

AVMA-RECOGNIZED VETERINARY SPECIALTY ORGANIZATION

FIVE-YEAR IN-DEPTH REPORT

Each recognized veterinary specialty organization (RVSO) is required to submit an in-depth review of its status and activities to the ABVS at five-year intervals after full recognition. The following report is submitted by the American College of Poultry Veterinarians
November 1, 2010



WWW.ACPV.info

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The History and Progress of ACPV

The American College of Poultry Veterinarians was established in 1991 and administered the first certifying examination in July 1992. As of October 2010, there were 302 diplomates. This includes 281 active members, 8 honorary members and 13 Emeritus members. The bylaws and policy and procedures of the College have been updated periodically over the years to improve functioning of the College and to adhere to policies of the ABVS.

The College was formed exclusively for charitable, scientific and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 as amended ("Code"), and particularly to: Further educational and scientific progress in the field of poultry veterinary medicine; promote the development of poultry veterinary medicine as a science; improve and strengthen the instruction in poultry veterinary medicine; establish publication, testing, and continuing education requirements for the certification of poultry veterinarians to enhance the quality of poultry veterinary medicine; provide an incentive for research, publication, improvement of residency and other educational programs and continuing education in the field of poultry veterinary medicine; provide guidance on the quality of and desirable levels of pre- and post-professional training, experience and continuing education for potential and current students and specialists in poultry veterinary medicine.

The Standing Committee structure of the College consists of the Examination Committee, Credentials Committee, Training Program Review Committee, Continuing Education Committee, Nominations Committee, and the Appeals Committee. ACPV currently has one ad hoc committee, the Public Policy and Education Committee.

ACPV is constantly striving to improve its function and effectiveness for its members and exam applicants. Selected examples are outlined below.

To improve communication with Diplomates and potential candidates, a web site has been developed and constantly expanded (<http://www.acpv.info>). All requirements for examination and required forms can be accessed from the web site. Necessary forms for Diplomates for recertification and online annual dues payment are also available on the web. Plans are underway to make online exam registration possible. In addition to the web site, communication with the Diplomates is through emailing the membership and an annual meeting to conduct business and introduce the new Diplomates of the College.

In 2008, BK Association Management was hired to manage the business functions and financial management of the college. The management team maintains and develops the ACPV database and website. Dues collection and certification are now processed online and managed by the management team. They plan all the ACPV agendas with the Secretary-Treasurer, handle all

logistics for meetings and keep all records for the organization.

It is essential that the credentialing procedure appropriately approve candidates for taking the examination. The basic requirements of a veterinary degree, licensure and experience have not changed over the years to evaluate the candidates. Other tools used to judge the candidates include the submission of three first authored manuscripts and three recommendations from Diplomates of the college. In 2009, the Credentialing Committee updated its credentialing policy to more fully explain each item the applicant must have.

Over the years, the examination committee has consisted of members who bring extensive industry and academic experience. Each year the committee chair attends a workshop on development of test questions and then administers a seminar to the examination committee on test question development and the criteria on judging a poor question versus a good question.

Each year the Continuing Education committee organizes a workshop on a current poultry medicine issue which is held in conjunction with the Western Poultry Disease Conference. These workshops provide members with relevant information in their field and are a source of continuing education credit. These programs are also available to potential candidates.

The ACPV Board of Governors is moving forward with plans for a job analysis due to the ABVS in 2016. ACPV has had one cost estimate at this time and is working to put together a peer reviewed list of other companies who do these analyses. The Board of Governors is also looking at administering the analysis a section at a time to spread out the cost as well as partnering with another college doing the same type of analysis.

ACPV Ensures Improved Veterinary Medical Services are offered to the Public

The College has improved the standard of professional service and has filled a demonstrable need in the profession. It has created a formal method of recognizing academic and technical achievements and experience. Diplomates have filled the demand for poultry veterinarians in both the public and private sectors. Of the 302 active Diplomates, 58% are employed in the private sector and 42% are employed by the public sector. The primary responsibilities of Diplomates include diagnostic, research, teaching, management and administration, production, technical service and sales. The employers of the Diplomates include colleges or universities, the federal or state government, the pharmaceutical industry, poultry producers, feed manufacturers or breeder companies. Poultry veterinarians have a broad knowledge of pathology, epidemiology, microbiology, immunology, economics, management, nutrition and genetics. It is essential for poultry veterinarians to possess this broad range of knowledge to adequately evaluate the complex disease problems seen in poultry.

The United States Poultry Industry is a significant contributor to the food requirements both nationally and internationally. In 2007, the per capita U.S. consumption was 253.8 eggs, 60.4 lbs broiler meat and 16.1 lbs turkey products. The combined value of production from broilers, eggs, turkeys, and the value of sales from chickens in 2007, was \$31.9 billion, up 24 percent from the \$25.8 billion in 2006. Of the combined total, 67 percent was from broilers, 21 percent from eggs, 12 percent from turkeys, and less than 1 percent from chickens (U.S. Egg and Poultry Association). The growth that continues in the poultry industry is related to advances in genetics, management and nutrition leading to the development of large integrated poultry enterprises. These units operate at high density and permit economies of scale contributing to low production costs. With the intensification of poultry production there is an increase vulnerability to the introduction and dissemination of diseases. Diplomates of the College are experienced and competent veterinary scientists trained in a broad range of poultry-related basic and applied disciplines ensure the health of flocks and maintain the wholesomeness of poultry products for consumers.

Catastrophic infections such as highly pathogenic avian influenza and Newcastle disease have occurred in the United States. The 1983 – 1984 outbreak of highly pathogenic avian influenza in Pennsylvania cost \$65 million to control. The 2002 - 2003 Newcastle disease outbreak in California cost \$160 million and resulted in the depopulation of 3 million birds. These outbreaks also have a devastating effect on the United States poultry export market.

Diplomates of the College are integral in the control and elimination of these diseases and have been instrumental in development of plans to reduce the introduction of these diseases in the future. Poultry veterinarians are part of the USDA, state departments of agriculture and on the production and diagnostic level as first responders.

ACPV has a Necessary Number of Potential Diplomates to Serve a Clearly Demonstrable Need within the Profession

The training programs which are intimately involved in the preparedness of graduates who upon completion of course work, sit for our examination and become certified Diplomates of the American College of Poultry Veterinarians. Annually approximately 10 new candidates apply for the certification examination. This number of new Diplomates is essential to fill the positions of those senior members who are retiring. As with all food animal sectors, the number of graduate veterinarians entering these fields has decreased over the years. To increase the number of graduate veterinarians entering the field of poultry, the American Association of Avian Pathologist has a preceptorship program for veterinary students. In addition, many of our Diplomates are faculty members of veterinary colleges and actively recruit veterinary students for post graduate residency programs.

ACPV Represents a Distinct and Identifiable Specialty of Veterinary Medicine

The ACPV currently has 302 members and is continuing to grow. Poultry veterinarians provide specialized services to the poultry industry. The size, structure and economic significance of the industry requires a unique approach to poultry medicine emphasizing prevention, large populations, high technology, epidemiology, and integration of management, nutrition, environment, economics and disease. The ACPV coordinates the diverse disciplines of its Diplomates and has contributed to the recognition and acceptance of qualified board certified veterinarians serving an integrated industry and its suppliers.

There are various factors that exemplify the unique character of commercial poultry veterinary medicine.

- A concentration on commercial poultry species
- An involvement with numbers of flocks each comprising large quantities of individual birds.
- A commitment to preventive medicine requiring immunization and biosecurity almost to the exclusion of therapy.
- Integration of management, nutrition, genetics, and economics in an approach to decrease the incidence and intensity of disease.
- A need to balance principles of cost-effectiveness with regard to prevention of disease.
- Reliance on laboratory procedures (microbiology, serology, toxicology) for diagnosis of flock diseases.
- Interaction of disease agents with environmental factors in the appearance of field syndromes of commercial significance.
- A non-traditional relationship in which a company or agency replaces the concept of the "practice" and the employer represents the "client".

Candidate Education, Qualification, and Evaluation

Education, Training, and Experience Needed to Become a Member of ACPV

The candidates for Diplomate status must have capabilities extending over the broad area encompassed by poultry medicine. The candidates must be well informed in relevant aspects of microbiology, immunology, pathology, parasitological, physiology, management, toxicology, epidemiology and preventative medicine. Candidates shall also have knowledge of infectious diseases, including the zoonoses of poultry, with emphasis on etiology, pathogenesis, transmission, diagnosis, prevention and control.

The candidate must be qualified to assume responsibility for the basic or applied aspects of poultry veterinary medicine relating to one or more activities including but not limited to research, teaching, service, or diagnostic poultry medicine.

Approved Route Guidelines for Membership in ACPV

The applicant shall have graduated from a college or school of veterinary medicine accredited or approved by the AVMA, or possess an Educational Commission for Foreign Veterinary Graduates (ECFVG) certificate, or be legally qualified to practice veterinary medicine in some state, province, territory or possession of the United States, Canada or other country. (2) The applicant shall have satisfactory moral and ethical standing in the veterinary profession. (3) The applicant shall be sponsored by three members in good standing of the College. (4) In addition to having earned the D.V.M. degree or equivalent, the applicant must satisfy one of the requirements: a) Have earned a Master's level degree, or an equivalent or higher postgraduate degree with major emphasis in poultry health before or after obtaining the D.V.M. or equivalent degree, or b) Have successfully completed a training program in poultry veterinary medicine which shall have been approved by the Training Program Review Committee or c) Have at least five years professional experience relevant to poultry veterinary medicine or in one or more activities including but not limited to teaching, independent research, service or diagnostics with increasing responsibility over time. (5) The applicant shall: Have authored as first author three case, research or technical reports of a standard suitable for publication or that make a significant contribution to the field of poultry veterinary medicine. In all cases the applicant shall submit to the Credentials Committee a copy of the relevant article and/or reports described above. (6) The applicant shall submit to the Board complete and full details of the applicant's qualifications, including notarized copies of diplomas, degree certificates, transcripts (in English or with a translation) and a list of publications and any other evidence of professional experience, competence and achievements as a poultry veterinarian.

Individuals who are credentialed based on their completion of an ACPV approved training program are considered trained by the standard route. All other candidates (graduate degree or 5 years of experience) are considered credentialed through an alternative route.

Unsuccessful Candidates and Applicants

The most common deficiencies in credentials have been the lack of acceptable publications or adequate field experience. In addition, some candidates have had experience only in a very narrow scope of poultry (i.e. turkeys or layers).

An unsuccessful applicant is notified by telephone by the Secretary/ Treasurer immediately after the credentialing committee files their report within 60 days of receipt of their credentials. The candidate is then advised of credential insufficiencies and ways to rectify them. This is followed by written notification.

The application is due to the ACPV office by November 1 of the year prior to the examination. Notification of the acceptance or denial is within 60 days of receipt by the Secretary / Treasurer by telephone, and then followed-up in writing.

Educational Programs Available to Potential ACPV Candidates

The American College of Poultry Veterinarians supports two distinct areas of educational programs. One includes residency training programs at veterinary schools throughout the United States and continuing education programs at national and international meetings.

The American College of Poultry Veterinarians maintains an approval process for poultry medicine training programs at veterinary schools in the United States. This process is completed by the Training Program Review Committee on an annual basis. This committee reviews and approves new applications for ACPV approved training programs, reviews existing programs for compliance with ACPV guidelines and removes those programs that have failed to meet such guidelines. A list of approved programs is found below.

Additionally, ACPV organizes continuing education programs at national and international meetings. The ACPV Continuing Education Committee plans the continuing education programs of the College and oversees presentations and official publications. A listing of past workshops and their location follows the

Residency Training Programs and Contacts:

Mississippi State University – Dr. Tim Cummings - 662-325-1113
North Carolina State University - Dr. Michael Martin - 919-513-6330
Ohio State University – Dr. Ziv Raviv – 614-292-7205
University of California - CAHFS - Dr. Richard Chin - 559-688-7543
University of Georgia –Dr. Charles Hofacre - 706-542-1904
University of Pennsylvania – Trisha Michener – 610-925-6711

Workshops

- 2000 Case Studies Workshop
Poultry Health and Processing Meeting, Ocean City, MD

Influence of Environmental Factors on Poultry Health
Western Poultry Disease Conference, Sacramento, CA
- 2001 Case Studies Workshop
Poultry Health and Processing Meeting, Ocean City, MD

Nutrition for the 21st Century
Western Poultry Disease Conference, Sacramento, CA
- 2002 Getting More Out of Production and Health Data
University of Georgia, Athens, GA
- 2003 New Diagnostic Techniques and Principles in Molecular Biology
Western Poultry Disease Conference, Sacramento, CA
- 2004 Emergency Preparedness
Western Poultry Disease Conference, Sacramento, CA
- 2005 Avian Influenza – A Constant Threat to Worldwide Poultry
Western Poultry Disease Conference, Sacramento, CA
- 2006 Enteric Diseases of Poultry: Evolving Challenges and New Developments
Western Poultry Disease Conference, Sacramento, CA
- 2007 Highly Pathogenic Avian Influenza H5N1: An Evolving Global Challenge
Western Poultry Disease Conference, Las Vegas, NA
- 2008 Managing Respiratory Diseases from the Field, Diagnostic Lab and
through Research; Emerging and Re-emerging Challenges
Joint symposium with AAAP, AVMA Conference, New Orleans, LA
- 2009 Salmonella in Poultry: Epidemiology, Regulations, Detection, and Interventions
Western Poultry Disease Conference, Sacramento, CA
- 2010 Layer and Pullet Well-Being Workshop
Western Poultry Disease Conference, Vancouver, BC Canada

Examination Procedures and Policies

The Nature and Scope of the Examination

The ACPV Certification Examination consists of three parts:

The Basic Examination, consisting of multiple-choice questions, tests the candidate's knowledge of a broad range of topics involved in clinical poultry medicine.

The Applied Examination in 2 parts (projected images and written questions) is a practical examination dealing with diagnostic recognition and problem solving. Questions may require written response to exhibits, such as photographs showing gross or microscopic lesions, figures, laboratory findings, production history and data, descriptions of clinical signs and lesions. Questions requiring short answers will involve diagnoses, recommending therapeutic, preventive or management action. Emphasis is placed on demonstration or knowledge of the pathogenesis, diagnosis, and control of diseases of commercial poultry, but also involve integration of knowledge in the broad field of poultry production incorporating management, nutrition, genetics, environmental control, and economics.

All new candidates are required to sit for all three parts in their entirety. There are no provisions for subspecialty examination. Returning candidates sit for the only the part of the examination in which they did not earn a passing grade.

All candidates receive an information package advising them of the place, and time of the examination, their examination number, and the pass rate criteria. In addition, they are advised of the scope of the questions, examples of questions and reference material for preparation for the examination.

Assurance that Examination Questions Reflect the Professional Activities Expected of Diplomates

A task list was previously developed for veterinarians in the poultry industry in the public and private sectors. The content of the examination is based on that task list and the broad experiences of the members of the examination committee. The examination committee is comprised of 8 people representing various facets of the poultry industry including academia, industry (broilers, breeder, turkeys and commercial egg layers) state, local or federal government, research, vaccine manufacturing, and public health and food safety. ACPV is presently reviewing psychometricians to perform a job analysis of the examination that will validate current exam procedures and test content.

How Examination Questions are Developed, Reviewed, Graded, and Evaluated

The examination committee meets yearly to review the questions of the prior examination and evaluates their acceptability based on statistics and validity of information. Each examination committee member develops new questions for each portion of the examination yearly. These questions are reviewed individually by the committee for potential inclusion in the examination. Approximately 20% of each portion of the examination is replaced yearly with newly developed questions, or questions contained in an archive of questions.

To insure accuracy, each section of the examination is graded by multiple members of the committee. Answer keys are developed and approved by the committee prior to the examinations, and are used during the grading of the examination. Grading of examination:

- a. Grading is done on the day of the exam as each section is completed.
- b. Grading must be completed by 1:00 pm on following the day of the exam.
- c. Practical section – corrected in a round table format to discuss answers
- d. Multiple choices – answer template available to ease correction
- e. Projected images - corrected in a round table format to discuss answers
- f. All sections of the exam are accounted for and are re-assembled in the correct order. All examination material goes back to the ACPV business office.
- g. No rounding of scores is done. A grade of 69.5% is not rounded up to 70%.

The committee chairperson reports the exam results first to the Board of Directors and then to the College membership during the Annual Meeting. Pass/fail letters are distributed to all candidates after the approval of the results by the Board during the annual meeting. The letters are available to all candidates at the front desk of the hotel in which the examination was administered. The Secretary / Treasurer checks with front desk personnel to assure all results have been distributed to the candidates.

Use of Consultative Resources

ACPV has used a variety of consultative resources since its inception. For example, Quality Assessment Services (Dr. Janice Scheuneman – psychometricians) examined the ACPV's Certification program by analyzing and comparing examination results from the 1994 and 1999 examination. Also the chairperson of the examination committee attends a NOCA sponsored workshop on development and evaluation of examination questions. In addition, a workshop outlining legal aspects of the credentialing process was attended by the Secretary Treasurer in 2003. Last, the ACPV Board of Governors is currently exploring options to review the psychometrics of the exam and will have a job analysis completed by 2016.

Procedure Used for Establishing the Pass Point

Taken from Janice Dowd Scheuneman, PhD, psychometricians report:

“The cutting score or passing score is the lowest score that can be obtained by a candidate and still pass the test. The cutting score is an important component of the validity of a certification program since the implication is that those who achieve this score are qualified and those who do not achieve it are not. Consequently, the rationale for selecting this score is an important component of the validity evidence supporting the use of the test. The cutting score was initially set at 60% of the total score for each of the three parts of the examination, but changed after the first administration to 70 percent of the score” by the Examination Committee and approved by the Board. This information is contained in the application packet and the candidates are reminded verbally on the on the examination day prior to commencement of the examination. Seventy percent (70%) is a commonly used rule and if the candidate pool was larger a cut score study could be performed to establish the appropriate pass score for each section of the examination for each administration. This is not practical given the smaller candidate pool.

Pass/Fail Experience of Candidates with the Examination, Showing the Past Nineteen Years of Experience

YEAR	TOTAL # OF CANDIDATES*	#PASS	#FAIL	%PASS
1992	98	94	4	96%
1993	39	29	10	74%
1994	51	30	11	59%
1995	39	25	14	64%
1996	24	13	11	54%
1997	30	16	13	53%
1998	26	16	10	62%
1999	18	2	16	11%
2000	14	6	8	42%
2001	13	4	9	31%
2002	16	6	10	38%
2003	16	6	10	38%
2004	14	13	1	93%
2005	7	7	0	100%
2006	11	8	3	72%
2007	9	4	5	44%
2008	11	8	3	73%
2009	10	7	3	70%
2010	11	6	4	76%

*New candidates and repeat candidates

Primary Reasons Candidates Fail

The primary reason candidates fail is because they have limited field experience or their experience is limited to one area of poultry medicine. In many cases, candidates that fail the exam fail more than one section of the exam which implies that they are not adequately prepared for the exam and lack knowledge in many fundamentals of clinical poultry medicine.

Reporting Scores to Candidates after the Examination is Administered

The examination is normally administered on the Saturday of the AVMA meeting, the examination is graded and the scores are reported to the Board for approval by Monday morning. The candidates receive their grades Sunday or Monday following the examination. The candidates attending the AVMA will receive written notification at the time described above, or if the candidate no longer is present at the AVMA meeting will receive written notification by mail. The letter stating their pass or fail status is mailed by Monday following the examination.

Feedback to Unsuccessful Candidates of Deficiencies on Examination

The Secretary Treasurer reviews all examinations of unsuccessful candidates. The deficiencies are reviewed, and general areas of improvement are discussed with the candidate. The candidate is informed verbally and in writing of their remaining eligibility and reapplication procedures.

Other Relevant Aspects of ACPV Testing Program

The Secretary Treasurer and the examination committee remain proactive in attending seminars on testing (NOCA) and legal issues concerning qualifying examinations. In the past 5 years we have a candidate pass rate of 63.5% which suggests the exam is not becoming overly easy or difficult given that they have opportunities to pass the exam in the next two years. A majority of candidates that do fail do so in more than one section of the exam which implies that they are not fitting candidates for board certification or are unprepared.

Appeal Procedures

The appeals procedure is included in the bylaws and is included in the application packet for each candidate. (See appendix materials)

Adverse decision by the American College of Poultry Veterinarians (ACPV) may include, but are not limited to:

- Denial of certification of an individual
- Denial of adequacy of credentials
- Denial of approval of a residency program
- Suspension of certification

In the event of adverse decisions, the ACPV shall advise the affected person (s) of the procedure for appealing the adverse decision. The affected party desiring to appeal the ACPV's adverse decision must adhere to the following attached procedure:

Complaints against a Diplomate or a College / Board

When a complaint is registered against a Diplomate of a recognized veterinary specialty organization (ACPV) the complaint will be referred to the Secretary Treasurer of the ACPV and the person making the complaint will be notified of that referral. The complaint will be considered by the governing body of the ACPV. The ACPV will respond directly to the person issuing the complaint, with a copy of the response sent to the AVMA for ABVS records. A tally of complaints will be part of the annual report of the ACPV.

Mediation Procedures and Implementation

A. Mediation is defined as "friendly intervention, usually by consent or invitation, between conflicting parties to promote reconciliation, settlement, or compromise." The AVMA American Board of Veterinary Specialties (ABVS) may accommodate requests to facilitate mediation between candidates or applicants for specialty board certification and the ACPV.

B. When a dispute between a candidate / applicant for specialty certification and ACPV remains unresolved after full use of the appeal procedure established by ACPV, either party may request AVMA ABVS mediation facilitation by contracting the AVMA ABVS staff consultant.

C. The ABVS Executive Committee (EC) will review the request for facilitation, adhering to the principle that relationships between candidates / applicants and ACPV should be fair and reasonable. The EC will determine whether, in the EC's judgment, the dispute is worthy of further discussion in mediation, according to the following guidelines:

1. The complaint is germane to established criteria in the policies of the ABVS, and either party disregarded established criteria for certification or approval, or

2. Either party disregarded established criteria for certification or approval, or
3. Either party failed to follow stated procedures, or
4. Either party failed to consider relevant evidence and documentation presented in the initial appeal of the adverse decision or the response to that appeal.

The members of the EC will, after review of pertinent information, determine whether the facilitation request meets the above criteria.

D. The mediation shall be conducted by a professional mediator, selected by mutual agreement between the parties with the assistance of AVMA ABVS staff. The mediation shall take place at AVMA Headquarters in Schaumburg, Illinois.

E. The procedures to be used for mediation shall be at the discretion of the professional mediator.

F. Each party will pay its own expenses. All other mediation costs, including the costs of the professional mediator, shall be split equally between the parties and paid in advance. Final financial obligations may be determined by mediation but will not obligate the AVMA ABVS.

G. In the event the AVMA ABVS recommends mediation, both parties must be willing to execute an unconditional waiver and release of all liability and claims against the AVMA and ABVS in order for AVMA ABVS to facilitate the mediation.

Application packet and form for Unsuccessful Candidates

A complete application packet and the template for unsuccessful candidates are included in the appendix.

Procedures for Recertification of Diplomates

Certificates are issued for a period of 10 years and will expire at that time. In order to maintain Diplomate status, the member will submit evidence of undertaking approved annual continuing education programs. Diplomates must meet the above annual recertification for at least 8 years out of 10 consecutive year period (based on their admittance to the College). A Diplomate failing to meet the eight out of ten year requirement will be required to retake the current ACPV examination.

See Appendix (Diplomate renewal forms – continuing education requirement)

Incorporation and Liability Insurance

The College was formed exclusively for charitable, scientific and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 as amended (“Code”) and is incorporated in Pennsylvania.

The ACPV has purchased directors and officers (D & O) insurance and errors and omission (E &O) insurance through HUB International Midwest Limited

See Appendix (ACPV tax return)

See Appendix (Insurance Policies - Directors and Officers and Errors and Omissions Insurance Policies)

Current Employment Distribution of Diplomates

Of the 302 active diplomates 58% are employed in the private sector and 42% are employed by the public sector. The primary responsibilities of diplomates include diagnostic, research, teaching, service extension, production management and administration, production, regulatory medicine, public health/food safety, technical service and sales. The employers of the diplomates include colleges or universities, state or regional diagnostic laboratories, the federal or state government, the pharmaceutical/biological industry, poultry producers, feed manufacturers or breeder companies or private consultant companies.

Major Changes in Concepts or Policies during the Past Five Years

The ACPV has entered into a contractual agreement with Bob and Janece Bevans-Kerr, Directors of the Bevans-Kerr Management Service to serve as the business managers of the ACPV. This management team works closely with the ACPV Secretary/Treasurer in conducting the business of the organization but relieves the Officer of the Board from managing the day to day activities required to run a specialty college. This agreement was made in conjunction with the AAAP Board of Directors with whom ACPV is cost sharing this service on a pro-rated basis based on the number of members and thusly the amount of time commitment required by each organization.

The ACPV has also entered into a contractual agreement with MemberClicks, an integrated website and membership management system. A new web site has been created which allows an on-line form of dues payment and membership renewal. This

also allows protected posting of Board and Committee minutes on the website by requiring members to login for access.

Problems Perceived and Proposed Solutions

One concern is related to the decreasing number of residency training programs over the past several years. This is due to the difficult financial decisions institutions of higher education are facing. Because all of our training programs are associated with universities, these are problems that are not within the authority or ability of ACPV to rectify. Many of our diplomates are faculty members of veterinary colleges and actively recruit veterinary students for post graduate residency programs. To accommodate the interest in the face of declining programs, contacts work together to direct interested students into training programs where space is available.

Another chronic problem is the lack of payment of dues by ACPV diplomates. While the ability to now pay on-line makes this process easier for ACPV members, this continues to be a challenge. With the increased costs of management taken on by ACPV this is an issue that needs to be addressed.

Future Plans

The future plans of the ACPV include the development of a strategy to proactively promote and recruit veterinary students into residency programs. In addition, a strategy to improve financing of programs through investigation of alternative funding sources will be investigated.

In the future, the ACPV will proceed to conduct a task analysis which will be used to align the curriculum of the residency programs and the content of the examination.

Reactions of the Profession and the Public to the Specialty Organization

ACPV certification is used as a benchmark. Many employers and administrators in the federal, state, university and industrial sectors use the achievement of diplomate status in ACPV as a requirement for employment or as a differentiator with other comparable candidates for hiring decisions. The public relies on our Diplomates for advice with not only infectious disease prevention and control but also for advice on nutrition, management, economics, food safety and regulatory medicine. Our

diplomates are asked for their expert opinions related to national and international issues, for example, infectious disease control and import/export issues.

Financial Report

The Secretary Treasurer gives a financial report to the membership each year at the annual meeting and the Executive Director also reviews the college's financials in detail to the Board of Governors at the annual summer meeting. In addition, the annual financial report is published on the website for the membership. The report includes (1) the assets and liabilities of the College as of the end of the fiscal year immediately preceding the date of the report, (2) an income statement and comparison with the budget for the year immediately preceding the date of the report, (3) an expense statement and comparison with the budget for the year immediately preceding the date of the report, (4) year to date report of expenses and income.

As of July 2010, the College is financially sound. There is \$94,736.98 in money market and checking accounts. The college is covered by Directors and Officers insurance and Errors and Omissions insurance.

The 2005 through 2007 annual budgets are included in the Appendix. The 2008 and 2009 annual financial reports are included separately.

Changes to the ACPV Bylaws

In 2009 the ACPV Board of Governors approved a petition to amend the bylaws. Article V, Section 5-01. Number, Qualifications, and Term of Office required that the American Association of Avian Pathologists Secretary-Treasurer be on the ACPV board of governors. It is not a requirement in the AAAP bylaws that the Secretary-Treasurer be on the ACPV board of governors, or be an ACPV diplomate. Therefore it was not deemed to be within the power of ACPV to make that requirement of its AAAP representative.

At the general business meeting on August 3, 2010, the membership voted to change the bylaws to the following:

"This representative shall be determined by the AAAP Board of Directors and shall be selected from among the members in good standing in the College. This representative will serve for a term of three years."

An explanation of the bylaw change and current bylaws are included in the Appendix.

**Contents of Appendix
(Alphabetical order)**

ACPV Board of Governors and Committees

ACPV Mission Statement

ACPV 2009 Tax Return

Annual Budgets 2005- 2007, 2008 and 2009

Application packet

Application for retired Membership

Bylaws

Bylaws –Explanation of 2010 Bylaw change

Continuing Education Requirements and Credits

Correspondence to Diplomates

Diplomate Renewal Form – Continuing Education Requirement

Directory of Diplomates

Florida Registration

Insurance policies – Directors and Officers; Errors and Omissions

Management Company Contract

Policy on Credentialing

Procedural Manual

Receipt form for dues received

Template for letter to unsuccessful candidates



American College of Poultry Veterinarians

2010-2011 Board and Committees

Version 1.0
August 2010

American College of Poultry Veterinarians
12627 San Jose Blvd., Suite 202
Jacksonville, Florida 32223-8638

904-425-5745 (Office)
281-664-4744 (Fax)
support@acpv.org (email)

www.ACPV.info

Tax ID# 58-2053275
Incorporate in Commonwealth of Pennsylvania 7/29/1992
Certification # 8824755-1 Entity # 2100541
State of Florida Document #FL0000002935

American College of Poultry Veterinarians Mission Statement

- To further educational and scientific progress in the field of poultry veterinary medicine.
 - To promote the development of poultry veterinary medicine as a science.
 - To improve and strengthen the instruction in poultry veterinary medicine.
 - To establish publication, testing and continuing education requirements for the certification of poultry veterinarians to enhance the quality of poultry veterinary medicine and to provide an incentive for research, publication, improvement of residency and other educational programs, and continuing education in the field of poultry veterinary medicine.
 - To provide guidance on the quality of and desirable levels of pre- and post-professional training, experience and continuing education for potential and current students and specialists in poultry veterinary medicine.
-

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The American College of Poultry Veterinarians has 299 diplomates. Sixteen have Emeritus status and eight members have honorary status. Last year we added 7 new members.

Board of Directors 2010-2011

Danny Magee – President

32 Dawnview Dr.
Brandon, MS 39042

Charles Broussard –Past President

1040 Buckeye Point
Athens, GA 30606-7617

Karen Burns Grogan Sec/Treas.

2800 Preston Ridge Lane
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Hector Cervantes – AAAP Rep (2013)

1031 Westchester Court
Watkinsville, GA 30677

Suzanne Dougherty (2013)

28566 Garden Hills Rd.
Madison, AL 35756

Babek Sanei (2012)

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6828 Spruce Pine Drive
Columbus, OH 43235

**Bob Bevans-Kerr- Executive Director
Janece Bevans-Kerr- Director Member
Services**

1267 San Jose Blvd., Suite 202
Jacksonville, FL 32223-8638

ACPV Standing Committees 2010-2011

Examination Committee

Marilynn Finklin (2011)- Chair
Scott Gustin (2011)- Past Chair
Carolyn Miller (2013)
Sue Ann Hubbard (2013)
David Frame (2012)
Danny Magee (adjunct member)
Julio Cruz-Coy (2012)

Credentials Review Committee

Ricardo Munoz (2011) - Chair
Sam Christenberry (2013)
Eric Heskett (2013)

Training Program Review Committee

Suzanne Young (2012) - Chair
Andres Montoya (2012)
Mark Burleson (2013)

Continuing Education Committee

Agnes Agunos (2011) Chair & Symposium
Rob Porter (2012)
Hugo Medina (2012)
Ivan Alvarado (2011)
Don Ritter (2011)
Jarra Jagne (2011)
Jaime Ruiz (2013)

Appeals Committee

Jean Sander
Bruce Stewart-Brown
Sharon Heins Miller
Oscar Fletcher
Mo Saif

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Bradley J Turner (2011) – Chair
Cheryl Gustafson (2011)
Jenny Fricke (2013)

Public Education and Policy Committee

Eric Gonder – Chair
James Barton
Bob Owen
Tim Cummings
Eric Gingerich
Sharon Heins-Miller
David Hermes
Buzz Klopp
Linnea Newman

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

Department of the Treasury Internal Revenue Service

The organization may have to use a copy of this return to satisfy state reporting requirements.

Form header section containing: A For the 2009 calendar year, or tax year beginning 2009, and ending 20; B Check if applicable: Address change, Name change, Initial return, Terminated, Amended return, Application pending; C Name of organization American College of Poultry Veterinarians; D Employer identification number 58-2053275; E Telephone number (904) 425-5745; F Name and address of principal officer: Jacksonville FL 32223-8638; G Gross receipts \$ 34,409; H(a) Is this a group return for affiliates? Yes X No; H(b) Are all affiliates included? Yes; H(c) Group exemption number; I Tax-exempt status: X 501(c)(3); J Website: support@acpv.org; K Form of organization: X Corporation; L Year of formation: 1992; M State of legal domicile: PA

Part I Summary table with columns: Line number, Description, Prior Year, Current Year. Rows include: 1 Briefly describe the organization's mission or most significant activities: See attachment #1; 2-6 Governing body and membership statistics; 7a-7b Revenue and taxable income; 8-12 Revenue breakdown; 13-19 Expenses breakdown; 20-22 Assets and liabilities.

Part II Signature Block section containing: Sign Here area with signature of Bob Bevans-Kerr, Executive Director; Preparer's signature area for H & R BLOCK PREMIUM, Jacksonville, FL 32257; Date and identifying number fields.

ACPV Balance Sheet - Dec 31, 2005

ASSETS

Checking Account	1,202.68
Money Market Account	26,680.66
Certificate of Deposit	11,543.68
Certificate of Deposit	26,758.25
TOTAL ASSETS	<u><u>\$66,185.27</u></u>

LIABILITIES	\$0.00
--------------------	--------

FUND BALANCE

Beginning Fund Balance	\$63,176.96
Current Earnings	3,008.31
TOTAL FUND BALANCE	<u><u>\$66,185.27</u></u>

Income Statement

Income & Expenses	12 months ended F gego dgt "53."4227	Annual Budget	Variance
Income			
Exam Eligibility Fees	0.00	250.00	(250.00)
Exam Fees	2,500.00	3,500.00	(1,000.00)
Dues	16,285.00	10,000.00	6,285.00
Workshop Contribution	5,050.32	0.00	5,050.32
Workshop Income	30.00	2,000.00	(1,970.00)
Educational Material Sales	0.00	0.00	0.00
Money Market Interest	160.19	100.00	60.19
CD Interest	0.00	500.00	(500.00)
Total Income	\$24,025.51	\$16,350.00	\$7,675.51
Expenses			
Accounting/Legal Fees	500.00	500.00	0.00
Annual Meeting/Reception	2,006.15	2,500.00	(493.85)
Board Meeting Expenses	372.03	400.00	(27.97)
Contributions/Support	0.00	0.00	0.00
Exam Preparation Fees	2,672.32	3,000.00	(327.68)
Honorarium	3,500.00	3,000.00	500.00
Insurance	6,898.00	7,000.00	(102.00)
Office Supplies	62.97	250.00	(187.03)
Postage	407.57	400.00	7.57
Secretarial Assistance	3,683.82	3,500.00	183.82
Travel	0.00	500.00	(500.00)
Telephone	627.02	500.00	127.02
Miscellaneous Expense	287.32	0.00	287.32
Total Expenses	21,017.20	21,550.00	(532.80)
Total Income & Expenses	\$3,008.31	(\$5,200.00)	\$8,208.31

ACPV Balance Sheet - December 31, 2006

ASSETS

Checking Account	1,090.53
Money Market Account	37,540.13
Certificate of Deposit	11,872.72
Certificate of Deposit	27,518.89
TOTAL ASSETS	<u><u>\$78,022.27</u></u>

LIABILITIES	\$0.00
--------------------	--------

FUND BALANCE

Beginning Fund Balance	\$66,185.27
Current Earnings	11,837.00
TOTAL FUND BALANCE	<u><u>\$78,022.27</u></u>

Income Statement

Income & Expenses	12 months ended F gego dgt "53."4228	Annual Budget	Variance
Income			
Exam Eligibility Fees	370.00	250.00	120.00
Exam Fees	4,870.00	2,500.00	2,370.00
Dues	15,425.00	16,000.00	(575.00)
Workshop Contribution	0.00		0.00
Workshop Income	11,542.44	2,000.00	9,542.44
Educational Material Sales	0.00	0.00	0.00
Money Market Interest	204.51	100.00	104.51
CD Interest	1,089.68	500.00	589.68
Total Income	\$33,501.63	\$21,350.00	\$12,151.63
Expenses			
Accounting/Legal Fees	500.00	500.00	0.00
Annual Meeting/Reception	1,849.59	2,500.00	(650.41)
Board Meeting Expenses	129.07	1,000.00	(870.93)
Contributions/Support	500.00	500.00	0.00
Exam Preparation Fees	3,432.09	3,000.00	432.09
Honorarium	3,500.00	3,500.00	0.00
Insurance	7,077.82	7,000.00	77.82
Office Supplies	0.00	100.00	(100.00)
Postage	238.46	500.00	(261.54)
Secretarial Assistance	3,881.87	4,000.00	(118.13)
Travel	0.00	500.00	(500.00)
Telephone	225.61	500.00	(274.39)
Miscellaneous Expense	330.12	0.00	330.12
Total Expenses	21,664.63	23,600.00	(1,935.37)
Total Income & Expenses	\$11,837.00	(\$2,250.00)	\$14,087.00

ACPV Balance Sheet - 6 months ending June 30, 2007

ASSETS

Checking Account	2,946.34
Money Market Account	37,701.40
Certificate of Deposit	11,872.72
Certificate of Deposit	27,518.89
TOTAL ASSETS	<u><u>\$80,039.35</u></u>

LIABILITIES	\$0.00
--------------------	--------

FUND BALANCE

Beginning Fund Balance	\$78,022.27
Current Earnings	2,017.08
TOTAL FUND BALANCE	<u><u>\$80,039.35</u></u>

Income Statement

Income & Expenses	6 months ended June 30, 2007	Annual Budget	Variance
Income			
Exam Eligibility Fees	0.00	250.00	(250.00)
Exam Fees	2,700.00	2,500.00	200.00
Dues	12,450.00	16,000.00	(3,550.00)
Workshop Contribution	0.00	0.00	0.00
Workshop Income	0.00	2,000.00	(2,000.00)
Educational Material Sales	0.00	0.00	0.00
Contributions	50.00	0.00	50.00
Money Market Interest	111.27	100.00	11.27
CD Interest	0.00	500.00	(500.00)
Total Income	\$15,311.27	\$21,350.00	(\$6,038.73)
Expenses			
Accounting/Legal Fees	500.00	500.00	0.00
Annual Meeting/Reception	3,041.54	2,500.00	541.54
Board Meeting Expenses	170.28	500.00	(329.72)
Contributions/Support	2,000.00	500.00	1,500.00
Exam Preparation Fees	1,620.84	3,000.00	(1,379.16)
Honorarium	3,500.00	3,500.00	0.00
Insurance	0.00	7,000.00	(7,000.00)
Office Supplies	35.58	100.00	(64.42)
Postage	279.47	500.00	(220.53)
Secretarial Assistance	1,230.44	4,000.00	(2,769.56)
Travel	0.00	500.00	(500.00)
Telephone	406.44	250.00	156.44
Miscellaneous Expense	509.60	250.00	259.60
Total Expenses	13,294.19	23,100.00	(9,805.81)
Total Income & Expenses	\$2,017.08	(\$1,750.00)	\$3,767.08



American College of Poultry Veterinarians

2008 Financial Report

Version 1.0
July 2009

Presented by:
Bob Bevans-Kerr, Executive Director

Reviewed by:
Dr. Karen Burns-Grogan, Secretary/Treasurer

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2008 Financial Report

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2008 Financial Report

Board and Standing Committees 2008-2009

Board of Directors 2008-2009

Hector Cervantes - President
Jean Sander – Past President
Charles Corsiglia (2009)
Danny Magee (2009)
Charles Broussard (2010)
Joanna Quinn (2010)
Mark Bland (2011)
Eric Jensen (2011)
Charles Hofacre, AAAP Rep.
Francene Van Sambeek, ABVS Rep.
Alex Bermudez, ABVS Rep. (Alternate)
Karen Burns Grogan Sec/Treas.

Examination Committee

Charles Broussard (2009) - Chair
Donna Kelly (2007) – Past Chair
Patty Dunn (2010)
Scott Gustin (2010)
Marilynn Finklin (2011)
Dave Hermes (2011)
Hector Cervantes (adjunct member)

Credentials Review Committee

Andrea Sinclair (2010) - Chair
Kelli Holloway Jones (2010)
Ricardo Munoz (2011)

Training Program Review Committee

Bill Hewat (2009) - Chair
Rick Phillips (2009)
Agnes Agunos (2010)
Mary Jackwood-Pantin (2010)

Continuing Education Committee

Becky Tilley (2010) Co-Chair
Agnes Agunos (2011) Co-Chair
Matilde Alfonso (2009)
Ivan Alvarado (2011)
Don Ritter (2011)
Jarra Jagne (2011)

Appeals Committee

Jean Sander
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Oscar Fletcher
Mo Saif

Nominations Committee

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Cheryl Gustafson (2011)
Bradley J Turner (2011)

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James Barton
Bob Owen
Tim Cummings
Eric Gingerich
Sharon Heins-Miller
David Hermes
Buzz Klopp
Linnea Newman

2008 Financial Report

ACPV Balance Sheets

2007, 2008 Year End Results with 2009 YTD Results

3 year comparison

	2007	2008	2009 YTD (6/30/09)
ASSETS			
Checking Account	\$1,167.10	\$7503.97	\$5,783.01
Money Market Acct	\$42,492.63	\$73,762.73	\$88,600.22
Certificate of Deposit	\$12,658.83	\$0	\$0
Certificate of Deposit	\$29,328.83	\$0	\$0
TOTAL ASSETS	\$85,647.39	\$81,266.70	\$94,383.23
LIABILITIES	\$0	\$0	\$0
FUND BALANCE			
Beginning Fund Balance	\$78,022.27	\$85,647.39	\$81,266.70
Current Earnings	\$7,625.12	-\$4380.69	\$13,684.50
TOTAL FUND BALANCE	\$85,647.39	\$81,266.70	\$94,383.23

ACPV had two certificates of deposit which matured on 9/2/08 and 9/27/08 generating \$30,214.20 and \$13,045.45 respectively which currently reside in a money market account. ACPV maintains both its checking account and money market account at Wachovia Bank. Current yields on money market accounts (1.44%) are greater than CD rates at this date. When banking rates change we plan to invest up to \$50,000 in CDs.

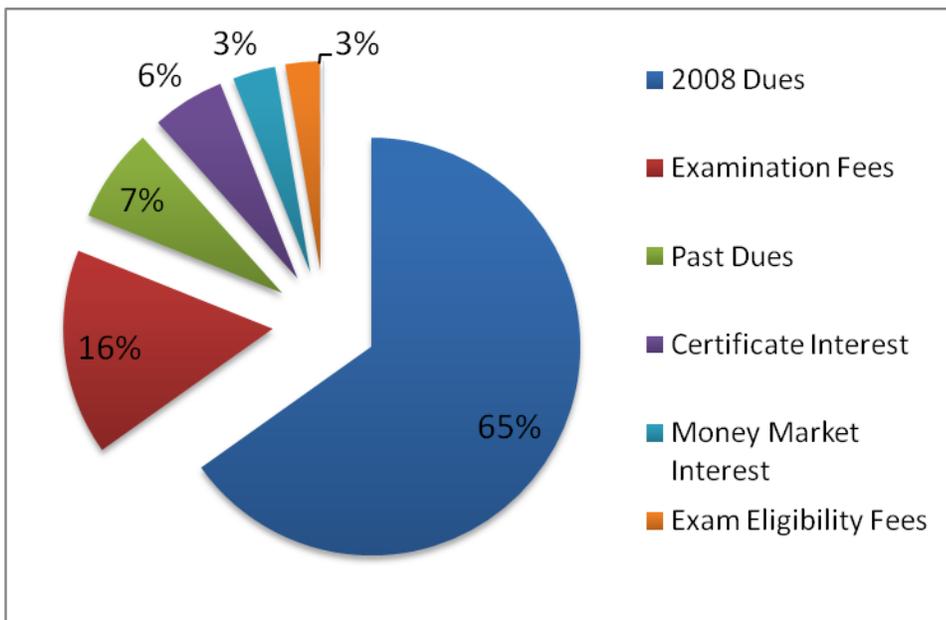
2008 Financial Report

2008 Income Statement

Income Sources	2008 Year End Results	2008 Annual Budget	Variance
Exam Eligibility Fees	\$600.00	\$250.00	\$350.00
Examination Fees	\$3,600.00	\$2,500.00	\$1,100.00
2008 Dues	\$14,750.00	\$16,000.00	-\$1,250.00
Past Dues	\$1,650	\$0	\$1,650.00
Workshop Contributions	\$0	\$0	\$0
Workshop Income	\$0	\$0	\$0
Educational Materials	\$0	\$0	\$0
Contributions	\$0	\$0	\$0
Money Market Interest	\$749.24	\$100.00	\$649.24
Certificate Interest	\$1,271.99	\$500.00	\$771.99
Other	\$11.68	\$0	\$11.68
TOTAL INCOME	\$22,632.91	\$19,350.00	\$3,271.23

2008 income exceeded forecasted budget by \$3,371.23 or 14%.

2008 Income Sources



2008 Financial Report

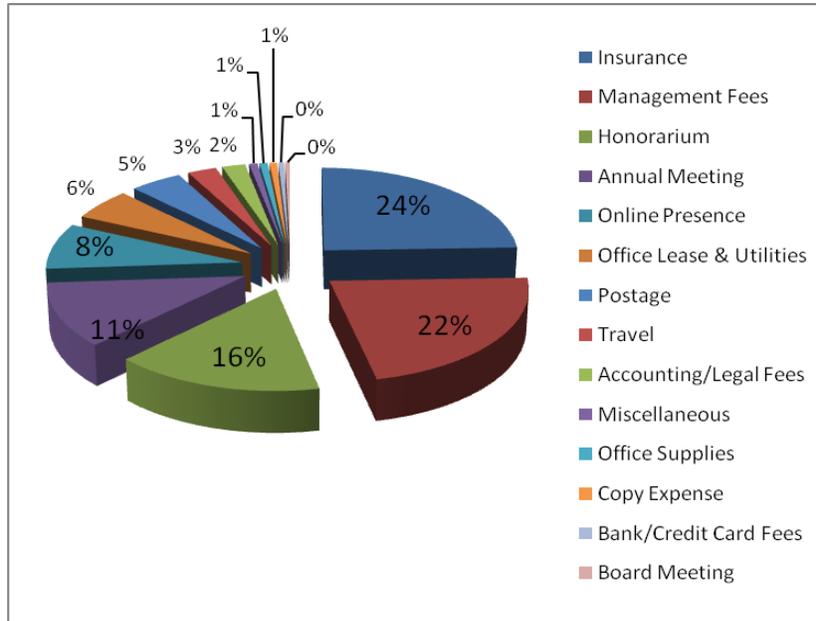
2008 Expense Statement

Expense Sources	2008 Year End Results	2008 Annual Budget
Accounting/Legal Fees	\$565.50	\$500.00
Annual Meeting	\$3,070.79	\$2,500.00
Bank/Credit Card Fees	\$129.36	\$0
Board Meeting	\$110	\$500.00
Contributions/Support	\$0	\$500.00
Copy Expense	\$180.34	\$200.00
Exam Preparation	\$0	\$3000.00
Honorarium	\$4,272.64	\$3,500.00
Insurance	\$6,612.01	\$7,000.00
Office Supplies	\$191.95	\$100.00
Office Lease & Utilities	\$1,503.37	\$0
Online Presence	\$2204.15	\$1,500
Management Fees	\$6000.00	\$12,000.00
Miscellaneous	\$202.25	\$250.00
Postage	\$1,268.23	\$500.00
Travel	\$703.01	\$0
Workshop	\$0	\$0
TOTAL EXPENSES	\$27,013.60	\$32,050.00

Postage includes shipment of records from PA office to Jacksonville Office which added \$700. Note office lease and utilities includes \$892 in teleconferencing charges which elevated cost as conferencing is provide at no cost to ACPV. Honorarium includes payment to Dr. Burns-Grogan and to Patricia Michener.

2008 Financial Report

2008 Expense Sources



2008 Financial Report

2009 YTD Income Statement

Income Sources	2009 YTD Results	2009 Annual Budget
Exam Eligibility Fees	\$0	\$800.00
Examination Fees	\$4,100.00	\$4,100.00
2008 Dues	\$19,128.54	\$28,125.00
Past Dues	\$375.00	\$1,125.00
Workshop Contributions	\$3,845.59	\$3,345.59
Workshop Income	\$0	\$0
Educational Materials	\$0	\$0
Contributions	\$0	\$0
Money Market Interest	\$140.99	\$450.00
Certificate Interest	\$0	\$100
Other	\$0	\$0
TOTAL INCOME	\$27,590.12	\$37,945.59

Note 152 diplomates have made payment online through June 30, 2009. \$16,000 was paid by credit card and \$3,375 was paid by check for 2009 dues. \$375 has been paid for past dues. Additional dues have been collected in July which are not reflected in these numbers.

2008 Financial Report

2009 YTD Expense Statement

Expense Sources	2009 YTD Results	2009 Annual Budget
Accounting/Legal Fees	\$25.00	\$300.00
Annual Meeting	\$0.00	\$4,150.00
Bank/Credit Card Fees	\$824.46	\$1,000.00
Board Meeting	\$0.00	\$500.00
Contributions/Support	\$500.00	\$500.00
Copy Expense	\$0.00	\$200.00
Exam Preparation	\$0.00	\$3,000.00
Honorarium	\$3,500.00	\$3,500.00
Insurance	\$0.00	\$7,000.00
Office Supplies	\$0.00	\$400.00
Office Lease & Utilities	\$612.00	\$1,230.00
Online Presence	\$718.75	\$1,449.00
Management Fees	\$6,000.00	\$12,000.00
Miscellaneous	\$0	\$100.00
Postage	\$19.76	\$500.00
Travel	\$0.00	\$0.00
Workshop	\$1,847.84	\$700.00
TOTAL EXPENSES	\$14,047.81	\$36,529.00

June reconciliation is off by .60. Expect that workshop budget is understated and will require additional funding to offset expected loss in income.



American College of Poultry Veterinarians

2009 Financial Report

Version 1.0
July 2010

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Reviewed by:
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Janece Bevans-Kerr- Director Member
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2009 Financial Report

ACPV Balance Sheets

2008, 2009 Year End Results with 2010 YTD Results

3 year comparison

	2008	2009	2010 YTD (6/30/09)
ASSETS			
Checking Account	\$7,503.97	\$4,887.65	\$6840.98
Money Market Acct	\$73,762.73	\$77,913.44	\$87,896.00
TOTAL ASSETS	\$81,266.70	\$84,068.06	\$94,736.98
LIABILITIES	\$0	\$0	\$0
FUND BALANCE			
Beginning Fund Balance	\$85,647.39	\$ 82,801.09	\$84,068.06
Current Earnings	-\$4380.69	\$1,534.39	\$10,048.87
TOTAL FUND BALANCE	\$81,266.70	\$84,068.06	\$94,116.93

ACPV maintains both its checking account and money market account at Wachovia Bank. Current yields on money market accounts (.25%)

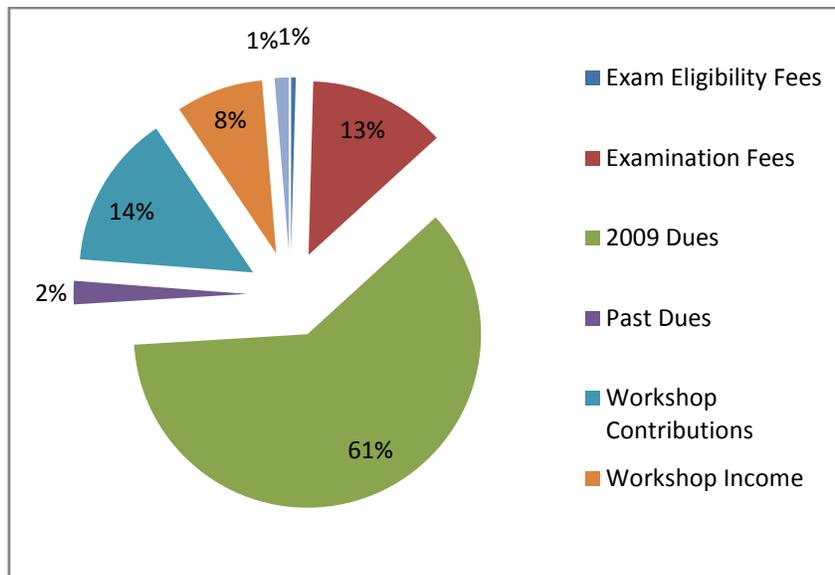
2009 Financial Report

2009 Income Statement

Income Sources	2009 Year End Results	2009 Annual Budget	Variance
Exam Eligibility Fees	\$150	\$800.00	-\$650.00
Examination Fees	\$4,400.00	\$4,100.00	\$300.00
2009 Dues	\$20,925.00	\$28,125.00	-\$7,200.00
Past Dues	\$750.00	\$1,125.00	-\$375.00
Workshop Contributions	\$4,944.18	\$3,345.59	\$1,598.59
Workshop Income	\$2,792.47	\$0	\$2,792.47
Educational Materials	\$0	\$0	\$0
Contributions	\$0	\$0	\$0
Money Market Interest	\$448.01	\$450.00	-\$1.99
Certificate Interest	\$0	\$100	-\$100
Other	\$0	\$0	\$0
TOTAL INCOME	\$34,409.66	\$38,045.59	\$3,635.93

2009 income was \$3,635.93 less than forecasted budget

2009 Income Sources

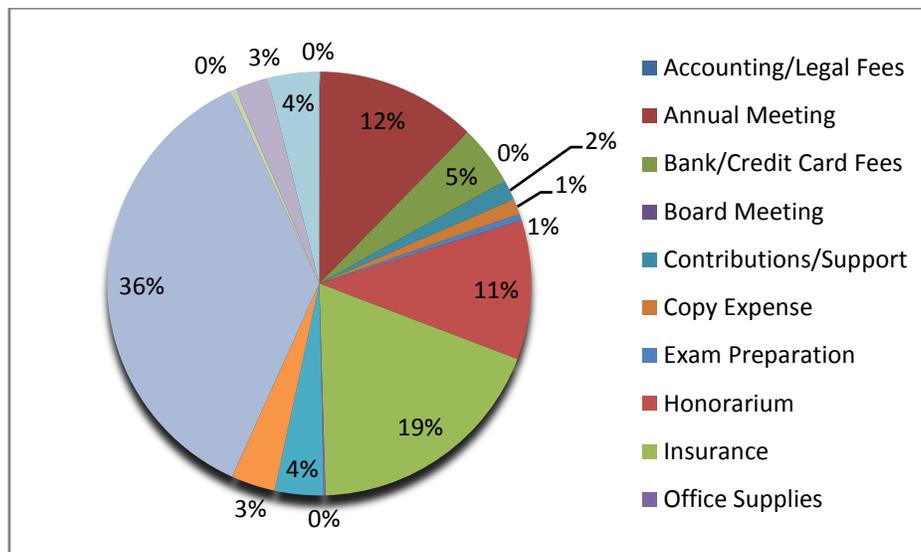


2009 Financial Report

2009 Expense Statement

Expense Sources	2009 Year End Results	2009 Annual Budget	Variance
Accounting/Legal Fees	\$25.00	\$300.00	\$275
Annual Meeting	\$4,045.09	\$4,150.00	\$104.91
Bank/Credit Card Fees	\$1526.13	\$1,000.00	-\$526.13
Board Meeting	\$	\$500.00	\$500
Contributions/Support	\$500.00	\$500.00	\$0
Copy Expense	\$391.83	\$200.00	-\$191.83
Exam Preparation	\$167.54	\$3,000.00	\$2832.46
Honorarium	\$3,500.00	\$3,500.00	\$0
Insurance	\$6,177.84	\$7,000.00	\$822.16
Office Supplies	\$47.60	\$400.00	\$352.4
Office Lease & Utilities	\$1,224.00	\$1,230.00	6
Online Presence	\$1106.35	\$1,449.00	\$342.65
Management Fees	\$12,000.00	\$12,000.00	\$0
Miscellaneous		\$100.00	\$100
Postage	\$129.36	\$500.00	\$370.64
Travel	\$844.69	\$0.00	-\$844.69
Workshop	\$1,289.39	\$700.00	-\$589.39
TOTAL EXPENSES	\$32,974.82	\$36,529.00	\$3,554.18

2009 Expense Sources



2009 Financial Report

2010 YTD Income Statement

Income Sources	2010 YTD Results	2010 Annual Budget
Exam Eligibility Fees	\$840.00	\$1,640.00
Examination Fees	\$2,900.00	\$3,700.00
2010 Dues	\$18,500.00	\$28,125.00
Past Dues	\$1,250.00	\$2,500.00
Workshop Contributions	\$4,750.00	\$4,750.00
Workshop Income	\$0	\$2,017.00
Educational Materials	\$0	\$0
Contributions	\$0	\$0
Money Market Interest	\$78.23	\$156.00
Certificate Interest	\$0	\$0
Other	\$0	\$0
TOTAL INCOME	\$28,318.23	\$42,888.00

Note 148 diplomates have made payment through June 30, 2010.

2009 Financial Report

2010 YTD Expense Statement

Expense Sources	2010 YTD Results	2010 Annual Budget
Accounting/Legal Fees	\$87.50	\$300.00
Annual Meeting	\$1611.28	\$4,150.00
Bank/Credit Card Fees	\$825.68	\$1,200.00
Board Meeting	\$0.00	\$500.00
Contributions/Support	\$0	\$500.00
Copy Expense	\$117.00	\$200.00
Exam Preparation	\$65.00	\$15,265.00
Honorarium	\$3,500.00	\$3,500.00
Insurance	\$0.00	\$7,000.00
Office Supplies	\$6.22	\$300.00
Office Lease & Utilities	\$612.00	\$1,230.00
Online Presence	\$1037.65	\$1,500.00
Management Fees	\$6,000.00	\$12,000.00
Miscellaneous	\$0	\$0
Postage	\$88.55	\$300.00
Travel	\$150.30	\$700.00
Workshop	\$1,981.17	\$11,585.00
TOTAL EXPENSES	\$16,082.35	\$60,230

AMERICAN COLLEGE OF POULTRY VETERINARIANS

Telephone: 904-425-5735
FAX: 281-664-4744
Email: support@acpv.org
Website: www.acpv.info

Correspondence to:
American College of Poultry Veterinarians
12627 San Jose Blvd., Suite 202
Jacksonville, FL 32223-8638

The Certification Examination for the American College of Poultry Veterinarians will be held on **Friday, July 15, 2011** preceding the Annual Meeting of the American Veterinary Medical Association and the American Association of Avian Pathologists in **St. Louis, MO**. The examination will be given in **English only** in (3) parts consisting of projected images, multiple-choice questions and a written practical examination.

The final date for submission of the completed application forms for the **2011** examination will be **November 1, 2010**. Initial applications may be completed online (www.acpv.info/page/acpvexam) and required documentation may be mailed to the ACPV Business Office.

Dr. Marilynn Finklin
ACPV Examination Committee Chair
12627 San Jose Blvd., Suite 202
Jacksonville, FL 32223-8638
support@acpv.org
www.acpv.info

The American College of Poultry Veterinarians

1.0 INTRODUCTION

Following provisional approval of the ACPV by the American Board on Veterinary Specialties, and subsequent recognition of the College by the AVMA in 1991, four Founder and fifteen Charter Diplomates initiated operation of the College. The College received full accreditation from the AVMA in 1996. The college has been incorporated in the State of Pennsylvania and will function under Section 501(c)(3) of the IRS code.

The following objectives have guided development of the ACPV.

- 1.1 To further educational and scientific progress in the specialty of poultry veterinary medicine.
- 1.2 To strengthen and improve instruction in poultry veterinary medicine at both professional and post-graduate levels.
- 1.3 To establish standards of post-professional training and experience for specialists in poultry veterinary medicine.
- 1.4 To promote the professional standing of poultry veterinarians.
- 1.5 To certify qualified and competent poultry veterinarians in aspects of veterinary medicine appropriate to breeders, broilers, commercial egg, and turkey production, and their ancillary disciplines.

2.0 DIPLOMATES

- 2.1 There are four categories of membership in the College:

Founder Diplomat
Charter Diplomat
Diplomat
Emeritus Diplomat

3.0 ELIGIBILITY FOR CERTIFICATION EXAMINATION

- 3.1 General requirements for eligibility

The following prerequisites must be met to the satisfactions of the Board before the applicant will be determined eligible to take the Board Examination:

3.1.1 Have graduated from a college or school of veterinary medicine accredited or approved by the AVMA, or possess an Educational Commission for Foreign Veterinary Graduates (ECFVG) certificate, or be legally qualified to practice veterinary medicine in some state, province, territory or possession of the United States, Canada or other country. You must supply a copy of your veterinary license or some other notarized documentation that you are legally qualified to practice veterinary medicine.

Applicants who graduate from a foreign veterinary college where a diploma, rather than a formal license, qualifies one to practice veterinary medicine must submit a notarized statement from an official of that country stating such. All such documents must be translated into English for consideration.

3.1.2 Have satisfactory moral and ethical standing in the veterinary profession.

3.1.2 Be sponsored by three (3) Diplomates of the College (see attached forms).

It is suggested that the selection of your sponsors allow confirmation of your professional experience with direct reference to particular job responsibilities.

3.2 Academic training and experience

3.2.1 In addition to having earned the DVM degree or equivalent, the applicant must satisfy one of the following requirements:

Have earned the M.S. degree or an equivalent or higher post-graduate degree with major emphasis in poultry veterinary medicine before or after obtaining the DVM or equivalent degree. *Transcripts from such a program must be included in the application to allow determination of a sufficient degree of poultry emphasis.* Or:

Have successfully completed a training program in Poultry Veterinary Medicine approved by the Training Program Review Committee.

*Applicants currently enrolled in an educational or training program which will be completed prior to the examination must submit transcripts or other proof of enrollment with their application. Proof of successful completion of the program must be submitted prior to taking the examination. **Or:***

Have at least five (5) years professional experience *beginning after receiving your DVM*, relevant to Poultry Veterinary Medicine in one or more activities including, but not limited to, teaching, research, service or diagnostics with

increasing responsibilities over this period of time. *This should be confirmed through the selection of your sponsors.*

Knowledge and experience in Poultry Veterinary Medicine should be interpreted as competence in the disciplines associated with poultry health diagnostics and disease control, such as microbiology, pathology, epidemiology, disease prevention, nutrition, and environmental management.

3.3 Publications

The applicant shall:

Have authored as first author three case, research or technical reports of a standard suitable for publication or that make a significant contribution to the field of poultry veterinary medicine.

In all cases, the **applicant shall submit to the Examination Committee Chair for submission to the Credentials Committee a copy of the relevant article and/or reports** described above. *These articles must be translated into English. Abstracts or outlines of presentation will not be accepted.*

3.4 Application for certification examination

The application must be made on forms prescribed by the Board and shall be forwarded with all necessary documents to the ACPV Business Office. *Incomplete or late applications will not be considered.*

The applicant shall submit to the Board complete and full details of qualifications on forms provided and shall include publications and any other evidence of professional experience, competence and achievements as a Poultry Veterinarian. The application deadline for the **2011** examination will be **November 1, 2010**. The application must be accompanied by a non-refundable fee of \$100 for U.S. residents or \$120 if non U.S. resident in **U.S. Funds only drawn on a U.S. bank**. Eligibility will be determined by the board. Candidates who are eligible to sit the certifying examination are subject to a fee of \$500.00 for the three-part examination. Beginning with candidates gaining eligibility for the 2011 examination, a fee of \$125.00 per exam portion will be levied upon candidates who fail to earn a passing percentage in the year in which they begin to write the examination.

4.0 CERTIFICATION EXAMINATION

4.1 The ACPV Certification Examination will consist of three parts to be given on **July 15, 2011 at the 2011 AVMA/AAAP annual conference in St. Louis, MO** at a location to be announced, but in all probability at the AAAP conference hotel.

4.1.1 The Basic Examination, consisting of multiple-choice questions, will test the candidate's knowledge of a broad range of topics involved in clinical poultry medicine.

4.1.2 The Applied Examination in 2 parts (projected images and written questions) will be a practical examination dealing with diagnostic recognition and problem solving. Questions may require written response to exhibits, such as photographs showing gross or microscopic lesions, figures, laboratory findings, production history and data, descriptions of clinical signs and lesions. Questions requiring short answers will involve diagnoses, recommending therapeutic, preventive or management action. Emphasis will be placed on demonstration or knowledge of the pathogenesis, diagnosis, and control of diseases of commercial poultry, but will also involve integration of knowledge in the broad field of poultry production incorporating management, nutrition, genetics, environmental control, and economics.

All candidates will be required to sit for all three parts in their entirety. There will be no provisions for subspecialty examination in the **2011** session.

4.2 Preparation for the examination

The examination will allow veterinarians who have successfully completed training programs in poultry medicine or other graduate programs, or who have extensive practical experience, to successfully pass the exam. Review of the following materials will be helpful.

Pertinent scientific journals, such as *Avian Diseases*, *Avian Pathology*, and *Poultry Science*.

Textbooks, such as *Diseases of Poultry, 11th edition*. Y.M. Saif, Editor, H.J. Barnes, J. R. Glisson, A.M. Fadly, L.R. McDougald, Associate Editors. Iowa State University Press, Ames, Iowa. Earlier editions and/or similar textbooks may also be of value.

Laboratory manuals, such as Isolation and Identification of Avian Pathogens, 4th edition. D.E. Swayne et al., eds. American Association of Avian Pathologists. AAAP 1998.

Slide study sets published by the AAAP.

Class notes and teaching materials, such as 35 mm transparencies or histopathology slides presented in poultry medicine courses.

Textbooks or other material dealing with the broad field of poultry science and production, including management, nutrition, genetics, physiology, and environmental control.

4.3 Requirements for certification

Candidates will be required to satisfactorily complete all 3 parts of the certification examination within a three-year period. Passing one part of the examination is not necessary to complete any other part of the examination. Candidates who fail any part will be eligible to repeat those parts within the three-year period **and pay the appropriate fee to retake that part of the exam.** If the candidate has passed a part, it will not be necessary to re-sit for that part during the three-year period. Candidates who do not pass the failed parts within the three consecutive examination periods must reapply as new candidates and retake all parts after a waiting period of one year.

Grading will be based on an absolute score. The passing level is 70% and the same will be announced by the Examination Committee in advance of the examination for all 3 parts. Candidates will be notified of the results within three weeks after the examination.

5.0 **PROCEDURE**

The enclosed application forms should be completed in detail to facilitate evaluation for eligibility. Applicants intending to take the **2011** examination are advised to obtain copies of professional certificate, licenses, and diplomas, reprints of required articles, copies of reports, and documentation relating to professional achievements in the area of poultry veterinary medicine. This will expedite completion and submission of the application form before the strict **November 1, 2010** deadline.

Any questions can be addressed to the Examination Committee Chair:
Dr. Marilynn Finklin, 12627 San Jose Blvd., Suite 202, Jacksonville, FL 32223-8638

AMERICAN COLLEGE OF POULTRY VETERINARIANS

Telephone: 904-425-5735
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 12627 San Jose Blvd., Suite 202
 Jacksonville, FL 32223-8638

REVIEW OF CREDENTIALS TO DETERMINE ELIGIBILITY TO TAKE THE ACPV CERTIFYING EXAMINATION

1.0 NAME _____

2.0 DATE OF BIRTH _____

3.0 HOME ADDRESS _____
 _____ TEL _____

3.5 EMAIL ADDRESS _____

4.0 BUSINESS ADDRESS _____
 _____ TEL _____

EMAIL: _____ FAX _____

5.0 EDUCATION, UNIVERSITY & RESIDENCY/TRAINING PROGRAMS

	INSTITUTION	YEARS ATTENDED	DEGREE	MAJOR
5.1				
5.2				
5.3				
5.4				

If certificates and diplomas are not in English official translation should be supplied.

6.0 LICENSES HELD _____
(Indicate on a separate sheet details of any past, existing or anticipated legal or disciplinary action or sanction which may render you ineligible for membership in the ACPV.)

7.0 BOARD CERTIFICATION(S) _____

8.0 HONORS AND AWARDS* _____

9.0 PROFESSIONAL EMPLOYMENT AND APPOINTMENTS (most recent first)

	YEAR(S)	INSTITUTION/ COMPANY	RANK/ TITLE	MAJOR RESPONSIBILITY
9.1				
9.2				
9.3				
9.4				

*Use supplementary sheet as required.

- 10.0 PUBLICATIONS IN REFEREED JOURNALS*
- 11.0 PUBLICATIONS IN INDUSTRY PERIODICALS*
- 12.0 TECHNICAL AND SCIENTIFIC REPORTS*
- 13.0 BOOK CHAPTERS AND CONTRIBUTIONS TO TEXT*
- 14.0 PRESENTATIONS AT SCIENTIFIC AND INDUSTRY MEETINGS*
- 15.0 SIGNIFICANT CONTRIBUTIONS TO TEACHING*
(Specify course, level taught, class size.)
- 16.0 SIGNIFICANT CONTRIBUTIONS TO RESEARCH*
- 17.0 SIGNIFICANT CONTRIBUTIONS TO EXTENSION AND SERVICE*
- 18.0 MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS INCLUDING OFFICES HELD*

***Please use supplementary sheets for details.**

***Reprints must be supplied**

19.0 NOMINATIONS FROM THREE DIPLOMATES OF THE ACPV

Attach complete forms.

NAME **ADDRESS** **PHONE**

19.1 _____ () _____

19.2 _____ () _____

19.3 _____ () _____

I certify that the information provided in this document is accurate and complete, and that I am not subject to any current or outstanding legal or disciplinary action which would render me ineligible for membership of the College. I understand that misstatements, misrepresentation or deletion of material facts in this application may disqualify me from membership.

SIGNED _____ DATE _____

This application form should be forwarded to the Secretary-Treasurer, accompanied by a \$100 check or money order (U.S. Funds only) or \$120 if from outside the U.S.A. (U.S. Funds only drawn on a U.S. Bank) made payable to the **American College of Poultry Veterinarians**. This fee is non-refundable.

FOR ACPV USE

Disposition		SIGNED _____		
Eligible				
Not Eligible				
		Date _____		
Form Received	Date			
with 3 nominations	Y	N		
with review fee	Y	N		
with copies of diplomas, licenses	Y	N		
with copies of publications	Y	N		

CANDIDATES CHECKLIST

1. Completed application form (4 pages) with supplementary information.
2. Signed and dated application form, page 4.
3. Check or money order for \$100.00 (U.S.A. Address) or \$120.00 if from outside the U.S.A. (U.S. Funds only drawn on a U.S. Bank), payable to ACPV.
4. Copies of diploma(s), license(s) or other credentials.
5. List of citations or reprints, copies of reports, articles and / or publications.
6. Mail the three (3) letters of nomination to members of ACPV. These are to be returned directly to the ACPV Business Office.
7. Completed package to be mailed (postmarked) no later than **November 1, 2010**. No late submissions will be accepted.

(1) Adverse decisions by the College affecting individuals who have not been elected to Diplomate status, including denial of eligibility to take the certification examination and denial of certification of an individual, and adverse decisions by the College as to recertification of Diplomates shall be governed exclusively by this Section 4-03(f). Except as to recertification, adverse decisions by the College affecting members, including revocation of certification and other disciplinary action shall be governed exclusively by Section 10-02.

(2) In the event of an adverse decision by the College to which this Section 4-03(f) applies, the Secretary-Treasurer shall advise the affected person in writing of the decision within 30 days and shall specify the procedure for seeking reconsideration of the adverse decision. An affected person desiring to obtain reconsideration of the adverse decision must adhere to the following procedures:

a) Grounds for reconsideration or review:

The affected person may petition for reconsideration or review of the decision of the College on the grounds that the College ruled erroneously by, among other things:

- 1) Disregarding the established criteria of the College for certification or recertification;
- 2) Failing to follow stated procedures; or
- 3) Failing to consider relevant evidence and documentation presented.

b) Petition for reconsideration:

1) The affected person may petition the Board of the College to reconsider a decision by filing with the Secretary-Treasurer of the College a written petition for reconsideration which shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition.

2) Such petition must be received by the Secretary-Treasurer of the College within 30 days of the date on which the College mailed notice of its adverse decision.

3) The affected person may, at the discretion of the Board, be invited to appear at a regular meeting of the Board. The petitioner shall bear the personal costs of travel and subsistence, and any legal or professional costs associated with preparation and presentation of the petition.

4) The Board will meet in executive session to consider the petition for reconsideration and the Board's determination thereof will be submitted by mail to the petitioner within 30 days of the Board's decision.

5) Upon completion of steps 1) through 4) above, if the affected person is not satisfied with the Board's decision, the affected person may request mediation by the ABVS of the AVMA, in which case the Chairperson of the ABVS will convene a meeting of the parties in dispute or their representatives. The meeting will be held at the office of the AVMA, and will be chaired by the Chairperson of the ABVS. The parties in dispute will be guided to reach an equitable resolution of any outstanding grievances. The College and the aggrieved party will each bear their respective expenses of mediation, including travel and subsistence, and will share the expenses of the ABVS representatives.

6) The ABVS shall serve in an advisory capacity only; final authority relating to disputes, as outlined in this Section, shall be vested in the Board of the College, which shall render its final decision within 30 days of the mediation meeting.

AMERICAN COLLEGE OF POULTRY VETERINARIANS

12627 San Jose Blvd., Suite 202

Jacksonville, FL 32223-8638

support@acpv.org

Phone: 904-425-5735

Fax: 281-664-4744

NOMINATION SUPPORTING APPLICATION FOR

MEMBERSHIP IN THE AMERICAN COLLEGE OF POULTRY VETERINARIANS

Having reviewed the qualifications of the applicant in relation to the criteria for membership eligibility and with knowledge of his/her professional activities and personal qualities, I nominate Dr. _____ for membership to the American College of Poultry Veterinarians.

I have known the applicant for _____ years in the capacity of _____

_____.

I certify that the applicant has undertaken field and laboratory diagnostic procedure and is knowledgeable in aspects of management, nutrition, environmental control, applied economics, genetics and regulatory medicine in relation to the health and productivity of commercial poultry flocks and/or breeding stock.

Comments: _____

NAME: _____ TITLE: _____

ADDRESS _____

_____ PHONE: _____

SIGNED: _____ DATE: _____

This form is to be completed by the Nominator and returned directly to the ACPV Business Office at the above address to be received no later than **November 1, 2010**.

AMERICAN COLLEGE OF POULTRY VETERINARIANS

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Comments: _____

NAME: _____ TITLE: _____

ADDRESS _____

PHONE: _____

SIGNED: _____ DATE: _____

This form is to be completed by the Nominator and returned directly to the Secretary at the above address to be received no later than November 1, 2010.

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Comments: _____

NAME: _____ TITLE: _____

ADDRESS _____

_____ PHONE: _____

SIGNED: _____ DATE: _____

This form is to be completed by the Nominator and returned directly to the Secretary at the above address to be received no later than **November 1, 2010**.

POLICY ON DEFERRING

The policy for those who elect not to take the examination even though credentialed with all fees paid is as follows: The new policy will be that all candidates beginning in 1998 will have 2 years to begin to write the examination and that if one elects not to write the exam one has to notify the secretary/treasurer by 1 June of the year approved or the examination fee will be forfeited to the ACPV. If the candidate notifies the secretary/treasurer on or before the 1 June, then the candidate's exam fee will be returned. The candidate then will have the right to pay the fee again by 1 April of the following year and write the exam for that year but not for any additional years. If the candidate chooses to write the exam in a third or succeeding year then the candidate must reapply and pay the required exam application fee.

**REQUEST FOR SPECIAL ACCOMODATIONS
FOR THE ACPV CERTIFYING EXAMINATION**

The American College of Poultry Veterinarians complies with the Americans with Disabilities Act of 1990. To ensure equal opportunities for all qualified persons, the ACPV will make reasonable accommodations for candidates when appropriate. If you require special accommodations related to a disability in order to take the examination, you must complete this form and return it with your examination application.

Please type or print all information.

Last Name	First Name	Middle Initial
------------------	-------------------	-----------------------

Social Security Number (for identification purposes only): _____

Telephone number: () _____ **Anticipated Examination Date:** _____

Have you previously taken the ACPV Certifying Examination? Yes No

If yes, on what date? _____

Please identify the disability that substantially limits one or more of your sensory, manual, or speaking skills (e.g., disability that impairs significantly your ability to arrive at, read, or otherwise complete the examination):

Will your disability require a special accommodation in order for you to take the ACPV Certifying Examination? Yes No

If yes, please list the special testing accommodation requested. Use a separate sheet if more space is needed.

Note: You must provide the ACPV with written documentation from an appropriate health care professional supporting the accommodation you are requesting. This documentation must include a diagnosis of your health condition and a specific recommendation and justification for the special testing accommodation that you require. This documentation must be included with the submission of your examination application. The ACPV will not pay any costs that you may incur in obtaining the required diagnosis and recommendation. However, the ACPV will pay for any reasonable accommodations that are provided for you.

Signature of Candidate

Date

ACPV
APPLICATION FOR RETIRED MEMBERSHIP

Name:

Address:

Birthplace and date:

Citizenship and permanent residency:

USA

CANADA

MEXICO

OTHER

(PLEASE EXPLAIN)

Resume of your experience in avian medicine (recent positions, please give employer name, title, type of work and years spent)

What are you doing now?

How long have you been a member of ACPV?

Years

Other Comments:

PLEASE SEND TO: ACPV, 12627 San Jose Blvd., Suite 202, Jacksonville, FL 32223 or support@acpv.org

BYLAWS
OF
AMERICAN COLLEGE OF POULTRY VETERINARIANS
(Adopted August 3, 2010)

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These Bylaws have been reviewed by Edward A. Stankoski, J.D., CPA a Pennsylvania attorney and certified public accountant. All changes have been executed upon his recommendation. Articles deleted have been moved in location within this document, eliminated due to redundancy or irrelevancy, or placed in the procedural manual.

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BYLAWS

.....of

AMERICAN COLLEGE OF POULTRY VETERINARIANS

(a Pennsylvania nonprofit corporation)

.....ARTICLE K

NAME AND PURPOSE

Section 1-01. Name. The name of the organization is the American College of Poultry Veterinarians (ACPV or the College).

Section 1-02. Purposes. The purposes of the College, as stated in its Bylaws of the College, are as follows:

The College is formed exclusively for charitable, scientific and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 as amended (“Code”), and particularly to:

Further educational and scientific progress in the field of poultry veterinary medicine.

Promote the development of poultry veterinary medicine as a science.

Improve and strengthen the instruction in poultry veterinary medicine.

Establish publication, testing and continuing education requirements for the certification of poultry veterinarians to enhance the quality of poultry veterinary medicine and to provide an incentive for research, publication, improvement of residency and other educational programs, and continuing education in the field of poultry veterinary medicine

Provide guidance on the quality of and desirable levels of pre- and post-professional training, experience and continuing education for potential and current students and specialists in poultry veterinary medicine.

Provide continuing education of the public and those who create and influence regulatory and public policy.

No part of the College's net earnings shall inure to the benefit of, or be distributable to any contributor, member, board member, officer or other individual or person; no substantial part of the activities of the College shall consist of carrying on propaganda or otherwise attempting to influence legislation, except to the extent permitted by Section 501(h) of the Code; the College shall not participate or intervene in any political campaign on behalf of (or in opposition to) any candidate for public office; and upon any dissolution or winding-up of the College, its assets remaining after all debts and expenses have been paid or provided for shall be distributed by the Board of Governors (hereinafter called the "Board") in accordance with Section 8-01.

....."ARTICLE 'K'"

....."OFFICES

Section 2-01. Registered Office. The initial registered office of the College in Pennsylvania shall be at the place designated in the Bylaws of the College. Unless otherwise restricted by the statute, a change in the location of the registered office of the College may be authorized at any time by the Board.

Section 2-02. Other Offices. The College may also have other offices at such other places as the Board may from time to time appoint or the business of the College may require.

....."ARTICLE 'L'"

....."SEAL

Section 3-01. College Seal. The College seal shall have inscribed the name of the College. Such seal may be used by causing it or a facsimile thereof to be impressed or affixed or in any manner reproduced.

....."ARTICLE 'M'"

MEMBERSHIP, ADMISSION OF MEMBERS AND MEETINGS OF MEMBERS

Section 4-01. Membership. Membership in the College shall be determined as follows:

- (a) The categories of membership in the College shall be:

- (1) Founder Diplomat;
- (2) Charter Diplomat;
- (3) Diplomate;
- (4) Emeritus Diplomat; and
- (5) Honorary Diplomat

(b) Qualifications for membership shall be as follows:

- (1) Founder Diplomat

Four veterinarians selected by the initial Board of the College, from among the members of the initial Board, who satisfy the requirements for Charter Diplomat Status as defined in Section G7 of the Policies and Procedures of the Advisory Board of Veterinary Specialists (herein after “ABVS”) of the American Veterinary Medical Association (hereinafter “AVMA”), April 1989, and in addition are Diplomates of a board or college approved by the ABVS and have demonstrated significant leadership in the American Association of Avian Pathologists, the AVMA, and AVMA approved specialty colleges. Upon the selection of the four Founder Diplomates, this classification of membership shall be closed and, notwithstanding the death or other termination of the membership of a Founder Diplomat, no successor or additional Founder Diplomat shall be selected.

- (2) Charter Diplomat

A veterinarian selected on or before December 31, 1992, by the Founder Diplomates in accordance with the requirements for Charter Diplomat status as defined in Section G7 of the Policies and Procedures of the ABVS, April 1989. A limited number (14) of veterinarians may be selected as Charter Diplomates as aforesaid, provided, however, that this classification of membership shall be closed effective January 1, 1993, and notwithstanding the death or other termination of membership of a Charter Diplomat, no successor or additional Charter Diplomat shall be selected.

- (3) Diplomate

a) A veterinarian who satisfactorily meets the training, experience, and other requirements hereinafter set forth and who successfully completes a certification examination shall be an eligible candidate.

b) Election (certification) of the candidate shall be accomplished by a majority vote of the Board.

(4) Eo gritus Diplomate

A Founder Diplomate, Charter Diplomate, or Diplomate who because of age or disability has retired from active practice of the specialty may, on application, be designated an Emeritus Diplomate by the Board.

(5) Honorary Diplomate

The Board may confer Honorary Diplomate status on veterinarians who have contributed materially to poultry veterinary medicine. This recognition is for distinguished members of the profession nearing retirement or who are retired. Honorary Diplomates shall have all the rights and privileges of members except the right to vote or hold office with not more than one Honorary Diplomate per year being selected.

Section 4-02. General Requirements for Board Examination:

(a) The candidates for Diplomate status must have capabilities extending over the broad area encompassed by poultry medicine. The candidates must be well informed in relevant aspects of microbiology, immunology, pathology, parasitology, physiology, management, toxicology, epidemiology and preventative medicine. Candidates shall also have knowledge of infectious diseases, including the zoonoses of poultry, with emphasis on etiology, pathogenesis, transmission, diagnosis, prevention and control.

(b) The candidate must be qualified to assume responsibility for the basic or applied aspects of poultry veterinary medicine relating to one or more activities including but not limited to research, teaching, service, or diagnostic poultry medicine.

Section 4-03. Specific Requirements for Certification as a Diplomate:

(a) Specific requirements, including details of the application and qualifying process, will be recommended by the Examination and/or Credentials Committee(s) and approved by the Board. Approved specific requirements will be published and made available by appropriate means to Diplomates, training programs, and individuals interested in becoming Diplomates.

(b) Issuance of Certification:

(1) The affirmative vote of a majority of the members of the Board shall be necessary and, subject to the preceding provisions of these Bylaws, shall be sufficient to authorize election to and certification of Diplomate status in accordance with the provisions of this Article IV.

(2) Certificates shall be in such form as shall be prescribed and approved by the Board, shall be signed by the President or President-elect and by the Secretary Treasurer of the College, and shall bear the seal of the College.

(3) Certificates shall be and shall remain the property of the College, but each person to whom a Certificate shall be issued shall be entitled to possession unless and until such certification shall be revoked.

(4) Certificates shall be issued for a period of 10 years and will expire at the time designated therein. In order to maintain Diplomate status, the member will submit evidence of undertaking approved annual continuing education programs. Diplomates must meet the above annual recertification requirements for at least 8 years out of 10 consecutive year period (based on their admittance in the college). A Diplomate failing to meet the eight out of ten year requirements will be required to retake the current ACPV examination or such other examination that shall be determined by the Board. Persons failing to obtain recertification shall cease to be members of the College, except that a member retiring from active practice of the specialty may elect to be designated as Emeritus Diplomate and will not be subject to recertification.

(c) Revocation of Certificate:

Any Certificate granted or issued by the Board of the College may be revoked by resolution of the Board pursuant to the Disciplinary Action and Appeals procedure. In case of a revocation of a Certificate, the Board shall authorize the Secretary Treasurer to request the return of the Certificate. Persons whose Certificates have been revoked shall cease to be members of the College and their names shall be deleted from the directories of the College.

(d) Discretion of the Board:

The Board shall have final power, authority and discretion to prescribe, determine and decide any and all matters. The Board's power, authority and discretion shall be subject to the appeal procedures including, but not limited to:

(1) The sufficiency of the compliance by an applicant for a Certificate with the provisions of these Bylaws;

(2) The standards of competency required to be possessed by applicants;

(3) The eligibility of any applicant or candidate for certification or recertification;

(4) Whether certification or recertification shall be granted or issued to any applicant or candidate.

(5) A person's race, color, religion, national origin or gender shall in no event be considered relevant to any of the foregoing matters, and certification and recertification shall not be restricted on any such basis.

Section 4-04. Place of Meetings. All meetings of the members of the College shall be held at the principle place of business of the College or at such other place, within or without the Commonwealth of Pennsylvania, as shall be determined by the Board and stated in the notice of the meeting.

Section 4-05. Annual Meeting. An annual meeting of the members shall be held each year on a date to be determined by the Board, for receipt from the Board of the annual report referred to in General Powers and the transaction of such other business as may properly be brought before the meeting by proposal of the Board or, subject to the provisions of this Section, by proposal of a member of the College. Any member proposal; to be considered at the annual meeting, including any proposal to amend these Bylaws or to change any action of the Board with respect thereto, shall be stated in a written petition signed by at least ten (10) members in good standing and filed with the Secretary Treasurer of the College at least forty-five (45) days prior to the date of the annual meeting. A member's petition to the Secretary Treasurer shall set forth as to each matter the petitioning members propose to bring before the annual meeting a brief description of the proposal desired to be brought before the annual meeting and the reasons for conducting such business at the annual meeting. A member proposal which has not been timely stated and filed in accordance with this Section shall not be considered at the annual meeting.

Section 4-06. Special Meetings. Special meetings of the members may be called at any time by the Board, by the President of the Board, or by members entitled to cast at least 10% of the votes which all members are entitled to cast. At any time, upon written request of any person who has called a special meeting, it shall be the duty of the Secretary Treasurer to fix the time of such meeting, which shall be held not more than 60 days after the receipt of the request.

Section 4-07. Notice of Meetings

(a) Written notice of meetings shall be given to each member at least five days prior to the day named for the meeting. Whenever the language of a proposed resolution is included in a written notice of a meeting, the meeting considering the resolution may adopt it with such clarifying or other amendments as do not enlarge its original purpose without further notice to persons not present.

(b) Whenever any written notice is required to be given to a member of the Board under the provisions of the applicable law or these Bylaws, the notice shall be deemed to have been properly given to the member when delivered to him or her personally, or by sending a copy thereof by first class or express mail, postage prepaid, to his or her address, appearing on the books of the College or supplied by him or her to the College for the purpose of notice. Such notice shall specify the place, day and hour of the meeting, but, even in the case of a special meeting of the Board, need not state the business to be transacted at, or the purpose of, the meeting.

Section 4-08. Quorum. Except as otherwise required by statute or in these Bylaws, the presence, of members of the College entitled to cast at least 25% of the votes which all members are entitled to cast on the matters to be acted upon at the meeting shall constitute a quorum at any meeting of the members of the College. A quorum of the Board shall consist of a simple majority of that Board. Only members in good standing with no dues in arrears shall be eligible to vote or hold office.

Section 4-09. Conduct of Business.

.....(a+ Suspension of Bylaws. The Bylaws may be suspended at any meeting by unanimous consent of all voting members present and voting.

(b) Rules of Order. Robert’s Rules of Order, revised, shall cover the conduct of all meetings.

Section 4-10. Reserved Powers. In addition to all matters required by law or by other provisions of these Bylaws to be submitted to a vote of the members, any proposal with respect to any of the following must be submitted to a vote of the members for approval and shall not become effective unless so approved by 75% of the members of the College:

(a) To change the mission, purpose, philosophy or objectives of the College, or to change the general structure of the College;

(b) To dissolve, divide, convert, liquidate or wind-up the College, or consolidate or merge the College with another entity; and

(c) To sell all or substantially all of the assets of the College.

Section 4-11. Informal Action by Members – Unless otherwise restricted by the statute or the Articles of Incorporation, any action which may be taken at a meeting of the members may be taken without a meeting, if a consent or consents in writing, setting forth the action so taken, shall be signed by all of the members who would be entitled to vote at a meeting for such purpose, and shall be filed with the Secretary Treasurer of the college.

ARTICLE V

.....BOARD

Section 5-01. Number, Qualifications, and Term of Office.

(a) The business and affairs of the College shall be managed by at least five people in addition to the President, President-elect and Secretary Treasurer. The Board shall include one member as representative of the AAAP (American Association of Avian

Pathologists) (the "AAAP Representative"). This representative shall be determined by the AAAP Board of Directors and shall be selected from among the members in good standing in the college. This representative will serve for a term of three years. The Board shall also include one member as representative of the ABVS (American Board of Veterinary Specialists) (the "ABVS Representative") who shall be selected from among the members in good standing of the College (other than Emeritus Diplomates) and serve for a four year renewable term and until his or her successor has been so selected and has qualified, or until his or her earlier death, resignation, or removal by the Board. The Secretary Treasurer shall be selected from among the members in good standing of the College (other than Emeritus Diplomates). The Secretary Treasurer's term is ten year renewable and until his or her successor has been so selected and has qualified, or until his or her earlier death, resignation, or removal by the Board. In each annual election, the Board members elected to succeed those in the class whose term is expiring shall be elected for a term of three years and until the respective successors are elected and qualified.

(b) The outgoing President shall serve on the Board during the year succeeding the term of office.

Section 5-02. Vacancies. Each person elected to fill a vacancy created by the death, resignation or removal of a member of the Board shall serve for the unexpired term of the member whom he or she replaces and until his or her successor has been duly elected and qualified.

Section 5-03. Election of Board Members by the Membership.

(a) On an annual basis, the members of the Board shall be elected by the membership to succeed those whose term is expiring.

(b) Nomination of candidates for election by the membership to the Board shall be made by the Nominating Committee or any member in good standing. All members in good standing, with the exception of the Emeritus Diplomates, shall be eligible to hold office. Nominations made shall be submitted in writing, shall include a brief statement of qualifications of the nominee and shall be submitted to the Secretary Treasurer. Nominations are to be submitted in December of the previous year of the election. The Secretary Treasurer shall prepare a mail or electronic ballot listing at least two, but not more than four, nominees for each vacancy. In the event that no nominee receives a majority of votes cast, the two nominees receiving the most votes shall be placed on a second mailing or electronic ballot.

(c) Each elected board member shall serve a term of three (3) years. A Board member, having been elected for a full three-year term shall not be eligible for re-election until after a lapse of at least two years following expiration of his/her term of office.

(d) While making a selection for replacement candidates, the nomination committee must consider geographic, racial, ethnic and gender diversity.

(e) Two ACPV members in a similar geographical locale as the Secretary Treasurer shall serve as election judges. The Judges of Election shall perform their duties impartially, in good faith, to the best of their ability, and as expeditiously as is practical.

(f) The candidates elected by the membership shall take office after the July Board Meeting, but are encouraged to attend the July Board meeting as observers.

Section 5-04. Removal of Board Member. The Board or the membership of the College, by majority vote, may declare the office of a governor vacant if he or she shall be judicially declared of unsound mind, or convicted of a felony, or if the governor has breached or failed to perform his or her fiduciary duties to the College and such breach or failure constitutes self dealing, willful misconduct, fraudulent or dishonest acts, or gross abuse of authority or discretion with reference to the College, or if, by the August 31st next succeeding the giving of notice of his or her election, he or she does not accept such office either in writing or by attending a meeting of the Board. Members of the Board may be removed from office by vote of the membership only for cause as described in the immediately preceding sentence. The Board also may declare vacant the office of a member of the Board and remove him or her from office if such member shall have been absent from three consecutive Board meetings or shall not be in good standing as a member of the College. The repeal or amendment of this Section 5-04, or the addition of another provision to the Bylaws permitting the removal, by the membership, of a member of the Board without assigning a proper cause shall not apply to any incumbent Board member during the balance of the term for which he or she was elected.

Section 5-05. Election of Officers. The Nominations Committee shall put forward two people, but not more than four, from either current or previous members of the Board who are willing to serve in the capacity of President-elect and subsequently president for one year. The Nominating Committee shall put forward the nomination for the Secretary Treasurer. Additional nominations may be made in open meeting or by mail by any member in good standing.

Section 5-06. Regular Board Meetings. The annual (summer) meeting and winter teleconference of the Board may be held at the principle place of business of the College or at such place or places, and at such dates and times, as the Board may from time to time designate.

Section 5-07. Special Board Meetings. Special meetings of the Board may be called at any time by the President of the Board, and shall be called upon the written request of two or more of the members of the Board, delivered to the Secretary Treasurer. Any such request by members of the Board shall state the time and place of the proposed meeting, and upon receipt of such request it shall be the duty of the Secretary Treasurer to issue the call for such meeting promptly. If the Secretary Treasurer neglects to issue such call, the members of the Board making the request may issue the call.

Section 5-08. Notice of Meetings

(a) Written notice of meetings shall be given to each member of the Board at

least five days prior to the day named for the meeting. Whenever the language of a proposed resolution is included in a written notice of a meeting, the meeting considering the resolution may adopt it with such clarifying or other amendments as do not enlarge its original purpose without further notice to persons not present.

(b) Whenever any written notice is required to be given to a member of the Board under the provisions of the applicable law or these Bylaws, the notice shall be deemed to have been properly given to the member when delivered to him or her personally, or by sending a copy thereof by first class or express mail, postage prepaid, to his or her address, appearing on the books of the College or supplied by him or her to the College for the purpose of notice. Such notice shall specify the place, day and hour of the meeting, but, even in the case of a special meeting of the Board, need not state the business to be transacted at, or the purpose of, the meeting.

Section 5-09. General Powers. In addition to the powers and authority expressly conferred upon it by these Bylaws, the Board may exercise all such powers of the College and do all such lawful acts and things as are not by statute by these Bylaws directed or required to be exercised or done by the members of the College. The Board may adopt such policies, rules and regulations for the management of the affairs, properties and interests of the College as it deems proper. Without limiting any foregoing, the Board shall:

(a) Exercise its authority in promoting and attaining the objectives of the College as set forth in the governing instruments of the College;

(b) Adjudicate compliance of applicants for certification with the requirements set out in these Bylaws;

(c) Certify such candidates who qualify as Diplomates in poultry veterinary medicine;

(d) Make available to candidates and the interested public, requirements relating to experience and training to be eligible for examination for Diplomat status;

(e) Consider and rule on petitions of candidates and Diplomates and recommend appropriate action;

(f) Present annually to the membership a report, verified by the President and Secretary Treasurer or by a majority of the members of the Board, showing in appropriate detail (1) the assets and liabilities (including trust funds) of the College as of the end of the fiscal year immediately preceding the date of the report, (2) the principal changes in assets and liabilities (including trust funds) during the year immediately preceding the date of the report, (3) the

revenues or receipts of the College, both unrestricted and restricted to particular purposes, for the year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the College, (4) the expenses or disbursements of the College, for both

general and restricted purposes, during the year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the College, and (5) the number of members of the College as of the date of the report, together with a statement of increase or decrease in such number during the year immediately preceding the date of the report, and a statement of the place where the names and addresses of the current members may be found; such annual report to be filed with the minutes of the annual meeting of the membership; and

(g) At the request of the applicable members, designate and elect to Emeritus Diplomate status those Diplomates who have retired from active practice of poultry veterinary medicine.

Section 5-10. Other Committees and Advisory Boards.

The Board shall create and appoint members of all committees, supervise their activities, and receive their reports. Standing committees are:

- (a) Nominating Committee;
- (b) Examinations Committee;
- (c) Credentials Review Committee;
- ""(d) "....."Training Program Review Committee; and
- (e) Continuing Education Committee.

Section 5-11. Liability of Members of the Board. To the fullest extent permitted by Pennsylvania law, now in effect and as may be amended from time to time, a member of the Board shall not be personally liable for monetary damages for any action taken or any failure to take any action.

Section 5-12 – Informal Action by the Board. Notwithstanding anything to the contrary contained in these Bylaws, any action which may be taken at a meeting of the Board may be taken without a meeting, if consent or consents in writing setting forth the action so taken shall be signed by all of the members of the Board and filed with the Secretary Treasurer of the College.

ARTICLE VI

OFFICERS, AGENTS AND EMPLOYEES

Section 6-01. Duties of the President and President-elect:

(a) The President shall preside over all meetings of the membership and meetings of the Board, shall be the chief executive officer of the College and perform the usual duties of such office, and shall have such additional powers and duties as the Board may prescribe.

.....(b+.....The President-elect shall, in the absence or disability of the President, perform the duties and exercise the powers of the President. The President-elect shall also have such other powers and duties as the Board may assign.

(c) Duties of the Secretary Treasurer:

(1) The Secretary Treasurer shall serve as the chief operating officer, chief financial officer and corporate secretary of the College. As directed by the Board, the Secretary Treasurer shall conduct the business affairs of the College, collect fees and dues, issue receipts for such fees and dues, draw vouchers, pay bills and expenses, and oversee compliance with Internal Revenue Service requirements. The Secretary Treasurer shall arrange for safekeeping of College funds, keep records of all transactions, and submit a yearly statement of financial affairs to the Board.

(2) The Secretary Treasurer shall cause full and accurate accounts of receipts and disbursements to be kept in books belonging to the College. He or she shall see to the deposits of all monies and other valuable effects in the name and to the credit of the College in such depository or depositories as may be designated by the Board, subject to disbursement or disposition upon orders signed in such manner as the Board shall prescribe. He or she shall render to the President and to the other members of the Board, at the regular meetings of the Board or whenever the President or the Board may require it, an account of all his or her transactions as Secretary Treasurer and of the results of operations and the financial condition of the College. If required by the Board, the Secretary Treasurer shall give the College a bond in such sum and with such surety or sureties as may be satisfactory to the Board for the faithful discharge of the duties of his or her office, and for the restoration to the College, in case of his or her death, resignation, retirement or removal from office, of all books, records, money and other property of whatever kind in his or her possession or control belonging to the College.

(3) The Secretary Treasurer shall attend all sessions of the Board and all meetings of the membership, record all the votes and minutes thereof in books to be kept for that purpose; and shall perform like duties of the Board when required. The Secretary Treasurer shall give, or cause to be given, notice of all meetings of the members and of the Board, and shall perform such other duties as may be prescribed by the Board or by the President. The Secretary Treasurer shall keep in safe custody the corporate seal of the College, and may affix the same to any instrument requiring it and attest the same.

(4) The Secretary Treasurer shall notify the ABVS of any change in the Bylaws of the College.

(d) In addition to the powers and duties prescribed by these Bylaws, the officers shall have such authority and shall perform such duties as from time to time shall be prescribed by the Board. The officers shall hold office until their successors are chosen and have qualified, unless they are sooner removed from office as provided by these Bylaws or die or resign. If the office of any officer becomes vacant, the vacancy shall be filled by the Board of

the College. The elected officer shall fill the unexpired portion of the term to which he or she is elected.

Section 6-02. Agents or Employees. The Board may by resolution designate the officer or officers who shall have authority to appoint such agents or employees as the needs of the College may require. In the absence of such designation, this function may be performed by the President and may be delegated by the President to others in whole or in part.

Section 6-03. Salaries. The salaries, if any, of all officers of the College shall be fixed by the Board or by authority conferred by resolution of the Board. The Board also may fix the salaries or other compensation of agents and employees of the College, but in the absence of such action this function shall be performed by the President or by others under the supervision of the President.

Section 6-04. Removal of Officers, Agents or Employees. Any officer, agent or employee of the College may be removed or his or her authority revoked by resolution of the Board, whenever in their judgment the best interests of the College will be served thereby, but such removal or revocation shall be without prejudice to the rights, if any, of the person so removed, to receive compensation or other benefits in accordance with the terms of existing contracts (if any). Any agent or employee of the College likewise may be removed by the President or, subject to the supervision of the President, by the person having authority with respect to the appointment of such agent or employee.

Section 6-05. Delegation of Officers' Duties. In case of the absence of any officer of the College, or for any reason that the Board may deem sufficient, the Board may delegate or authorize the delegation of an officers' powers or duties, for the time being.

.....ARTICLE XII

CONFLICTS OF INTEREST

Section 7-01. Policy. It is the policy of the College and the Board that no contract or transaction between the College and one or more of the members of its Board or officers, or between the College and any other College, partnership, association or other organization in which one or more of the members of its Board are directors or officers, or have financial interest, or in which any member of the College's Board has any other conflict of interest, shall be authorized or entered into unless the material facts as to the Board member's interest and as to the contract or transaction are disclosed or are known to the Board, and the Board in good faith authorizes the contract or transaction by an affirmative vote of a majority of the members of the Board other than the interested Board member or members. Interested members of the Board may be counted in determining the presence of a quorum at a meeting of the Board which authorizes the contract or transaction.

ARTICLE VIII

.....DISSOLUTION

Section 8-01. Dissolution. In the event of dissolution or winding-up of the College, the College's assets, after all debts have been paid or provided for, shall be distributed in the manner provided by the statute or in its Bylaws by the Board to such organizations, organized exclusively for charitable, educational, or scientific purposes as shall at that time qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (as amended), as the Board of the College shall determine or for such other purpose as is permitted by a Section 501(c)(3) organization.

.....ARTICLE IX

INDEMNIFICATION OF DIRECTORS AND OFFICERS

Section 9-01. Indemnification of Board and Committee Members and Officers. The College shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (including actions by or in the right of the College) by reason of the fact that the person is or was a member of the Board, any Standing Committee or other committee, or officer of the College, or is or was serving at the request of the College as a member of the board, officer or representative of another College, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement, actually and reasonably incurred by the person in connection with such threatened, pending or completed action, suit or proceeding, to the full extent permissible under Pennsylvania law.

Section 9-02. Procedure for Effecting Indemnification. Indemnification under Section 9-01 shall be automatic and shall not require any determination that indemnification is proper, except that no indemnification shall be made in any case where the act or failure to act giving rise to the claim for indemnification is determined by a court to have constituted willful misconduct or recklessness.

Section 9-03. Advancing Expenses. Expenses incurred by a person who may be indemnified under Section 9-01 shall be paid by the College in advance of the final disposition of any action, suit or proceeding upon receipt of an undertaking by or on behalf of such person to repay such amount if it shall ultimately be determined by a court of competent jurisdiction that he is not entitled to be indemnified by the College.

Section 9-04. Indemnification of Employees, Agents and Other Representatives. The College may, at the discretion and to the extent determined by the Board of the College.

(a) Indemnify any person who neither is nor was a member of the Board or officer of the College but who is or was a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (and whether brought by or in the right of the College), by reason of the fact that the person is or was an employee, agent or other representative of the College, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement, actually and reasonably incurred by the person in connection with such threatened, pending or completed action, suit or proceeding; and

(b) Pay such expenses in advance of the final disposition of such action, suit or proceeding, upon receipt of an undertaking of the kind described in Section 9-03.

Section 9-05. Rights to Indemnification. Any amendment or modification of these Bylaws that has the effect of limiting a person's right to indemnification with respect to any act or failure to act occurring prior to the date of adoption of such amendment or modification shall not be effective as to that person unless he or she consents in writing to be bound by the amendment or modification. The indemnification and advancement of expenses provided by or granted pursuant to these Bylaws to a person shall inure to the benefit of the heirs, executors and administrators of such person.

.....ARTICLE Z

.....MISCELLANEOUS PROVISIONS

Section 10-01. Dues and Assessments.

(a) The Board shall have authority to increase dues or assessments, or both, on members of the College, in such amounts as shall be fixed and determined by the Board from time to time. However, Emeritus Diplomates shall be exempt from dues and assessments accruing after their designation as Emeritus Diplomates.

(b) ".....Fees connected with examination and certification of candidates shall be determined by the Board.

Section 10-02. Disciplinary Action and Appeals Procedure.

(a) In the case of improper conduct, an Appeals Committee appointed by the Board shall have the authority to recommend due censure, suspension, or cancellation of membership. All deliberations shall be guided by highest standards of due process. The accused member shall therefore have full opportunity to appear before the Appeals Committee in person.

(b) In the event of an adverse decision by the Appeals Committee including but not limited to denial of certification, denial of adequacy of credentials prior to examination for certification, and censure, suspension, or cancellation of membership, the affected person may appeal in writing to the Board for reconsideration within 90 days of the adverse decision. The Board will reconsider on the grounds the decision may have been made erroneously by (1) disregarding or failing to follow stated College procedures, and/or (2) failing to consider relevant documentation presented. The Board will deliver in writing its final decision within 60 days after the appeal. If the affected person is not satisfied with the decision, he or she may request mediation with representative of the ABVS American Veterinary Medical Association.

(c) The College and the aggrieved party will each bear their respective expenses of mediation, including travel and subsistence, and will share the expenses of the ABVS representatives.

(d) The Board may from time to time issue detailed rules for such disciplinary action and appeals procedures.

Section 10-03. College Records. The College shall keep at its registered office in the Commonwealth of Pennsylvania, or at its principle place of business wherever situated, original or duplicate records of the proceedings of the meetings of the members and the Board, the original or a copy of its Bylaws, including all amendments, certified by the Secretary Treasurer of the College, and an original or duplicate membership register giving the names of the members and the respective addresses and categories of membership. The College shall keep at its registered office or at its principle place of business complete and accurate books or records of account.

Section 10-04. Right of Inspection. Each member and Board member shall, upon written demand under oath stating the purpose thereof, have right to examine, in person or by agent or attorney during the usual hours for business for any proper purpose, the membership register, the books and records of account, and records of the proceedings of the members of the College and the Board and to make copies or extracts therefrom.

Section 10-05. Execution of Written Instruments. All checks, notes, drafts and orders for the payment of money shall be signed by one or more of such officers or agents as the Board may from time to time designate.

Section 10-06. Telecommunications. One or more persons may participate in a meeting of the Board, a committee of the Board, or any standing committee by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in meeting pursuant to this Section shall constitute presence in person at such a meeting.

ARTICLE XI

*****AMENDMGNT OF BYLAWS

Section 11-01. Amendments. These Bylaws may be altered, amended, supplemented or repealed by the members of the College at any regular or special meeting of the members, by majority vote of those present, or by written consent of a majority of members without a meeting. A notice of the meeting of the membership at which such action is taken must give notice in general terms that an amendment, repeal or other change in the Bylaws is to be voted on at the meeting. Proposed amendments to the Bylaws, signed by at least five Diplomates in good standing, may also be submitted to the Board for its consideration.

**Amendment to the American College of Poultry Veterinarians By-laws
Approved by membership August 3, 2010**

The words enclosed in parenthesis and underlined (____) were deleted. The words in **bold** were added.

**CURRENT
STATEMENT**

Article V, Section 5-01.
Number, Qualifications,
and Term of Office

**IF ADOPTED
WILL READ**

RATIONALE

.....(AAAP representative who currently holds the office of Secretary Treasurer and serves at the discretion of, the Board of Directors of the AAAP and until his or her successor has been so selected and has qualified, or until his or her earlier death, resignation, or removal by the Board of Directors of the AAAP.) This representative will (also) serve (as ACPV's representative on the AAAP Board.)

“This representative shall be determined by the AAAP Board of Directors and shall be selected from among the members in good standing in the College. This representative will serve **for a term of three years.**

The current by-law requires the AAAP Secretary-Treasurer to be on the ACPV board of governors. It is not a requirement in the AAAP by-laws that the Secretary-Treasurer be on the ACPV board of governors, or be an ACPV diplomate. Therefore it is not within the power of ACPV to make that requirement of its AAAP representative.

AMERICAN COLLEGE OF POULTRY VETERINARIANS
CONTINUING EDUCATION REQUIREMENTS

1. Continuing education requirements for annual and 10 - year recertification:

Annual Recertification Requirements:

1. Each diplomate must obtain **at least 8 C.E. credits (24 contact hours)** by attendance at educational activities.
2. A minimum of **6 CE credits (18 contact hours)** must be from an educational activity devoted to poultry.
3. **One CE credit is equivalent to 3 contact hours of meetings.** Additional CE credits are awarded for organizing poultry related meetings and/or presenting poultry related topics. (See Additional CE Credit).
4. The above annual requirements may be waived for individuals based on medical or other disability. Claim for a waiver must be submitted with annual renewal (see appeal process below).
5. Diplomates may also petition the ACPV Board if they have used other recognized means to satisfy CE requirements (see appeal process below).

Additional CE Credits:

- | | | |
|----------------------|----|--|
| 6 CE credits: | 1) | Six CE credits may also be obtained by organizing an ACPV workshop, wetlab, or symposium. |
| 2 CE credits: | 2) | Two CE credits may also be obtained by the following activities: <ol style="list-style-type: none"> a. Senior authors in refereed scientific avian journals, newsletters, trade magazines, company technical bulletins, books and manuals, or production of education videos or continuing education study sets; b. Presenting at a meeting, poster session, workshop, wetlab, or symposium; |
| 1 CE credit: | 1) | One CE credit may be obtained by the following activities: <ol style="list-style-type: none"> a. Co-authors in refereed scientific avian journals, newsletters, trade magazines, poster session, company technical bulletins, books and manuals, or production of education videos or continuing education study sets; b. Peer review of scientific journal article for scientific avian journal; |

Ten Year Recertification:

1. Diplomates must meet the above annual recertification requirements for at least 8 years out of 10 consecutive year period (based on their admittance in the college).
2. A diplomate failing to meet the 8 of 10 year requirements will be required to retake the current ACPV examination.

AFFILIATION AND ACTIVITY CODES

Principal Professional Affiliation Code	Principal Activity Code
01 Armed forces	A Consultant
02 College or university	B Diagnostic service
03 State or regional diagnostic lab.	C Education
04 Federal govt. agency	D Research
05 State or local govt. agency	E Service-extension
06 Pharmaceutical/biological industry	F Technical marketing support
07 Primary breeder	G Production management
08 Producer, broilers	H Public health/food safety
09 Producer, turkeys	I Regulatory medicine
10 Producer, commercial egg	J Administration
11 Private consultant practice	K Other (please specify)
12 Retired	
13 Other (please specify)	



American College of Poultry Veterinarians
12627 San Jose Blvd., Suite 202
Jacksonville, Florida 32223-8638

October 4, 2010

Dear Colleagues:

Thank you for allowing me to serve you as President of the American College of Poultry Veterinarians (ACPV) for 2010-2011. This is truly an honor that I do not take lightly.

I know that some of you wonder what ACPV does for you while others have had personal experiences of the professional value of ACPV. Yet others may have ideas that "ACPV could be of value to me if only"

In an effort to identify the professional value of ACPV for each of us, I would appreciate hearing your experiences, ideas, concerns and suggestions about how this organization does, could, should serve your professional needs. I won't be so bold as to say that all issues will be resolved to your satisfaction, but I will say that all of your feedback will be heard. Please email your response to: support@acpv.org. If you don't voice your opinion, who will?

Once again, please accept this as my personal "Thank You" for the opportunity to serve as your President.

Sincerely,

*Danny L. Magee, DVM, MAM, dACPV
President, ACPV 2010-2011*

**AMERICAN COLLEGE OF POULTRY VETERINARIANS
DIPLOMATE RENEWAL FOR YEAR 2009, DUES 2010**

Please enclose a \$125.00 check payable to the American College of Poultry Veterinarians **(U.S. Funds only drawn on a US Bank)** and mail to:

American College of Poultry Veterinarians
12627 San Jose Blvd, Suite 202
Jacksonville, FL 32223-8638

APPLICATION FOR STATUS RENEWAL

NAME: _____ BUSINESS PHONE: _____
 HOME ADDRESS: _____ HOME PHONE: _____
 BUSINESS ADDRESS: _____ FAX: _____
 _____ E MAIL: _____

Professional Affiliation Code _____ Principal Activity Code _____ AVMA Member Y N (PLEASE CIRCLE ONE)

CONTINUING EDUCATION PROGRAMS AND COURSES

Renewal Period January 1, 2009 to December 31, 2009 - 24 contact hours or 8 CE Credits
 Required/Year (see reverse for requirements)

Check this box if you are not recertifying for renewal period.

Name of Poultry Meetings attended January 1, 2007 – December 31, 2007	Sponsoring Organization	Dates Attended mo/day/yr	CE Credit (Contact hours ÷ 3)

Name of Non-Poultry Veterinary Meetings attended January 1, 2007- December 31, 2007	Sponsoring Organization and Location	Dates Attended mo/day/yr	CE Credit (Contact hours ÷ 3)

Other CE Activities for CE credit (see reverse for requirements)	CE Credit (Contact hours ÷ 3)

CERTIFICATION

I hereby certify that the information provided on this renewal form is true and correct to the best of my knowledge.

SIGNED: _____

BEFORE MAILING – HAVE YOU ENCLOSED A CHECK FOR \$125.00 PAYABLE TO ACPV ?

AMERICAN COLLEGE OF POULTRY VETERINARIANS
CONTINUING EDUCATION REQUIREMENTS

1. Continuing education requirements for annual and 10 - year recertification:

Annual Recertification Requirements:

1. Each diplomate must obtain **at least 8 C.E. credits (24 contact hours)** by attendance at educational activities.
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5. Diplomates may also petition the ACPV Board if they have used other recognized means to satisfy CE requirements (see appeal process below).

Additional CE Credits:

- | | | |
|----------------------|----|--|
| 6 CE credits: | 1) | Six CE credits may also be obtained by organizing an ACPV workshop, wetlab, or symposium. |
| 2 CE credits: | 2) | Two CE credits may also be obtained by the following activities: <ol style="list-style-type: none"> a. Senior authors in refereed scientific avian journals, newsletters, trade magazines, company technical bulletins, books and manuals, or production of education videos or continuing education study sets; b. Presenting at a meeting, poster session, workshop, wetlab, or symposium; |
| 1 CE credit: | 1) | One CE credit may be obtained by the following activities: <ol style="list-style-type: none"> a. Co-authors in refereed scientific avian journals, newsletters, trade magazines, poster session, company technical bulletins, books and manuals, or production of education videos or continuing education study sets; b. Peer review of scientific journal article for scientific avian journal; |

Ten Year Recertification:

1. Diplomates must meet the above annual recertification requirements for at least 8 years out of 10 consecutive year period (based on their admittance in the college).
2. A diplomate failing to meet the 8 of 10 year requirements will be required to retake the current ACPV examination.

AFFILIATION AND ACTIVITY CODES

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04 Federal govt. agency	D Research
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06 Pharmaceutical/biological industry	F Technical marketing support
07 Primary breeder	G Production management
08 Producer, broilers	H Public health/food safety
09 Producer, turkeys	I Regulatory medicine
10 Producer, commercial egg	J Administration
11 Private consultant practice	K Other (please specify)
12 Retired	
13 Other (please specify)	

American College of Poultry Veterinarians

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Guelph Ontario, ON N1E OC3
Code: 04 Federal govt. agency
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Membership Date: 2005

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Michelle Andersen

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Membership Date: 2008

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Code: 12
Membership Date: 1991

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Springdale, AR 72764
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Membership Date: 2003

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Membership Date: 1994

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Membership Date: 1991

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Membership Date: 1997

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Membership Date: 1992

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56 Newman Road
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OSCAR J. FLETCHER
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LEONARD W. FUSSELL
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Membership Date: 1992

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Membership Date: 2002

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Membership Date: 1995

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Membership Date: 2006

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Membership Date: 2008

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MARK ALAN GOODWIN

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1316 West 50th Terrace
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Code: 07 Primary breeder
Membership Date: 2004

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Membership Date: 1992

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Code: 10 Producer, commercial egg
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Code: 04 Federal govt. agency
Membership Date: 1992

DAVID A. HALVORSON

1430 Chelmsford Street
St. Paul, MN 55108

Code: 2
Membership Date: 1991

BILLY M. HARGIS

3229 Oakland Zion Rd.
Fayetteville, AR 72703

Code: 02 College or university
Membership Date: 1992

JOSH HATKIN

88 Crimson Avenue
Taneytown, MD 21787

Code: 05 State of local govt. agency
Membership Date: 1995

SHARON ANN HEINS MILLER

3595 Hidden Lake Drive
Cumming, GA 30041

Code: 06 Pharmaceutical/biological industry
Membership Date: 1993

JULIE DIANE HELM

P.O. Box 1066
Elgin, SC 29045

Code: 02 College or university
Membership Date:

DAVID HERMES

5203 E State Rd 61
Vincennes, IN 47591

Code: 08 Producer, broilers
Membership Date: 1994

Eric Heskett

7153 High Pine Church Road
Asheboro, NC 27205

Code: 06 Pharmaceutical/biological industry
Membership Date: 2008

WILLIAM W. (BILL) HEWAT

5321 E. Maywood Drive
Fayetteville, AR 72703

Code: 08 Producer, broilers
Membership Date: 1995

DONNA HILL

276 Smoketree Lane
Mountain Home, AR 72653

Code: 11 Private consultant practice
Membership Date: 1992

STEPHEN B. HITCHNER

921 Winding Way
Salisbury, MD 28104

Code: 12
Membership Date: 1997

FREDERIC J. HOERR

2033 Hummingbird Lane
Auburn, AL 36830

Code: 03 State or regional diagnostic lab
Membership Date: 1993

CHARLES L. HOFACRE

1061 Hale Road
Watkinsville, GA 30677

Code: 02 College or university
Membership Date: 1992

G. THOMAS HOLDER

619 N. Pinehurst Avenue
Salisbury, MD 21801

Code: 11 Private consultant practice
Membership Date: 1992

JULIE LEA HOLLIFIELD GARRITY

295 Jimmy Lile Road
Russellville, AR 72802

Code: 11
Membership Date: 2001

BRETT A. HOPKINS

9000 W. 148th Street
Overland Park, KS 66221

Code: 6
Membership Date: 1992

SUE ANN HUBBARD

101 Hwy. 541 S
Mt. Olive, MS 39119

Code: 02 College or university
Membership Date: 2004

THOMAS WILLIAM SCOTT HUTCHISON

95 Terrabella Lane, RR #2
Truro Nova Scotia, B2N 5E1

Code: 5
Membership Date: 1998

Thomas Inglis

196 Coopers Hill
Airdrie, AB T4A 0C3

Code: 11 Private consultant practice
Membership Date: 2008

JARRA JAGNE

113 Burleigh Drive
Ithaca, NY 14850

Code: 11 Private consultant practice
Membership Date: 1998

R. SHANNON JENNINGS

337 Olde Point Loop
Hampstead, NC 28443

Code: 08 Producer, broilers
Membership Date: 1992

ERIC LEE JENSEN

109 Fox Den Court
Madison, AL 35758

Code: 07 Primary breeder
Membership Date: 1993

FARIS F. JIRJIS

88 Springhill Dr.
Morris Plains, NJ 7950

Code: 06 Pharmaceutical/biological industry
Membership Date: 2004

BENJAMIN C. JOHNSON

125 Fox Trace
Athens, GA 30606

Code: 05 State of local govt. agency
Membership Date: 1994

Deirdre Johnson

25792 Porter Mill Road
Hebron, MD 21830

Code: 01 Armed forces
Membership Date: 2010

KELLI JONES

113 Mason Way
Madison, MS 39110

Code: 02 College or university
Membership Date: 2005

Richard JULIAN

Dept. of Pathobiology
Ontario Veterinary College
Guelph, ON N1G 2W1

Code: 2
Membership Date: 2006

Subhashinie Kariyawasam

62 Green meadow Lane
Port Matilda, PA 16870

Code: 01 Armed forces
Membership Date: 2010

DANIEL KARUNAKARAN

916 Wild Cherry Lane
Harrisonburg, VA 22801

Code: 06 Pharmaceutical/biological industry
Membership Date: 1996

MARIA ELLEEN KATIGBAK

19116 Fern Meadow Loop
Lutz, FL 33558

Code: 06 Pharmaceutical/biological industry
Membership Date: 1995

LLOYD D. KECK

20772 Bug Scuffle Road
West Fork, AR 72774

Code: 11 Private consultant practice
Membership Date: 1992

DONNA J. ADAMEC KELLY

30 BK Drive
Byron, GA 31008

Code: 03 State or regional diagnostic lab
Membership Date: 1996

TAMARA KELLY

14 Sycamore Lane
Albertville, AL 35950

Code: 5
Membership Date: 1994

HAILU KINDE

394 Mesa Verde Park
Beaumont, CA 92223

Code: 02 College or university
Membership Date: 1992

PATRICE N. KLEIN

P.O. Box 1366, 207 Grove Avenue
Washington Grove, MD 20880

Code: 04 Federal govt. agency
Membership Date: 1992

STANLEY H. KLEVEN

172 Hickory Pointe Drive
Athens, GA 30605

Code: 12 Retired
Membership Date: 1991

SPANGLER KLOPP

10 Tanglewood Court
Lewes, DE 19958

Code: 08 Producer, broilers
Membership Date: 1993

GLENN E. KOLB

2415 5th Street
Cumberland, WI 54829

Code: 12
Membership Date: 1992

KENTON KREAGER

31030 R Avenue
Adel, IA 50003

Code: 07 Primary breeder
Membership Date: 1992

ELIZABETH A. KRUSHINSKIE

125 Blue Stone Hills Drive
Harrisonburg, VA 22801

Code: 8
Membership Date: 1995

JEFFREY KULA

5635 South 77th Street
Lincoln, NE 68516

Code: 6
Membership Date: 1995

MAHESH C. KUMAR

634 Jenisa Drive
St Cloud, MN 56301

Code: 11
Membership Date: 1993

HIRAM N. LASHER

P.O. Box 1727, 28466 Dupont Blvd.
Millsboro, DE 19966

Code: 11
Membership Date: 2001

VERONICA YIN-MING LEONG

House No. 8
5th Street, Section J
Fairview Park, N.T., Hong Kong, Hong Kong

Code: 4
Membership Date: 1995

DAVID H. LEY

106 Brodick Court
Cary, NC 27511

Code: 02 College or university
Membership Date: 1992

JOSE A. LINARES

224 FM 2091 N
Gonzales, TX 78629

Code: 02 College or university
Membership Date: 1993

SUSAN B. LOCKABY

12411 Lee Road 188
Waverly, AL 36879

Code: 03 State or regional diagnostic lab
Membership Date: 1995

ERIC J. LOVELL

4281 Crawford Drive
Pensacola, FL 32504

Code: 6
Membership Date: 1994

FERNANDO LOZANO

12744 Delmar Drive
Leawood, KS 66209

Code: 6
Membership Date: 1992

LYNNE LUNA

2354 Laurelhurst Drive
Eugene, OR 97402

Code: 11 Private consultant practice
Membership Date: 2000

DANNY LANDON MAGEE

32 Dawnview Dr.
Brandon, MS 39042

Code: 02 College or university
Membership Date: 1993

JEROME D. MAIERS

Fort Dodge Animal Health
12 Elmwood Lane
Asheville, NC 28803

Code: 6
Membership Date: 2002

PATH MANATHAN

Consultant
8 Elsley Court
Guelph, ON N1C 1C8

Code: 11 Private consultant practice
Membership Date: 1995

MIGUEL A MARQUEZ

Azahares #242, Rancho Contento
Zapopan Jalisco, 45010

Code: 6
Membership Date: 1998

TRISHA MARSH JOHNSON

125 Fox Trace
Athens, GA 30606

Code: 11 Private consultant practice
Membership Date: 1997

EMILY MARTIN

1457 Beitz Road
R.R.#1
Breslau, ON N0B 1M0

Code: 02 College or university
Membership Date: 2003

MICHAEL P. MARTIN

102 Elmview Drive
Cary, NC 27519

Code: 02 College or university
Membership Date: 2006

ALGIS MARTINEZ

6453 Elizabeth Avenue
Springdale, AR 72762

Code: 07 Primary breeder
Membership Date: 2002

Rosemary Marusak
5321 Creek Ridge Lane
Apt C
Raleigh, NC 27607
Code: 01 Armed forces
Membership Date: 2010

ATOUSSA MAZAHERI
John Brinckmann WEG 15
Cuxhaven, CA 27474
Code: 07 Primary breeder
Membership Date: 2006

STEVE MCCARTER
649 Sherwood Road NE
Atlanta, GA 30324
Code: 08 Producer, broilers
Membership Date: 1994

JOHN E. MCCARTY
7744 Peters Rd #312
Plantation, FL 33324
Code: 06 Pharmaceutical/biological industry
Membership Date: 1993

BIRCH L. MCMURRAY
1238 Bost Road
Morganton, NC 28655
Code: 12,11
Membership Date: 1992

WILLIAM ANDREW MCREE
1203 Linton Court
Cary, NC 27511-5120
Code: 7
Membership Date: 1995

HUGO A. MEDINA
2625 Zanzibar Lane
Plymouth, MN 55447
Code: 10 Producer, commercial egg
Membership Date: 1992

LOUISE MERCIER
Poultry Health Consultant
7640 Pointe-du-Jour
Saint-Hyacinthe, J2R 1H8
Code: 11
Membership Date: 1998

HECTOR JOSE MEZA
129 Bidwell Street
Glastonbury, CT 6033
Code: 11
Membership Date: 1994

ANDREA MILES
4720 Shilling Court
Raleigh, NC 27606
Code: 4
Membership Date: 1993

CAROLYN LOU MILLER
23 Devil Creek Place
Monterey, TN 38574
Code: 07 Primary breeder
Membership Date: 1996

DAVID MILLS
20101 N. Sedar Trail
Barronett, WI 54813
Code: 11 Private consultant practice
Membership Date: 1994

SEYED MEHDI MIRSALEMI
No. 12, 50 Avenue, Jahanara Ave.
Tehran,
Code: 6
Membership Date: 1992

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Airdire, AB T4B 3C5
Code: 11 Private consultant practice
Membership Date: 38192

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Apt. # 1C6
Ithaca, NY 14850
Code: 04 Federal govt. agency
Membership Date: 2008

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10/671 The Trendy
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Bangkok, NA 10110
Code: 07 Primary breeder
Membership Date: 2006

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904 Longstreet Circle
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Code: 06 Pharmaceutical/biological industry
Membership Date: 1997

Andres Montoya
3033 NW Overlook Drive
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Hillsboro, OR 97124
Code: 06 Pharmaceutical/biological industry
Membership Date: 2008

RANDLE MOORE
4455 County Road 2050
Center, TX 75935
Code: 05 State of local govt. agency
Membership Date: 1998

OSCAR MORALES
2210 Greenwillows Drive
Vineland, NJ 8360
Code: 6
Membership Date: 2000

TERESA Y. MORISHITA
2450 Haven Ridge Road
Pomona, CA 91767
Code: 02 College or university
Membership Date: 1992

MICHAEL P. MORRIS
259 Indian Road
Wayne, NJ 7470
Code: 11
Membership Date: 1992

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2130 WOODWARD street
austin, TX 78744
Code: 06 Pharmaceutical/biological industry
Membership Date: 2000

AHMED MUTALIB
256 Palm Valley Boulevard #101
San Jose, CA 95123
Code: 11
Membership Date: 1992

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17 Pine Street
North Creek, NY 12853
Code: 06 Pharmaceutical/biological industry
Membership Date: 1992

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2436 Jerry Lane
Denair, CA 95316
Code: 08 Producer, broilers
Membership Date: 1998

EDWIN M. ODOR
15942 Wilson Hill Road
Georgetown, DE 19947
Code: 12 Retired
Membership Date: 1992

DETLEF K. ONDERKA
27112 Twp Rd 510
Spruce Grove Alberta, T7Y 1H2
Code: 12
Membership Date: 1992

KENNETH OPENGART
107 Inland Bay
Madison, AL 35758
Code: 08 Producer, broilers
Membership Date: 1992

Claudia Osorio
27722 Nanticoke Road
Salisbury Animal Health Laboratory
Salisbury, MD 21801
Code: 01 Armed forces
Membership Date: 2009

ORLANDO OSUNA
517 Escandon Avenue
Rancho Viejo, TX 78575
Code: 06 Pharmaceutical/biological industry
Membership Date: 1996

RACHEL M. OUCKAMA
3390 Smith Settlement Road, R.R. #1
Baltimore, ON KOK 1CO
Code: 08 Producer, broilers
Membership Date: 1994

Edgar OVIEDO-RONDON
2711 Founders Drive
Raleigh, NC 27695
Code: 02 College or university
Membership Date: 2005

ROBERT L. OWEN
2228 Oxford Road
New Oxford, PA 17350
Code: 06 Pharmaceutical/biological industry
Membership Date: 1995

MARY J. PANTIN-JACKWOOD
1380 Calls Creek Circle
Watkinsville, GA 30677
Code: 04 Federal govt. agency
Membership Date: 2004

ALBERT M. PAYNE
2627 West SR 38
Pendleton, IN 46064
Code: 06 Pharmaceutical/biological industry
Membership Date: 1992

KARLA PECELUNAS BOUCK
10630 NE 45th Street
Kirkland, WA 98033
Code: 11
Membership Date: 1998

CYNTHIA PHILIPPE
36 Bonniewood Drive
Drayton, ON N0G 1P0
Code: 08 Producer, broilers
Membership Date: 2003

RICHARD A. PHILLIPS
P.O. Box 323
De Soto, KS 66018-0323
Code: 08 Producer, broilers
Membership Date: 1995

F. WILLIAM PIERSON
1623 Lick Ridge Road NE
Check, VA 24072
Code: 02 College or university
Membership Date: 1994

PATRICK M. PILKINGTON
2580 NE Rivercrest Road
Fayetteville, AR 72701
Code: 08 Producer, broilers
Membership Date: 1996

ROBERT E. PORTER, JR.
2825 Southlawn Drive
Maplewood, MN 55109
Code: 03 State or regional diagnostic lab
Membership Date: 1993

PETER E. POSS
5622 County Road 9 NE
Willmar, MN 56201
Code: 11
Membership Date: 1995

NICHOLAS D. PRIMM
Primm Veterinary Services
R 1, Box 19
Williamsville, IL 62693
Code: 11
Membership Date: 1993

MARSHALL PUTNAM
5940 Vinyard Lane
Cumming, GA 30041
Code: 08 Producer, broilers
Membership Date: 1995

DAVID A. PYLE
2650 Pebble Court
Zeeland, MI 49464
Code: 11 Private consultant practice
Membership Date: 1997

JO ANNA QUINN
506 Annandale Drive
Cary, NC 27511
Code: 04 Federal govt. agency
Membership Date: 1993

JOHN RADU
3722 Kingsley Drive
Myrtle Beach, SC 29588
Code: 06 Pharmaceutical/biological industry
Membership Date: 1992

WILLIE M. REED
5786 Augusta Blvd
West Lafayette, IN 47906
Code: 02 College or university
Membership Date: 1991

NANCY D.T. REIMERS
PO Box 3366
Gustine, CA 95322
Code: 11
Membership Date: 2003

WILLIAM J. RICKEN
6321 Chester Park Drive
Chincoteague, VA 23336
Code: 08 Producer, broilers
Membership Date: 1994

CRAIGMYLE RIDDELL
3589 Mt Royal Avenue
Furdale Saskatchewan, S7T 1B1
Code: 12 Retired
Membership Date: 1991

BRET RINGS
4246 Savannah Lane
Springdale, AR 72762
Code: 07 Primary breeder
Membership Date: 1996

STEWART J. RITCHIE
4259 Old Clayburn Road
Abbotsford, BC V3G 1L5
Code: 11 Private consultant practice
Membership Date: 1994

G. DONALD RITTER
1101 Harbor Pointe Drive
Salisbury, MD 21801
Code: 08 Producer, broilers
Membership Date: 1992

DAVID V. RIVES
106 Doe Run
Clinton, NC 28328
Code: 09 Producer, turkeys
Membership Date: 1992

DONALD ROEPKE
2527 3 1/4 - 5th Street
Cumberland, WI 54829
Code: 9
Membership Date: 1992

CHARLES STEPHEN RONEY
5355 Spalding Bridge Court
Norcross, GA 30092
Code: 4
Membership Date: 1992

A. GREGORIO ROSALES

14835 Creek Lane
Athens, AL 35613
Code: 07 Primary breeder
Membership Date: 1992

JAIME RUIZ

1016 Dolphin Lane
Holbrook, NY 11741
Code: 02 College or university
Membership Date: 2003

Y. M. SAIF

7053 Cedar Valley Rd.
West Salem, OH 44287
Code: 02 College or university
Membership Date: 1991

MARIANO SALEM

612 Irene Avenue
Salisbury, MD 21801
Code: 06 Pharmaceutical/biological industry
Membership Date: 1992

JEAN E. SANDER

6828 Spruce Pine Drive
Columbus, OH 43235
Code: 02 College or university
Membership Date: 1992

JAMES SANDSTROM

88099 Old Pine Lane
Sturgeon Lake, MN 55783
Code: 06 Pharmaceutical/biological industry
Membership Date: 1998

BABAK SANEI

20 Waxwing Cres
Guelph Ontario, ON N1C 1E1
Code: 05 State of local govt. agency
Membership Date: 2001

JOAN S. SCHRADER

447 Co. Rd. J
Ashland, NE 68003
Code: 06 Pharmaceutical/biological industry
Membership Date: 1992

C. GABRIEL SENTIES-CUE

1700 N. Tully Road Apt.F203
Turlock, CA 95380
Code: 02 College or university
Membership Date: 2004

SIMON M. SHANE

205 Landreth Court
Durham, NC 27713
Code: 11 Private consultant practice
Membership Date: 1991

DAVID PAUL SHAPIRO

29 Atlantic Avenue, Ste L
PMB 404
Ocean View, DE 19970-9155
Code: 08 Producer, broilers
Membership Date: 1992

ALAN R. SHARPTON, JR.

1071 Vicksburg Dr
Winterville, NC 28590
Code: 08 Producer, broilers
Membership Date: 1992

DANIEL P. SHAW

10500 E. Kroeger Road
Centralia, MO 65240
Code: 02 College or university
Membership Date: 1992

H. L. SHIVAPRASAD

999 E. Edgemont Drive
Fresno, CA 93720
Code: 2
Membership Date: 1995

ANDREA SINCLAIR ZEDEK

151 Gretchen Lane
Winterville, GA 30683
Code: 06 Pharmaceutical/biological industry
Membership Date: 2006

BRUCE ALLEN SINGBEIL

16903 199th PL NE
Woodinville, WA 98077
Code: 6
Membership Date: 1993

MARTIN A. SMELTZER

115 Green Hills Road
Athens, GA 30605
Code: 04 Federal govt. agency
Membership Date: 1998

JOHN A. SMITH

395 Ridge Circle
Baldwin, GA 30511
Code: 08 Producer, broilers
Membership Date: 1994

MAURICE W. SMITH

1 Field Crest Road
Inglewood, ON L7C 1H4
Code: 06 Pharmaceutical/biological industry
Membership Date: 1994

ROBERTO CARLOS BASTARRICA SOARES

17 Rue Clement Ader
Merignac FRANCE, 33700
Code: 6
Membership Date: 2004

FRANZ SOMMER

Juchgasse 4/17
Wien, CA 1030

Code: 11 Private consultant practice
Membership Date: 2006

GORICA RAJCIC SPASOJEVIC

4546 15th Street, NE
Willmar, MN 56201

Code: 9
Membership Date: 1995

RADIVOJE SPASOJEVIC

4546 15th Street, NE
Willmar, MN 56201

Code: 09 Producer, turkeys
Membership Date: 1994

WILLIAM A. STANLEY

15 Carrick Gardens
Murieston Livingston Scotland, EH54 9ET

Code: 7
Membership Date: 2001

PHILIP A. STAYER

111 Darby Road
Hattiesburg, MS 39402

Code: 08 Producer, broilers
Membership Date: 1994

NANCY L. STEDMAN

Code: O2
Membership Date: 1996

SARA STEINLAGE

8690 Daisy Road
Bentonville, AR 72712

Code: 06 Pharmaceutical/biological industry
Membership Date: 2004

BRUCE STEWART-BROWN

30015 Deer Harbor Drive
Salisbury, MD 21804

Code: 13 Other
Membership Date: 1994

Simone Tricia Stoute

1700 North Tully Road, Apt F227
Turlock, CA 95380

Code: 01 Armed forces
Membership Date: 20089

DAVID E. SWAYNE

1291 Brittain Estates Road
Watkinsville, GA 30677

Code: 04 Federal govt. agency
Membership Date: 1992

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6408 Frothingham Court
Elkridge, MD 21075

Code: 02 College or university
Membership Date: 1995

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4759 Ridgeview Lane
Vacaville, CA 95688

Code: 6
Membership Date: 1992

MARITZA TAMAYO

Almenas 30, Jardines Del Sur
Xochimilco Mexico DF,

Code: 6
Membership Date: 1996

Blair Telg

1050 Trotter Walk
Watkinsville, GA 30677

Code: 01 Armed forces
Membership Date: 2009

MAC TERZICH

710 Camden Ave.
Salisbury, MD 21801

Code: 6
Membership Date: 1994

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Urbana, IL 61801

Code: 12
Membership Date: 1992

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42210 Grace Etta Road
Henning, MN 56551-9434

Code: 06 Pharmaceutical/biological industry
Membership Date: 1995

BRADLEY JORDAN TURNER

110 Capote Drive
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Code: 7
Membership Date: 2007

Shahbaz Ul-Haq

33353 Marshall Road
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Abbotsford, BC V2S 8N9

Code: 11 Private consultant practice
Membership Date: 2008

RICARDO B. VALLE

800 Mott Hill Rd
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Code: 07 Primary breeder
Membership Date: 1992

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12 Yeomans Road, P.O. Box 37
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Code: 2
Membership Date: 1992

CONRAD VAN DIJK
Code: 11
Membership Date: 1993

FRANCENE S. VAN SAMBEEK
266 County Road 699
Cullman, AL 35055
Code: 6
Membership Date: 1996

STANLEY L. VANHOOSER
5445 Silver Hill Road
Bryan, TX 77807
Code: 03 State or regional diagnostic lab
Membership Date: 1998

DANIEL VENNE
1081 chemin du Parc
St. Lambert de Lauzon Quebec, G0S 2W0
Code: 01 Armed forces
Membership Date: 1993

PEDRO N. VILLEGAS
259 Idylwood Drive
Athens, GA 30605
Code: 2
Membership Date: 1991

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1430 Debra Drive
Cary, NC 27511
Code: 02 College or university
Membership Date: 1992

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3074 Stillwater Drive
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Code: 06 Pharmaceutical/biological industry
Membership Date: 1998

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149 Centennial Hills Road
Port Matilda, PA 16870
Code: 2
Membership Date: 1992

LLOYD JOSEPH WEBER
RR #6
Guelph Ontario, N1H 6J3
Code: 11
Membership Date: 1993

RICHARD D. WHITTEN
P.O. Box 1244
Carrollton, GA 30112
Code: 04 Federal govt. agency
Membership Date: 1992

WILLIAM L. WIGLE
212 Stacey Hollow Drive
Lafayette, IN 47905
Code: 05 State of local govt. agency
Membership Date: 1994

ROBERT M. WILLIAMS
7644 Ida Road
Albany, KY 42602
Code: 08 Producer, broilers
Membership Date: 1993

SUSAN M. WILLIAMS
410 Timber Creek Dr.
Athens, GA 30605
Code: 02 College or university
Membership Date: 2004

DAVID H. WILLOUGHBY
3404 Norton Avenue
Modesto, CA 95350
Code: 05 State of local govt. agency
Membership Date: 1996

R.W. WINTERFIELD
2233 Indian Trail Drive
West Lafayette, IN 47906
Code: 12
Membership Date:

RICHARD L. WITTER
1799 Elk Lane
Okemos, MI 48864
Code: 12
Membership Date: 1991

HELEN S.J. WOJCINSKI
4782 Northgate Drive
Ann Arbor, MI 48103
Code: 07 Primary breeder
Membership Date: 1993

CHRIS WOJNAROWICZ
206 Hurley Terrace
Saskatoon, SK S7N 4H8
Code: 02 College or university
Membership Date: 2006

BRIAN WOOMING
PO Box 129
Springdale, AR 72765
Code: 09 Producer, turkeys
Membership Date: 1997

Mojtaba Yegani
801-12141 Jasper Ave.
Edmonton, AB T5N 3X8
Code: 01 Armed forces
Membership Date: 2010

Suzanne Young Dougherty
28566 Garden Hills Rd
Madison, AL 35756
Code: 08 Producer, broilers
Membership Date: 2005

GUILLERMO ZAVALA
6023 Thorn Lake Dr.
Flowery Branch, GA 30542
Code: 01 Armed forces
Membership Date: 1994

DAVID E. ZELLNER
295 Jefferson Circle
Bellefonte, PA 16823
Code: 05 State of local govt. agency
Membership Date: 2004

ANDRE F. ZIEGLER
1430 Pheasant Hills Drive
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Code: 02 College or university
Membership Date: 1998

Raviv Ziv
4128 hammersmith Cir
New Albany, OH 43054
Code: 02 College or university
Membership Date: 2009



FLORIDA DEPARTMENT OF STATE
Division of Corporations

June 29, 2010

BOB BEVANS-KERR
BK ASSOCIATION MANAGEMENT
12627 SAN JOSE BLVD, SUITE 202
JACKSONVILLE, FL 32223-8638

Qualification documents for AMERICAN COLLEGE OF POULTRY VETERINARIANS, INC. were filed on June 28, 2010 and assigned document number F10000002935. Please refer to this number whenever corresponding with this office.

Your corporation is now qualified and authorized to transact business in Florida as of the file date.

The certification you requested is enclosed.

A corporation annual report/uniform business report will be due this office between January 1 and May 1 of the year following the calendar year of the file date. A Federal Employer Identification (FEI) number will be required before this report can be filed. If you do not already have an FEI number, please apply NOW with the Internal Revenue by calling 1-800-829-4933 and requesting form SS-4.

Please be aware if the corporate address changes, it is the responsibility of the corporation to notify this office.

Should you have any questions regarding this matter, please contact this office at (850) 245-6933.

Dale White
Regulatory Specialist II
New Filing Section
Division of Corporations

Letter Number: 310A00015959

State of Florida



Department of State

I certify from the records of this office that AMERICAN COLLEGE OF POULTRY VETERINARIANS, INC., is a corporation organized under the laws of Pennsylvania, authorized to transact business in the State of Florida, qualified on June 28, 2010.

The document number of this corporation is F10000002935.

I further certify that said corporation has paid all fees due this office through December 31, 2010, and its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Twenty-ninth day of June, 2010



CR2E022 (01-07)

Dawn K. Roberts
Dawn K. Roberts
Secretary of State

State of Florida



Department of State

I certify the attached is a true and correct copy of the application by AMERICAN COLLEGE OF POULTRY VETERINARIANS, INC., a Pennsylvania corporation, authorized to transact business within the State of Florida on June 28, 2010 as shown by the records of this office.

The document number of this corporation is F10000002935.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Twenty-ninth day of June, 2010



CR2E022 (01-07)

Dawn K. Roberts
Dawn K. Roberts
Secretary of State



55 East Jackson Boulevard
Chicago, IL 60604-4187
Telephone 312/922-5000
Toll Free 800/432-2558

Wednesday, September 15, 2010

Bob Bevens-Kerr
American College Poultry Veterinarians
12627 San Jose Boulevard, Suite 202
Jacksonville, FL 32223

Re: Non-Profit D&O
Policy Number: 81602260

Dear Bob,

Hub International Midwest Limited is pleased to present your Non-Profit D&O policy, which has been placed through Federal Insurance Company.

Your policy has been reviewed for accuracy. If you notice any discrepancies in the policy or endorsements, please call me immediately.

Thank you for your business with Hub International Midwest Limited and Federal Insurance Company

Sincerely,

A handwritten signature in black ink that reads "Mary T. Flanagan".

Mary T. Flanagan
Account Manager

Direct: 312 279-4895 Fax: 866 748-9821

E-mail: mary.flanagan@hubinternational.com



August 10, 2010

Producer Contact: Mary Flanagan
Producer: HUB INTERNATIONAL MIDWEST LIMITED
Producer Address: 55 E. JACKSON BLVD.
CHICAGO, IL 60604-0000

RE: Confirmation of Binding for

Account Number: 397874
Account: AMERICAN COLLEGE OF POULTRY VETERINARIANS
Account Address: 12627 San Jose Blvd., Suite 202
Jacksonville, FL 32223

Dear Mary:

On behalf of Federal Insurance Company, we are pleased to bind coverage on the following terms:

- This ForeFront Portfolio for Not-For-Profit Organizations Policy will be issued by Federal Insurance Company on Form 14-02-10190
- Policy Period: From August 1, 2010 To August 1, 2011
- Assigned Policy No.: 8160-2260

Coverage is only available for the following if indicated by an "X"

- Directors & Officers Liability and Entity Liability
- Employment Practices Liability
- Fiduciary Liability
- Crime
- Special Coverage

LIABILITY COVERAGE SECTIONS

Combined Maximum Aggregate Limit of Liability for all Claims each Policy Year: Yes
 No

Combined Maximum Aggregate Limit: \$1,000,000

Applicable To:

- Directors & Officers Liability and Entity Liability Coverage Section
- Employment Practices Liability Coverage Section
- Fiduciary Liability Coverage Section

Extended Reporting Period:

Additional Period: 1 year
Additional Premium: 100% of Annual Premium

Directors & Officers Liability and Entity Liability Coverage Section

(A) Maximum Aggregate Limit of Liability for this Coverage
Section for all Claims each Policy Year: \$1,000,000
(B) Sublimit for all Excess Benefit Transaction Excise Tax: \$100,000

Retention Amounts:

D&O Insuring Clause 1 \$0
D&O Insuring Clause 2 \$5,000
D&O Insuring Clause 3 \$5,000

Prior & Pending Litigation Date: July 1, 1998

Defense Outside the Limits of Liability Yes No

Endorsements applicable Only to Directors & Officers Liability and Entity Liability Coverage Section:

14-02-10292(10/04 ed.) Florida Amendatory Endorsement to the Directors and Officers Liability Coverage Section
14-02-10560(2/05 ed.) Professional Services Exclusion Endorsement
14-02-11240(4/08 ed.) Amend Exclusion 5 j Endorsement
14-02-11262(6/05 ed.) Standard Setting and Credentialing Activities Exclusion Endorsement
14-02-11271(6/05 ed.) Professional Services Exclusion Endorsement
14-02-11469(11/07 ed.) Amend Definition of Loss Endorsement
14-02-11692(6/10 ed.) Amended Exclusion 5 C Endorsement
14-02-12609(11/06 ed.) Amend Definition of Loss to Include Coverage for Multiplied Damages Endorsement
14-02-13664(5/08 ed.) Whistleblower Endorsement

(The titles and headings are for convenience only. Please refer to the policy and endorsements for a description of coverage.)

Employment Practices Liability Coverage Section

(A) Maximum Aggregate Limit of Liability for this Coverage
Section for all Claims each Policy Year: \$1,000,000
(B) Sublimit for all Third Party Claims each Policy Year under

Chubb Group Of Insurance Companies 82 Hopmeadow Street
P.O. Box 2002
Simsbury, CT 06070-7683

860.408.2000
Fax 860.408.2002

Insuring Clause 2 - Third Party Liability: \$1,000,000

Retention Amounts:

EPL Insuring Clause 1 - Employment Practices Liability Coverage \$5,000
EPL Insuring Clause 2 - Third Party Liability Coverage \$5,000

Prior & Pending Litigation Date:

EPL Insuring Clause 1 - Employment Practices Liability Coverage July 1, 1998
EPL Insuring Clause 2 - Third Party Liability Coverage July 1, 1998

Defense Outside the Limits of Liability Yes No

Endorsements applicable Only to Employment Practices Liability Coverage Section:

14-02-10293(12/04 ed.) Florida Amendatory Endorsement to the Employment
Practices Liability Coverage Section
14-02-12177(7/06 ed.) Claim Reporting Incentive for Employment Practices
Liability Only Endorsement
14-02-12614(11/06 ed.) Amend Insured Person Definition Endorsement
99-10-0769(9/04 ed.) Notice to Purchasers of Employment Practices Liability
Coverage or Fiduciary Liability Coverage

(The titles and headings are for convenience only. Please refer to the policy and endorsements for a description of coverage.)

GENERAL TERMS AND CONDITIONS

Endorsements applicable to all Coverage Sections:

10-02-1295(6/07 ed.) Important Notice to Policyholders
14-02-10291(10/04 ed.) Florida Amendatory Endorsement to the General Terms
and Conditions Section
14-02-10597(11/07 ed.) Not-For-Profit Portfolio Loss Control Notice
14-02-11575(11/05 ed.) Amend Subsection 19 Representations and Severability
Endorsement
14-02-12049(5/06 ed.) Amend Definition of Organization Endorsement
14-02-9397(5/04 ed.) Premium Endorsement

(The titles and headings are for convenience only. Please refer to the policy and endorsements for a description of coverage.)

POLICY INFORMATION

TOTAL POLICY
PREMIUM

\$1,663.00 Due 45 days from the end of the month in
which the premium is EFFECTIVE.

BILLING TYPE: Agency

ForeFront Portfolio for Not-For-Profit Organizations

General Terms & Conditions Section - Form #14-02-10190

Liability Coverage Sections

Directors & Officers Liability and Entity Liability Coverage Section - Form # 14-02-10191

Employment Practices Liability Coverage Section - Form # 14-02-10192

- Hurricane Catastrophe Fund Emergency Assessment - Florida calculates to an additional amount of \$16.63 which will appear on your invoice in addition to the stated policy premium.

August 10, 2010

Important

Term of Binder:

From: 12:01 a.m. on Aug-01-2010

To: 12:01 a.m. on Aug-31-2010

This Binder shall terminate automatically upon the expiration shown above, or upon the issuance of the policy, whichever occurs first. A short rate premium charge will be made for this Binder unless the Policy is issued by the Company and accepted by the entity referred to above.

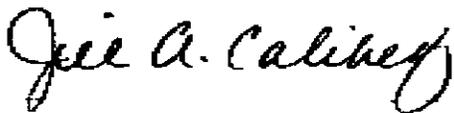
The foregoing Binder for coverage is subject to modification or withdrawal by the Company if, before the proposed inception date, any new, corrected or updated information becomes known which relates to any proposed Insured's claims history or risk exposure or which could otherwise change the underwriting evaluation of any proposed Insured and the Company, in its sole discretion, determines that the terms of this Binder are no longer appropriate.

This binder does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit us from offering or providing insurance. To the extent any such prohibitions apply, this binder is void ab initio

We appreciate the opportunity to be of service to you, and we look forward to receiving payment of the premium by the due date. Once coverage becomes effective, cancellation for non payment will be on a pro-rata basis.

If you have any questions, please call me.

Sincerely,



Jill A Calibey

phone: (860) 408-2376

fax: (860) 408-2280

email: jcalibey@chubb.com



**OFFEREE DISCLOSURE NOTICE OF
TERRORISM INSURANCE COVERAGE**
(new policies and renewals with no terrorism
exclusion or sublimit and no premium charge)

Insuring Company: Federal Insurance Company

You are hereby notified that, under the Terrorism Risk Insurance Act (the "Act") effective December 26, 2007, we are making available to you insurance for losses arising out of certain acts of terrorism. The policy you are purchasing already includes insurance for such acts. Terrorism is defined as any act certified by the Secretary of the Treasury, in concurrence with the Secretary of State and the Attorney General of the United States, to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of an air carrier or vessel or the premises of a United States Mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

You should know that the insurance provided by your policy for losses caused by acts of terrorism is partially reimbursed by the United States under the formula set forth in the Act. Under this formula, the United States pays 85% of covered terrorism losses that exceed the statutorily established deductible to be paid by the insurance company providing the coverage. However, if aggregate insured losses attributable to terrorist acts certified under the Act exceed \$100 billion in a Program Year (January 1 through December 31), the Treasury shall not make any payment for any portion of the amount of such losses that exceeds \$100 billion.

If aggregate insured losses attributable to terrorist acts certified under the Act exceed \$100 billion in a Program Year (January 1 through December 31) and we have met our insurer deductible under the Act, we shall not be liable for the payment of any portion of the amount of such losses that exceeds \$100 billion, and in such case insured losses up to that amount are subject to pro rata allocation in accordance with procedures established by the Secretary of the Treasury.

The portion of the offered policy's annual premium that is attributable to insurance for acts of terrorism is: \$ -0-.

If you have any questions about this notice, please contact your agent or broker.

CONFIRMATION OF INSURANCE

THE TERMS AND CONDITIONS OF THIS CONFIRMATION OF INSURANCE MAY NOT COMPLY WITH THE SPECIFICATIONS SUBMITTED FOR CONSIDERATION. PLEASE READ THIS CONFIRMATION CAREFULLY AND COMPARE IT AGAINST THE QUOTE PROVIDED & SUBMISSION DOCUMENTS. PLEASE REVIEW THE POLICY FORMS FOR THE ACTUAL COVERAGE'S PROVIDED.

IN ACCORDANCE WITH YOUR INSTRUCTIONS, AND IN RELIANCE UPON THE STATEMENTS MADE BY THE RETAIL BROKER IN THE APPLICATION/SUBMISSION, THE INSURER HAS BOUND COVERAGE AS FOLLOWS:

DATE ISSUED: August 24, 2010

PRODUCER: Mary Flanagan
HUB International, Inc.
55 East Jackson Boulevard, Ste. 14A
Chicago, IL 60604

INSURED: American College of Poultry Veterinarians
12627 San Jose Blvd, Suite 202
Jacksonville, FL 32223

INSURER: Axis Surplus Insurance Company
Non-Admitted

A.M. BEST'S RATING: A XV

POLICY NO.: ECN000039431001

COVERAGE: ASAE Standards & Specifications Liability

POLICY PERIOD: 8/11/2010 TO 8/11/2011

12:01 A.M. STANDARD TIME AT THE LOCATION ADDRESS OF THE NAMED INSURED. THIS INSURANCE BINDER WILL BE TERMINATED AND SUPERSEDED UPON DELIVERY OF THE POLICY(IES) ISSUED TO REPLACE IT.

LIMITS OF LIABILITY: \$1,000,000 Total Limit of Insurance (Except as stated below)
\$500,000 Limit of Insurance for Anti-Trust Claim Expenses

DEDUCTIBLE: \$5,000 Each Claim (Except as stated below)
\$25,000 Each Claim for Anti-Trust Claim Expenses

RETROACTIVE DATE: 08/11/2004

PREMIUM: \$4,122.00 Flat Annual Premium, plus FL Surplus Lines Taxes and Fees.

SURPLUS LINES TAXES/FEEES: \$206.10 Surplus Lines Tax
\$4.12 Stamping Office Fee
\$41.22 FL Hurricane Cat Fund

THE FILING OF SURPLUS LINES TAXES & FEES IS THE RESPONSIBILITY OF: ECC Insurance Brokers

TRIA PREMIUM: NOT APPLICABLE

TOTAL: \$4,373.44

TERMS AND CONDITIONS / ENDORSEMENTS AND EXCLUSIONS: INCLUDES BUT NOT LIMITED TO:

Claim Expense is within the Limits of Liability

Form AS-1: Certification/Accreditation Change Endorsement

Form AS-2: Related Activities Change Endorsement

Form AS-43: Pennsylvania Change Endorsement

Form AS-44GE (6/06): Service of Suit

AS-24: ASAE Extended Reporting Period Option Change Endorsement

ASPA-01: Pennsylvania Change Endorsement

THIS CONFIRMATION OF INSURANCE IS SUBJECT TO THE FOLLOWING INFORMATION BEING RECEIVED WITHIN 10 DAYS OF THE EFFECTIVE DATE:

ALL OTHER TERMS AND CONDITIONS APPLY PER THE POLICY FORM

CANCELLATION: THIS POLICY IS SUBJECT TO THE CANCELLATION PROVISIONS AS FOUND IN THE POLICY(IES) OR CERTIFICATE(S) CURRENTLY IN USE BY THE INSURER. THE INSURANCE EFFECTED UNDER THE INSURER'S BINDER CAN BE CANCELLED BY THE INSURER (SUBJECT TO STATUTORY REGULATIONS) BY MAILING, TO THE INSURED AT THE ADDRESS STATED ON THE FACE OF THIS CONFIRMATION OF INSURANCE, WRITTEN NOTICE STATING WHEN SUCH CANCELLATION SHALL BE EFFECTIVE. IN THE EVENT OF CANCELLATION BY THE INSURED, THE EARNED PREMIUM WOULD BE SUBJECT TO THE MINIMUM PREMIUM IF APPLICABLE.

THIS CONFIRMATION OF INSURANCE IS ISSUED BASED UPON THE INSURER'S AGREEMENT TO BIND AND IS ISSUED BY THE UNDERSIGNED WITHOUT ANY LIABILITY WHATSOEVER AS AN INSURER.

PREMIUM PAYMENT IS DUE WITHIN TWENTY (20) DAYS FROM EFFECTIVE DATE UNLESS OTHERWISE STIPULATED.

AUTHORIZED REPRESENTATIVE
Colleen Niehoff, Assistant Vice President

INSURED: , American College of Poultry Veterinarians
DATE ISSUED: August 24, 2010

Reference #:0514411



DECLARATIONS

FEDERAL INSURANCE COMPANY

A stock insurance company, incorporated under the laws of Indiana, herein called the Company

Capital Center, 251 North Illinois, Suite 1100
 Indianapolis, IN 46204-1927

Policy Number: 8160-2260

THE DIRECTORS AND OFFICERS LIABILITY AND ENTITY LIABILITY, FIDUCIARY LIABILITY AND EMPLOYMENT PRACTICES LIABILITY COVERAGE SECTIONS (WHICHEVER ARE PURCHASED) PROVIDE CLAIMS MADE COVERAGE, WHICH APPLIES ONLY TO "CLAIMS" FIRST MADE DURING THE "POLICY PERIOD", OR DURING AN APPLICABLE EXTENDED REPORTING PERIOD. THE LIMIT OF LIABILITY TO PAY DAMAGES OR SETTLEMENTS WILL BE REDUCED AND MAY BE EXHAUSTED UNLESS OTHERWISE PROVIDED HEREIN, BY "DEFENSE COSTS," AND "DEFENSE COSTS" WILL BE APPLIED AGAINST THE RETENTION. IN NO EVENT WILL THE COMPANY BE LIABLE FOR "DEFENSE COSTS" OR THE AMOUNT OF ANY JUDGMENT OR SETTLEMENT IN EXCESS OF THE APPLICABLE LIMIT OF LIABILITY. READ THE ENTIRE POLICY CAREFULLY.

Item 1. Organization: AMERICAN COLLEGE OF POULTRY VETERINARIANS

Principal Address: 12627 San Jose Blvd., Suite 202
 Jacksonville, FL 32223

Item 2. Policy Period: (A) From: 12:01 A.M. on August 1, 2010
 (B) To: 12:01 A.M. on August 1, 2011
 Local time at the address shown in Item 1.

Item 3. A Combined Maximum Aggregate Limit of Liability is applicable:

Yes No The Combined Maximum Aggregate Limit of Liability for all **Claims** under all **Liability Coverage Sections** each **Policy Year** shall be: \$1,000,000.00

Item 4. Coverage is available for the following only:

Yes No Directors & Officers Liability and Entity Liability Coverage Section

Yes No Employment Practices Liability Coverage Section

Yes No Fiduciary Liability Coverage Section

Yes No Crime Non-Liability Coverage Section

Yes No Kidnap/Ransom and Extortion Non-Liability Coverage Section

Item 5. Extended Reporting Period:

(A) Additional Period:

1 year

(B) Additional Premium:

100% of Annual Premium

Item 6. Termination of prior policies: 8160-2260 (Aug 1, 2009 - Aug 1, 2010)

In witness whereof, the Company issuing this Policy has caused this Policy to be signed by its authorized officers, but it shall not be valid unless also signed by a duly authorized representative of the Company.

FEDERAL INSURANCE COMPANY

W. Andrew Mason

Secretary

John J. DeGruen

President

08/10/2010

Date

[Signature]

Authorized Representative



Management Services for
American Association of Avian Pathologist (AAAP)
American College of Poultry Veterinarians (ACPV)

Provided by

BK Management Services (BKMS)
#336 445 St. Rd. 13N, Suite 26
Jacksonville, FL 32259

Bob Bevans-Kerr
BKMS Executive Director

Janece Bevans-Kerr
BKMS Director of Member Services

The American Association of Avian Pathologists (AAAP) and the American College of Poultry Veterinarians (ACVP) hereby engage BK Management Services (BKMS) as an independent contractor to provide services as described in this agreement and in the attached Scope of Services.

Term:

June 1, 2008 - May 31, 2009. This Agreement will renew automatically for additional terms of one year each should neither party cancel the Agreement as provided below.

Cancellation:

Upon 60 days prior written notice by either party without cause.

At the discretion of the AAAP or ACPV, upon termination of this Agreement, an audit of the respective Association's finances shall be performed by an independent accounting firm mutually acceptable to the parties. Each Association shall pay the costs of the audit of its own books.

Management fee:

\$120,000 Annually through May 31, 2009, payable in equal installments on the 15th of each month.

Annual increase in management fee if the combined total liabilities and net assets of AAAP and ACPV increase by 8%.

- 5% increase effective June 1, 2009 through May 31, 2010
- 5% increase effective June 1, 2010 through May 31, 2011
- Additional increases may be negotiated annually.

The above increases are based on mutually agreed upon scope of work. If the scope of work increases significantly, the annual fee will be reviewed.

Additional Cost:

Transportation Cost. BKMS will select the most economical mode of transportation (airfare, rental car, IRS current mileage) so as to incur the least amount of expense; any exceptions to be approved by secretary-treasurer.

Cost of materials and services provided within approved budgets

Independent Contractor Relationship:

BKMS acknowledges that it is engaged as an independent contractor and that neither it nor any of its employees shall be considered an employee of the AAAP or ACPV. The AAAP and the ACPV will not directly compensate any BKMS employee.

Invoices:

Submitted monthly with the management fee and any additional charges due and payable by the 15th day of each month.

Information & Property:

All computer data and paper records prepared by the BKMS specifically for the AAAP or ACPV or prepared or provided by AAAP or ACPV, its officers, directors, members, or agents, along with supplies purchased by the AAAP or ACPV are the property of the AAAP or ACPV. Other data and records, including regarding the operations of the BKMS, along with all other supplies and property, shall remain the property of the BKMS.

Upon termination of this contract, all AAAP and ACPV property will be returned to the AAAP or ACPV and all outstanding BKMS bills will be paid by AAAP and ACPV. Computer data will be transferred to the Associations in a usable format, data fields will be documented on paper and a hard copy will be provided of all data. The BKMS may retain a copy of AAAP and ACPV data and records for archival purposes. Such retained copies shall remain subject to the confidentiality clause in perpetuity. Any additional expenses incurred during the transfer process from the BKMS will be billed to AAAP and ACPV.

Copyright:

The AAAP and the ACPV shall hold the copyright to all materials produced by or for BKMS for benefit of the associations, respectively.

Representation:

BKMS is authorized, subject to the approved AAAP and ACPV budget and annual plan, to acquire on the AAAP and ACPV's behalf and for its benefit, goods and services. Any resulting agreements and/or contracts within reasonable limits of said budget and plan are the responsibility of the AAAP and ACPV.

Indemnification:

AAAP and ACPV shall indemnify and hold harmless the BKMS, its officers, directors, employees and agents for and against all liabilities related to any and all claims and causes of action by third parties, including but not limited to judgments, verdicts, settlements, fines, court costs, and reasonable attorneys' fees, resulting from any act or omission of the AAAP and ACPV, its officers, directors, members, or agents, or any act or omission of BKMS, its officers, directors, employees, or agents acting within the scope of their authority on behalf of the AAAP & ACPV.

The BKMS shall indemnify and hold harmless the AAAP & ACPV its officers, directors, members and agents for and against all liabilities related to any and all claims and causes of action by third parties, including but not limited to judgments, verdicts, settlements, fines, court costs, and reasonable attorneys' fees, resulting from any act or omission of the BKMS, its officers, directors, employees, or agents, that are outside the scope of their authority to act on behalf of the AAAP & ACPV.

Confidentiality:

The BKMS agrees that with respect to any and all materials, reports, correspondence, or other documents which have been stamped or otherwise identified as confidential matters by the AAAP and ACPV Executive Committee ("the Confidential Materials"), and any and all personally identifiable information regarding students, the BKMS shall not disclose, distribute or publish such Confidential Materials to any third party, unless otherwise requested by a duly authorized member of the AAAP or ACPV Executive Committee.

Miscellaneous:

This Agreement and the attached Scope of Services represent the entire understanding of the AAAP and ACPV and the BKMS and supersedes any prior or contemporaneous agreements or representations. This Agreement may be amended only by further written agreement signed by the authorized representatives of the AAAP and ACPV and the BKMS. Should any provision of this contract be declared void, all other provisions shall remain in full effect.

This Agreement is governed by the laws of the State of Florida. Any legal proceeding brought to enforce the terms of this Agreement or to seek a remedy for breach of this Agreement shall be brought in State or federal court in the State of Florida.

Signed this _____ day of _____, 2008.

Secretary-Treasurer, AAAP

Executive Director, BKMS

Secretary-Treasurer, ACPV

In general, the following scope of services attempts to define the regular, expected activities of the management service. AAAP and ACPV will expect the BKMS to perform a variety of general, minor activities not specifically defined herein.

Currently the Secretary-Treasurers and assistants handle the management of the AAAP and ACPV. BKMS will take on the day to day responsibilities of the association from the Secretary-Treasurers. BKMS will be responsible for [member services](#), [publication distribution](#), [operational duties](#) and [financial duties](#). The Secretary/Treasurers would serve as a liaison between the BKMS and the board of directors.

Bob Bevans-Kerr and Janece Bevans-Kerr will be the principal partners in BKMS. Bob will serve as the executive director and Janece will serve as director of member services. BKMS will provide the structure to manage the finances, administration and day to day activities of AAAP and ACPV.

BKMS seeks to support the noble mission of AAAP and ACPV and to provide service to its membership. We do this by:

Allowing leadership more time to focus on governing the association, and focus on the core mission and long term planning rather than dealing with day to day association management;

Providing expertise, skill sets and technology to meet needs of the association;

Providing for the stability and continuity of operational standards with a focus to strengthen the long term goals of AAAP and ACPV;

Providing personal support that has a vested interest in assisting the association and its growth potential;

Providing financial management, accountability, bench marking and results tracking to continue the growth of the association and foundation.

Management of AAAP and ACPV includes a wide variety of responsibilities. These responsibilities include: [Operations Management](#), [Financial Management](#), [Publications Support Services](#) and [Member Support Services](#). A more detailed listing of duties follows:

Assist Work of AAAP and ACPV Committees
Management services to support structure of three types of committees and to track progress and results:

AAAP Committees

1. Constitutional Committees: Provide support as needed.
 - § Auditing Committee
 - § Nominating Committee
 - § Resolutions Committee
2. Task Force Committees: Maintain current lists of all committee members; provide support as needed
 - § Animal Welfare & Management Practices
 - § AVMA Liaison
 - § Awards - Seek nominations for awards and select award winners, purchase award plaques, maintain list of past award winners.
 - § Biologics
 - § Drugs & Therapeutics
 - § Food Safety & Diseases of Public Health Significance
 - § Kenneth Eskelund Preceptorship
 - § Membership
 - § Program Advisory
 - § USAHA Liaison
 - § World Veterinary Poultry Association Congress
3. Educational Work Groups: Maintain current lists of all committee members; provide support as needed.
 - § Avian Diseases Editorial Board
 - § Avian Diseases Advisory Board
 - § Avian Diseases Manual Editorial
 - § Diseases of Poultry Editorial
 - § Isolation & Identification of Avian Pathogens Manual
 - § Avian Histopathology
 - § Education
 - § History of Avian Medicine
 - § Biotechnology
 - § Enteric Diseases
 - § Epidemiology
 - § Respiratory Diseases
 - § Toxic Infections, Misc. & Emerging Diseases
 - § Tumor Viruses
 - § Histopathology/Case Report Interest Group
 - § Veterinary College Liaison

ACPV Committees: Maintain current lists of all committee members; provide support as needed.

- § Examination Committee
- § Credentials Review Committee
- § Training Program Review Committee
- § Nominations Committee
- § Continuing Education Committee – will need additional support during years when planning an ACPV symposium associated with a conference.
- § Appeals Committee
- § Public Education and Policy Committee

Organization of Annual Meeting for AAAP and ACPV

Organize through AVMA all meeting rooms, and negotiate pricing on refreshments etc. Prepare program for AAAP Awards Luncheon/Banquet including printing of program and engraving of awards.

Long Range Planning

Implement and help establish timetables for long range management and organizational plans under the guidelines of the board.

Plan and organize annual board meetings for AAAP and ACPV. Prepare and implement agenda for board meetings.

Prepare and distribute the minutes of the annual meetings and annual board meetings.

Conduct Elections

Conduct the yearly elections of the regional officers to the Board of Directors for AAAP, the Board of Governors for ACPV, and the President-Elect for ACPV.

Annual Report

The management company will prepare, distribute and present the annual report given at the annual meetings.

Bills

The management company will be responsible for payment of all bills associated with the operations of the AAAP and ACPV.

Investments

The management company will work with current investment vehicles and propose alternatives where appropriate for maximum return. The Executive director will work closely with the board on long term investments and management of cash flow.

Expense Accounts

The management company will be responsible for payment of expenses to members and preceptors with the approval of the board.

Quarterly Tax Forms for ACPV

Growth Opportunities

AAAP and ACPV have several areas where growth opportunities are available. Our background in business and sales makes us particularly qualified to develop these opportunities. Examples are:

1. Foundation development and donation solicitation
2. Increasing International membership
3. Communicating to prospective members and lapsed members
4. Vendor and Business donations
5. Advocacy

The management company will negotiate and secure on behalf of AAAP and ACPV required insurance policies. Secure conference insurance policy for loss of conference revenue due to acts of God. Secure Board of Director insurance to secure directors and officers errors and omissions insurance.

Publications by the AAAP are the gold standard for disseminating information in avian pathology. It is the Management Company's goal to help maintain the high standards established by the AAAP.

Publication and Distribution

- Facilitate the committee chairs' work to produce new publications.

This includes:

Isolation and Identification of Avian Pathogens

Avian Histopathology

Diseases of Poultry

Avian Diseases Manual

Slide study sets

- Supervise publication issues regarding journals including publication numbers, deadlines, and mailing lists. Also responsible for online setup and JSTOR.
- Prepare and mail subscription renewals to approximately 480 subscribers and book dealers.
- Provide mailing lists for printing company.
- Negotiate contracts for printing new manuals including obtaining ISBN numbers.

Advertising for Avian Diseases and Avian Diseases Digest

- Solicit new advertising for Avian Diseases and Avian Diseases Digest journals.
- Maintain relationships with existing advertisers.

Oversee the negotiations with companies (or individuals) wishing to copy or translate AAAP material in order to safeguard copyrights.

Communicate with members

Communication is a critical responsibility for the Management Company. The management company will communicate to members through email, mail, newsletters and publications, website, and telephone.

Manage and develop AAAP and ACPV websites.

Continue to develop web site to automate processes and facilitate communications.

Direct members to appropriate committee chair.

Prepare newsletters to all AAAP members.

Prepare and mail membership dues to all AAAP and ACPV members.

Handle the logistics for ACPV examinations.

Provide telephone coverage during regular business hours five days a week 8-5 EST.

- Office space: Maintain on site office space including storage of 875 sq. ft. and Virtual Office space. (See budgetary pricing below.) Provide for electronic storage of all financial records, legal documents, membership information, and back publications. Maintain an index of stored materials. Portable hard drive storage and online storage provided at cost to AAAP/ACPV. Provide a full time office for the receipt of mail, and telephone calls.
- Postage: Electronic service or leased postage meter provided at cost to AAAP/ACPV. Use of non-profit bulk and regular mail and use of Express Mail at cost to AAAP/ACPV.
- Phone & Voice mail: To provide telephone coverage during regular business hours five days a week 8-5 EST, two business lines are provided with voice mail 24X7.
- Fax: Provide a fax line for the AAAP and ACPV.
- Equipment: Computers, printers and copy machines provided by the BKMS. AAAP and ACPV will be accessed actual cost of print only. Large print jobs will be out sourced if cost effective.
- Software: Where appropriate BKMS will assume AAAP existing software. If not, all software will be purchased and owned by the BKMS (MS Office, Adobe Acrobat, QuickBooks).
- Internet Access: High speed Internet access available 24X7.
- Email: Provide one general e-mail address for AAAP and another for ACPV business, plus individual addresses for each employee.

Budgetary Facilities Expense	
Monthly Lease	\$1,190
Liability Insurance	\$100
Monthly Lease & Insurance	\$1,290
Annual Lease & Insurance	\$15,480
Electric	\$38
Internet & Phone	\$115
Fax service	\$12
Postal service	\$19
Monthly Utilities	\$184
Annual Utilities	\$2,208

AMERICAN COLLEGE OF POULTRY VETERINARIANS POLICY ON CREDENTIALING

1.0 Introduction

Applicants are referred to the requirements for credentialing which are incorporated in Article IV, Section 4-03(a) of by-laws of the College. This interpretation is intended to guide applicants and reflects the policy of the Credentialing Committee, approved by the Board of the College. The policy is based on experience relating the qualifications and experience of applicants to their subsequent performance on the Certification Examination.

2.0 Publications

The intention of the publications requirement is to confirm that the candidate has made a contribution to knowledge in the field of poultry veterinary medicine and is capable of communicating to peers, in writing, observations relating to field cases or basic and applied research.

The publications will be judged on the following criteria:

- Applicant is first author
- Originality of the material
- Potential contribution to the profession and the industry
- Article is of a quality suitable for publication
- An evaluation of the journal or publication (if published). Peer-reviewed journals such as *Avian Diseases*, *Avian Pathology*, *Poultry Science*, *Journal of Applied Poultry Research* and equivalent publications will be considered as highly acceptable. Industry periodicals including the Watt, Elsevier, and similar publications which are widely read and maintain acceptable editorial standards will also be considered acceptable.
- Company reports or studies with restricted circulation will also be acceptable, providing they indicate a structured approach to identifying and defining problems, applying scientific principles and incorporate acceptable organization and presentation. These “confidential” documents and reports will be reviewed only by the Committee and will be returned to the applicant.

It is required that the copies of publications submitted will either be in English or that the applicant will provide a copy of the original article together with a certified translation, if not published in English.

General review articles may be acceptable if the author undertakes a structured and interpretive review of available literature with appropriate citations. Reproduction of material available in published texts, procedures manuals and promotional material issued by breeders, pharmaceutical or biologics manufacturers will not satisfy the publications requirement. Abstracts of platform or poster presentations are not acceptable in terms of the publications requirement.

3.0 Experience

The Committee will review the experience of applicants based on documented exposure to one or more segments of the poultry industry including breeding, commercial egg, turkey or broiler production. Aspects of the poultry industry including, but not limited to, food safety, epidemiology, genetics, nutrition, management, economics, and specifically prevention, diagnosis and management of disease will be evaluated. The Committee recognizes that broad exposure to a number of sub-disciplines within poultry veterinary medicine as enumerated above is essential for success in the Certification Examination. Credentialing will be denied a candidate if, in the opinion of the Committee, experience is limited to laboratory studies, a single commercial species, or one or two narrow aspects of veterinary medicine that would be more appropriate to diplomate status in microbiology or pathology.

It is incumbent on applicants to document their experience with detailed descriptions of past experience. Evaluation will be facilitated by the applicant providing a schedule tabulating date and place of employment, job title and a brief description of responsibilities. It is necessary to provide sufficient information to assure the Committee that the applicant has attained the necessary field experience and exposure to poultry veterinary medicine consistent with the alternative route to credentialing, as defined in the Policies and Procedures Manual of the American Board of Veterinary Specialists.

Candidates who have successfully completed an approved residency program will be deemed to have acquired sufficient experience for credentialing.

4.0 Sponsorship by ACPV Diplomates

Three nominations submitted in confidence by members of the College in good standing are required to support the credentialing of the applicant. It is expected that sponsors will provide a frank and factual appraisal of the applicant in relation to suitability to practice poultry veterinary medicine. If candidates do not believe that they comply with the requirements in relation to publications and especially practical experience, they should not embarrass members of the College by requesting recommendations based on commercial considerations or social relationships. If however, in the opinion of the Committee, there is a discrepancy between the information as provided by the applicant and the appraisal by one or more sponsors, additional documentation may be requested or the application may be denied or deferred.

5.0 College Training

Applicants must have earned a DVM or VMD or an equivalent veterinary qualification which would enable the applicant to practice veterinary medicine in the USA or another country.

It is necessary for the candidate to document the primary veterinary degree from an AVMA-approved College or School of Veterinary Medicine by submission of a notarized copy of the diploma. If the diploma is issued in a language other than English, it will be necessary to supply a notarized copy of the diploma in English or a copy of the original with a certified English translation, together with an official transcript and a certified English translation.

Documentation, including a notarized copy of a certificate of completion of residency, will be required for candidates applying for credentialing under the provisions of the conventional training route.

Notarized copies of post-graduate degree diplomas and certificates should be provided together with certified translations into English where relevant.

6.0 License

A notarized copy of a license issued by a responsible state, provincial or government agency is required, certifying that the applicant is licensed to practice veterinary medicine. If the license is issued in a language other than English, a certified translation will be required. Certain countries allow graduates of their national college of veterinary medicine to practice without the formality of a license. Under these circumstances, it will be necessary for the applicant to provide documentation from either the national Registrar of Veterinarians, the Department of Agriculture or the dean of the college of graduation confirming that the candidate is qualified to practice veterinary medicine. Affidavits from existing members of the College in good standing who were credentialed under similar circumstances will be acceptable under appropriate circumstances.

7.0 Application Deadline

All candidates are required to submit the completed application package to the Secretary/Treasurer by the application deadline of each year. This is an absolute final date and no extensions will be granted. Incomplete applications will either be returned or will be deferred until the following year. Although the candidate has no direct control over the submission of the three letters of sponsorship, it is expected that appropriate contact between the candidate and recommender will ensure receipt of the letters of sponsorship by the application deadline.

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8.0 Review Procedure

The completed application packages are reviewed by the Secretary/Treasurer for completeness and the applicant is assigned a file. Photocopies of the relevant documents are then sent to the members of the Credentialing Committee who review each candidate in relation to the criteria of publications, experience, recommendations by sponsors, formal training and licensing. Each candidate is considered and the decision regarding acceptability is based on the value judgment of all of the members of the Credentialing Committee. A formal report listing the accepted and rejected candidates is then sent to the Secretary/Treasurer. Unsuccessful applicants are informed of their status and have the right to appeal any adverse decision as outlined in the by-laws which conform to the requirements of the American Board of Veterinary Specialties. The list of approved and rejected candidates is ratified by the Board of the American College of Poultry Veterinarians at a meeting in January of each year. Candidates are appraised of their status in writing by the Secretary/Treasurer subsequent to adoption of the report of the Credentialing Committee by the Board.

The various stages in review and approval ensure that all candidates are considered on an equitable basis and that the best interests of the College, the profession and its constituencies are served. The need to respond to all sections of the applications package in detail and to provide supporting documentation including certificates, translations as required and publications is essential to a fair evaluation.

It must be remembered that the members of the Credentialing Committee and the Board are all involved in the responsibilities and obligations of their professional appointments in academia, industry and regulatory veterinary medicine. All of the officers and committee members of the College provide their time on a voluntary basis and cannot be unduly pressured to reconsider candidates in the event of missing information or documentation.

9.0 Questions

Applicants are encouraged to contact the Secretary/Treasurer in advance of the application deadline regarding any aspect of the completion of the package or the review process. Routine matters can be dealt with by exchange of e-mail, fax or telephone. More complicated issues will be referred to the Chairperson or a member of the Credentialing Committee.

PROCEDURAL MANUAL
AMERICAN COLLEGE OF POULTRY
VETERINARIANS
(Revised 2010)

PROCEDURAL MANUAL

AMERICAN COLLEGE OF POULTRY VETERINARIANS

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Application Forms
Examination forms (Confidentiality, sign-in, grading)
Training Review Forms

CREDENTIALING

Applications

Each applicant for Diplomate status must submit an application to the Board in order to establish eligibility to take the certification examination. All applications shall be made on forms prescribed by the Board, shall be accompanied by an application fee in such sum as may be fixed by the Board from time to time, and shall be forwarded with all necessary documents to the Secretary-Treasurer of the College at by November 1 of the year preceding the examination date. The eligibility of any applicant to take the certification examination will be determined by the Board upon recommendations of the Credentialing Committee. The following prerequisites must be met to the satisfaction of the Board before the applicant is determined to be eligible to take the examination:

(1) The applicant shall have graduated from a college or school of veterinary medicine accredited or approved by the AVMA, or possess an Educational Commission for Foreign Veterinary Graduates (ECFVG) certificate, or be legally qualified to practice veterinary medicine in some state, province, territory or possession of the United States, Canada or other country.

(2) The applicant shall have satisfactory moral and ethical standing in the veterinary profession.

(3) The applicant shall be sponsored by three members in good standing of the College.

(4) In addition to having earned the D.V.M. degree or equivalent, the applicant must satisfy one of the requirements:

a) Have earned a Master's level degree, or an equivalent or higher postgraduate degree with major emphasis in poultry health before or after obtaining the D.V.M. or equivalent degree, or

b) Have successfully completed a training program in poultry veterinary medicine which shall have been approved by the Training Program Review Committee, or

c) Have at least five years professional experience relevant to poultry veterinary medicine or in one or more activities including but not limited to teaching, independent research, service or diagnostics with increasing responsibility over time.

(5) The applicant shall:

Have authored as first author three case, research or technical reports of a standard suitable for publication or that make a significant contribution to the field of poultry veterinary medicine.

In all cases the applicant shall submit to the Credentials Committee a copy of the relevant article and/or reports described above.

(6) The applicant shall submit to the Secretary / Treasurer complete and full

details of the applicant's qualifications, including notarized copies of diplomas, degree certificates, transcripts (in English or with a translation) and a copy of publications and any other evidence of professional experience, competence and achievements as a poultry veterinarian.

(7) The applications received by November 1 are reviewed initially by the Secretary / Treasurer. A fee predetermined by the Board shall accompany each application. Applicants are notified of missing items such as nomination forms, publications, etc. The applications are then copied and sent to each member of the credentials review committee. The applications are reviewed by the committee and decisions are sent to the Secretary / Treasurer prior to the winter Board meeting.

(8) The Secretary / Treasurer shall notify applicants of their eligibility to take the certification examinations within 60 days of the November 1 submission deadline. Applicants are notified of the date and venue of the examination within three calendar months of the next scheduled examination. Applicants deemed to be ineligible shall be informed of their deficiencies in respect of their credentials, experience, or qualifications within 60 days prior to the November 1 deadline.

CERTIFICATION EXAMINATION

The Examination Committee shall develop and conduct examinations, evaluate results, and make reports and recommendations to the Board with respect to certification of candidates for Diplomate status and recertification of members at 10-year intervals.

(1) Eligible applicants will be examined at the times and places fixed by the Board or by the Examinations Committee.

(2) The certification examinations in poultry veterinary medicine shall consist of three parts; practical (written essays), projected images, and multiple choice.

(3) Examinations taken consecutively shall be administered in conjunction with the annual meeting of the AAAP.

(4) Criteria for successful completion of the examinations shall be announced in advance by the Examinations Committee.

(5) The multiple choice examination shall include topics of a basic or applied nature pertinent or applicable to poultry veterinary medicine.

(6) The projected image examination shall emphasize practical aspects of poultry veterinary medicine involving projected images. The practical (written essays) examination shall emphasize practical aspects of poultry veterinary medicine involving production data, laboratory findings, instruments, and other material representing a test of the ability to apply theoretical knowledge in solving problems. The applicant will be

required to recognize, interpret and analyze the material presented.

(7) The Examinations Committee shall conduct the examinations, evaluate the results thereof, and notify the Board of its recommendations concerning each applicant.

(8) The Secretary / Treasurer shall notify the applicants in writing of results of their examinations within 14 days after the final action of the Board.

(9) An applicant will have three years, representing three consecutive examination periods, to successfully complete all phases of the examination. A fee as determined by the Board shall be charged for each and every examination. Any applicant who has not successfully completed three phases of the examination within three years after the application will be permitted to reapply after a waiting period of one year. Such applicants will be required to submit a new application and examination fee. The applicant will be required to complete the entire sequence, comprising all three parts (phases) of the examination.

Policy for deferring of certification examination

The policy for those who elect not to take the examination even though credentialed with all fees paid is as follows: The new policy will be that all candidates beginning in 1998 will have 2 years to begin to write the examination and that if one elects not to write the exam one has to notify the Secretary / Treasurer by 1 June of the year approved or the examination fee will be forfeited to the ACPV. If the candidate notifies the secretary/treasurer on or before the 1 June, then the candidate's exam fee will be returned. The candidate then will have the right to pay the fee again by 1 April of the following year and write the exam for that year but not for any additional years. If the candidate chooses to write the exam in a third or succeeding year then the candidate must reapply and pay the required exam application fee.

CERTIFICATE

Issuance of certificate

The affirmative vote of a majority of the members of the Board shall be necessary and, subject to the provisions of the Bylaws, shall be sufficient to authorize election to and certification of Diplomate status in accordance with the provisions of this Article IV.

(1) Certificates shall be in such form as shall be prescribed and approved by the Board, shall be signed by the President or President-elect and by the Secretary-Treasurer of the College, and shall bear the seal of the College.

(2) Certificates shall be and shall remain the property of the College, but each person to whom a Certificate shall be issued shall be entitled to possession unless and until such certification shall be revoked.

Revocation of Certificate

(1) Any Certificate granted or issued by the Board of the College may be revoked by resolution of the Board. In case of a revocation of a Certificate, the Board shall authorize the Secretary / Treasurer to request the return of the Certificate. Persons whose Certificates have been revoked shall cease to be members of the College and their names shall be deleted from the directories of the College.

(2) Certificates shall be issued for a period of 10 years and will expire at the time designated therein. In order to maintain Diplomate status, the member will submit evidence of undertaking approved annual continuing education programs. Diplomates must meet the above annual recertification requirements for at least 8 years out of 10 consecutive year period (based on their admittance in the college). A Diplomate failing to meet the eight out of ten year requirements will be required to retake the current ACPV examination or such other examination that shall be determined by the board. Persons failing to obtain recertification shall cease to be members of the College, except that a member retiring from active practice of the specialty may elect to be designated as Emeritus Diplomate and will not be subject to recertification.

GUIDELINES FOR STANDING COMMITTEES

The standing committees are the Credentialing, Examination, Nominations, Continuing Education, Training Program Review, and Appeals Committee.

Members of all Standing Committees shall be appointed to staggered three-year terms; one-third of the members of each committee shall be appointed annually by the President of the Board, with the approval of the Board. The chairperson of each committee will be appointed by the President with the approval of the Board. Tenure of Standing Committee members shall begin immediately following appointment. A member of any Standing Committee may be removed by the Board without assigning any cause. Vacancies in the membership of any Standing Committee shall be filled by the President of the Board, with the approval of the Board.

Members of Standing Committees may be appointed for one additional term, but are ineligible for additional service on that Committee until they have been absent from the Committee for at least one year.

The Board, by resolution, may from time to time create and appoint such other committees, or advisory boards, and designate their functions and responsibilities as it may deem appropriate and desirable to contribute to the educational and scientific programs of the College. Members appointed to such committees or advisory boards need not be members of the Board.

Credentials Review Committee

The Credentials Review Committee shall consist of three members in good standing of the College. In making appointments, due regard shall be given to the various fields encompassed in poultry veterinary medicine.

The committee shall examine the prerequisite qualifications of applicants for examination and recertification according to standards of eligibility established in Section 1 (See Application – requirements) and shall recommend action to the Board. The Board will make a final decision concerning the eligibility of the candidate to sit for the examination.

Examination Committee

Statement of Purpose

The Examinations Committee shall consist of no fewer than six members in good standing of the College. In making appointments to the committee, due regard shall be given to the various fields encompassed in poultry veterinary medicine. The committee shall develop and conduct examinations, evaluate results, and make reports and recommendations to the Board with respect to certification of candidates for Diplomate status and recertification of members at 10-year intervals.

General Operating Guidelines

The certification exam of the American College of Poultry Veterinarians is the foundation upon which the College is built. The ACPV exam should be tailored to assess competency in core knowledge and entry level skills for poultry veterinarians. The key to success is a well-trained and seasoned exam writing/review committee with at least 50% continuity and no less than a two-year term. Participation in the ACPV Examinations Committee requires a commitment to confidentiality and a time commitment dedicated to formal training and writing new questions.

The ACPV Examinations, Credentials Review and Training Program Review Committees need to interact often as the College's standing depends on a clear understanding of what is expected of the candidates.

Governance

The Committee is lead by a chairperson elected by the President. The chairperson will be appointed for three years, one year as chair-elect, one year as acting-chair and one year as past-chair. During the year as chair-elect the individual will receive formal training in examination item writing. The chairperson is responsible for training the committee members on item writing.

Meetings

The Committee meets formally twice a year. First to review/assemble the exam and second to administer/grade the exam:

1. Exam review meeting

Date: January, the weekend following the International Poultry Exposition in Atlanta, GA

Location: Poultry Disease Research Center, 953 College Station Road, Athens, GA.

Duration: 2 days.

Lodging: There are several options. Please make your own reservations

Travel: It is possible to fly to Athens, but a better choice is to fly to Atlanta and either get a shuttle or rent a car.

AAA Airport Express, Inc. (800) 354-7874.

Expenses: Please be prepared to “travel on your own”

Assignment: Committee members are required to write 5 multiple choice questions and 1 written/practical question ahead of the meeting. Question writing guidelines, forms and confidentiality statement are provided on December 1st. The deadline for the assignment is January 1st.

General: The ACPV office makes the local arrangement with PDRC. The meeting starts on Friday evening with an item writing training session conducted by the Chair or trained person. Saturday and half day Sunday are dedicated to reviewing and assembling the exam. The committee selects the chair-elect during this meeting.

2. Exam Meeting

Date: July, Saturday preceding the AVMA Annual Convention

Location: Same as the AVMA Annual Convention in the hotel serving as AAAP headquarters. Arrangements made by the ACPV office.

Duration: 7:00 AM until the exam is corrected.

Assignments for Examination

1. Inspect examination rooms and make sure all the materials are available (exam, pencils, pencil sharpeners, calculators, and water)

- a. At least three rooms needed. One for the exam, one for the ADA candidates, and one for the Committee to correct the exam
- b. Make sure there is enough room for candidates
- c. Laptop and LCD projector
- d. Project several slides to assure equipment is adequate

2. Candidate sign-in (outside exam room)

- a. Sign in for candidates should begin at 8:00 AM

- b. Do not allow candidates into room until 8:50 AM
 - c. Please check identification of all candidates
 - d. A list of candidate numbers is included if you need it
 - e. All candidates must sign a confidentiality statement.
 - f. Candidates must leave an envelope with name and home address in case they are not able to pick-up their results during the Convention.
3. In the exam room:
 - a. No paper pads on tables
 - b. Water available in back of room
 - c. A box of supplies is available (pencils, stapler, sharpener, etc.)
 - d. Layout each section of the examination at the designated time
 - e. Three extra exams are available
 4. Advice to Candidates – The committee chairperson reads instructions and answers questions prior to the start of each exam section
 5. The Exam
 - a. 9:00 – 12:00 - Practical Section – two exam monitors; make sure they understand that the first 4 questions must be answered
 - b. 1:00 - 4:00 - Multiple choices – two exam monitors
 - c. 4:30 - 6:30 - Projected images – three exam monitors; one will run computer projector
 - d. Candidates should avoid leaving the room. If they must leave the room, only one candidate will be permitted at a time.
 - e. Some candidates may only be taking parts of the exam (a list of candidates sitting for each section is available)
 - f. Grades should be available on Sunday evening. Candidates pick up their results at the AAAP headquarters hotel reception desk on Sunday evening / Monday morning. Those who have chosen not to remain at the meeting will receive their results via mail.
 6. Grading of examination
 - a. Grading will be done in a room adjacent to the exam room on Saturday as each section is completed.
 - b. Grading must be completed by 1:00 pm on Sunday.
 - c. Practical section – corrected in a round table format to discuss answers
 - d. Multiple choices – answer template available to ease correction
 - e. Projected images - corrected in a round table format to discuss answers
 - f. Please make sure all sections of the exam are accounted for and are re-assembled in the correct order. All examination material goes back to the ACPV business office.
 7. The committee chairperson reports the exam results first to the Board of Directors and then to the College membership during the Annual Meeting.

Nominations Committee

General procedures

The Nominations Committee shall consist of three members in good standing of the College. In making the appointments, due regard shall be given to the various fields of achievement in poultry veterinary medicine and the geographic distribution of Diplomates. Members of the Board shall not be appointed to the Nominations Committee during their term of office. The members of the committee should have communication capabilities such that they can be in contact with the entire body of the college membership as necessary. The three members have typically been asked to serve a three-year rotation with a staggered date of service such that one member rotates off each year (typically this has been the chairperson), a new chairperson is assigned each year (traditionally the ranking member of the committee), and a new member is assigned to the committee from the general membership at the discretion of the Board.

The committee comes to action at the request of the Board in the last quarter of the year when asked for nominations (typically by email) for office, to be voted on by the entire college in the first quarter of the following year. The nominations committee seeks to identify candidates, willing to serve the College, that represent the professional, geographic and gender diversity that is characteristic of the College. Each member of the committee puts forth their nominations, after talking with the individual about their willingness to serve if elected by the College. The task of contacting the Nominations Committee members, initiating discussion regarding potential candidates for nomination, and supplying the final list of nominations to the Board falls to the committee chairman of the Nominations Committee.

Timeline

On before the 1st day of January in each year, the Nominations Committee shall submit the names of candidates nominated by it for positions on the Board and President-elect to be filled by election of the membership during the next succeeding calendar year to the Secretary-Treasurer of the College. The Nominations Committee is also responsible for submitting names for the office of President-elect. The Secretary-Treasurer shall send written notice to all members, no later than February 15th, informing the membership of the Committee's nominations (or failure to nominate any person). Additional nominations of candidates for election by the membership to the Board may be made by petition signed by three members of the College in good standing if the petition is received by the Secretary-Treasurer on or before March 1. Each such petition may nominate only one candidate and no member may join in more than one petition.

The Secretary-Treasurer shall send on or before the next succeeding March 15th, by first class mail or email, a final ballot bearing all nominations for election to the Board, whether made by the Nominations Committee or by petition, to all members entitled to vote. Diplomates must be current on dues in order to participate in the election or to place their name in nomination.

Each member entitled to vote as of the record date for such election shall return his or her completed ballot to the Secretary-Treasurer on or before the next succeeding April 15th in order for such ballot to be counted in the election. Ballots received by the Secretary-Treasurer after April 15th shall not be counted.

Continuing Education Committee

Purpose

The purpose of the Continuing Education Committee is to serve as one of the forums for ACPV members to keep abreast on poultry health, diseases, management and professional development. The committee shall plan the continuing education programs of the College and oversee presentations and official publications. Specific attention shall be devoted to arranging continuing education seminars and self-study programs required for recertification of members at 10-year intervals. For some years, workshops have been held along with the Western Poultry Disease Conference, Delmarva Health Meeting, and International Poultry Exposition etc.

Committee Composition

The committee is comprised of six (6) ACPV members in good standing with one committee member chairing the group. Each member serves for 3 consecutive years. The composition of the committee is aimed to cover different regions of North America to enable the group to get a good sense of what topics/subject matter are considered necessary. Topics suggested from Diplomates of the college are considered.

Procedure

Each workshop is planned at least one (1) year in advance and the program is put together by all the committee members. The task is divided among the committee members and this involves sourcing of qualified speakers, budgeting, soliciting for sponsorship, arranging for the venue, meals, audio-visual equipment, manuscript and proceeding preparation, on-site registration, conducting the workshop, speaker assistance etc. A final report is presented to the Board at the annual meeting.

Training Program Review Committee

Committee composition

This committee shall consist of three members in good standing of the College with one committee member chairing the committee. The purpose of the Training Program Review Committee is to review and approve new applications for ACPV approved training programs, review existing programs for compliance with ACPV guidelines and to remove those programs that have failed to meet such guidelines.

Procedure

In 1999, the Board accepted the recommendation that each training program be reviewed annually and that a completed Training Program Review Form be submitted for each active program. This task is divided among the committee members and the annual report is presented to the Board at the annual meeting. Any program requiring initial approval is evaluated by a committee member, reviewed by the committee and a recommendation made to the Board. Any program electing to discontinue should notify a committee member and the board should be notified.

Public Education and Policy Committee

This committee was established to deal with publicly important issues that require cooperation between AAAP and ACPV. This committee will work in conjunction with AAAP to develop procedures and policies. Developed policies will be submitted to the AVMA.

Appeals committee

Committee Composition

The Appeals Committee shall consist of three members in good standing of the College. The committee members shall be appointed by the President, and served either in a previous board or committee capacity. They may not be current members of the Board. The purpose of the committee shall be to review appeals of adverse decisions and follow the procedures outlined below.

Appeals Procedure

PROCEDURE FOR APPEAL OF ADVERSE DECISIONS

Adverse decision by the American College of Poultry Veterinarians (ACPV) may include, but are not limited to:

- Denial of certification of an individual
- Denial of adequacy of credentials
- Denial of approval of a residency program
- Suspension of certification

In the event of adverse decisions, the ACPV shall advise the affected person (s) of the procedure for appealing the adverse decision. An affected party desiring to appeal the ACPV's adverse decision must adhere to the following procedure:

1. Grounds for reconsideration or review – The affected party may petition for reconsideration or review of the ACPV's decision on the grounds that the ACPV has ruled erroneously by:

- a. Disregarding the established ACPV criteria for certification or approval.
 - b. Failing to follow its stated procedures.
 - c. Failing to consider relevant evidence and documentation presented.
2. Petition for reconsideration:
- a. An affected party may petition ACPV to reconsider its decision by filing with ACPV a written petition for reconsideration that shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition.
 - b. Such petition must be received in the ACPV office within 90 days of the date ACPV announces its adverse decision.
 - c. The appeals committee will meet in executive session to reach its final decision, which may then be forwarded to the governing body of ACPV for final action in accordance with the constitution / bylaws and articles of incorporation of ACPV.
 - d. The ACPV's final action pertaining to the appeal will be delivered in writing by certified mail to the affected party within 60 days after the appeal was received by the ACPV.
 - e. Upon completion of steps (a) through (d), if the affected party is not satisfied with the final decision, he/she may request mediation by the ABVS.

Appeal Procedures

- A. The AVMA House of Delegates has determined that each AVMA-recognized veterinary specialty organization must have published procedure to ensure due process for appeal of adverse decisions.
- B. The specific language of an acceptable appeal procedure is determined by the recognized veterinary specialty organization.
- C. Changes in appeal procedures should be reported to the AVMA in the ACPV's annual report.
- D. The appeal procedure must be a part of the constitution or bylaws of the ACPV. In addition, it must be included in forms used by candidates who

apply for certifying examinations.

- E. The body within the ACPV reviewing appeals must be distinct from the ACPV current executive committee, board, or examination and credentialing committees.
- F. Recognized veterinary specialty organizations are responsible for full implementation of their appeal procedures to ensure due process. The criteria for veterinary specialty organizations recognized by the AVMA should guide procedures and influence decisions in disputes between specialty organizations and dissatisfied candidates. These procedures and decisions should be fair and reasonable for all parties, in keeping with the objectives of ACPV's and the goals of the AVMA.

Complaints Against a Diplomate or a College / Board

When a complaint is registered against a Diplomate of a recognized veterinary specialty organization (ACPV) the complaint will be referred to the Secretary Treasurer of the ACPV and the person making the complaint will be notified of that referral. The complaint will be considered by the governing body of the ACPV. The ACPV will respond directly to the person issuing the complaint, with a copy of the response sent to the AVMA for ABVS records. A tally of complaints will be part of the annual report of the ACPV.

Mediation Procedures and Implementation

A. Mediation is defined as “friendly intervention, usually by consent or invitation, between conflicting parties to promote reconciliation, settlement, or compromise.” The AVMA American Board of Veterinary Specialties (ABVS) may accommodate requests to facilitate mediation between candidates or applicants for specialty board certification and the ACPV.

B. When a dispute between a candidate / applicant for specialty certification and ACPV remains unresolved after full use of the appeal procedure established by ACPV, either party may request AVMA ABVS mediation facilitation by contracting the AVMA ABVS staff consultant.

C. The ABVS Executive Committee (EC) will review the request for facilitation, adhering to the principle that relationships between candidates / applicants and ACPV should be fair and reasonable. The EC will determine whether, in the EC's judgment, the dispute is worthy of further discussion in mediation, according to the following guidelines:

1. The complaint is germane to established criteria in the policies of the ABVS, and either party disregarded established criteria for certification or approval, or

2. Either party disregarded established criteria for certification or approval, or
3. Either party failed to follow stated procedures, or
4. Either party failed to consider relevant evidence and documentation presented in the initial appeal of the adverse decision or the response to that appeal.

The members of the EC will, after review of pertinent information, determine whether the facilitation request meets the above criteria.

D. The mediation shall be conducted by a professional mediator, selected by mutual agreement between the parties with the assistance of AVMA ABVS staff. The mediation shall take place at AVMA Headquarters in Schaumburg, Illinois.

E. The procedures to be used for mediation shall be at the discretion of the professional mediator.

F. Each party will pay its own expenses. All other mediation costs, including the costs of the professional mediator, shall be split equally between the parties and paid in advance. Final financial obligations may be determined by mediation but will not obligate the AVMA ABVS.

G. In the event the AVMA ABVS recommends mediation, both parties must be willing to execute and unconditional waiver and release of all liability and claims against the AVMA and ABVS in order for AVMA ABVS to facilitate the mediation.

Miscellaneous

Agents or Employees. The Board may by resolution designate the officer or officers who shall have authority to appoint such agents or employees as the needs of the College may require. In the absence of such designation, this function may be performed by the President and may be delegated by the President to others in whole or in part.

Salaries. The salaries, if any, of all officers of the corporation shall be fixed by the Board or by authority conferred by resolution of the Board. The Board also may fix the salaries or other compensation of agents and employees of the College, but in the absence of such action this function shall be performed by the President or by others under the supervision of the President.

Removal of Officers, Agents or Employees. Any officer, agent or employee of the College may be removed or his or her authority revoked by resolution of the Board, whenever in their judgment the best interests of the College will be served thereby, but such removal or revocation shall be without prejudice to the rights, if any, of the person

so removed, to receive compensation or other benefits in accordance with the terms of existing contracts (if any). Any agent or employee of the corporation likewise may be removed by the President or, subject to the supervision of the President, by the person having authority with respect to the appointment of such agent or employee.

Delegation of Officers' Duties. In case of the absence of any officer of the College, or for any reason that the Board may deem sufficient, the Board may delegate or authorize the delegation of an officers' powers or duties, for the time being, to any person.

Dues and Assessments.

(1) The Board of Governors shall have authority to impose dues or assessments, or both, on members of the College, in such amounts as shall be fixed and determined by the Board from time to time. However, Emeritus Diplomates shall be exempt from dues and assessments accruing after their respective designation as Emeritus Diplomates. Subject to the immediately preceding sentence, such dues or assessments, or both, may be imposed upon all members of the same class either alike or in different amounts or proportions, and upon a different basis upon different classes of members.

(2) A member who fails to pay dues or assessments for six months after the due date for payment thereof shall be designated as not a member in good standing, and shall not be eligible to vote or hold office or otherwise be deemed to good standing until all arrearages (including any which are less than six months past due) are paid in full.

(3) Members whose dues or assessments are in arrears for two full years will have their membership revoked after due notice has been given. Members who are deprived of membership through non-payment of dues may be reinstated upon approval of the Board after payment of all arrearages as well as dues and assessments for the ensuing year.

Removal of Board Members. The Board or the membership of the College, by vote of members entitled to vote, may declare the an office vacant if he or she shall be judicially declared of unsound mind, or convicted of a felony, or if the Board member has breached or failed to perform his or her fiduciary duties to the College and such breach or failure constitutes self dealing, willful misconduct, fraudulent or dishonest acts, or gross abuse of authority or discretion with reference to the corporation, or if, by the August 31st next succeeding the giving of notice of his or her election, he or she does not accept such office either in writing or by attending a meeting of the Board. Members of the Board may be removed from office by vote of the membership only for cause as described in the immediately preceding sentence. The Board also may declare vacant the office of a member of the Board and remove him or her from office if such member shall have been absent from three consecutive Board meetings or shall not be in good standing as a member of the College.



American College of Poultry Veterinarians

August 1, 2010

Dr. XXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX

Dear XXXX:

Your examination number for the 2010 ACPV Qualifying Examination in Atlanta, Georgia was (7).

This is to inform you that you were not successful in passing the qualifying examination for Diplomate status in the American College of Poultry Veterinarians. The exam was given in 3 parts and the Board of Governors has instructed me to inform you of the part or parts that you failed to achieve the required score of at least 70%.

Your decile score on those parts of the examination that you failed are as follows:

Practical Examination	_____
Projected Images	_____
Multiple Choice	_____

You are invited to retake those parts of the examination which you did not pass provided this is not the third time you have failed. An applicant has 3 years, representing 3 consecutive examination periods to complete all phases of the exam. You must send the Secretary/Treasurer a letter or an email (support@acpv.org) by **November 1, 2010** to formally apply to retake those parts of the exam failed. Please feel free to call me if you have any questions regarding your status of the 2010 examination.

Sincerely,

Scott J. Gustin DVM, MAM, ACPV
Exam Board Committee Chair
479-427-0234
Scott.gustin@cobb-vantress.com