



**AAAP Foundation
Policy and Procedure Manual
Adopted August 5, 2016
Last Revision January 24, 2022**

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AAAP Foundation Mission Statement

The AAAP Foundation encourages excellence and enables opportunity for those dedicated to nourishing the world with a sustainable abundance of healthy poultry.

Articles of Incorporation

Bylaws

Policies and Procedures

Operating Handbooks

POLICIES AND PROCEDURES MANUAL

The governing documents of the association include the following:

- (1) Articles of Incorporation;
- (2) Bylaws;
- (3) Policies and Procedures; and
- (4) Operating Handbooks.

The Articles of Incorporation are superior to all other governing documents. The Bylaws are superior to the Manual which includes policies, selected procedures, and selected administrative rules and regulations. The Manual is superior to the Operating Handbooks. In the event a provision of a document is in conflict with the provision of another document, the provision in the superior document will prevail.

Policy 200.0 AAAP Foundation Board of Directors

The AAAP Foundation Board of Directors and Officers will consist of the AAAP Inc. Board of Directors and Officers, a President and a President-Elect. Voting members of the AAAP Foundation Board consists of the AAAP Foundation President, AAAP Foundation President Elect, AAAP Inc. President, AAAP Inc. Past President, AAAP President Elect, AAAP Executive Vice President, six AAAP Directors, one AAAP Associate Member Director and one AAAP Student Director. The Student Director shall have no voting rights.

The AAAP, Inc. President, President-Elect and Past President will serve as directors on the AAAP Foundation board. The Executive Vice President of AAAP Inc. will serve as Executive Vice President for the AAAP Foundation. All AAAP Foundation Past Presidents are considered ex officio members of the Foundation Board of Directors, but with no voting rights.

Policy 200.1 Election of President-Elect

Section 1: The President-Elect shall be elected by the AAAP Foundation Board of Directors. The AAAP Foundation President-Elect must have the following qualifications:

- A. A AAAP Foundation President-Elect candidate shall be a AAAP member for at least 10 years.

- B. A AAAP Foundation President-Elect shall have held a leadership position in AAAP. (Board director or officer, committee chair, AVMA representative, Affiliated Group Representative)

Section 2: Election Procedure

- A. The Nominations Committee will seek candidates who are qualified to be placed on the ballot. The Nominations Committee will notify prospective candidates of the terms of office and duties of the President-Elect and President.
- B. The AAAP Office will send notification of an opening for AAAP Foundation President-Elect to all AAAP members in January and May of the year of the election. Interested members may notify the Nominations Committee and be placed on the ballot if qualified.
- C. The election will take place during the AAAP Foundation Board of Directors annual meeting. Voting shall proceed as follows:
 - a. If there is more than one candidate for AAAP Foundation President-Elect, a ballot listing the candidates will be distributed to the AAAP Foundation Board members. (Provided that a quorum is met.)
 - b. The candidate receiving the majority vote is elected.
 - c. If there is a single candidate for AAAP Foundation President-Elect, a voice vote will be taken by the AAAP Foundation Board members. If the majority votes in favor of the candidate, he/she is elected. If not, then the position remains open until the nominating committee brings forth a candidate for a new election. A new election must take place within two months of the failed election.
 - d. If a tie vote occurs, the name of each tied candidate will be placed in a vessel and the candidate whose name is drawn is elected.
 - e. The AAAP Foundation President-Elect and President shall take office immediately after the annual Board of Directors meeting in which the election took place.

Section 3: Terms of Office

- A. The term of office for the President and President-Elect is three years.
- B. Past AAAP Foundation Presidents may serve again if elected. A current President may complete her/his term as President and immediately serve again as President-Elect.

Bylaws reference: Article V, Board of Directors; section 5-01, 5-02, and 5-03.

Policy 200.2 Duties of Officers

Section 1: Duties of the President

- A: The President shall preside over all meetings of the Association, shall be ex-officio member of all committees except the Nominations Committee, and shall perform the usual duties of such office.

B: The President shall appoint the following committees and others as deemed necessary:

- a. Nominations Committee
- b. Development Committee
- c. Scholarships Committee
- d. Kenneth Eskelund Preceptorship Committee
- e. Awards Committee
- f. Avian Bioscience Travel Scholarships Committee

C. The President shall conduct or supervise a yearly review of the Policy and Procedures manual.

Section 2: Duties of the President-Elect

The President-Elect shall be an ex-officio member of all committees, except the Nominations Committee, shall preside at meetings in absence of the President and shall succeed to the office of President.

Section 3: Duties of the Executive Vice President

The Executive Vice President shall serve as the chief executive officer (CEO) and secretary of the Association. He/she shall conduct business affairs of the organization, collect donations, issue receipts, draw vouchers and pay bills and expenses. He/she shall arrange for safe keeping of funds including investments, shall keep records of all transactions and submit a yearly statement of financial affairs to the membership. He/she shall keep minutes of all meetings and shall perform the usual duties of an Executive Vice President and such other duties as are assigned by the President.

Policy 200.3 Duties of the Directors

The Directors shall act upon business matters requiring immediate action that may arise from time to time and that do not require action or approval from the membership. The primary purpose of the Board of Directors is to provide continuity of effective action from year to year concerning objectives and policies adopted by the organization.

Bylaws reference: Article VI, Section 6-09 Delegation of Officers' Duties; Article IV, Section 4-01 Membership

Policy 300.0 AAAP Foundation Committees

The AAAP Foundation shall have the following committees:

- a. Nominations Committee
- b. Development Committee
- c. Scholarships Committee
- d. Kenneth Eskelund Preceptorship Committee
- e. Awards Committee
- f. Avian Bioscience Travel Scholarships Committee

All committees with the exception of the Nominations Committee must have a minimum of a chairperson, chair-elect, past chair, and core committee members. In addition, committees may have members who attend and participate in meetings but do not vote.

Committees are directly responsible to the Board of Directors through the AAAP office. Committees may not commit to expenditure of funds and may not express opinions or represent positions in the name of the association unless specifically authorized by the Board.

It is the responsibility of the AAAP Foundation President to approve all committee chairs each year.

Section 1: Chair and Chair-Elect, and Past Chair Positions

A chair-elect will be appointed by the AAAP Foundation President. The chair-elect will assume the position of chair on completion of the chair's term. If the chair is unable to complete his/her term, the chair-elect will assume the position of chair and the President will appoint a new chair-elect to fill the vacancy for that term. The chair can serve as past chair after completing a term as chair of the committee. A past chair may be reappointed as chair elect.

Section 2: Committee Members

If a committee has a single task such as determining scholarship or award winners, a rotation of committee members on and off the committee is preferred. The standard term for a committee member is 3 years. Other committees do not require terms for committee members but should require terms for the chair positions. Care should be taken that the committee composition represents a diversity in region, age, gender and ethnicity of the membership.

Policy 300.1 Duties of the Committee Chairperson

Section 1: Committee Work Plan

The chairperson will develop a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year, coordinating with the administrative staff as needed. He/she will develop agendas and conduct committee meetings.

Section 2: Committee Reports

Committee chairs will report to the Board of Directors at the Foundation's annual Board of Directors meeting. A written annual report is due to the Executive Director by August 15 each year. The report must contain a listing of the committee's members, including each member's start and end date of term if terms are used.

Policy 300.2 Nominations Committee

Section 1: Committee Composition

A AAAP Foundation Nominations Committee will be formed every three years for the purpose of nominating a AAAP Foundation President-Elect. The committee shall consist

of 3 members of the AAAP selected by the President, President Elect and Executive Vice President and approved by the Foundation Board. Care should be taken that the committee composition represents a diversity in region, age, gender and ethnicity of the membership. The committee shall be led by a chair appointed by the President.

Section 2: Task

The task of the Nominations Committee is to present a list of candidates for AAAP Foundation President-Elect to the AAAP Foundation Board of Directors. The list must be delivered to the AAAP office no later than 30 days before the scheduled election of a new President-Elect. The list should be no fewer than one name and no more than four names.

Section 3: Key Roles and Responsibilities

- A. AAAP Foundation Nominations Committee Responsibilities
 - a. The committee will meet to identify candidates for the position taking careful consideration of the candidate's experience, previous work with the AAAP Foundation or similar foundations, and broadly looking at a range of candidates so that persons holding the President position over a period of time represent a diversity in region, age, gender and ethnicity. Candidates will be listed in order of preference.
- B. AAAP Foundation Nominations Committee Chair Responsibilities
 - a. The chair of the committee will contact or appoint a committee member to contact, prospective candidates in the order listed by the Nominations Committee and describe the duties and responsibilities of the President-Elect and President positions. A prospective candidate must indicate that she/he is willing to serve before being placed on the list.
 - b. The chair will add any member who self nominates as part of the open nominations process once the AAAP office has confirmed the candidate meets the criteria to hold the office.
 - c. The chair will prepare a ballot and submit it to the AAAP office no later than 30 days before the election.
- C. AAAP Office Responsibilities and Deadlines
 - a. The AAAP office will notify the AAAP Foundation President in his/her third year of presidency that a Nomination Committee must be formed. (July/August timeframe)
 - b. The AAAP office will send notification of an opening for AAAP Foundation President-Elect to all AAAP members in January and May of the year of the election.
 - c. The AAAP office will confirm that a member seeking to be President, meets the criteria for that office. To be qualified to serve as AAAP Foundation President-Elect and AAAP Foundation President, a person must be a AAAP member for a minimum of 10 years and have held a leadership position in AAAP.
 - d. The AAAP office will notify the Nominations Committee chair of any member who has requested and is qualified to be added to the ballot.
 - e. The AAAP office will notify all candidates of the results of the election.

Policy 300.3 Development Committee

Section 1: Committee Composition

The AAAP Foundation Development Committee will follow the standard structure for committees as outlined in Policy 300.0.

Section 2: Task

The task of the AAAP Foundation Development Committee is to raise funds for the Foundation so that the Foundation may further its mission of encouraging excellence and enabling opportunity for those dedicated to nourishing the world with a sustainable abundance of healthy poultry.

Section 3: Key Roles and Responsibilities

- A. AAAP Foundation Development Committee Responsibilities
 - a. Develop projects to raise money for the Foundation.
 - b. Present projects to the AAAP Foundation Board of Directors for approval.
 - c. Implement approved projects.
 - d. Approve design and/or content of project materials created by AAAP office or other entity.
 - e. Annually review and evaluate completed projects including:
 - i. AAAP Foundation Giving Guilds, making sure new members are added yearly before the annual meeting.
- B. AAAP Foundation Development Committee Chair Responsibilities
 - a. Develop and implement a minimum of 1 project per year.
 - b. Prepare agendas and conduct a minimum of 3 committee meetings per year.
 - c. Prepare or supervise project proposals to the AAAP Foundation BOD.
 - d. Organize the workflow for implementation of all approved projects.
 - e. Communicate with committee members to see that projects are implemented on time.
 - f. Communicate with the Board of Directors, AAAP Foundation President and AAAP office regarding project plans, implementation and needs.
 - g. Report to the AAAP Foundation Board at the AAAP Annual Meeting.
 - i. Project Plans
 - ii. Project financials
 - iii. Project Evaluations
 - iv. Other relevant information.
 - h. Submit a written report to the Executive Director by August 15 each year, including a committee roster with terms.
- C. AAAP Office Responsibilities
 - a. Create or make arrangements for design work for project materials.
 - b. Make arrangements for any functions or materials that require contracts or payment.
 - c. Provide contact information and/or communicate with AAAP members regarding projects.
 - d. Receive and process all contributions to the AAAP Foundation.
 - e. Annually inform Development Committee of new Giving Guild members before the annual meeting.

Policy 300.4 Scholarships Committee

Section 1: Committee Composition

The Scholarship Committee composition will follow the standard structure for committees as outlined in Policy 300.0.

Section 2: Task

The task to the Scholarship Committee is to announce, review, and recommend to the Foundation Board awards of undergraduate and professional student scholarships that are sponsored, in part or in whole, by the AAAP Foundation.

Section 3: Key Roles and Responsibilities

- A. AAAP Foundation Poultry Scholarships Committee Responsibilities
 - a. Annually review criteria for scholarships, and forward recommended changes to the Foundation Board for approval.
 - b. Annually review the application and scholarship advertisement materials.
 - c. Annually announce the availability of scholarship applications.
 - d. Annually review applications and select recipients.
- B. AAAP Foundation Poultry Scholarship Committee Chair Responsibilities
 - a. Develop a work plan and communicate with committee for review of applications to be completed before the January AAAP Foundation Board of Directors meeting.
 - b. Compile results of committee scoring of applicants.
 - c. Request approval of scholarship recipients from the AAAP Foundation BOD at the January BOD meeting.
 - d. Report to the AAAP Foundation BOD at the AAAP Foundation BOD annual meeting.
 - i. Recipients of each scholarship for the current calendar year.
 - ii. Number and quality of applications.
 - iii. Any suggested updates/changes to the application process and the scholarship program.
 - iv. Committee evaluation of scholarship criteria after review.
 - e. Submit a written report to the Executive Director by August 15 each year, including a committee roster with terms.
- C. AAAP Office Responsibilities and Deadlines
 - a. November 1: Application Deadline
 - b. November 30: Send applications to Poultry Scholarship Committee for review.
 - c. January: Update scholarship advertisement materials; brochure, flyers etc.
 - d. January 31: Notify all applicants by email.
 - e. February: Send out press release for scholarship winners.
 - f. February: Send final report to Sponsors of annually funded scholarships.
 - g. February: Pay out scholarship monies to recipients.
 - h. February: Update the website and electronic forms for next year's scholarship application.
 - i. March: Apply for annually funded scholarship grants.
 - j. April: List Poultry Scholarship winners in the Spring newsletter.

- k. July: Recognize Poultry Scholarship winners at the AAAP Awards Luncheon.
- l. August: List Poultry Scholarship winners in the JAVMA report.
- m. Advertise all scholarships .

Policy 300.5 Kenneth Eskelund Preceptorship Committee

Section 1: Committee Composition

The Kenneth Eskelund Preceptorship Committee will follow the standard structure for committees as outlined in Policy 300.0.

Section 2: Task

The purpose of the Kenneth Eskelund Preceptorship program is to encourage promising veterinary students to pursue a career in poultry medicine. Preceptorship scholarships are awarded to veterinary students in North American universities to give them the opportunity to gain insight, interest and practical experience in the various aspects of poultry medicine by participating in training programs and poultry operations at approved sites. The AAAP Preceptorship Committee facilitates this learning experience for students by soliciting and selecting recipients; developing and vetting preceptorship sites, and regularly reviewing the criteria for selection of the worthiest students.

Section 3: Key Roles and Responsibilities

- A. Kenneth Eskelund Preceptorship Committee Responsibilities
 - a. Annually review applications and select recipients.
 - b. Annually review criteria for award.
 - c. Annually review and update poultry operations and training programs offering preceptorships with a focus on obtaining correct and current contact information and descriptions of offerings at the preceptorship site.
 - d. Review application and scholarship advertisement materials as needed.
 - e. Annually review preceptorship evaluations, narrative statements and evaluations of preceptors.
- B. Kenneth Eskelund Preceptorship Committee Chair Responsibilities
 - a. Develop a work plan for committee review of applications to be completed before the January AAAP Foundation Board of Directors meeting.
 - b. Develop a work plan for committee review of preceptorship sites.
 - c. Request approval of scholarship recipients from the AAAP Foundation BOD at the January BOD meeting.
 - d. Prepare the agenda and conduct the annual Preceptorship Committee meeting (at annual meeting).
 - e. Report to the AAAP Foundation BOD at the AAAP Foundation BOD annual meeting.
 - i. Recipients of the award for the current and previous calendar years.
 - ii. Costs to date for the current scholarship recipients.
 - iii. Cost for the previous year's scholarship recipients.
 - iv. Companies and schools attended by preceptors in the previous calendar year.

- v. Overview of experiences reported by preceptors and sponsors in the previous calendar year.
 - vi. Any updates/changes to the preceptorship site list.
 - f. Submit a written report to the Executive Director by August 15 each year, including a committee roster with terms.
- C. AAAP Office Responsibilities and Deadlines
 - a. December 15: Application Deadline
 - b. December 31: Package and send applications to Preceptorship Committee for review.
 - c. January: Update scholarship advertisement materials; brochure, flyers etc.
 - d. January 31: Notify applicants by email.
 - e. February: Update the website and electronic forms for next year's scholarship application.
 - f. March 1: Students' deadline for notifying office of preceptorship plans.
 - g. Throughout the year: Pay out the scholarship as students finish their preceptorship and submit their expenses and evaluations.
 - h. April: List Preceptorship Scholarship winners in the Spring newsletter.
 - i. July: Recognize Preceptorship Scholarship winners at the AAAP Awards Luncheon.
 - j. August: List Preceptorship Scholarship winners in the JAVMA report.
 - k. August: Update, as instructed by Preceptorship Committee, the preceptorship site list on the website.

Policy 300.6 Awards Committee

Section 1: The AAAP Awards Committee will follow the standard structure for committees as outlined in Policy 300.0. Additionally, Core Committee Members will represent the diversity of the AAAP with an equal representation of members from these sector groups: academia, research/government, and industry.

Section 2: Task

Each year the AAAP Foundation presents awards to poultry medicine professionals and students who have demonstrated excellence in their field and studies. AAAP Awards committee members are responsible for evaluating nomination packets for the professional and student awards, reviewing all journal articles published in Avian Diseases for the year, selecting a winner for each award category, and preparing for the annual awards banquet. It is the task of the Awards Committee is to select the recipients for all AAAP Foundation awards according to the criteria established by the particular award.

Professional awards honoring members of the AAAP include: Bayer-Snoeyenbos New Investigator Award, Bruce W. Calnek Applied Poultry Research Achievement Award, Lasher-Bottorff Award, Life Membership, Phibro Animal Health Excellence in Poultry Research Award, and the Special Service Award. The Awards Committee also selects the winners for the P.P. Levine Award (based on the best journal article published in Avian Diseases), the Outstanding Field Case/Diagnostic Report Award (based on evaluation of case report presentations at the annual AAAP scientific meeting), and A.S. "Rosy" Rosenwald Student Poster Award (based on evaluation of scientific posters presented at the annual AAAP scientific meeting). Student awards from AAAP include: Richard B. Rimler Memorial Paper Award, Reed Rumsey Award and Schwartz Travel Scholarship.

Section 2a: Procedure for P.P. Levine Award Selection

The Editorial Board of Avian Diseases, under the direction of the Editor, upon publication of the final issue of each volume, will submit to the Awards Committee a list of nominated papers for the P. P. Levine Award. The Editorial Board is not limited as to the number of papers that can be nominated. The Awards Committee will consider the list as the primary nominations for the award, but if members of the Awards Committee feel that a deserving paper has not been nominated, the Awards Committee has the option to consider other papers. If a member of the Awards Committee desires to nominate a paper, the Avian Diseases Editor and the Avian Diseases Advisory Board will be notified and invited to give input on the scientific merit of any such papers. The Awards Committee will make the final determination.

Section 2b: Procedure for the Outstanding Field Case/Diagnostic Report Award

1--The award criteria states that the 5 top case reports should be judged. This is a non-student award and a person can only win once every 2 years. All other submitted case reports will be considered. The Program Committee will pick the top 5 case report abstracts and schedule them back-to-back in a single session on the program for judging purposes.

Section 3: Key Roles and Responsibilities

A. Awards Committee Responsibilities

- a. Select the recipients of all AAAP awards according to the criteria set out for each award.
- b. Annually review and update awards criteria as needed.

B. Awards Committee Chair Responsibilities

- a. January: Send Awards Committee criteria and instructions for the P.P. Levine Award.
- b. February: Deadline for AAAP Professional Awards. Review nominations for Professional Awards and send to the Awards Committee.
- c. March: Send top selected titles for the P.P. Levine Award to the AD Editor for input.
- d. March: Receive ballots for all Professional Awards and final decision for P.P. Levine from Awards Committee members.
- e. April: Tally votes and identify all winners.
- f. April: Notify AAAP office of winners so award plaques and checks can be prepared.
- g. April: Assure that all award winners will attend the Awards Luncheon while maintaining secrecy of winners' identities.
- h. April: Identify presenters and inform the AAAP office for the Awards Luncheon program.
- i. May: Prepare presentation speeches for presenters.
- j. May: (Vice Chair) Obtain a list of student poster from the Program Chair and prepare judging instructions for the A.S. Rosenwald Student Poster Award selection process. Obtain a list of the case report presenters from the Program Chair and prepare judging instructions/ballot for the Outstanding Case Report Award.
- k. June: Distribute presentation speeches and nomination packets to presenters.
- l. June: Solicits discussion items for Awards Committee and prepare agenda for committee meeting at the Annual Meeting.
- m. August: Prepare and submit photograph captions from the Awards Presentation to the Avian Diseases Editor.
- n. September/October: Update any criteria for awards and inform AAAP membership of deadlines for award nominations through the AAAP office.
- o. November: Deadline for Student Awards (Rumsey, Rimler, Schwartz) applications.

- p. December: Review Student Awards applications/nominations for eligibility and distribute to Awards Committee.
 - q. December: Receive all votes for Student Awards from the Awards Committee members. Tabulate and resolve any ties with the assistance of the Editor for Avian Diseases journal.
 - r. December: Notify the Program Chair of the winners of the Rumsey and Rimler awards so they can be incorporated into the AVMA/AAAP program.
- C. AAAP Office Responsibilities and Deadlines
- a. January: Send a reminder of the February deadline for Professional Awards nominations.
 - b. February 15: Nominations for AAAP Professional Awards are due.
 - c. Compile and package all qualified nominations for Professional Awards and send to Awards Committee chair.
 - d. April: Prepare and order all awards plaques.
 - e. June: Prepare w9s, Javma report questionnaires and checks for awards.
 - f. November: Send a reminder to the membership of the November 1 deadline for Student Award applications.
 - g. November 15: Compile and package all qualified Student Award nominations and send to Awards Committee chair.

Policy 300.7 Avian Bioscience Travel Scholarships Committee

Section 1: Committee Composition

The AB Travel Scholarship Committee composition will follow the standard structure for committees as outlined in Policy 300.0.

Section 2: Task

The task to the Avian Bioscience Travel Scholarship Committee is to announce, review, and recommend to the Foundation Board, awards of the Avian Bioscience Travel Scholarship sponsored by the AAAP Foundation.

Section 3: Key Roles and Responsibilities

- D. AAAP Foundation Avian Bioscience Travel Scholarship Committee Responsibilities
 - a. Annually review criteria for the scholarship, and forward recommended changes to the Foundation Board for approval.
 - b. Annually review the application and scholarship advertisement materials.
 - c. Annually announce the availability of scholarship applications.
 - d. Annually review applications and select recipients.
- E. AAAP Foundation Poultry Scholarship Committee Chair Responsibilities
 - e. Develop a work plan and communicate with committee for review of applications to be completed by December 1. (This is so the AAAP Program Advisory Committee will have the recipient's names/abstracts information to incorporate in the AAAP Scientific Program.)
 - f. Compile results of committee scoring of applicants and notify AAAP Foundation President and office.

- g. In December, notify the winning applicants. Include the date/time they are scheduled for the Scientific Program and inform them they will receive a plaque at the Awards Dinner. (See template.)
 - h. Report to the AAAP Foundation BOD at the AAAP Foundation BOD annual meeting.
 - i. Recipients of the scholarship for the current calendar year.
 - ii. Number and quality of applications.
 - iii. Any suggested updates/changes to the application process and the scholarship program.
 - iv. Committee evaluation of scholarship criteria after review.
 - i. Submit a written report to the Executive Director by August 15 each year, including a committee roster with terms.
- F. AAAP Office Responsibilities and Deadlines
- a. November 1: Application Deadline
 - b. November 5: Send applications to Avian Bioscience Travel Scholarship Committee for review.
 - c. December: Notify committee chair regarding the date/time winners are scheduled in the Scientific Program so she/he can notify the winners. (See email message template.)
 - d. December: Notify the non-winning applicants by email.
 - e. January: Update scholarship advertisement materials; brochure, flyers etc.
 - f. February: Send out press release for scholarship winners.
 - g. February: Send final report to Sponsors of annually funded scholarships.
 - h. February: Update the website and electronic forms for next year's scholarship application.
 - i. April: List AB Travel Scholarship winners in the Spring newsletter.
 - j. July: Recognize AB Travel Scholarship winners in the AAAP Awards Dinner booklet and provide plaques.
 - k. August: Collect receipts and expense reports and award scholarship funds.
 - l. August: List AB Travel Scholarship winners in the JAVMA report.
 - m. August: Advertise scholarship.

Bylaws reference: Article V, Section 5-13 Executive Committee and Other Committees