



AAVSB Member Board Topics for Discussion

April – June 2021

Save These Dates

April 22 – 23, 2021	AAVSB Board Basics & Beyond (virtual)
May 5, 2021	Deadline for comments on Draft Cannabidiol Guidelines
May 5, 2021	Deadline for proposed resolutions
May 7, 2021	Deadline for Call for Topics
Spring 2021	Registration opens for AAVSB Annual Meeting & Conference
June 3, 2021	Deadline for proposed AAVSB leadership nominations
September 30 - October 2, 2021	AAVSB Annual Meeting & Conference in Denver, Colorado

Submit Comments on Cannabidiol Guidelines *(discussion/possible action)*

The AAVSB Regulatory Policy Task Force (RPTF) Cannabis Subgroup has drafted Recommended Guidelines for CBD Use on Companion Animals for the AAVSB Member Boards to provide guidance to veterinarians on the use of Cannabidiol (CBD) products in the practice of veterinary medicine. Throughout this process, the RPTF reviewed materials and data related to CBD products and drafted the attached guidance.

Your comment on the drafted guidance is the next critical step in the process.

The draft AAVSB Recommended Guidelines for CBD Use on Companion Animals can be found on pages 5 - 8. Submit your comments [here](#) or to seaster@aavsb.org by **May 5, 2021**.

Call for Resolutions is open *(discussion/possible action)*

The AAVSB Bylaws and Resolutions Committee invites your Board to review the “Call for Resolutions” document and submit by **May 5, 2021**. See pages 9 - 11 for the Call for Resolutions packet.



[Call for Topics is open *\(discussion/possible action\)*](#)

The AAVSB Conference Committee invites you to submit topics for consideration for the Annual Meeting & Conference. Topics are due by **May 7, 2021**. See page 12 for the Call for Topics document.

[Nominations for the 2020-2021 Leadership Year are Now Open *\(discussion/possible action\)*](#)

The AAVSB Nominating Committee asks that your Board review the updated “Call for Nominations” document and use the online form at www.aavsb.org/nominations for submissions. Information was updated in March noting eight open positions. Nominations are due **June 3, 2021**. See pages 13 - 23 for the Call for Nominations packet.

[Annual Meeting & Conference *\(discussion\)*](#)

Registration will open in late Spring for the 2021 AAVSB Annual Meeting & Conference in Denver, Colorado.

- **AAVSB Committee members *(fyi)***
As in the past, the registration fee is waived for those people serving in a role with an AAVSB Committee, and reasonable expenses are covered (see AAVSB Travel Policy on pages 24 - 25).
- **Delegate Funding Program *(discussion)***
Utilizing the AAVSB Funded Delegate Policy, your Board can send a Voting Delegate and an Alternate Delegate. The registration fee is waived, and reasonable expenses are covered (see Delegate Funding Program on pages 26 - 28). Delegates will elect officers, vote on Bylaws and Regulation changes, and provide valuable input into the direction of your association.
- **NEW – Legal Counsel Funding Program *(fyi)*** To encourage Member Board attorneys to attend the AAVSB Annual Meeting, the Board of Directors has approved a Legal Counsel Funding Program (see pages 29 - 31) whereby the registration fee is waived, and reasonable expenses are covered. Once registration is open, the Program will be limited to the first ten Member Boards that submit a written request. If more than ten Member Boards respond, others will be placed on the waiting list and contacted as room is available.



CE Tracking & Auditing (fyi/action)

Let RACetrack do the work of CE Management:

- A new, free CE tracker with your needs in mind
- Allows veterinarians and veterinary technicians to record CE coursework in a centralized database
- Licensees can access their records anytime and efficiently send information directly to your Board or Council
- Quickly verify CE and license renewal information



Notify racetrack@aaavsb.org to set up a time for a one-on-one demonstration of the RACetrack for the Member Boards suite. During this demo, AAVSB CE Services staff can show you the system with your licensees who have already set up RACetrack accounts.

AAVSB RACetrack staff can also supply you with wording and graphics to utilize for promotion in your newsletters or other licensee notifications. Remember, this is a FREE service for your licensees and, as with any AAVSB service, included in your member dues.

Email CE Services staff at jznidarsic@aaavsb.org to begin utilizing the new AAVSB RACetrack program for your Board or Council.

VTNE Scheduling Updates (fyi)

The AAVSB has provided updates to exam candidates, jurisdictions, and program directors on the VTNE administration and application changes due to the coronavirus pandemic. Check <https://www.aavsb.org/news/article/81> for the latest updates.

AAVSB Covid-19 Resources (fyi)

The AAVSB continues to assist you, your licensees, and the public in tracking the various changes boards have made during the pandemic. See <https://www.aavsb.org/news/article/83> for the latest updates. Please submit updates from your Board office as they occur to efranklin@aaavsb.org.



Invite the AAVSB to Attend One of Your Board Meetings *(discussion/possible action)*

Are you taking full advantage of all the services offered by your Association? Not sure? Invite us to one of your board meetings to explain how the AAVSB's new programs and services can benefit your board. The AAVSB would also like to hear from you regarding what services you need from us. We are currently available in-person or virtually. Email Lainie Franklin at efranklin@aaavsb.org to schedule a visit.

Have questions regarding the materials? Contact Lainie Franklin, Member Services Concierge, at efranklin@aaavsb.org or call 1-877-698-8482 x221.



RECOMMENDED GUIDELINES FOR CBD USE ON COMPANION ANIMALS

INTRODUCTION

The American Association of Veterinary State Boards (AAVSB) provides programs and services to its Member Boards through many vehicles. One such mechanism is through the development and continued review of Model documents and language, including model statutes and regulations/rules. With respect for the rights of the states to regulate the professions taking into consideration the needs of its constituents, the AAVSB promotes uniformity where appropriate and provides model language based upon the collective input and consensus achieved through AAVSB committee and task force efforts. The Regulatory Policy Task Force (RPTF) was charged with developing recommendations for Member Boards to help provide guidance to veterinarians on the use of Cannabidiol (CBD) products. In order to fulfill that charge, the RPTF reviewed materials and data related to CBD products and submits the following report.

In the U.S. Agriculture Improvement Act of 2018 (Farm Bill), hemp was removed as a Schedule 1 drug. This provided the opportunity for the development of two different types of CBD products: CBD derived from Cannabis and CBD derived from Hemp. What is consistent in both products is a low concentration of Tetrahydrocannabinol (THC). Products for animals that include therapeutic claims that have not been evaluated by the Federal Drug Administration (FDA) are unapproved animal drugs. The FDA has determined that CBD is an active ingredient in a drug product. Veterinary products are evaluated as a “drug” or “food” under the Federal Food, Drug, and Cosmetic Act (FDCA). As of this publication date, the FDA has not approved any form of CBD product for animals.

The rapidly changing information, research, and laws regarding CBD, in addition to Jurisdictions differing on how to regulate the use of CBD, further complicates the ability, at this time, to draft model language via statutes and/or regulations/rules. The AAVSB intends these Guidelines to be a fluid document that can change and be updated in a timely manner to address the ever-changing climate of this issue.

These Guidelines are not the standard of care for the use of CBD, but rather an outline of what must be considered on a case-by-case basis by the Member Board. The ultimate responsibility and liability of discussing the use of CBD lies with the licensee. As with any prescribed substances



or recommended product use, incorporating CBD products into a practice requires appropriate disclaimers and warnings, including risks/benefits information related to the treatment plan. And, of course, compliance with local, state, and federal laws related to the prescription and use of regulated products is mandated.

DEFINITIONS

For the purpose of these Guidelines the following definitions are provided:

CBD means Cannabidiols with very low concentrations of no more than 0.3 percent on a dry weight basis of THC.

THC means Delta-9-tetrahydrocannabinol, the primary psychoactive ingredient in marijuana.

Hemp means the plant species *Cannabis sativa* L. and any part of that plant, including the seeds and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9-tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis.

Marijuana means *Cannabis* that has a THC concentration exceeding 0.3 percent so remains classified as a Schedule I controlled substance regulated by the DEA (as of the date of this publication).

Cannabis means a genus of flowering plants in the family Cannabaceae, of which *Cannabis sativa* is a species, and *Cannabis indica* and *Cannabis ruderalis* are subspecies. *Cannabis* refers to any form of the plant for which the THC concentration on a dry weight basis has not yet been determined prior to further categorization as hemp or

GUIDELINES FOR CBD USE ON COMPANION ANIMALS

In the interest of fulfilling the statutory mandate of protecting health, safety and welfare of the public and its companion animals through the regulation of the practice of veterinary medicine, the _____ Board of Veterinary Medical Examiners (Board) has issued the following guidelines for the use of CBD products in the practice of veterinary medicine. ***Licensees, clients, patients and the public must understand that these Guidelines are not legally binding and compliance with them is not a safe-harbor and does not necessarily constitute safe practice within applicable standards. Licensees must at all times adhere to the applicable standards of***



practice in their Jurisdiction. The intent of these Guidelines is to act as a resource for licensees and clients to refer to as a basis for the use of CBD products in a defined treatment plan.

1. Veterinarian-client discussions regarding the use of CBD must be undertaken as part of a treatment plan and within the veterinarian-client-patient relationship.
2. As with the discussion of treatment of any disease, the medical records related to the use of CBD products must reflect the diagnosis, treatment plan, safe dosage, and follow-up of the treatment to document the need for continued treatment or a change of the treatment plan.
3. All relevant treatment options must be considered as part of any discussion contemplating the use of CBD.
4. If a Veterinarian is recommending a specific CBD product it is the responsibility of the Veterinarian to verify that the product has been tested for safety and efficacy by an independent third-party laboratory accredited by the state/province/federal government if available.
5. If the Veterinarian is not recommending a specific CBD product, the Client should be encouraged to verify that the product they are using has been tested for safety and efficacy by an independent third-party laboratory accredited by the state/province/federal government if available.
6. The Veterinarian should explain possible adverse effects, including the symptoms of an overdose or toxicity.
7. The Veterinarian should explain the importance of safe storage to reduce the risk of unintended access.
8. A Veterinarian should not prescribe, dispense, or administer any CBD products unless approved by the FDA.



Instructions for Returning Commentary

Commentary must be received by the AAVSB no later than **Wednesday, May 5, 2021** to ensure its consideration in the finalization of the Guidelines.

To submit commentary, please utilize this online form: [Comment Submission – Draft AAVSB Recommended Guidelines for CBD Use on Companion Animals](#)

Or you may e-mail your commentary documentation to Sarah Easter, AAVSB Regulatory Policy Task Force (RPTF) Staff Liaison, at seaster@aavsb.org. All questions and/or requests for deadline extension should be directed to Sarah Easter at seaster@aavsb.org.

DRAFT

MEMORANDUM

To: Executive Directors and Registrars of the AAVSB Member Boards for Distribution to Board Members

From: Darren Wright, DVM, AAVSB Bylaws and Resolution Committee Chair

Date: March 5, 2021

Subject: Call for Resolutions

The AAVSB Bylaws and Resolution Committee would like to provide you with the important dates for 2021 as well as the Resolutions Policy for distribution to your Board Members. Per the policy, resolutions should be reserved for important or complex issues that require greater formality than a standard motion. Resolutions should be written to stand alone and they normally contain rationale supporting the subject of the resolution. A 2016 resolution related to expanding months for when the Annual Meeting & Conference could be scheduled is attached as an example.

Per the Resolutions Policy, there are certain guidelines that must be met for resolutions submitted for consideration by the AAVSB Delegate Assembly including the important dates below.

Important dates for Resolutions:

- May 5, 2021** Deadline for proposed resolutions to be received in writing at the AAVSB office. This date is no less than 150 days prior to the Annual Meeting & Conference. Submitted resolutions will be forwarded to the Bylaws and Resolution Committee within seven days after receipt.
- June 24, 2021** Resolutions proposed by the Bylaws and Resolution Committee shall be received at the AAVSB office. This date is no less than 100 days prior to the Annual Meeting.
- July 19, 2021** Resolutions proposed by the AAVSB Board of Directors shall be received at the AAVSB office. This date is no less than 75 days prior to the Annual Meeting.
- August 3, 2021** The AAVSB Executive Director will forward the proposed resolutions to all Member Boards. This date is no less than 60 days prior to the Annual Meeting.

At the 2021 Annual Meeting, any submitted resolutions will be presented on Friday, October 1. Discussion and voting will occur on Saturday, October 2. Resolutions can be sent to the AAVSB office to the attention of the Bylaws Committee. Please email Chrissy Bagby (cbagby@aavsb.org) any proposed resolution or if you have any questions.

**Save the Date for the 2021 AAVSB Annual Meeting & Conference
in Denver, Colorado on September 30 - October 2, 2021.**



American Association of Veterinary State Boards **Policies & Procedures: Resolutions**

OVERVIEW/POLICY

Resolutions should be reserved for important or complex issues that require greater formality than a standard motion, which is contained only in the minutes of Association meetings. AAVSB resolutions are written to stand alone, and typically contain rationale supporting the subject of the resolution. Because of their special nature, resolutions forwarded for consideration by the AAVSB Delegate Assembly will follow submission guidelines.

PROCEDURES

1. No less than 210 days before the date of the Annual Meeting, the Association office will forward a request for proposed resolutions to the Member Boards (Call for Resolutions).
2. Resolutions proposed by a Delegate, Alternate Delegate, or a Committee of the AAVSB, other than the Bylaws and Resolution Committee, shall be in writing and received at the Association office not less than 150 days prior to the Annual Meeting. Such resolutions shall be forwarded to the Bylaws and Resolution Committee within seven days after receipt in the Association office.
3. Resolutions proposed by the Bylaws and Resolution Committee shall be in writing and received at the Association office not less than 100 days prior to the Annual Meeting.
4. Resolutions proposed by the AAVSB Board of Directors shall be in writing and received at the Association office not less than 75 days prior to the Annual Meeting. Such resolutions shall be forwarded to the Bylaws and Resolution Committee within seven days after receipt in the Association office.
5. All resolutions will in some way reflect the AAVSB Mission and Goals and must include a fiscal note if the implementation of the resolution would require an expenditure of Association funds.
6. The Executive Director shall forward proposed resolutions to all Member Boards not less than 60 days prior to the date of the Annual Meeting.
7. All resolutions submitted to the Delegate Assembly for consideration will be accompanied by a recommendation from the Bylaws and Resolution Committee. That Committee shall attach the following recommendations to a resolution: "pass," "not pass," or "no recommendation."
8. A resolution may be introduced after the above deadlines if it pertains to an event of immediate concern to the Association which occurred after the deadline. The resolution must be submitted to the Bylaws and Resolution Committee not less than 24 hours before the beginning of the business session of the Annual Meeting.

Adopted by the AAVSB Executive Committee January 23, 2005; revisions approved by the AAVSB Board of Directors on January 5, 2018 and June 16, 2018.

This resolution was submitted in 2016 and
is provided as an example only.

RESOLUTION 2016-XX

Submitted by: AAVSB Conference Committee

WHEREAS, the AAVSB Members during the 2005 AAVSB Annual Meeting & Conference approved designating the second weekend following Labor Day each year for the AAVSB Annual Meeting & Conference; and

WHEREAS, the AAVSB Board of Directors expanded the AAVSB Annual Meeting & Conference dates selection to the second or third weekends following Labor Day if pricing at the hotel was significantly better on the third weekend and/or if a religious holiday occurred during the week of or on the second weekend; and

WHEREAS, the AAVSB competes with other national organization conferences to which AAVSB member boards support and attend; and

WHEREAS, important issues, including elections of AAVSB Board of Directors and Officers, are addressed at the AAVSB Annual Meeting; and

WHEREAS, AAVSB desires to provide flexibility on dates to the benefit and recognition of the time commitment of its own conference attendees;

NOW therefore be it RESOLVED, that the Board of Directors adopt a policy to permit the AAVSB to schedule its Annual Meeting & Conference during the month of October if desired September dates are reasonably unavailable.



2021 AAVSB Annual Meeting & Conference

CALL FOR TOPICS

Last year the AAVSB hosted its first-ever virtual [Annual Meeting & Conference](#). Attendance at the Annual Meeting continues to increase each year and 2020 was no exception. This year, we hope you join us as we cast the vision for the AAVSB for the future and bring high-quality, relevant information to you and your board at the 2021 Annual Meeting & Conference from September 30 – October 2 in Denver, Colorado.

As we determine the best format for this year's event, the Conference Committee asks for input from you and your boards on topics and session ideas for this year's Annual Meeting. Please devote a few minutes at your next board meeting to discuss the regulatory topics or sessions you would like to see and send us your suggestions.

What would you like to see included in this year's program?

Please send all ideas and other feedback to Lainie Franklin, Member Services Concierge at efranklin@aavsb.org by May 7.



Sincerely,

Tawney Carrier, JD
Chair, AAVSB Conference Committee

MEMORANDUM

To: AAVSB® Member Board Members, Executive Directors and Registrars

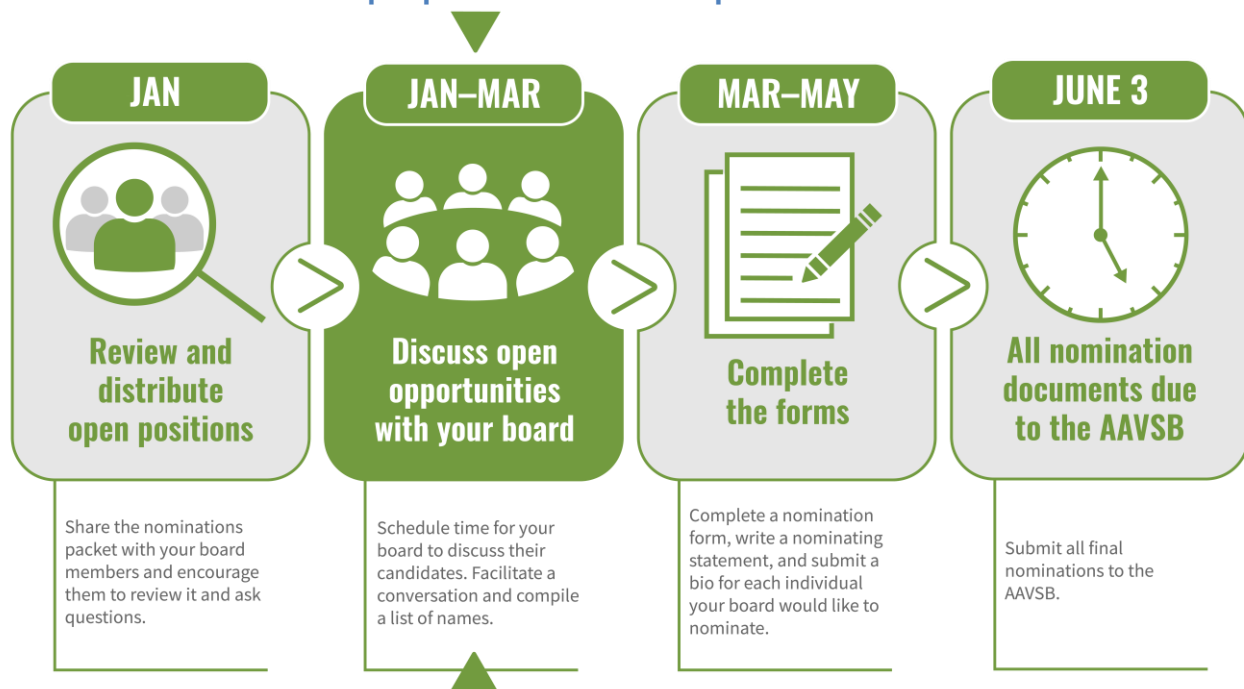
From: AAVSB Nominating Committee Dr. Mark Olson, Elected Member and Chair
Dr. Matthew Verbsky, Appointed Member
Dr. Steven Wills, Elected Member

Date: March 8, 2021

Subject: Updated Call for Nominations – **Nominations Due June 3, 2021**

Each year, the Nominating Committee of the AAVSB sends out a *Call for Nominations* to provide Member Boards information regarding the open elected positions and to request nominations. The Nominating Committee is charged with preparing a ballot of candidates for all elected positions to be filled. This process is vital to the AAVSB's ability to carry out its mission. If your Board submitted a Nomination last year, please contact Daphne Tabbytite at dtabbytite@aavsb.org for specific information related to that nomination.

Please note: There are now 3 open positions for AAVSB Representations to the ICVA.



There are **4 easy steps** to complete the annual AAVSB nomination process. Prior to submitting a nomination packet, the Committee asks you to confirm that the candidate is willing to accept a nomination. Upload the packet online at www.aavsb.org/nominations or by email, fax or mail to the AAVSB office.

Packets must be received in the AAVSB office by June 3, 2020.

The 2021 AAVSB Annual Meeting is being held September 30-October 2, 2021 in Denver, Colorado. The Delegates will vote on the candidates during the Annual Meeting.

Should you have any questions or need additional information, please contact Ms. Daphne Tabbytite, staff contact for the Nominating Committee, at dtabbytite@aavsb.org or 1-877-698-8482 ext. 223.



American Association of Veterinary State Boards Updated Nomination Application for 2021-2022 Open Positions

For information on Nominations submitted in 2020, please contact Daphne Tabbytite at dtabbytite@aavsb.org.

3 REQUIREMENTS FOR A COMPLETED NOMINATION PACKET

1. Nomination Application (one for each nominee)
2. Biographical Information (2-page limit)
3. Statement from sponsor on rationale for the nomination

Please note: The bio and statement will be distributed to the AAVSB Member Boards.

SUBMIT BY JUNE 3, 2021

ONLINE:

<https://app.smartsheet.com/b/form/f9d2e5251f4743db93c74a082bfcdec0>

EMAIL: dtabbytite@aavsb.org

FAX: (816) 931-1604

MAIL: AAVSB

Attn: Nominating Committee
380 West 22nd Street, Suite 101
Kansas City, MO 64108

2021-2022 OPEN POSITIONS - UPDATED

Indicate the desired position(s)

- President-Elect (1 position with a 3-year term)
- Director (3 positions with 2-year terms)
- Nominating Committee Member (1 position with a 2-year term)
- ICVA Representative – Licensed Veterinarian (2 positions, one with a 2-year or one with a 3-year term)
- ICVA Representative – Public Member position (1 position with a 3-year term)

NOMINEE INFORMATION

Name: _____ State, Province or Territory: _____

Work Phone: _____ Cell Phone: _____

Email: _____

CHECK ALL THAT APPLY:

- Board Member (complete the following)
Term start date: _____ Term end date: _____ Eligible for re-appointment: Yes or No
- Board Administrator Current AAVSB Board of Director
- AAVSB Associate Member AAVSB Committee Chairperson
- Current ICVA Representative Licensed Veterinarian in Public/Private Practice
- Delegate or Alternate Delegate (at the time of nomination)

List year(s) nominee has attended the AAVSB Annual Meeting: _____

SPONSORED BY:

Name of Member Board: _____

Name of Contact at Member Board: _____

Phone and Email of Contact: _____

→ **Return or complete online by June 3, 2021** ←



3 REQUIREMENTS FOR A COMPLETED NOMINATION PACKET

1. Nominee Application (one for each nominee)
2. Biographical information (2-page limit)
3. Statement from sponsor on rationale for the nomination.

Please note: The bio and statement will be distributed to the AAVSB Member Boards.

The following biographical information should be provided for each nominee. The information should not exceed two pages.

- Name
- Elected Position of Interest
- Education
- Specialties, if any
- Jurisdictions Where Currently Licensed, if applicable
- Work History
- Type of Practice/Employment (public, private or other; concentration)
- Member Board Experience and Roles Served
- Experience with the AAVSB and Roles Served
- Leadership Positions Held
- Other Affiliations



American Association of Veterinary State Boards
Information on Board of Directors Elected Positions for 2021 - 2022

CURRENT 2019 - 2021 AAVSB® BOARD OF DIRECTORS

Immediate Past President: Michael Gotchey, DVM from Colorado
President: Roger Redman, DVM from Ohio
President-Elect: Chris Runde, DVM from Maryland
Treasurer: Kim Gemeinhardt, DVM from North Carolina
Director: Vito DelVento, DVM from District of Columbia
Director: Amy Haywood, LVT from District of Columbia
Director: Timothy Kolb, DVM from Ohio
Director: Mark Logan, VMD from New Jersey
Director: Larry McTague, DVM from Oklahoma
Director: Frank Richardson, DVM from Nova Scotia

Upcoming 2021 - 2022 AAVSB Board of Directors

Immediate Past President: Roger Redman, DVM
President: Chris Runde, DVM

President-Elect: _____ OPEN _____ (3-year commitment)

Treasurer: Kim Gemeinhardt, DVM
(Dr. Gemeinhardt is currently serving the first year of a first 2-year term)

Director: _____ OPEN _____ (2-year term)
(Dr. Vito DelVento is eligible to be nominated to an Officer position.)

Director: _____ OPEN _____ (2-year term)
(Dr. Larry McTague is eligible to be nominated to an Officer position.)

Director: _____ OPEN _____ (2-year term)
(Dr. Frank Richardson is currently serving the second year of a first 2-year term.)

Director: Amy Haywood, LVT
(Ms. Haywood is currently serving the first year of a first 2-year term)

Director: Timothy Kolb, DVM
(Dr. Kolb is currently serving the first year of a second 2-year term)

Director: Mark Logan, VMD
(Dr. Logan is currently serving the first year of a first 2-year term)

James T. Penrod, CAE, FASLA, as Executive Director serves as Secretary and as an ex-officio non-voting member of the Board of Directors.

OVERVIEW

The AAVSB Board of Directors is a body of elected Directors which govern the Association and provide the strategic plan for the future of the Association.

RESPONSIBILITIES

- Governs and sets the course for the AAVSB's future.
- Ensures the overall strength and health of the AAVSB.
- Develops, supports and maintains focus on the strategic objectives and priorities.
- Commits to the mission and goals of the AAVSB.
- Attends the Association's Annual Meeting, Board of Director meetings, planning meetings, and assigned committee and/or task force meetings.
- Prepares for all meetings and seeks opportunities to expand knowledge about the organization.
- Shares wisdom and insights to help the Board of Directors make good decisions and policy.
- Ensures Board effectiveness.
- Hires, supports and develops the chief executive to lead and manage the AAVSB into the future.
- Ensures the availability of adequate resources and the long-term financial stability of the AAVSB.
- Approves annual budgets, audit, and Form 990 as well as updates to financial policies.
- Stays informed and supportive of the governing documents of the organization, e.g. Articles of Incorporation, Bylaws, policies, strategic plan, and budget.
- Accepts the legal duties of loyalty and care while serving as a director and complies with applicable laws, regulations, Bylaws, policies and code of conduct.
- Understands that all power rests with the full Board of Directors, not individual directors.

EXPECTED TIME COMMITMENT – Approximately 150 hours per

- Monthly conference calls (1 hour of preparation and 1.5 hours of participation per call)
- In-Person meeting in January each year (2-3 days of meetings with 2 hours of preparation time plus travel time).
- In-Person meeting in June each year (2-3 days of meetings with 2 hours of preparation time plus travel time).
- Annual Meeting in September (4 days of meetings with 3 hours of preparation time plus travel time).
- Frequent opportunities to attend AVMA meetings, ICVA Board meetings, or special assignments (approximately 2 days each).
- Additional time may be required if assigned as a liaison to a committee; the amount of additional time is dependent on the specific committee.
- Additional time is required of the Officers of the Board of Directors.

BYLAWS SPECIFICATIONS (Article VII)

The AAVSB Bylaws prescribe the authority, composition, and election of the Board of Directors which are described below.

Authority

The Board of Directors shall manage the affairs of the Association, including the establishment of an annual budget for the Association and the transaction of all business for and on behalf of the Association as authorized under these Bylaws. The Board of Directors shall carry out the resolutions, actions, or policies as authorized by the Delegates, subject to the provisions of the Association Articles of Incorporation and Bylaws.

Composition

There shall be ten (10) members of the Board of Directors including four (4) Officers and six (6) Directors at Large. The Officers shall be identified as President, President-Elect, Immediate Past President and Treasurer. The Officers and Directors at Large are collectively referred to as the Board of Directors. The Officers may, at times be collectively referred to as the Executive Committee. Notwithstanding any other provisions of these Bylaws, the Board of Directors shall be comprised of at least six Licensed Veterinarians and one Affiliate Member. The Executive Director shall serve as Secretary and as an ex-officio non-voting member of the Board of Directors.

Qualifications

a. Officers

To be eligible to serve as an Officer, a candidate shall when nominated and elected be currently serving on the Board of Directors, be a Delegate, Alternate Delegate, or be a member of a Member Board.

b. Directors at Large

To be eligible to serve as a Director at Large, a candidate shall when nominated be a Delegate, Alternate Delegate, member of a Member Board or have served as a member of a Member Board as of June 1st of the year preceding the election year.

If a Director ceases to meet eligibility criteria stated above, such Board of Director member shall, after completion of the current term, be eligible to serve one additional term on the Board of Directors.

Elections

The Board of Directors shall be elected at the Annual Delegate Assembly of the Association by the Delegates, either from nominations submitted by the Nominating Committee, or by nominations from the floor. Each Director shall assume office at the close of the Annual Delegate Assembly at which the member is elected and shall serve as specified in these Bylaws or until a successor is elected.

Terms of Office

For purposes of these Bylaws, the offices of Immediate Past President, President, and President-Elect shall be considered one (1) term. The terms of the Board of Directors shall be as follows:

- a. Immediate Past President. The Immediate Past President shall serve a one (1) year term automatically following the term as President. The Immediate Past President shall only vote on matters before the Board of Directors to break a tie.
- b. President. The President shall serve a one (1) year term automatically following the term as President-Elect. In the event of a vacancy, the President-Elect shall succeed to the Presidency to fill the unexpired term and may, thereafter, complete the President's term.
- c. President-Elect. A President-Elect shall be elected at the Annual Delegate Assembly to serve a one (1) year term and shall automatically succeed to the office of President and, thereafter, the office of Immediate Past President. Thus, the President-Elect office is a three (3) year commitment, one year as President-Elect, one year as President, and one year as Immediate Past President and is limited to one elected term. In the event of a vacancy, the President in consultation with the Board of Directors may appoint the office of President-Elect. In any event and under these circumstances, at the next Annual Delegate Assembly, there shall be an election for both President and President-Elect.
- d. Treasurer. A Treasurer shall be elected at the Annual Delegate Assembly to serve a term of two (2) years. In the event of a vacancy, the Treasurer position shall be appointed by the President in consultation with the Board of Directors until the next Annual Delegate Assembly at which time an election shall be held. The Treasurer shall serve no more than two (2) consecutive terms.
- e. Directors at Large. Directors at Large shall be elected at the Annual Delegate Assembly to serve two (2) year terms. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Director at Large position until the next Annual Delegate Assembly at which time an election shall be held to fill the unexpired term. Directors at Large shall serve no more than two (2) consecutive terms.
- f. No member of the Board of Directors shall hold more than one seat on the Board of Directors at any time. Any person appointed or elected to fill an unexpired term of less than one year for Treasurer or Director at Large may be eligible for election to the same position for two additional consecutive terms after completion of the unexpired term. If the unexpired term is more than one year, the person may be eligible for one additional consecutive term.



American Association of Veterinary State Boards Information on Nominating Committee Elected Position for 2021-2022

CURRENT 2019-2021 NOMINATING COMMITTEE

Mark Olson, DVM, Chair, from Kansas (elected position)
Matthew Verbsky, DVM from Ohio (appointed position)
Steven Wills, DVM from Kentucky (elected position)

Upcoming 2021-2022 Nominating Committee

OPEN (2-year elected position)

(Dr. Steven Wills is not eligible for nomination as he is currently serving in the second year of an unexpired two-year term.)

Elected position: Mark Olson, DVM
(Dr. Olson is currently serving the first year of a two-year term.)

Appointed position: Matthew Verbsky, DVM
(Dr. Verbsky is currently serving in the one-year appointed position.)

OVERVIEW

The overall role of the Nominating Committee is to review nominations and confirm eligibility of nominees from AAVSB Member Boards for the open elected positions.

RESPONSIBILITIES

- Prepares a Call for Nominations for the Member Boards which includes a nomination form and information on the open positions.
- Receives nominations from Member Boards for open positions 120 days prior to the upcoming Annual Delegate Assembly.
- Reviews nominations received and possibly distribute a questionnaire to nominees.
- Develops a ballot of candidates for mailing to Member Boards 30 days prior to Annual Delegate Assembly.

EXPECTED TIME COMMITMENT – Approximately 12 hours per year

- Participates in 4 conference calls (1 hour for preparation time and 1 hour for participation per call).
- Meets in September at Annual Meeting (1 hour meeting plus travel time).
- Additional time is required of the Committee Chair.

BYLAWS SPECIFICATIONS (Article X, Section 1 and Article IX, Section 3)

The AAVSB Bylaws prescribe the role, number of members, method of appointment, composition and terms of office of the Nominating Committee which are described below.

Role

The Nominating Committee shall review the qualifications of the applicants, verify sponsors and references on all applications submitted, and shall submit to the Member Boards at least thirty (30) days before the Annual Delegate Assembly, a ballot containing candidates for each position on the Board of Directors, the Nominating Committee and the International Council for Veterinary Assessment to be filled. The ballot shall contain the names of all candidates who have been found to be eligible and their applications verified as accurate by the Nominating Committee. In determining the slate of candidates for the Board of Directors, the Nominating Committee shall make every effort to ensure at least a majority of Members at Large are currently members of Member Boards. Persons serving on the Nominating Committee shall be ineligible to be on the ballot or elected to any position within the Association within their elected term.

Number of Members: *Three members.*

Elections and Qualifications

Two of the three Committee members are elected at the Annual Delegate Assembly by a plurality of votes, either from nominations submitted by the Nominating Committee or by nominations from the floor. Prior to nomination, the elected members to the Committee must have attended at least one Delegate Assembly meeting. At the time of nomination and election, candidates for the Committee must be a Delegate or Alternate Delegate, a member of a Member Board, a current Associate Member, or a chairperson of an Association committee. The President shall appoint the third member of the Committee and name the chair of the Committee.

Terms of Office

The terms of the elected members are two (2) years. The President shall appoint a third member of the Committee with the approval from the Board of Directors whose term will be one (1) year. Nominating Committee members may not serve consecutive terms, but are eligible for reelection consistent with this Article X, Section 1. The President shall name the chair of the Committee with approval from the Board of Directors. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Nominating Committee member until the next Annual Delegate Assembly at which time an election shall be held to fulfill the unexpired term.



American Association of Veterinary State Boards
**Information on Representatives to the
ICVA Elected Positions for 2021-2022 - Updated**

**CURRENT 2020-2021 AAVSB REPRESENTATIVES TO THE
INTERNATIONAL COUNCIL FOR VETERINARY ASSESSMENT (ICVA)**

Jon Betts, DVM from Oregon (Licensed Veterinarian)
Kathy Bowler from California (Public Member)
Bruce Louderback, DVM from Colorado (Licensed Veterinarian)
Helen Tuzio, DVM from New York (Licensed Veterinarian)

Upcoming 2021-2022 AAVSB Representatives to the ICVA

OPEN (Licensed Veterinarian position)

(Dr. Helen Tuzio is eligible for nomination to serve the remainder of a second term.)

OPEN (Public Member position)

(Ms. Kathy Bowler is eligible for nomination to serve a third term.)

OPEN (Licensed Veterinarian position)

(Dr. Jon Betts is serving the last year of a third and final term.)

Bruce Louderback, DVM

(Dr. Louderback is currently serving the second year of third 3-year term)

BYLAWS SPECIFICATIONS (Article IX)

The AAVSB Bylaws prescribe the composition, duties, election, qualifications and terms as described below.

Composition

There shall be a minimum of four AAVSB representatives to the International Council for Veterinary Assessment (ICVA).

Duties

The Representatives shall attend all meetings of the ICVA and shall report to the AAVSB Board of Directors following each ICVA or subcommittee meeting. The Representatives shall present the consensus opinions of the Association at such meetings and shall not vote in conflict with the AAVSB Bylaws.

Election

Delegates at the Annual Delegate Assembly shall elect the Representatives at the Annual Delegate Assembly of the Association either from nominations submitted by the Nominating Committee or by nomination from the floor. Each Representative shall assume his or her responsibilities at the close of the Annual Delegate Assembly at which elected and shall serve as specified in these Bylaws or until a successor is elected and qualified.

Qualifications

- *Three representatives must, when nominated and elected, be Licensed Veterinarians currently practicing in public or private practice and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, or (iii) have been a member of the ICVA within the previous year, or (iv) be a current Associate Member.*
- *One Representative must, when nominated and elected, be a Public Member and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, or (iii) have been a member of the ICVA within the previous year, or (iv) be a current Associate Member.*

Terms

Representatives can be eligible for three 3-year terms.

EXPECTATIONS

Please contact the AAVSB office for additional information on the AAVSB representatives to the ICVA.



American Association of Veterinary State Boards Policies & Procedures: Travel

OVERVIEW

The AAVSB is committed to providing for *reasonable* travel expenses incurred while conducting Association business. This includes attending Association meetings and representing the Association at other functions.

As a non-profit organization, the AAVSB must be fiscally prudent at all times. Every effort should be made by those representing the Association or participating in Association activities to find the most cost-effective travel arrangements. The AAVSB reserves the right to decline payment of any expenses it considers outside the parameters of prudent spending.

This travel policy shall apply to the AAVSB Board of Directors, members of Association committees, task forces, and Association staff.

POLICY

1. Members of the Board of Directors, committees, task forces, and Association staff will be reimbursed for travel expenses while traveling on Association business.
2. Receipts must accompany requests for reimbursement for all expenditures over \$25.
3. When arranging for Association meetings, hotel accommodations shall be made using blocks of rooms for group rates. When travel is for other approved purposes, individual hotel accommodations must be made at the most reasonable rate. Additional persons sharing the traveler's room are the responsibility of the traveler.
4. Reimbursement will be made for guest room and taxes as well as other fees dictated by the contract with the hotel. Incidental expenses such as in-room movies, mini bar charges, laundry, or cleaning services will not be reimbursed.
5. Internet fees will be reimbursed, not to exceed \$15 per day.
6. In order to get the most economical rates, non-refundable airline tickets should be purchased at the earliest possible time, but in all cases no less than 14 days in advance of previously scheduled meetings. Travel insurance fees are the responsibility of the traveler. The AAVSB designated Travel Agent may be used to arrange air transportation. Checked bag fees will be reimbursed.
7. If air transportation will not be used, the AAVSB staff must be notified prior to travel. Alternate forms of transportation may be used instead of air transportation. For travel by personal vehicle, if the trip is less than 800 miles roundtrip, reimbursement will be at the current federal government rate for mileage. If a driving trip is more than 800 miles roundtrip, total reimbursement for driving will be capped at the amount equal to the lowest airfare available no less than 14 days prior to the travel date. Total reimbursable expenses subject to the cap for driving trips over 800 miles roundtrip may include mileage, tolls, parking, meals, and hotels in route. For forms of transportation used other than air or personal vehicle, the maximum amount reimbursed will be the cost of the alternative form of transportation or the lowest priced airfare available no less than 14 days prior to the travel date, whichever is less expensive.

8. If complimentary ground transportation is furnished through the hotel, it must be used for transportation to and from the airport and, if available, for any ground transportation in the area. If complimentary ground transportation is not available through the hotel, use of an airport shuttle service is encouraged. However, reasonable and necessary expenses for taxis, scheduled car pick-ups, and on-demand transportation including tips will also be reimbursed.
9. Automobile rental and fuel are reimbursable only if such expense is approximately equal to or less than public transportation charges for the entire travel period. This may be the least expensive alternative when the automobile is to be shared by a number of people. Rental cars should be returned with a full tank of gas. The purchase of the rental car agency's a Loss Damage Waiver (LDW) is required to protect the traveler and the Association financially from damage to the rental vehicle, loss of use, and diminished value.
10. Mileage at the federal government reimbursement rate will be paid to and from home and the airport or other mass transit point of departure. The cost of fuel will not be reimbursed as that is included in the mileage rate reimbursement.
11. Parking expenses for the days of the Association business trips will be reimbursed.
12. When not provided, reasonable costs for three meals per day will be reimbursed when accompanied by receipts. The cost of food should be kept comparable to what meal expenses would be if the costs were personal. Reasonable tips not exceeding 20% will be reimbursed for food service.
13. Reasonable tips for luggage service, transportation providers, etc., are reimbursable when itemized. Reimbursement is not provided for maid service tips.
14. The Association will not reimburse or directly pay participants for any special activities that may take place during a meeting, such as sightseeing tours.

PROCEDURES

An AAVSB Expense Statement must accompany requests for reimbursement. Unless the AAVSB has pre-arranged certain accommodations, receipts for air travel, hotel, ground transportation, rental cars, parking, and meals must be provided or the expenses may not be reimbursed.

Requests for reimbursement should be made as soon as possible, but in all cases, within 60 days of the date that the expenses were incurred. Reimbursement for expenses not substantiated within 60 days of the date that the expenses were incurred are considered taxable income to the individual and will be included in year-end tax reporting on Form 1099 issued to the individual.

The Association will make reimbursement as soon as possible.

Adopted by the AAVSB Board of Directors in July 2001; Revised & Approved March 2006, September 2007, January 2010, September 2010, January 2015, June 2015, January 2016, and February 28, 2018.



American Association of Veterinary State Boards **Policies & Procedures: Delegate Funding Program**

OVERVIEW

The Board of Directors of the AAVSB is dedicated to the goal of full participation by the Member Boards in the Delegate Assembly at each Annual Meeting. Therefore, the Board of Directors commits to providing for *reasonable* travel expenses incurred to fund two participants who meet the qualifications of Delegate or Alternate Delegate from each Member Board to attend the AAVSB Annual Meeting and participate in the Delegate Assembly. Having two funded individuals from each Member Board could make it possible for a Board Member and the Executive Director to attend.

As a non-profit organization, the AAVSB must be fiscally prudent at all times. Those participating in the Delegate Funding Program are required to adhere to this policy, and the AAVSB reserves the right to decline payment of any expenses it considers outside the parameters of the guidelines set forth.

The Delegate Funding Program shall apply to one voting **Delegate and one Alternate Delegate** per Member Board. Per the AAVSB Bylaws:

Article III. Definitions. Section 7. Delegate. “Delegate shall mean a current member or Affiliate Member of a Member Board designated by the Member Board as its Delegate to the AAVSB Delegate Assembly.”

Article III. Definitions. Section 8. Alternate Delegate. ““Alternate Delegate” shall mean a current member or Affiliate Member of a Member Board designated by the Member Board as its Alternate Delegate to the AAVSB Delegate Assembly.”

POLICY

1. In order for participants to be eligible for the Delegate Funding Program, the participants’ Member Boards must be in good standing with annual dues paid in full.
2. In order for participants to be eligible to utilize the Delegate Funding Program, the Delegate and Alternate Delegate must answer roll call and attend both days of the Delegate Assembly, must attend the Annual Meeting & Conference in its entirety, and are expected to attend the pre-conference session(s).
3. Annual Meeting registration fee for those participating in the Delegate Funding Program will be waived. Networking event is included for the participants. Networking event fees of any additional guests are the responsibility of the participants. As the AAVSB is unable to accept payments at the conference, payment for guests is required in advance
4. Meeting registration includes breakfast and lunch during the meeting sessions as well as dinner at the networking event.
5. No reimbursement will be given for additional meals, snacks, and drinks including expenses for food and beverages consumed during the Delegate’s travel.

6. Hotel accommodations include up to four (4) nights at the AAVSB designated hotel and the participants will be included on the AAVSB Master List, unless additional nights are required for travel reasons as determined by the AAVSB staff. Additional nights may be at the participants' expense and may be charged at the hotel rate based on the hotel's availability. The participants are also responsible for all additional hotel charges including hotel charges for additional persons sharing the participants' room.
7. Upon check-in at the hotel, participants are to provide a credit card for incidental expenses at the hotel. Incidental expenses such as meals, in-room movies, in-room internet fees (if applicable), mini-bar charges, laundry, or cleaning services will not be reimbursed.
8. Participants must utilize the AAVSB designated Travel Agent to arrange for air transportation. Participants should contact the AAVSB designated Travel Agent at the earliest possible time, but in all cases no less than 14 days in advance of Annual Meeting. Airfare is non-refundable and will be booked at the most economic rate. Participants will be reimbursed the fees for one checked bag. Upgrades and itinerary changes will not be reimbursed by the AAVSB.
9. If air transportation will not be used, participants must notify the AAVSB staff prior to travel. Alternate forms of transportation may be used instead of air transportation. For travel by personal vehicle, if the trip is less than 800 miles roundtrip, reimbursement will be at the current federal government rate for mileage. If a driving trip is more than 800 miles roundtrip, total reimbursement for driving will be capped at the amount equal to the lowest airfare available no less than 14 days prior to the travel date. Total reimbursable expenses subject to the cap for driving trips over 800 miles roundtrip may include mileage, tolls, parking, meals, and hotels in route. For forms of transportation used other than air or personal vehicle, the maximum amount reimbursed will be the cost of the alternative form of transportation or the lowest priced airfare available no less than 14 days prior to the travel date, whichever is less expensive. Parking at the hotel will be reimbursed if the participants drive a personal vehicle and use the self-parking.
10. If complimentary ground transportation is furnished through the hotel, it must be used for transportation to and from the airport and, if available, for any ground transportation in the area. If complimentary ground transportation is not available through the hotel, use of an airport shuttle service is encouraged. However, reasonable and necessary expenses for taxis and on-demand transportation including tips will also be reimbursed.
11. Mileage at the Federal government reimbursement rate will be paid to and from home and the airport or other mass transit point of departure.
12. Parking expenses at the home airport or other mass transit point of departure will be reimbursed up to the number of days of travel for the Annual Meeting.
13. No reimbursement for rental cars. Parking at the hotel for rental cars will not be reimbursed.
14. No reimbursement for other miscellaneous items to include tips.
15. Receipts for covered expenses must accompany requests for reimbursement for all expenditures over \$25. Receipts for all covered expenses are encouraged.

PROCEDURES

1. Candidates for the Delegate Funding Program must submit the standard AAVSB conference registration form and indicate in the designated area that they are requesting to be the “funded” Delegate or Alternate Delegate from their Member Board.
2. Staff will verify that the candidate’s Member Board is in good standing and that the candidate meets the definitions as stated in the Bylaws.
3. Upon confirmation, staff will provide the participants with contact information for the AAVSB designated Travel Agency and any further instructions.
4. An AAVSB Expense Statement must accompany all requests for reimbursement. See Item 15 above under Policy regarding required receipts.
5. Requests for reimbursement should be made as soon as possible, but in all cases, within 45 days of the time when the expenses were incurred. Expenses submitted after that date will not be reimbursed.
6. The Association will make reimbursement as soon as possible.

Adopted by the AAVSB Board of Directors on 02/16/2011; revisions approved by the AAVSB Board of Directors on 01/19/2013, 06/20/2015, 9/19/2015, 1/23/2016, 5/11/2016, 6/17/2016, and 2/28/2018.



American Association of Veterinary State Boards Policies & Procedures: Legal Counsel Funding Program

OVERVIEW

The Board of Directors of the AAVSB is dedicated to the goal of increasing the Member Board's understanding of the Association. The Member Board Legal Counsel Funding Program is intended to bring the legal counsel of a Member Board to the Annual Meeting & Conference to better understand the programs and services offered to members by the AAVSB. Therefore, the Board of Directors commits to providing for *reasonable* travel to allow a Member Board to send their legal counsel to the AAVSB Annual Meeting & Conference to better understand the programs and services that are offered by the AAVSB to its members. The Legal Counsel Funding Program is limited to the first ten (10) Member Boards that submit a written request that is received by the AAVSB Headquarters.

As a non-profit organization, the AAVSB must be fiscally prudent at all times. Those participating in the Legal Counsel Funding Program are required to adhere to this policy, and the AAVSB reserves the right to decline payment of any expenses it considers outside the parameters of the guidelines set forth.

The Legal Counsel Funding Program shall apply to one attorney per Member Board that is the designated legal counsel for the Board.

POLICY

1. In order for participants to be eligible for the Legal Counsel Funding Program, the participants' Member Board must be in good standing with annual dues paid in full.
2. In order for participants to be eligible to utilize the Legal Counsel Funding Program, the participant must attend the Annual Meeting & Conference in its entirety and are expected to attend the pre-conference session(s).
3. Annual Meeting registration fee for those participating in the Legal Counsel Funding Program will be waived. Networking event is included for the participants. Networking event fees of any additional guests are the responsibility of the participants. As the AAVSB is unable to accept payments at the conference, payment for guests is required in advance.
4. Meeting registration includes breakfast and lunch during the meeting sessions as well as dinner at the networking event.
5. No reimbursement will be given for additional meals, snacks, and drinks including expenses for food and beverages consumed during the participants travel.
6. Hotel accommodations include up to four (4) nights at the AAVSB designated hotel and the participants will be included on the AAVSB Master List, unless additional nights are required for travel reasons as determined by the AAVSB staff. Additional nights may be at the participants' expense and may be charged at the hotel rate based on the hotel's availability. The participants are also responsible for all additional hotel charges including hotel charges for additional persons sharing the participants' room.

7. Upon check-in at the hotel, participants are to provide a credit card for incidental expenses at the hotel. Incidental expenses such as meals, in-room movies, in-room internet fees (if applicable), mini-bar charges, laundry, or cleaning services will not be reimbursed.
8. Participants must utilize the AAVSB designated Travel Agent to arrange for air transportation. Participants should contact the AAVSB designated Travel Agent at the earliest possible time, but in all cases no less than 14 days in advance of Annual Meeting. Airfare is non-refundable and will be booked at the most economic rate. Participants will be reimbursed the fees for one checked bag. Upgrades and itinerary changes will not be reimbursed by the AAVSB.
9. If air transportation will not be used, participants must notify the AAVSB staff prior to travel. Alternate forms of transportation may be used instead of air transportation. For travel by personal vehicle, if the trip is less than 800 miles roundtrip, reimbursement will be at the current federal government rate for mileage. If a driving trip is more than 800 miles roundtrip, total reimbursement for driving will be capped at the amount equal to the lowest airfare available no less than 14 days prior to the travel date. Total reimbursable expenses subject to the cap for driving trips over 800 miles roundtrip may include mileage, tolls, parking, meals, and hotels in route. For forms of transportation used other than air or personal vehicle, the maximum amount reimbursed will be the cost of the alternative form of transportation or the lowest priced airfare available no less than 14 days prior to the travel date, whichever is less expensive. Parking at the hotel will be reimbursed if the participants drive a personal vehicle and use the self-parking.
10. If complimentary ground transportation is furnished through the hotel, it must be used for transportation to and from the airport and, if available, for any ground transportation in the area. If complimentary ground transportation is not available through the hotel, use of an airport shuttle service is encouraged. However, reasonable and necessary expenses for taxis and on-demand transportation including tips will also be reimbursed.
11. Mileage at the Federal government reimbursement rate will be paid to and from home and the airport or other mass transit point of departure.
12. Parking expenses at the home airport or other mass transit point of departure will be reimbursed up to the number of days of travel for the Annual Meeting.
13. No reimbursement for rental cars. Parking at the hotel for rental cars will not be reimbursed.
14. No reimbursement for other miscellaneous items to include tips.
15. Receipts for covered expenses must accompany requests for reimbursement for all expenditures over \$25. Receipts for all covered expenses are encouraged.

PROCEDURES

1. The Legal Counsel Funding Program is limited to the first ten (10) Member Boards that submit a written request that is received by the AAVSB Headquarters prior to the published registration deadline for the Annual Meeting & Conference.
2. Upon receiving confirmation from staff, candidates for the Legal Counsel Funding Program must submit the standard AAVSB conference registration form and indicate in the designated area that they are requesting to be the “funded” Legal Counsel from their Member Board.
3. Staff will verify that the candidate’s Member Board is in good standing.

4. Upon confirmation, staff will provide the participants with contact information for the AAVSB designated Travel Agency and any further instructions.
5. An AAVSB Expense Statement must accompany all requests for reimbursement. See Item 15 above under Policy regarding required receipts.
6. Requests for reimbursement should be made as soon as possible, but in all cases, within 45 days of the time when the expenses were incurred. Expenses submitted after that date will not be reimbursed.
7. The Association will make reimbursement as soon as possible.

Adopted by the AAVSB Board of Directors on November 20, 2019.