calculated as follows:
  - a. A registrant that is a member of AASRP only : 1 point AASRP
  - b. A registrant that is a member of AABP only: 1 point AABP
  - c. A registrant that is a member of both AABP and AASRP: 0.75 points AABP & 0.25 points AASRP
  - d. The points are all totaled and a percentage contribution of each organization is calculated.
3. After all bills are paid the net income of the meeting will be multiplied by the percentage of registrant contribution by the AASRP to arrive at the AASRP compensation for participation in the joint AABP-AASRP.
4. Changes to this agreement may be made upon agreement by both parties.

