ACADEMY OF VETERINARY CONSULTANTS, Inc
Policy and Procedures

Approved: November 29, 2000, Denver, Colorado
Revised:

INTRODUCTION

The Academy of Veterinary Consultants is composed of veterinarians primarily interested in beef practice, with an emphasis on fed cattle. It was organized in 1972 by a small group of veterinarians as a non-profit organization. The majority of its members are from the United States, but several are from Canada and other countries outside of North America. The U.S. membership is represented in eight demographic areas of the at-large active membership.

MISSION STATEMENT

We, the Academy of Veterinary Consultants, as a group of veterinarians involved with the beef cattle industry, are dedicated to:

  Providing our members with the atmosphere necessary for continued dialogue, sharing of ideas and continuing education.

  Serving the beef industry by pro-actively applying scientific information in formal interaction with other agencies and associations.

  Being in a leadership position as it relates to communicating the positions of policies that best serves all our constituents on issues of animal health, animal welfare, human health, food safety and environment.

OBJECTIVES

A. To endeavor to do all things necessary to promote the interests, to improve the public stature, and increase the knowledge of veterinarians in the field of Beef Herd Health Consultation.

B. To promote the profession and maintain high standards under which the members conduct their services of the public by holding meetings for the exchange of ideas and the study of the profession of Beef Herd Health Consultation.

C. To attract attention to, and promote the relationship between consultation practice, the Beef Industry and the public interest.

D. To cooperate with veterinary and agricultural organizations and regulatory agencies.

E. To promote understanding and good will among its members.

F. The main focus of the organization is education first and foremost, and not political in nature.
MEMBERSHIP

A. There shall be five classes of membership: active, honorary, endowed lifetime, complimentary, and student members.

1) Active members shall be veterinarians actively engaged in, or shall have abiding interests in, Beef Herd Health Consultation, and are encouraged to be members of the American Veterinary Medical Association. Active members shall be entitled to all rights and privileges of the organization. Membership shall be granted only on an individual basis. Annual dues will be one hundred and seventy-five dollars ($175). Applicants for membership shall make application on an official form. The dues for the current year, as well as references from two (2) AVC members in good standing, shall accompany the application submitted to the AVC.

2) Honorary members shall be who have made noteworthy and outstanding contributions to veterinary consultation. Unanimous approval of the Executive Board is required for applicants of this category. Honorary members shall have the rights and privileges of active members except the privilege of holding office, but shall pay no dues.

3) Endowed lifetime members shall be active members that have donated twenty-five hundred dollars ($2,500) to the Academy of Veterinary Consultants. Endowed lifetime members shall be entitled to all rights and privileges of the organization, but shall pay no dues.

4) Student members shall be students currently attending a college or school of veterinary medicine who have abiding interests in Beef Herd Health Consultation. Student members shall be entitled to all the rights and privileges of active membership except voting and holding office. Student membership dues will be twenty dollars ($20.00) per calendar year. Applicants for student membership shall submit an application from with reference signatures from two current AVC members in good standing. The Board of Directors will approve student applications at each regularly scheduled board meeting. Upon graduation, student member may be rolled over into active membership with all rights and privileges for the remainder of that calendar year.

5) Complimentary Membership
   i. Complimentary memberships will be granted to those individuals involved in the Beef or Dairy Industries. Complimentary membership will not be required to pay annual dues and can only be granted by an annual unanimous vote of the Academy of Veterinary Consultants Board of Directors.
   ii. Complimentary Memberships will be categorized according to Executive Board action as follows:
       1. Full complimentary memberships will have the same rights and privileges of dues paying AVC members with the exception of voting rights or holding office.
       2. Limited complimentary memberships will only receive the mailings of the Academy of Veterinary Consultants.

DUES AND ASSESSMENTS

A. Dues will be payable upon submission of application or by January 31 of each year.

B. The Executive Board shall annually determine dues and assessments of the organization. In the event any member is delinquent in payment of dues by January 31st of each year and is delinquent in payment for a period of three months, such member shall be dropped from membership and must reapply.
FISCAL YEAR

The fiscal year of this organization shall be April 1 to March 31 of the following year.

STANDARDS OF PRACTICE

The standards of practice shall be determined by the Veterinary Practice Issues and Standards Committee. To provide an outline of standards or ethics that we believe veterinarians in food animal practice should ascribe to while:

A. Helping assure a continuing supply of wholesome and safe meat,
B. Practicing humane and effective medicine, and
C. Assisting producers attain the most cost-effective product possible within accepted standards of animal husbandry.
D. AVC encourages veterinary supervision of licensed and approved animal health products for use in disease prevention and treatment programs and will not condone the use of any federally banned or ethically unacceptable products or procedures
E. AVC encourages the union of veterinarians and livestock producers in designing complete quality animal health programs. Emphasis should be placed on prevention of disease through education, genetics, nutrition, parasite control, animal husbandry practices, biosecurity, immune enhancement, and responsible drug and chemical utilizations in treating diseased animals
F. AVC encourages veterinarians and producers to work together in designing and maintaining quality assurance programs
G. AVC believes there is no economic justification for jeopardizing the food supply
H. AVC does not encourage extra label drug use (ELDU). If found to be necessary such use should be within the Animal Medicinal Usage Clarification Act (AMDUCA) criteria. These criteria include:
   i. An adequate veterinarian/client/patient relationship exists
   ii. Approved treatments have been documented to be inadequate or inappropriate
   iii. Adequate treatment records an animal identification are maintained
   iv. Utilize significantly extended withdrawal (WD) times or other methodologies to assure the safety of the food supply
I. AVC encourages veterinary cooperation with Food and Drug Administration Center for Veterinary Medicine (FDA-CVM), United States Department of Agriculture (USDA), Environmental Protection Agency (EPA) and state and local health authorities in providing a safe and whole food supply.

OFFICERS AND DIRECTORS

B. The Officers of this organization shall be a President, Immediate Past President, President-Elect, Vice President, Executive Director, and Treasurer.

1) The President shall preside at all Academy Meetings, and shall have all such duties as may be reasonably construed as belonging to the chief elected executive of the association as chair of the Executive Committee and Board of Directors. The President shall:
   i. Appoint members of all active Committees within the organization
   ii. Write a message for each publication of the newsletter (3 times per year)
   iii. Provide leadership in conducting the Meetings of the Board of Directors
   iv. Be able to delegate or find resources to answer questions pertaining to the beef cattle industry
v. Have a working knowledge of Roberts Rules of Order
vi. Be able to conduct Meetings for the membership

2) The Immediate **Past President** shall serve on the Executive Committee. The Immediate Past President shall be the Chief Electoral Officer for elections of Directors and Officers and shall perform duties required by the by-laws.

3) The **President-Elect** shall assist the Officers in the administration of the organization and shall preside at Academy Meetings in the absence of the President. The President-Elect shall:
   i. Be a member of the Executive Board consisting of President, Immediate Past President, President-Elect, Vice President, Executive Director, Treasurer, and Board of Directors
   ii. Serve as a member of the Executive Committee of the Executive Board composed of the President, Immediate Past President, President-Elect, Vice President, Executive Director, and Treasurer
   iii. Serve as Program Chair and be responsible to assemble a Committee to organize three Academy Meetings during his/her term of office. Meeting judgments and guidelines are the decision of the Program Chair.

4) The **Vice President** shall assist the President-Elect in preparing educational programs for the upcoming years. The Vice President shall serve as a member of the Executive Committee of the Executive Board. The Vice President shall also serve as a member of the Educational Program Committee.

5) The **Executive Director** shall be the Executive Officer of the organization and conduct its business operations and financial affairs under the general direction of the Executive Board. The Executive Director is a non-voting member of the Executive Board. The Executive Director is a compensated position and shall be appointed by the Executive Board and shall serve a 4 year term with unlimited re-appointments as shall suit the Executive Board. Contracts are continued on an annual basis upon the completion of a satisfactory annual review done by the Executive Committee. In the event of an unsatisfactory annual review by the Executive Committee, the Executive Board may choose to dismiss said person. The Executive Director shall:
   i. Attend all meetings of the Executive Board and Executive Committee;
   ii. Oversee the educational portion of each Academy Meeting and in connection therewith;
   iii. Assure completion of all member communications, including, but not limited to; the annual membership directory, AVC meeting newsletters, all membership lists, meeting proceedings, and communications with applicants
   iv. Present a report of the activities of the headquarters office and of the Academy’s affairs at each of the three annual Academy Meetings, and shall advise the Executive Board promptly at all other times on emergency and unforeseen developments;
   v. Determine staffing needs and qualifications according to program requirements and within approved budgets and Executive Board approval, and recruit, employ, assign, promote, or release contract labor personnel to maximize their utilization and potential;
   vi. In connection with the Executive Board, may delegate to contract labor personnel and/or a designated third party agent any of his/her duties that he/she considers appropriate, subject to his/her supervision and subject to terms, conditions, or limitations that he/she imposes upon the contract staff;
   vii. Recommend to the Executive Board functions, standards, qualifications, compensation, and contract labor personnel guidelines needed to attract and retain qualified contract labor personnel;
   viii. Maintain liaison with appropriate professional groups and organizations at the direction of the Executive Board;
   ix. Maintain records of Executive Board elections and Committee appointments, and assist the
president in appointment of Committee members as needed;
x. Provide oversight for the following positions, Administrative Manager, Treasurer, and Bookkeeper.

6) The position of Administrative Manager is supervised by the Executive Director and is responsible for management and completion of AVC meeting administration and support activities. Furthermore, the Administrative Manager cooperates with the AVC Treasurer to manage financial activities, financial records and the activities of the bookkeeper. The responsibilities/position functions include, but are not limited to the following:
   i. Maintain accurate records of the proceedings of the Executive Board;
   ii. Maintain in an orderly and systematic manner all papers, books and documents of the Academy, including financial records;
   iii. Maintain Policy & Procedures manuals documenting steps followed to smoothly execute his/her duties referent to specific job responsibilities;
   iv. Coordinate meeting functions including, but not limited to:
      1. Assure printing, proofreading, and distribution of the Educational meeting materials;
      2. Assure, through a designated third-party agent if necessary, appropriate meeting room space and procure audio and visual aids for the proper functioning of the conference;
      3. Shall be responsible for the Industry Technical Seminars at Academy Meetings, including, time availability on each program, scheduling and correspondence with sponsor companies, including all correspondence regarding AV equipment, meal selection and meeting space;
      4. Supervise all meeting pre-registrations and check-in;
      5. Shall serve as liaison for the hotel and other service groups;
      6. Work to secure the most favorable rates for rooms, meeting space, auto tutorials, etc. at Educational Meetings.
   7. Work with Program Chair to ensure reasonable compensation for program content.
   v. Assure printing, editing, and distribution of the Annual Membership Directory.
   vi. Assure printing, editing, and distribution of the AVC Newsletter, pre-meeting communications and registration materials three times per year;
   vii. Maintain an updated list of all Active, Endowed, Honorary and Student Members;
   viii. Correspond with all new applicants regarding their application status and acceptance into membership;
   ix. Maintain a list of Continuing Education Units available to members through each Academy Meeting;
   x. Produce and maintain an annual calendar of the Academy’s activities;
   xi. Maintain records of the dates that the present Executive Board terms expire. At an appropriate time, under the direction of the Nominating Committee, the upcoming nominations shall be posted in the Newsletter (three times per year), providing members with the opportunity to review the nominations prior to the election, and provide for absentee voting.
   xii. Maintain Employee Dishonesty Insurance and Officers and Directors Liability Insurance policies
   xiii. Maintain adequate equipment and supplies to perform duties
   xiv. Serve as Proceedings Editor, to include:
      1. Arrange to have proceedings of each Educational Meeting taped, transcribed and edited. Editor will work directly with speakers to see that editing is completed in a timely fashion.
      2. Arrange to have proceedings distributed to membership. The goal is to have each set of proceedings completed and distributed to the membership prior to the next regularly scheduled Educational Meeting.
3. Arrange to have speakers compensated after they have edited their transcripts.
4. Arrange to have files of previous Academy Meetings cataloged and stored.

7) The Treasurer is a compensated position and is appointed by the Executive Board for a 4-year term and is eligible to serve 2 consecutive terms. Contracts are continued on an annual basis upon the completion of a satisfactory annual review done by the Executive Committee. In the event of an unsatisfactory annual review by the Executive Committee, the Executive Board may choose to dismiss said person. The treasurer is a non-voting member of the Executive Committee and Executive Board and is supervised by the Executive Director. The treasurer shall have the responsibility and oversight for financial matters of the organization including dues and/or program registration fees, bills and expenses, investment of reserve funds, and shall submit a financial statement at each Business Meeting. The Treasurer shall also be responsible for the following:
   i. Evaluation and reconciliation of bank statements monthly in collaboration with the Administrative Manager and Bookkeeper;
   ii. Provide report of financial activities to Executive Committee three times per year.
   iii. Advise Executive Board of financial status of organization at each regularly scheduled educational meeting.
   iv. Advise Executive Board of financial implications of Executive Board decisions.
   v. With the assistance of the Executive Director and Administrative Manager, prepare an annual budget for Executive Board approval.
   vi. Serve as Chair of the Finance Committee.

8) The Bookkeeper under the direction of the Administrative Manager shall:
   i. Complete all bookkeeping functions as outlined in the Fiscal Policies and Procedures.

C. There shall be a Board of 8 Directors of this organization. A total of eight (8) directors shall be elected from appropriate demographic areas of the at-large active membership. The Nominating Committee will be charged with the responsibility of maintaining an appropriate distribution of directorships. Should a director resign or be unable to fulfill his/her Executive Board obligations, the President shall appoint a Director until the next annual election. At the next annual election, a Director will be elected to fulfill the remainder of the term. The Nominating Committee will be charged with the responsibility of maintaining an appropriate distribution of Directorships. Executive Board members will be elected to 3-year terms unless they are elected to fill an unexpired term.

D. There shall be an Executive Board of this organization. The Executive Board shall consist of the President, Immediate Past-President, President-Elect, Vice President, Executive Director, Treasurer, and Board of Directors. The Executive Board shall be responsible for the major administrative policies governing affairs of the organization, and shall devise and mature measures for the organization’s growth and development. It shall receive and act on applications for membership in the organization. It shall fill vacancies in offices essential to the conduct of the affairs of the organization when such vacancies occur between elections. With consent of the membership, the Executive Board may increase its numbers.

There shall be an Executive Committee of the Executive Board composed of the President, Immediate Past President, President-Elect, Vice President, Executive Director, and Treasurer. This Committee shall have all the powers of the Executive Board to transact business of an emergency nature between Executive Board Meetings. The Executive Committee shall also be responsible for financial decisions and recommendations. All transactions of the Committee shall be reported in full the next regularly scheduled meeting of the Executive Board.

E. There shall be a Parliamentarian appointed by the president from the By-Laws/Policy & Procedures
Committee that will be called upon during any meeting to reference the by-laws, or Policies and Procedures manual and assist in conducting the meetings of the Executive Board and general membership as required by the by-laws and Policies and Procedures manual. The Parliamentarian shall be the Chair of the By-Laws/Policy & Procedures Committee and shall serve a term of 1 year, with unlimited re-appointments so long as he/she remains an actively serving member of the Board of Directors.

ELECTIONS

A. The term of office of the President, Immediate Past President, President-Elect, and Vice President shall be one (1) year beginning at the close of the Principal Annual Business Meeting (spring meeting), and continuing until the close of the following Principal Annual Business Meeting. The Vice President position will be voted on at the winter meeting to allow time to prepare for the summer meeting and organize the Program Committee. All other Directors will be voted on at the annual Business Meeting (spring meeting).

1) A current Director wishing to run for Vice President does not have to resign the Directorship first in order to run for higher office.

B. The Board of Directors shall be elected for a term of three (3) years. The executive Board shall devise a plan whereby not more than fifty percent (50%) of such members will retire in any one year.

C. The election of the Board of Directors shall be held annually at the Principal Annual Business Meeting (which is the spring meeting) of the organization. A slate of candidates selected by the Nominating Committee for the Board of Directors to replace those whose terms have expired shall be considered. Additional nominations may be made by any active member at the time of elections. Elections shall be held at the winter meeting for the incoming Vice President and at the Spring Meeting for the incoming Board of Directors. Absentee ballots are available by request to currently paid AVC members (1 vote or ballot/membership) for use in the election of Officers and Board of Director positions. Ballots can be obtained by contacting the AVC office at least twenty (20) days prior to the scheduled election. Current membership will be confirmed and a ballot provided. The completed and signed ballot must be returned to the AVC office no less than 5 days before the election. The returned ballot will be forwarded to the Chair of the Nominating Committee and counted with all ballots at the time of the election. Absentee ballots will not be available in the event of a runoff vote.

D. Any member of the Executive Board who shall miss two (2) consecutive executive board meetings without cause shall be dropped from the Executive Board, and the vacancy caused by such involuntary resignation will be filled according to established procedure.

E. An Executive Director is a compensated position and shall be appointed by the Executive Board and shall serve a four (4) year term with unlimited re-appointments as shall suit the Executive Board. Contracts are continued on an annual basis upon the completion of a satisfactory annual review done by the Executive Committee. In the event of an unsatisfactory annual review by the Executive Committee, the Executive Board may choose to dismiss said person.

F. Committee Chairs shall be appointed by the President with the approval of the Executive Board and shall serve for one (1) year with reappointment limited by the officer or directors term of service where applicable. A list serve for each committee will be created so that each committee may expeditiously conduct its business.

G. The following committees are defined by the Bylaws as permanent standing committees:
1. Executive Committee – Chair: President
   This Committee has all the powers of the Executive Board to transact business of an emergency nature between Board Meetings. The Committee also is responsible for financial decisions and recommendations. All transactions of the Committee are to be reported in full at the next regularly scheduled meeting of the Executive Board. Members: President, Immediate Past President, President-Elect, Vice President, Executive Director, and Treasurer. This committee shall be responsible for designating AVC members to serve as veterinary liaisons with the following organizations: National Cattlemen’s Beef Association (NCBA), American Association of Veterinary Laboratory Diagnosticians (AAVLD), Animal Agriculture Liaison Committee (AALC), United States Animal Health Association (USAHA), and the American Association of Bovine Practitioners (AABP).

2. Finance Committee – Chair: Treasurer
   The Executive Committee of the Executive Board shall be responsible for financial decisions and recommendations. All transactions of the Committee shall be reported in full at the next regularly scheduled meeting of the Executive Board.

3. Nominating Committee – Chair: Past President
   The Committee is responsible for maintaining an appropriate distribution of Directorships. This committee is also responsible for identifying individuals as candidates for the office of Vice President.

4. Program Committee – Chair: President-Elect
   Visualize, design and implement continuing education programs relevant to membership needs and interests. Recruit and communicate with program participants. Conduct and coordinate sessions. Members: Chair: President-Elect, Vice President, and other members appointed by Chair

5. By-Laws, Policies and Procedures Committee – Chair: Parliamentarian
   Review by-laws, policies, and procedures annually and update policies and procedures manual to fit the profession and the Beef Cattle industry. The Parliamentarian shall review the minutes after each Meeting and add anything enacted by the Board which will affect this manual. Recommend by-laws changes as necessary to keep the organization functional and focused to accomplishing the objectives set forth in the by-laws of the organization.

The following are the current additional standing committees, which serve at the discretion of the President to conduct the business of the Academy, and may be modified as appropriate to achieve those ends:

1. Membership Committee
   Welcome new members at meetings, help at registration as needed, and answer questions as directed by the Board of Directors. Make recommendations for resolution of issues related to membership requirements of the AVC Board of Directors. The Committee is responsible for any other membership services necessary, such as conducting surveys of the membership.

2. Public Relations/Corporate Sponsor Committee
   The committee is responsible for soliciting corporate educational grants; corporate presentation meetings, corporate recreational meetings, foster positive relationships with the animal health industry. Facilitate communications between AVC and industry sponsors, encourage corporate sponsor educational grants and recommend potential sponsors to the executive committee. This committee is responsible for formatting guidelines for commercial/technical dinner, lunch, and breakfast presentations.
   a. Committee members:
      i. All are appointed by the President of AVC
ii. At least two (2) persons who are Board members
iii. At least one AVC member to represent Industry

b. Mission:
   i. To seek financial support for the scientific program for the Academy Meetings.
   ii. To foster positive relationships with the animal health industry and other allied industries.
   iii. To maintain open communication between the Academy and the allied industry sponsors

c. Responsibilities:
   i. Maintaining and encouraging new corporate educational grants
   ii. Provide the executive committee recommendation on the appropriateness of potential sponsors:
      1. Report recommendation to the executive committee
      2. Recommendation of the Public Relations/Corporate Sponsor Committee and/or approval by the executive committee is not an endorsement of products/services provided by sponsors, rather an approval of the company as an appropriate sponsor of the AVC
      3. Executive committee is ultimately responsible for acceptance or denial of potential sponsors
   iii. Setting the time and agenda for the recognition luncheon and reception for the sponsors of the corporate educational grants
   iv. Establishing guidelines for:
      1. Industry sponsored recreational meetings
      2. Industry Technical Seminars
   v. Committee Chair and the Academy Executive Director and/or President are responsible for the meetings, agenda, and correspondence of the Committee

d. Sponsored meals:
   i. Current corporate sponsors and approved vendors may sponsor meals during meetings.
   ii. Approved times for sponsored meals include Thursday and Friday evenings, Friday and Saturday breakfasts, and Saturday lunch. Presentations may be taped by the AVC at a cost to the sponsor of $300.
   iii. Sponsored meals may take the form of an Industry Technical Seminar with educational program or with no educational program.
   iv. Sponsorship fees for meals are as follows:
      1. Evening dinner/Industry Technical seminar: $1,500.00
      2. Saturday lunch/Industry Technical seminar: $750.00
      3. Friday or Saturday breakfast/Industry Technical Seminar: $1,000.00
   v. Distribution of Company Materials
   vi. All materials distributed at industry related seminars should pertain to the subject matter or reference the business profile of the seminar sponsor. All materials are subject to review and approval of the executive board.

3. Veterinary Practice Issues and Standards Committee
   To review issues that arise pertaining to veterinary practice in bovine medicine and then bring appropriate topics to the AVC Executive Board for review and if needed to the membership for their discussion, opinion, and appropriate action. The committee will assign research priorities for committees.

4. Information Technology Committee
Responsible for making recommendations to the Board of Directors regarding technical and audio-visual needs and capabilities necessary for meeting the objectives of the AVC.

5. Beef Cattle Health and Well-Being Committee
   This committee is responsible for review and discussion of issues pertaining to beef cattle health and well-being and shall inform the AVC Executive Board of relevant information. Under the Executive Board’s direction, the committee will present topics and issues to the membership for their discussion, input, and appropriate action. The Chair, or his/her appointee, will act as a liaison with other allied organizations.

6. AD-HOC Committees
   These Committees may be created by the Board as needs and issues arise. These Committees may become permanent when the need or issue establishes itself as a permanent or long-term situation.

Each Committee Chair is required to turn in a report of the year’s activities at the Spring Board meeting.

MEETINGS

M. The Principal Annual Business Meeting of this organization shall be held, at a time and place to be designated by the Executive Board, during the spring months. Other meetings are to be held in July or August and in December of each calendar year for the purpose of conducting regular business. Special meetings may be called by the President upon the recommendation of a majority of the Executive Board. Such meetings shall be announced by mail to the membership not less than thirty (30) days prior to the stated time of the meeting. Mailing of notice shall be to the member’s latest address.

N. Quorum for the transaction of business at a duly called meeting shall consist of a majority of the members registered at the meeting that are eligible to vote.

O. A quorum of the Executive Board shall consist of a majority exclusive of the President.

P. The goal of meeting sites around the country is to have at least two that are within driving distance of many members mainly within the Midwest corridor to reduce expenses for the general membership.

Q. Meeting Guidelines - Format & Financial
   1. The Program Committee, under the direction of the Program Committee Chair, is responsible for securing speakers for each Academy Meeting.
      a. Speaker reimbursement for non-member speakers is as follows:
         i. Honorarium: five hundred dollars ($500) per presentation hour
         ii. Transportation: Economy airfare or the current government-approved rate for mileage not to exceed the economy airfare rate. Transportation to and from the airport will be provided. No rental car reimbursement will be paid
         iii. Lodging: Up to two nights lodging at the host hotel or as necessary to accommodate speaking engagement
         iv. Meals: Three meals are provided as part of the Meeting. Actual meal expenses up to twenty-five dollars ($25.00) per day (2-day maximum) will be reimbursed
         v. Visual Aids: Up to fifty dollars ($50) per presentation hour may be requested for actual expenses
      b. Speaker reimbursement for AVC member-speakers is as follows:
         i. Honorarium: Five hundred dollars ($500) per presentation hour.
ii. Transportation: Transportation to and from the airport is provided. No other travel or transportation will be reimbursed.

iii. Lodging: One night’s lodging at the Meeting’s host hotel or an equivalent honorarium.

iv. Meals: Three meals are provided as part of the Meeting.

v. Visual Aids: Up to fifty ($50) per presentation hour may be requested for actual expenses.

2. The AVC provides at each Meeting:
   a. Beverages at each morning break (unless hosted by a corporate sponsor)
   b. Beverages at each afternoon break (unless hosted by a corporate sponsor)
   c. Lunch on Friday for Meeting attendees, speakers, and guests at the AVC’s Business Meeting

3. Sponsored meals:
   a. Current corporate sponsors and approved vendors may sponsor meals during meetings.
   b. Approved times for sponsored meals include Thursday and Friday evenings, Friday and Saturday breakfasts, and Saturday lunch.
   c. Sponsored meals may take the form of an Industry Technical Seminar with educational program or with no educational program.
   d. Sponsorship fees for meals are as follows:
      i. Evening dinner/Industry Technical seminar: fifteen hundred dollars ($1,500.00)
      ii. Saturday lunch/Industry Technical seminar: seven hundred-fifty dollars ($750.00)
      iii. Friday or Saturday breakfast/Industry Technical Seminar: one thousand dollars ($1,000.00)
   e. Sponsorship fees for morning or afternoon breaks are three hundred dollars ($300.00)
   f. Distribution of Company Materials
   g. All materials distributed at industry related seminars should pertain to the subject matter or reference the business profile of the seminar sponsor. All materials are subject to review and approval of the executive committee.

4. Closed-door sessions:
   a. Closed-door sessions are called as needed to facilitate the open sharing of ideas or discussion of potentially sensitive issues, i.e. presentation of unpublished data, discussion of AVC internal business, etc.
   b. Closed-door sessions are not tape-recorded and are not transcribed for inclusion in the Proceedings.
   c. Only veterinary members and veterinary student members will be allowed to attend closed-door sessions.

5. Non-member registration fees to attend a meeting shall be determined annually by the Finance Committee.

**PARLIAMENTARY AUTHORITY**

T. Roberts Rules of Order, Revised, shall govern the conduct of meetings when not covered by the by-laws or a higher law.

U. A Rule of Procedure may be suspended by majority vote of those active members present and voting at any meeting.

**DISSOLUTION**

V. The organization may be dissolved on thirty (30) days notice by majority vote at a Meeting or by letter ballot. Such dissolution shall be effective ninety (90) days after such vote is taken: provided all outstanding
obligations of the organization have been satisfied.

W. In case of dissolution of this organization, its assets shall be prorated to the current members.

TO AMEND BY-LAWS

X. These by-laws may be amended at any regular Meeting of the organization by two-thirds (2/3) vote of the active members present and voting. The proposed amendment shall be in the possession of the Executive Director not less than thirty (30) days before the meeting to provide ample opportunity for consideration by the Executive Board.

Y. These by-laws may be amended at any regular meeting of the organization by unanimous vote of active members present and voting without previous notice.

COMPENSATIONS

AA. To include Officers, Directors, approved employees, Program Planning Committee, and annual meeting speakers. In this section, “Officers” refers to the President, Immediate Past President, President-Elect, Vice President, Executive Director, and Treasurer.

BB. Traveling allowance for Directors, Officers, and for those individuals who from time to time may be authorized by the Board, are fixed as follows:

i. For travel by common air carrier, the actual cost of tourist-class travel;

ii. For travel by public conveyance on the ground, the actual cost of travel;

iii. For travel by automobile, the prevailing rate per mile actually traveled, but such payment shall be made only once for each trip regardless of the number of passengers (not to exceed either of the above);

iv. For overnight accommodations that are reasonably necessary in the performance of duty, the actual costs of reasonable accommodation;

v. By way of meal allowance, where a meal is not provided directly by or through the Academy, the actual reasonable cost of meals.

CC. The Officers and Directors may be reimbursed for travel and housing to meetings of the Board of Directors or the Executive Committee when such meetings are not held in conjunction with regularly scheduled meetings.

EE. The Officers, Board of Directors, Parliamentarian, and Committee Chairs, at regularly scheduled meetings, may have up to three night’s lodging provided for attending the Board Meeting held in conjunction with each scheduled meeting. Travel expenses to include economy airfare booked at least 21 days in advance or the current government-approved rate for mileage not to exceed the economy airfare rate will be reimbursed. Requests for reimbursement should be submitted at the close of the meeting. Requests for reimbursement will not be honored if submitted later than 30 days following the close of the meeting.

GG. No person shall be paid fees or traveling allowances except when approved and with properly submitted receipts.

ENDORSEMENTS
No company will be allowed to combine their name or logo with that of the AVC name and logo without prior written permission. A letter of endorsement to the publisher of the US Compendium for the Standards of Practice and Mission Statements of the AVC to be included in this publication (book) was approved by the Board in March 1992 in Dallas.

**AVC LOGO USAGE**

The Academy of Veterinary Consultants allows members to use the logo to indicate membership in the AVC. Such usage may be on business cards or letterheads. It is not to be used as implication of AVC endorsement.

**AVC CORPORATE LOGO USAGE**

Use of the AVC logo on AVC produced materials must be maintained with the material. Any other usage of the logo must be approved by the board of directors, including usage by current corporate sponsorship.

**AVC WEBSITE**

The Administrative Manager will maintain and update the AVC Website (www.avc-beef.org). AVC members will be given access to the membership side of the AVC Website.

**AVC LISTSERV**

The AVC listserv address is AVC-L@AVC-Beef.org. Members have a choice to be a part of the listserv. Requests for access to the membership for the purposes of conducting a survey via the listserv shall be evaluated by the executive committee with the following criteria in mind:

- Executive committee act as clearing house for survey request and enforcement of guidelines
- Purpose of survey clearly stated (scientific vs marketing)
- Outline how data generated will be used
- Must demonstrate benefit to profession, industry, or public
- How will confidentiality of respondents be protected
- Entirety of survey must be available to executive committee at request submission for review
- Results must be made publicly available to AVC membership (published, presented at AVC conference, etc)
- Executive committee will examine any compensation or benefits for participants and determine appropriateness
- Executive committee will maintain database of conducted surveys to ensure surveys are conducted properly and results are made available to AVC membership. Previous history will be reviewed for researchers who have conducted previous surveys

Following evaluation and approval by the executive committee, the survey may be distributed via the listserv.

**POSITION STATEMENTS**

Position Statements are statements regarding the majority opinion of the membership of the Academy of Veterinary Consultants. The expressed views or opinions of position statements are not binding upon any AVC member but are suggested guidelines for the membership and industry.

Any active AVC member can submit a position statement to the Veterinary Practice Issues and Standards
Committee. The committee can refer the statement to the Board if desired, and the Board can dissolve it, change it and send it back to committee, or approve it and send it on to the membership. If presented to the general membership, the statement must be approved by a majority of the ballots cast. Ballots will be mailed to the membership, which can include being added to a newsletter. If approved by the membership, the statement will be added to the Manual and listed for reference in the annual membership directory but will not be added to the By-Laws.

Guideline for Voting on Position Statements: Ballots are to be mailed to each member. The voting deadline is 30 days after the ballots are mailed out, and shall be stated upon the ballot. A member may vote by returning the ballot by mail, fax or email. A ballot that is received after the deadline will be accepted only if the postmark shows it to have been mailed on or before the deadline date. The voting will be closed at the deadline, and those who vote will represent the membership for that position statement. A majority of the votes cast and received by the deadline will constitute the majority opinion of the membership.

Aminoglycoside Antibiotic Position Statement

The systemic use of aminoglycoside antibiotics presents a potential conflict to the stated objectives of the AVC Standards of Practice because scientific justification for such use is limited, and because it is known that identifiable residues in kidney tissue can result for an undetermined extended period of time.

Therefore, the AVC hereby resolves that until further scientific information becomes available alleviating safety and efficacy concerns, aminoglycoside antibiotics should not be used in cattle, except as specifically approved by the FDA.

BVD Position Statement

The beef and dairy industries suffer enormous loss due to effects of bovine diarrhea virus (BVDV) infection. The highly mutable nature of BVDV and the emergence of highly virulent strains of BVDV contribute to limited success of present control programs. Also, persistently infected cattle are the primary source of infection and effective testing procedures are available to identify those infected carriers.

Therefore, it is the resolve of the Academy of Veterinary Consultants that the beef and dairy industries adopt measures to control and target eventual eradication of BVDV from North America. The AVC position statement on Bovine Viral Diarrhea (BVD) identifies persistently infected (PI) animals as primary sources of BVD viruses.

The cattle industry has a moral and ethical obligation not to sell known diseased or damaged animals to other parties without full disclosure. In support of the AVC BVD ad hoc committee’s mission of BVD control we recognize that responsible disposition of animals persistently infected with BVD (PIs) will be an important component of BVD control.

The dilemma of how to deal with known PI cattle becomes more critical as BVD testing becomes more widespread. Appropriate disposition of known PI cattle must take into account the adverse impact those cattle have on health, welfare and the economic return of the other cattle or cattle operations they may expose to BVD. It is widely recognized the PI animal is defective and once confirmed, their PI status should thereafter be disclosed as exposure to these cattle has health ramifications for all cattle, especially those intended for reproduction purposes. Therefore, marketing or movement of PI's in any matter that potentially exposes at risk cattle is strongly discouraged.

Compounding for Food Producing Animals

When products for cattle are compounded and not in compliance with A.M.D.U.C.A., CPG 608.400, and any other applicable state or federal laws, the products are adulterated, misbranded and unapproved. With these products, there is no scientific evidence to support their efficacy, safety for the treated animal, and residue avoidance. Therefore, they are prohibited. Therefore, it is the resolve of the Academy of Veterinary Consultants that with the exception of certain antidotes and large volume electrolyte products as stated in CPG 608.400, compounded products should not be used in cattle.
Fiscal Policies and Procedures

A. Accounting Procedures
   a. Basis of Accounting – Modified Cash
      i. Modified cash basis of accounting may include the recording of fixed assets and related depreciation, deferred revenue for special purposes, and investments and related gains and losses
      ii. Recognizes revenues when cash is actually received and expenses at the time they are actually paid, except as noted above
      iii. Due to the timing of invoicing members and sponsors during January – April, there are large amounts of deferred revenue resulting from payments being received prior to the period for which they will be used.
   b. Journal Entries are posted by the Bookkeeper after discussion and review by the Administrative Manager and the Treasurer. Approval is documented using email.
   c. Close Procedures
      i. Bank Reconciliations:
         1. The Administrative Manager and Treasurer review the electronic bank statement(s) and forward copies to the Executive Director
         2. The Bookkeeper, utilizing an Accountant’s Log In through Bank of America’s website, pulls the electronic bank statement in order to complete the bank reconciliation (the accountant’s log in limits access to only viewing and printing statements but not to make payments or transfer cash)
         3. The Bookkeeper completes the reconciliation on a monthly basis
         4. The Bookkeeper sends the completed reconciliation to the Administrative Manager and Treasurer for review and approval via email.
      ii. All monthly close procedures will occur on or before the 15th of the following month by the Bookkeeper who then sends the monthly reports to the Administrative Manager, Treasurer, and Executive Director.
   d. Recordkeeping
      i. All records (paper and electronic) are retained by the Administrative Manager and are archived on a weekly basis
      ii. Credit card numbers (when received via mail or fax) are shredded after processed. When credit card numbers are received via email the Administrative Manager takes precautions to remove the emails from the server as quickly as possible after processing.
      iii. Destruction/Retention Policy is maintained separately.
   e. Investment Policy is maintained separately
   f. Conflict of Interest Policy is maintained separately.

B. System Security
   a. Accounting software (QuickBooks) is protected by password for the Administrative Manager, Bookkeeper, and Treasurer. Passwords are changed as needed by the Administrative Manager.
   b. Bill.Com Access is managed by the Administrative Manager
      i. All users have individual accounts, specified user access, and passwords
         1. Users:
            a. Administrative Manager
b. Treasurer
c. Executive Director
d. Finance Committee
e. Board of Directors
c. Database Access is limited to the Administrative Manager and Bookkeeper
   i. Members have access to their information in the database in order to update information such as mailing address, email, etc.
   ii. The Bookkeeper backs up the QuickBooks file at a minimum weekly. The backup copy is made available to the Administrative Manager, Treasurer, and Executive Director.

C. Financial Planning and Reporting
   a. Budgeting Process – the organization’s annual budget is prepared and approved annually
      i. Administrative Manager, Treasurer and Executive Director work together to ensure that the annual budget is an accurate reflection of pragmatic and infrastructure goals for the coming year
      ii. The Administrative Manager, Treasurer, and Executive Director will present a draft budget to the Finance Committee approximately 30 days prior to the end of the fiscal year
      iii. The Finance Committee shall review and approve a recommended fiscal year budget and submit it for approval to the Board of Directors
      iv. The Board of Directors will review and approve the budget during the Spring Meeting at the beginning of the new fiscal year
   b. Internal Financial Reports
      i. The Treasurer is responsible for producing the financial reports such as, but not limited to, Budget v. Actual and Balance Sheet (Statement of Financial Position), Statement of Activities
      ii. The Treasurer reports at each regularly scheduled meeting on the organization’s current financial position and includes explanations for actual vs budget variances
   c. Event Reporting
      i. Following each of the 3 significant AVC annual events, the Administrative Manager and Treasurer will prepare the following reports for presentation to the Board
         1. Financial Status of Event
            a. Expenses by Category
            b. Sponsorship Revenue
            c. Non-member attendance revenue
         2. Attendance
            a. Members
            b. Non-Members
            c. Sponsors
            d. Affiliate Organizations
         3. Trend analysis of event data over the past 5 years will be compiled with each successive year
   d. Independent Inspection of Records
      i. A third party review of financial procedures and records will be conducted at
least every 4 years or at the request of the Board of Directors

ii. The report of such financial reviews will be made by the Treasurer to the Board at the next available regular meeting following completion. The Treasurer will report the same results to the general AVC membership as directed by the Board

e. Tax Compliance

i. Exempt Organization Returns (Federal Form 990) are completed annually by the organization’s CPA.
   1. Administrative Manager and Bookkeeper coordinate to provide all information to the CPA by May 15th annually in order to complete the filing by August 15th
   2. Administrative Manager and Treasurer serve as staff liaison to the tax preparer
   3. Administrative Manager, Treasurer and Executive Director review the tax return and the Executive Director signs the return
   4. The 990 is made available to those charged with governance prior to filing

ii. The CPA is responsible for completing the annual state registration.
   1. Registration is due on the 15th day of the sixth month following the tax closing month (September 15)

iii. The CPA firm’s initial selection and subsequent performance is evaluated by the Finance/Executive Committee (at least) every 3 years and contracts are renewed to continue service as approved by the Board based on Executive Committee recommendation.

D. Cash Receipts/ Billing

a. In December, annual membership dues and sponsorship dues invoices are created in the online database and are emailed to all members for payment by the Administrative Manager. The invoice will include an embedded link to the database for payment to be received electronically.

i. For those members without email address on file, the Administrative Manager will mail a printed copy of the invoice

ii. If dues are not received by January 15th, a reminder email will be sent. If not received by February 15th, a printed invoice will be sent to the member as a follow up.

1. Membership levels:
   a. Annual Membership is $175 for all Active Members
   b. Annual Membership $20 for Veterinary Student Members
   c. Endowed Lifetime Membership $2,500

2. Corporate Sponsorship levels – Educational Grants
   a. Gold Level Sponsor $11,000/year
   b. Silver Level Sponsor $2,200/year

b. Payments are received electronically through e-payments on the organization’s website and through mail to the organization’s P.O. Box.

i. Mailed Cash Receipts:
   1. The Administrative Manager picks up mail 2 times a week (and more often during December and January due to the receipt of membership and sponsorship dues)
2. The Administrative Manager will create the deposit slip, copy all checks, and record the payments in the online database.

3. The deposit is made the same day as gathered from the P.O. Box. If deposits cannot be made the same day, money is locked in the file drawer until the following day. All deposits are made within 24 hours.

4. The Administrative Manager will send a copy of the deposit slip, check copies, and database entry report to the Bookkeeper to record receipts in QuickBooks by batch after a review of all supporting documentation has been completed by the Bookkeeper.
   a. As part of the Bookkeeper’s review, receipts are compared to the database information in order to verify all dues are properly applied/recorded. This process is documented through an email from the Bookkeeper to the Administrative Manager.

5. Members are moved to inactive status if not paid April 29th.

ii. Electronic Cash Receipts
   1. E-Payments made through the organization website are linked to the database and therefore posted directly in the database.
   2. The Bookkeeper will record electronic receipts to QuickBooks when database information is received from the Administrative Manager through a batch process after review of the database information.
      a. In connection with the Bookkeeper’s review, cash receipts are compared to the database information in order to verify all dues are properly applied/recorded. This process is documented through an email from the Bookkeeper to the Administrative Manager.

iii. The Administrative Manager, Executive Director and Treasurer discuss any member or sponsor account disputes to determine corrective action needed (i.e. credit memos, account review, etc.)

E. Cash Disbursements/ Expenses
   a. The Organization utilizes Bill.Com for the majority of payments
      i. Invoices are received through Bill.com and in paper form
         1. Invoices Received through Bill.com
            a. Administrative Manager will code invoices to the proper QuickBooks account, document purpose/explanation for invoice, and send to the proper approver for review and payment to be processed
         2. Invoices received in paper
            a. Administrative Manager will scan the invoice into Bill.com, code to proper QuickBooks account, document purpose/explanation for invoice and send to the proper approver (see lines of authority/approval list below) for review and payment to be processed
            b. Employee and Board Member expense reimbursements are received in hard copy form through the AVC office and input into Bill.com similar to the paper invoices received.
      3. Bill.com syncs directly with QuickBooks. This process is performed by
b. Cash Disbursements/ Checks
   i. When a physical check is required for payment, the Administrative Manager will request the check from the Bookkeeper to be processed through QuickBooks.
      1. The Administrative Manager will sign the check after approval is obtained from the appropriate level/line of authority through email correspondence which is then attached to the payment documentation.
      2. Blank Pre-Numbered Checks are maintained by the Bookkeeper in a locked drawer.

c. Lines of Authority/ Approval
   i. Treasurer is required to approve invoices up to $5,000
   ii. Treasurer and Executive Director are required to approve invoices >$5,000 up to $15,000
   iii. Finance Committee is required to approve invoices > $15,000 up to $150,000
   iv. Board of Directors must approve invoices greater than $150,000

d. Procurement/ Purchases
   i. Administrative Manager seeks bids from at least two or more suppliers if the expenditure is in excess of $5,000 and requests approval from the Treasurer and the Executive Director
   ii. Use of the AVC Credit Card (Capital One) is restricted to the Executive Director, Treasurer, and the Administrative Manager
   iii. Types of Expenses:
      1. Monthly:
         a. Phone/Fax
         b. Capital One Bill
         c. Contract Services
            i. Payroll for Contractors (IT Services and Bookkeeper, etc.)
            ii. Accounting Firm
      2. Meeting Expenses 3 times a year
         a. Contract Services (Transcriptionist, Meeting Help, etc.)
         b. Examples: Printing Costs, Hotel Bill, Board Travel reimbursement/ room comp., speakers, etc.
      3. Board Travel to other association meetings
   e. Payroll for Contractors (AVC has no direct employees prior to March 1, 2015)
      i. The Bookkeeper and IT Services are required to record time worked and to submit monthly
      ii. Executive Director, Administrative Manager and Treasurer are paid in accordance with their Board approved contract.
      iii. Supervisors review the payments through Bill.com
      iv. Supervisors may recommend salary increases with the Board approval.
   f. Petty Cash
      i. AVC maintains $100 in petty cash at the Administrative Manager’s office for use at the regularly scheduled meetings.
      ii. A receipt is written for money received at the meeting and for uses of the $100 petty cash

F. Asset Management
   a. Cash Management and Investments are made by the Treasurer with the approval of the Finance
Committee. Committee decisions regarding investments are documented in meeting minutes.

b. Capital Equipment purchased by the AVC Office must have the approval and direction of the Finance Committee, even when included in the budget. The CPA posts depreciation to the general ledger at the close of the fiscal year.

G. Event Registration
   a. Administrative Manager monitors event registration
      i. Verifies members are up to date with dues
      ii. Collects payment as necessary
Appendices
Policy and Procedure Manual

APPENDIX A: Membership
  Membership Growth
  Membership Application
  New Member Letter of Acceptance

APPENDIX B: Corporate Sponsorship

APPENDIX C: Meeting Speaker Forms

APPENDIX D: Armstrong Scholarship

APPENDIX E: Externship Grants

APPENDIX F: Consultant of the Year Award

APPENDIX G: Outstanding Service Award

APPENDIX H: Listserv Policies

APPENDIX I: Annual Performance Review
### AVC Membership Growth
Since 1992

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Appendix C: Membership

Membership Application
Academy of Veterinary Consultants, Inc.
Fax to 913-766-0474 or Mail to P.O. Box 24305, Overland Park, KS 66283

Name: __________________________________________________________ Male ___  Female ___  Date: ______________

Clinic/Company: __________________________________________________________

Mailing Address: __________________________________________________________

City: _______________________________________________ State: __________ Zip: __________________

Office Phone: ________________________________________ Fax: _________________________________

Mobile: _____________________________________________ Home: _______________________________

E-mail: _____________________________________________ (Required)

University Attended or Currently Attending _____________________________________________ Grad Year: _________

I would like to: subscribe to the AVC ListServe (____Yes ____ No)

Affiliation (please check one): Consultant / Practitioner _______   Academic / Diagnostic Lab _______

Government _______  Animal Health Industry _______  Veterinary Student _______  (Other) ______________

Primary Practice: Feedlot ______ Stocker ______ Cow/Calf ______ Dairy _____ Mixed ______

Secondary Practice: Feedlot ______ Stocker ______ Cow/Calf ______ Dairy _____ Mixed ______

Are you a member of the: AABP? (____Yes ____ No) NCBA? (____Yes ____ No) AVMA? (____Yes ____ No)

(AVMA membership is encouraged)

References (AVC Members)

Print / Type Name: ___________________________________ Signature: _____________________________

Print / Type Name: ___________________________________ Signature: _____________________________

Application with two AVC members’ signatures and dues must be received at least 14 days prior to a given meeting for AVC Board approval. Membership Dues: $150 US and Canada ($175 Foreign), Veterinary Student Membership $20/calendar year* If you need assistance in locating members in your area, contact the AVC office.

*NOTE TO STUDENTS: Student members shall be students currently attending a college or school of veterinary medicine who have abiding interests in Beef Herd Health Consultation. Student members shall be entitled to all the rights and privileges of active membership except voting and holding office. Student membership dues will be $20.00 per calendar year. Applicants for student membership shall submit an application form with reference signatures from two current AVC members in good standing. The Board of Directors will approve student applications at each regularly scheduled board meeting. Upon graduation, student member may be rolled over into active membership with all rights and privileges for the remainder of that calendar year.

Please make your check or money order payable to Academy of Veterinary Consultants or fax application and remit payment by credit card. Please provide the following information: Card Type (circle): VISA  MC  DISC  AMEX

Card Number: ____________________________ Expiration date: __________ Card verification code*:___________

*Visa/MC/Discover: three-digit number on far-right side of signature area/  *AMEX: four-digit number on front of card above card number

Name as appears on card: ____________________________ Signature: ____________________________

Address if different from above:
New Member Letter of Acceptance

Dear Dr. NAME,

Congratulations! You were voted into membership at our Board of Directors meeting during the Date Season conference in City, State. You are now officially a member of the AVC, a group of over 1000 veterinarians and approximately 90 veterinary students dedicated to the health and care of cattle in the beef industry.

As a member:

- You will receive three newsletters a year primarily announcing upcoming conferences, topics and speakers.
- You may attend all three educational conferences held each year without paying a separate registration fee if you register before the deadline. Late registration is $50.
- Please make sure your information is correct on the website. The online membership directory is an easy way for you to contact other members and should not be shared outside of the AVC.
- To access the member-only areas of our website, enter your email address as your username and your last name (all lower case) as your password. Once you have logged in, you may change your password under “view my account.” You are encouraged to change your password from the default.
- Membership dues are due by January 31st of each calendar year. The initial payment submitted with your application will be applied as your first year’s membership payment.

We hope you can participate in all three meetings annually finding them a good value for your CE needs. In addition, we encourage you to consider becoming involved as member of one of our committees. Committee listings can be found on the website. Committees meet on Thursday morning from 10am to noon prior to the scientific meeting.

If you have any questions or concerns, please feel free to contact me.

Welcome to the AVC!

New STUDENT Member Letter of Acceptance

Dear NAME,

Congratulations! You were voted into membership by the Board of Directors during the Year Season Conference in City, State. You are now officially a student member of the AVC, a group of over 800 veterinarians and 100 veterinary students dedicated to the health and care of cattle in the beef industry.

As a student member:

- You will receive three digital newsletters a year primarily announcing upcoming conferences, topics and speakers.
- You may attend all three educational conferences held each year without paying a separate registration fee if registered by the deadline. If you register after the deadline, a $50 late registration fee will be due.
- You have the same privileges as a DVM member except you cannot hold an office nor can you vote. If you would like to serve on a committee, please contact the AVC president or the chair of that committee. Committee listings are found on the website. Committees meet from 10am to noon on Thursday prior to the scientific meetings.
- To access the member-only areas of our website, enter your email address as your username and your last name (all lower case) as your password. Once you have logged in, you are encouraged to change your password under “view my account.”
- Membership dues are payable on January 31st of each year. The initial payment submitted with your application will be applied as your first year’s membership payment.

We hope you are able to participate in all three meetings annually. Upon graduation, student members may be rolled over into active membership with all rights and privileges for the remainder of that calendar year. In addition, the cost of membership will remain at the student price for the first year after graduation even though you will become a DVM member.

We look forward to seeing you at the next AVC conference in CITY, STATE, DATES AND YEAR!
AVC CORPORATE SPONSORSHIP PROGRAM

Providing information transfer between practitioners and industry veterinarians

- The AVC encourages animal health companies to become corporate sponsors for the Academy. Corporate sponsorship improves financial support of the scientific program for the Academy Meetings as well as providing an avenue for information transfer between practitioners and industry veterinarians. Corporate sponsorship is viewed as a long-term commitment by corporations to support the educational mission of the AVC.

- AVC Corporate Sponsors have the exclusive opportunity to host an Industrial Technical Seminar during one of the three AVC conferences held each year. This opportunity is only offered to Corporate Sponsors. Seminar hosts pay a meal sponsorship fee plus the cost of the meal for a Dinner, Breakfast, or Saturday Luncheon Seminar. Subject matter of the presentation is chosen by the Sponsor. However, if comparative product data is presented, it should be from high-quality, well-replicated, controlled scientific studies, such as could qualify for CE credits. One hour of CE credit may be awarded for this presentation, at the discretion of the Review Board.

- Corporate Sponsorship consists of an annual Educational Grant of $11,000 (Gold level) or $2,200 (Silver level). These Grants support our three annual conferences and help to provide Continuing Education opportunities for our members. Each conference is attended by nearly 320 members and offers approximately 15 hours of CE credit for veterinarians.

- **Sponsorship Benefits**
  
  **SILVER LEVEL: $2,200 per year**
  
  Sponsorship listing in the following areas: Newsletter, Directory, Website, Proceedings, Meeting Program and on the “Scrolling Screen” at meetings. In addition:
  1. Opportunity to host Technical Seminars at regular AVC meetings for an additional fee
  2. Opportunity to host a break at the meeting for a $300 fee plus the price of the break
  3. Sharing of one AVC approved membership mailing list per year, per board approval
  4. Link from the AVC website to the sponsor website

  **GOLD LEVEL: $11,000 per year**
  
  Sponsorship listing in the following areas: Newsletter, Directory, Website, Proceedings, Meeting Program and on the “Scrolling Screen” at meetings. In addition:
  1. Opportunity to host Technical Seminars at regular AVC meetings for an additional fee
  2. Opportunity to host a break at the meeting for a $300 fee plus the price of the break
  3. Sharing of five AVC approved membership mailing lists per year, per board approval
  4. Access to the AVC listserv for release of peer reviewed scientific literature
  5. Link from the AVC website to the sponsor website

- Invoices are mailed in December for the next year and are due by January 30th. Invoices are past due on February 28th. Invoices not paid by April 30th are considered to be delinquent and the company’s name will not be listed promotional material. Companies wanting to reinstate their Sponsorship after a lapse must either pay the sponsorship fees for the missed year(s) or apply to the Board for approval (approved by the board April 2005).

- Veterinarians working for Corporate Sponsors are encouraged to become members of the AVC. Active members pay annual membership dues of $175. Membership includes registration at our three annual conferences, a subscription to our triannual newsletter, and access to our listserv and “Members Only” area of our website.

For more information about the AVC Corporate Sponsorship Program, please contact Paula Lehman at 913-766-4373.
Program Overview:

Industrial Technical Seminars offer our Corporate Sponsors an opportunity to host the AVC members and other invitees as deemed appropriate by the AVC Executive Board for a meal and technical presentation during one of our three annual conferences. The Educational Grants provided by our Sponsors help to cover the educational portion of each General Session. Hosting an Industrial Technical Seminar allows Sponsors to address our members more directly. Reservations may be made by calling the AVC office at 913-766-4373 or by emailing paula@avc-beef.org.

Seminar Options:

The AVC offers three options for Industrial Technical Seminars during each conference:

- **Dinner Seminars** are available on Thursday or Friday evenings. Seminar hosts pay $1,500 plus the cost of the dinner, with an optional half-hour cocktail social before the meal. Dinner Seminars begin at 6:30 pm and must be concluded by 8:30 pm. Suggested time for the technical presentation and responding to questions is 50 minutes.

- **Breakfast Seminars** are available on Friday and Saturday mornings. Breakfast Seminar hosts pay $1,000 plus the cost of the breakfast. Breakfast Seminars begin at 6:30 am and must be concluded by 7:50 am, with 50 minutes suggested for the technical presentation and responding to questions.

- **Luncheon Seminars** are available on Saturdays only when all Dinner and Breakfast Seminars for a conference are filled. Luncheon Seminar hosts pay $750 plus the cost of the meal. Luncheon Seminars begin after the AVC conference is concluded, generally at noon. Suggested time for the technical presentation and responding to questions is 50 minutes.

- **Morning or afternoon breaks** are available Friday and Saturday morning and Friday afternoon. Break host pays $300 plus the cost of the break refreshments (minimum of drinks: coffee, tea, water, soft drinks.) A sign no larger than 2' x 2' may be displayed along with one peer review article. Company pads and pens can also be distributed during the breaks.

- **First right of refusal** for the Friday morning break will go to the host of the Friday Breakfast and the $300 fee will be waived.

- **First right of refusal** for the Friday afternoon break will go to the host of the Saturday Breakfast and the $300 fee will be waived.

- **Saturday morning** will be a stand-alone break. The hosting sponsor will pay the $300 fee plus the price of the refreshments.

Given the primary industry supported by the AVC and the primary industry the AVC supports, it is strongly recommended that beef be served as the main entrée when appropriate.

Presentation Content:

Subject matter for the Seminar is entirely at the Sponsor’s discretion. However, if comparative product data is to be presented, it must be from high-quality, well-replicated, controlled scientific studies. All information presented must be suitable for continuing education credits. One hour of CE credit may be awarded for this presentation, subject to program approval. All Industrial Technical Seminars are listed on our Program Agenda which is distributed to all conference attendees.

Please submit your Industrial Technical Seminar for CE credit, by providing the following information Paula Lehman at paula@avc-beef.org. A late fee of $200 may be applied when the requested information is received after the deadline.

- Completed Bio Form with the exact title of the presentation and objective statement
- Presenter CV
Appendix D: Corporate Sponsorship

- A short one to two paragraph bio to use in the participants packets
- PowerPoint presentation or presentation notes
- Speaker cannot be an employee of the organization
- A program that is primarily promotional in nature is not acceptable for CE hours

**Menu, Audio Visual Needs, and Speaker Arrangements:**

Menu and audio-visual arrangements for your Seminar should be coordinated through the AVC Office. You will be advised on menu selections as well as costs and will reserve the appropriate audio-visual equipment needed for your Seminar. Please be aware that added fees and charges will be incurred for these items: meeting facilitations, professional fees, and audio/visual equipment.

All speaker expenses and arrangements, including travel, hotel accommodations, and any honoraria due, are your company’s responsibility.

For additional questions or to reserve your company’s Industrial Technical Seminar,

*please contact our office at 913-766-4373 or email Paula@AVC-beef.org.*
AVC Corporate Sponsors

Corporate Sponsorship consists of an annual Educational Grant of $10,000 (Gold level) or $2,000 (Silver level). These Grants support our three annual conferences and help to provide Continuing Education opportunities for our members.

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<th>GOLD LEVEL</th>
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<td>Bayer HealthCare</td>
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<td>Boehringer-Ingehelm Vetmedica</td>
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<td>Elanco Animal Health</td>
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<td>Merck Animal Health</td>
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<td>Newport Laboratories</td>
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<td>AgriLabs</td>
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<td>Advanced Animal Diagnostics</td>
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<td>American Animal Health</td>
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<td>Norbrook, Inc</td>
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<td>Production Animal Consultation LLC</td>
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<td>Zinpro Corporation</td>
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cc: Alt Contact

LETTER OF COMMITMENT TO HOST EVENT
Letter Date
Address

Dear NAME,

Thank you for NAME OF COMPANY’s commitment to host the AVC for an Industrial Technical Seminar. You are confirmed for a MEAL Seminar on DAY, DATE, during the SEASON YEAR Academy of Veterinary Consultants conference in CITY, STATE. This conference will be held at the HOTEL NAME in CITY.

The enclosed Industrial Technical Seminar information sheet explains how to prepare for your Seminar and provides contact numbers for the individuals who will assist you in making your arrangements. Please review this information sheet and keep it for reference as your Seminar approaches.

The deadline to submit your program for CE credit is DEADLINE DAY/DATE. Please send the exact title of your presentation, name and title of each presenter, and contact information with a brief biographical sketch and a current CV for each presenter to Paula Lehman at Paula@AVC-Beef.org. Please let us know if we will be allowed to record your presentation for inclusion in our audio proceedings.

Thank you for helping us to provide top-quality continuing education for our members. We appreciate your valuable support and look forward to your Seminar.

Sincerely,

NAME

cc: ALTERNATE CONTACT FOR COMPANY
Appendix F: Armstrong Memorial Scholarship

PRESENTER’S AGREEMENT

2017 Winter Academy of Veterinary Consultants Conference
November 30 – December 2, InterContinental Plaza Hotel, Kansas City, MO

Thank you for your commitment to speak for the Academy of Veterinary Consultants (AVC).

As you prepare for your presentation, please note the following:

The AVC has two (2) options for proceedings papers. If you choose neither option, the transcription editor will include a transcribed record of the presentation including questions and answers.

1. The first option is that you electronically submit a proceeding paper including any charts, graphs, tables, or illustrations you want included in the printed document to jan@avc-beef.org. It is AVC policy to record each session and the question and answer period following. The question and answer period will be transcribed and included in the proceedings. In accepting this speaking engagement, it is understood that your presentation will be recorded and that you agree the AVC may use such recordings for preparation of Proceedings, and placement on the AVC website as an audio/visual presentation, podcast and/or other purposes without any additional payment to you.

2. The second option does not require you to submit a paper or audio visual aids prior to the Conference. Instead, AVC will record your session and prepare Proceedings from a transcription of the recording. In accepting this speaking engagement, it is understood that your presentation will be recorded and that you agree the AVC may use such recordings for preparation of Proceedings, and placement on the AVC website as an audio/visual presentation, podcast and/or other purposes without any additional payment to you.

The transcribed proceedings from your presentation will be emailed to you for your review and correction. You will be given two weeks to edit and return the transcribed proceedings. If you do not return an edited transcript by the two-week deadline, the originally transcribed version will be included in the final written proceedings.

We will also require, at the meeting, an electronic copy of any charts, graphs, tables, and other information that may be necessary for the reader to better understand your transcribed proceedings. We will provide a laptop computer, LCD projection unit, projection screen, laser pointer, and lapel microphone for use during your presentation. Please bring your PowerPoint presentation on a USB flash drive, formatted to run on a Windows based operating system. The AVC will need to use our computer to record the presentation.

The AVC offers the following compensation for your participation

- **Honorarium:** An Honorarium of $300 per presentation hour ($150 per half hour) is offered.

- **Lodging & Travel:** Up to two nights lodging at the conference hotel as necessary to accommodate your speaking engagement. The AVC will pay round-trip economy airfare or round-trip mileage reimbursement at the IRS-approved rate to/from Kansas City. Maximum mileage reimbursement will not exceed the lowest 21-day economy airfare. Actual parking expenses up to a maximum of $30 per day may also be reimbursed. Reimbursements must be submitted within 30 days’ post meeting.

- **Meals:** Three sponsored meals (Thursday evening, Friday noon, Friday evening) and two sponsored breakfasts (Friday and Saturday morning) are included in your conference registration.

Please sign and date below to indicate your agreement with the above terms.

________________________________________________________________________
Print Name                                          Signature                              Date                                    Phone

________________________________________________________________________
Address, City, State and Zip                                                                                                  E-mail

Please fax or email completed form along with your CV, the presenter bio form and a short one to two paragraph biographical sketch to the AVC Office at 913-766-0474 or to paula@avc-beef.org by September 15th. If you have any questions regarding your presentation or the upcoming conference, please feel free to contact Paula Lehman at 913-766-4373, email paula@AVC-Beef.org.
AVC PRESENTER FORM

Name: ___________________________________________________________________________________

Organization/Affiliation: _____________________________________________________________________

Your Current Job Title: ______________________________________________________________________

Degrees: (e.g. DVM, PhD, etc):

Board Certification (e.g. DACVIM, DAVDC, etc):

Tax ID Number:

Current Address (where to mail your check), Phone, and E-mail:

Title of Presentation:

Objective Statement:
MEMBERS PRESENTER’S AGREEMENT

2017 Winter Academy of Veterinary Consultants Conference
November 30 – December 2, InterContinental Plaza Hotel, Kansas City, MO

Thank you for your commitment to speak for the Academy of Veterinary Consultants (AVC).

As you prepare for your presentation, please note the following:

The AVC has two (2) options for proceedings papers. If you choose neither option, the transcription editor will include a transcribed record of the presentation including questions and answers.

3. The first option is that you electronically submit a proceeding paper including any charts, graphs, tables, or illustrations you want included in the printed document to jan@avc-beef.org. It is AVC policy to record each session and the question and answer period following. The question and answer period will be transcribed and included in the proceedings. In accepting this speaking engagement, it is understood that your presentation will be recorded and that you agree the AVC may use such recordings for preparation of Proceedings, and placement on the AVC website as an audio/visual presentation, podcast and/or other purposes without any additional payment to you.

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The transcribed proceedings from your presentation will be emailed to you for your review and correction. You will be given two weeks to edit and return the transcribed proceedings. If you do not return an edited transcript by the two-week deadline, the originally transcribed version will be included in the final written proceedings.

We will also require, at the meeting, an electronic copy of any charts, graphs, tables, and other information that may be necessary for the reader to better understand your transcribed proceedings. We will provide a laptop computer, LCD projection unit, projection screen, laser pointer, and lapel microphone for use during your presentation. Please bring your PowerPoint presentation on a USB flash drive, formatted to run on a Windows based operating system. The AVC will need to use our computer to record the presentation.

The AVC offers the following compensation for your participation

- **Honorarium:** An Honorarium of $300 per presentation hour ($150 per half hour) is offered.

- **Lodging:** One night lodging at the conference hotel. As a member, please sign-in and register for the meeting letting us know how many meals you will want. Please continue and register for a hotel room before the deadline. The AVC will pay for one night before you check out.

- **Meals:** Three sponsored meals (Thursday evening, Friday noon, Friday evening) and two sponsored breakfasts (Friday and Saturday morning) are included in your conference registration.

Please sign and date below to indicate your agreement with the above terms.

_________________________         ________________________          _________        _____________________________
Print Name                                          Signature                              Date                                    Phone

_________________________________________________________          ______________________________________
Address, City, State and Zip                                                                                                  E-mail

Please fax or email completed form along with your CV, the presenter bio form and a short one to two paragraph biographical sketch to the AVC Office at 913-766-0474 or to paula@avc-beef.org by September 15th. If you have any questions regarding your presentation or the upcoming conference, please feel free to contact Paula Lehman at 913-766-4373, email paula@AVC-Beef.org.
Douglas A. Armstrong Memorial Scholarship
Policies and Procedures

Purpose: The Scholarships/Externships Committee is a standing committee responsible for all scholarship and externship award activities of the Academy of Veterinary Consultants.

Recommended Size of Committee: 3 members including the Chair

Award: Douglas A. Armstrong Memorial Scholarship

Short Description:
This scholarship is awarded annually to a qualified applicant based on criteria set forth by the Scholarship/Externship Committee and subsequently approved by the AVC Board of Directors. These criteria may be reviewed and updated at any time at the discretion of the Scholarship/Externship Committee with the approval of the AVC Board of Directors and Bayer Animal Health. The nature of the award and the selection criteria are set forth in the attached scholarship application.

Funding:
The award is funded by a continuing grant from Bayer Animal Health in the amount of $2500.00.

Distribution of Applications:
Notice of online applications being accepted are sent to the Deans’ office of each veterinary school in the United States as well as a list of liaison members of the food animal faculty at each of the veterinary schools provided by the American Association of Bovine Practitioners. This list is updated annually with the AABP office.

Receipt of Applications:
Applications are to be submitted online by January 31st of the award year. The original due date of the application was March 31 and was printed in the original application. This date did not allow adequate time for review of the applications in time for selection by the spring meeting. The AVC Administrative Manager will copy the applications along with their resume and research data and distribute them to the Scholarship/Externship Committee for review.

Selection of Recipient:
Applications are to be reviewed by the members of the Scholarship/Externship Committee based on the selection criteria spelled out in the application form. Final selection of the recipient is to be made by the spring meeting of the AVC; therefore, discussion via phone, e-mail, conference call, etc is usually necessary prior to the spring meeting.

Notification of Recipient:
Following the selection of the recipient, a letter is sent out to the recipient to notify them of the award. A copy of this letter sent is sent to the representative of Bayer Animal Health in order for payment to be initiated. A letter is also sent out to each of the applicants thanking them for their application and notification that a recipient has been selected.
Doug Armstrong Scholarship Letters

Scholarship Regrets Name

Dear Name:

Thank you for submitting your application for the Academy of Veterinary Consultants’ Douglas A. Armstrong Memorial Scholarship program. Our committee has reviewed all of the applications received and has selected our award recipient for the year. Although you were not selected to receive a scholarship, we appreciate your interest in the Armstrong Memorial Scholarship program and encourage you to apply again next year. We wish you the best of luck in your career endeavors.

Sincerely,

Scholarship Winner Name

Address

Dear Name:

Thank you for submitting your application for the Academy of Veterinary Consultants’ Douglas A. Armstrong Memorial Scholarship program. Our committee has reviewed all of the applications received and you have been selected our award recipient for the year. Congratulations on being among the prestigious winners of the Douglas A. Armstrong Memorial Scholarship. We look forward to your presentation at our winter meeting.

Sincerely,

Example
Externship Grants
Policies and Procedures

Purpose: The Scholarships/Externships Committee is a standing committee responsible for all scholarship and externship award activities of the Academy of Veterinary Consultants.

Recommended Size of Committee: 3 members including the Chair

Award: AVC Externship Grants

Description:
The AVC Externship Grants were created for financial assistance for veterinary students working in an externship or preceptorship program. These grants are in the amount of $500.00 per student. The funds can be used, as the student needs, to help offset the expenses encountered during an externship (i.e. fuel, meals, lodging, etc.).

The only three requirements are (1) a demonstrated interest in Beef Production Medicine (cow-calf, stocker, and/or feedlot), (2) enrollment in a veterinary school, and (3) a financial need. The Scholarship Committee is depending greatly on AVC members that are in contact with veterinary students and know both their interests and financial situation to nominate candidates.

Funding:
The AVC Externship Grants are funded from available funds of the Academy of Veterinary Consultants. Awards are to be given in the amount of $500.00 per award to a maximum of 15 awards annually (unless additional scholarships are approved by the board) (per minutes from 8/98 AVC Board of Directors meeting). Due to annual variation of available funds, the Chair should be in close contact with the AVC Treasurer for the amount of funds available for each year’s awards.

Distribution of Applications:
Notification of applications are emailed to a member of the food animal faculty at each of the veterinary school that serve as liaisons to the American Association of Bovine Practitioners (this list is updated annually with the AABP office) along with a note explaining the purpose of the award and the due date. Notification is also sent to the AVC Student Advisory listserv. This includes a cover letter explaining the purpose of the award and the due date. Notifications are sent in October prior to the award year.

Receipt of Applications:
Applications are to be submitted online by January 31st of the award year. The committee may review the applications online along with their reference letters or the AVC office will make copies for the committee members.

Selection of Recipient:
Applications are to be reviewed by the members of the Scholarship/Externship Committee based on the selection criteria spelled out in the application form. Final selection of the recipient is to be made by the spring AVC meeting of each year; therefore, discussion via phone, e-mail, conference call, etc. will be usually necessary prior to the spring meeting.

Notification of Recipient:
Following the selection of the recipients, letters are sent out to each of the recipients to notify them of the award. A letter is also sent out to each of the applicants not receiving a grant thanking them for their application and notification that recipients have been selected.
Externship Grants
Student Name – Externship Award Winner Letter

Dear NAME:

Thank you for submitting your application for the Academy of Veterinary Consultants’ Externship Grant program. Our scholarship committee has reviewed all of the applications received and you have been selected as one of our award recipients for the year. Congratulations on receiving an AVC Externship Grant!

Sincerely,

........................................................................

Student Name – Externship Regrets Letter
Address

Dear NAME:

Thank you for submitting your application for the Academy of Veterinary Consultants’ Externship Grant program. Our scholarship committee has reviewed all of the applications received and has selected our award recipients for the year. Although you were not selected to receive a grant, we appreciate your interest in the Externship Grant program and if you are eligible, encourage you to apply again next year. We wish you success in your career endeavors.

Sincerely,

Example
Appendix H: Consultant of the Year Award
Sponsored by Zoetis

1. **Description**
   Presented in recognition of the consultant’s accomplishments over the past year. Examples include: quality and competency of veterinary services, activities in organized veterinary medicine and the beef cattle industry, relationships with and contributions to the beef cattle industry and related activities and achievements that have impacted the cattle feeding industry.

2. **Eligibility**
   a. Nominee must be an active member of AVC
   b. Nominee must be a practicing veterinary consultant in the year for which the award is given.

3. **Procedure**
   a. Nominations will be sought from the general membership beginning at the summer AVC meeting.
   b. Nominations will be submitted in writing to the Zoetis Technical Services Veterinarian responsible for this award. (Note: This person will be an active AVC member)(Nomination form provided by Zoetis)
   c. The Zoetis representative will collect and forward all nominations to the Selection Committee.
   d. The Selection Committee will be composed by the three (3) previous recipients. The most senior award recipient will serve as the Committee Chair and will be the primary contact along with the Zoetis representative.
   e. The Chair will contact the other members. The Committee will select the recipient and submit this information to the Zoetis representative.
   f. The Zoetis representative will proceed with the arrangements for the award.

4. **The Award**
   a. Engraved plaque
   b. Sterling silver belt buckle
   c. $2000.00 Scholarship in the recipient’s name to the veterinary school of the recipient’s choice. Scholarship is to be directed to a 3rd or 4th year veterinary student pursuing production beef cattle medicine. (Award amount is subject to revision upon mutual agreement between Zoetis and the AVC Board of Directors).

5. **Presentation**
   The award is to be made during the business meeting at the Winter AVC meeting by the Zoetis representative.

Revised “Pfizer” to “Zoetis” April 2013
Appendix I: Outstanding Service Award

Academy of Veterinary Consultants
Outstanding Service Award
Sponsored by Merck Animal Health

1. **Description**
The AVC Outstanding Service Award is presented to any current or past AVC member for outstanding contributions to the AVC over the past years. This award is given annually at the spring meeting. Examples include: contributions toward the improvement of the AVC; acting as a resource person for the AVC or spokesperson on behalf of the AVC; involvement in activities in organized veterinary medicine and the beef cattle industry; contributions to the beef cattle industry; involvement in activities and achievements that have impacted the beef cattle industry, veterinary medicine, and the AVC.

2. **Eligibility**
   a. Nominees must be active or past members of the AVC who have provided outstanding service to the beef cattle industry or the AVC during the previous year.
   b. Nominees may be deceased members of the AVC.
   c. All members are eligible.
   d. Special consideration may be given for those individuals who are not members of the AVC but who have provided outstanding contributions to the AVC over the past years.

3. **Procedure**
   a. Nominations will be sought from the general membership beginning at the summer AVC meeting.
   b. Nominations will be submitted in writing to the AVC Office before February 1st.
   c. Nomination forms can be found online or by contacting the AVC Office.
   d. AVC Office will collect and forward all nominations to the Selection Committee.
   e. The Selection Committee will be composed of the Scholarship Committee and a member from the sponsoring corporation. The Scholarship Committee Chair will be the spokesperson for the selection of a recipient for this award.
   f. The Chair will contact the other members of the Scholarship Committee; the Committee will select the recipient and contact the AVC Office.
   g. The Chair and the AVC Office will proceed with the arrangements for the award.

4. **The Award** will consist of an Engraved Plaque provided and presented by Merck. A monetary award, provided by Merck, will be made in the winners' name to the AVC Foundation (GMCF with "AVC Fund" in the memo.)

5. **Presentation**
The award is to be presented by a Merck representative or an AVC Officer during the AVC Spring business lunch.

Revised to include ISPAH, August, 2010
Revised to Merck Animal Health, Spring 2012
Listserv Policies

Academy of Veterinary Consultants (AVC) listserv (AVC-L) is an electronic virtual forum in which AVC members are encouraged to participate in discussions on techniques, education, and relevant issues related to veterinary medicine of cattle and cattle production.

Subscription is restricted to members of the AVC.

AVC-L messages are not to be forwarded or reproduced without permission from the author.

All messages posted to the listserv must contain the sender's full name and contact information.

To send messages to the listserv, address your message to AVC-L@avc-beef.org. Generally, messages received from the AVC-L appear as a post from the author, however replying to that message will reply to the entire AVC-L.

To change your message options such as stopping and restarting mail from the listserv, email paula@avc-beef.org.

Profanity will not be tolerated and the subscription will be terminated.

Promotion or advertisement of products is not acceptable. Surveys are not to be posted to the listserv without the permission of the AVC Executive Committee.

Posting of scientific articles to the AVC-L by corporate sponsors is governed by established guidelines by the AVC Executive Board.

The AVC-L administrator reserves the right to terminate any individual's subscription at any time. A subscriber who has been removed from the AVC-L may appeal to the AVC Executive Committee to be reinstated.
AVC EXECUTIVE DIRECTOR PERFORMANCE REVIEW

EMPLOYEE NAME:

ANNUAL REVIEW: 2015 OTHER_______ DATE OF LAST REVIEW: DEC 2014

PURPOSE: The purpose of conducting the performance review is to better develop communication between the executive secretary and the executive committee. It is intended to highlight strengths and weaknesses, improve quality of work, increase productivity, and identify potential areas of advanced training. The single goal is to promote employee development and provide a media for communication between the executive committee and the executive secretary. The evaluator should critique the employee’s performance solely during the time period identified and evaluate based on if the employee’s performance produced the desired result in each of the identified areas.

PERFORMANCE RATING CATEGORIES: Consider the employee’s performance in each category and designate your evaluation of that performance.

3 = Exceeds Expectations, 2 = Meets Expectations, 1 = Needs Improvement

SECTION 1- Review the employee’s performance by checking the most appropriate box in each of the categories based on the time on the job. Write specific examples to support each rating.

JOB/TECHNICAL KNOWLEDGE

3 2 1

Continues to maintain a current and thorough understanding of the beef cattle industry and interactions with other professional veterinary organizations.

Consistently and effectively represents AVC and its capabilities in a professional manner to other organizations and businesses.

Possesses and demonstrates a thorough understanding and working knowledge of all phases of the job including various techniques and skills necessary for efficient completion of all tasks. Understands the impact of his/her job function on other functions/departments and business.

PROBLEM SOLVING AND DECISION MAKING

3 2 1

Demonstrates ability to make sound and proper decisions by; defining the issues, diagnosing the problem; analyzing the cause(s) and drawing on professional expertise, internal/external resources to make recommendations or solutions with minimal negative effect on departmental/company goals and employee relations. Employee demonstrates willingness to take ownership and responsibility for decision roles.

PLANNING AND ORGANIZATION

3 2 1

Ensures that AVC’s programs and activities are coordinated and leveraged effectively to produce required volume to meet production/department goal, utilizes appropriate resources; meets or exceeds deadlines without jeopardizing quality; seeks
opportunities to increase productivity and/or eliminate waste; able to re-prioritize as required to meet new/changing demands. Carries out work assignments and tasks within budget.

COMMUNICATION- VERBAL AND WRITTEN

3  2  1

Is an effective communicator with staff, Executive committee and Executive Board.
Works closely with the EC and EB to keep them fully informed on all important aspects of the status and development of the organization.

Demonstrates clear effective communication (includes; listening, nonverbal communication and language) in individual and group settings (all levels internal and external). Keeps executive committee, executive board and membership fully informed on work/project status and problems. Provides written communication to support scope of assignments.

INTERPERSONAL SKILLS/TEAMWORK

3  2  1

Demonstrates ability to establish and maintain effective relationships both internally and externally. Willing to cooperate and be flexible when working with co-workers, subordinates and management to complete job. Treats all employees with dignity and respect.

SELFMANAGEMENT SKILLS

3  2  1

Displays confidence and remains in control when handling difficult or new situations. Demonstrates adaptability and flexibility when handling change. Demonstrates a sense of cooperativeness by remaining open and positive when receiving direction or constructive feedback.

SECTION II- RESULTS OF GOALS AND OBJECTIVES (ESTABLISHED AT PREVIOUS REVIEW)

Goal/objective ________________________________

Result ________________________________

Goal/objective ________________________________

Result ________________________________

SECTION III- ACCOMPLISHMENTS AND CONTRIBUTIONS

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

SECTION IV- PERFORMANCE SUMMARY

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
RATE OVERALL PERFORMANCE
3  2  1

SECTION V- GOALS AND OBJECTIVES- (FOR NEW REVIEW PERIOD)

1
2
3

EMPLOYEE COMMENTS

______________________________________________________________________________________________________
__________________________________________________________________________________________
______________________________________________________________________________________________________
__________________________________________________________________________________________
______________________________________________________________________________________________________

DISCUSSED/REVIEWED WITH EMPLOYEE ON ________________________________

FOLLOW UP REQUESTED/DESIRED  YES  NO

SUPERVISOR SIGNATURE________________________________  DATE________________

EMPLOYEE SIGNATURE________________________________  DATE________________