



**ACVO**

---

AMERICAN COLLEGE OF  
VETERINARY OPHTHALMOLOGISTS

**OPERATIONAL & COMMITTEE  
POLICIES AND PROCEDURES**

# ACVO GENERAL POLICIES AND PROCEDURES

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## **1.00 SECTION 1: FINANCIAL**

- 1.01** All contracts between the ACVO and vendors must be reviewed by the Executive Director, ACVO Treasurer, and/or ACVO President. If there is disagreement between these parties, the Board of Regents should be asked to review and approve any contracts.
- 1.02** The Executive Director will solicit a minimum of two bids for services or products to support special activities not currently part of an existing contract or operational routine.
- 1.03** The Executive Director, after reviewing the required bids, will submit a recommendation along with the bids to the officers of the board. After discussion with the President, the officers will make a recommendation to the Board.
- 1.04** If the requested service/item can be provided only by means of a sole source, the Executive Director will submit the proposal from the sole source for the Board's approval.
- 1.05** Cash advances will not be provided to members of the Board, staff or committee members.
- 1.06** Requests for reimbursement made via the official expense submission form on DACVO.org should be submitted no later than 30 days after the expense was incurred. All repayment details and instructions for any amounts due from ACVO must be received by December 20<sup>th</sup> of that same calendar year, reimbursements and payments may not be issued after this date.
- 1.07** The Executive Director will review all reimbursement requests and authorize payment for all sanctioned College expenses. Significant reimbursements may also need time to obtain authorization from the Treasurer for payment.
- 1.08** For all requests for payment of individual items greater than \$25.00, a photocopy of or an original receipt is required.
- 1.09** The Secretary-Treasurer of the College will review the financial transactions of College on a semi-annual basis or more frequently if deemed required by the Board of Regents.
- 1.10** College authorized signatures are: President, Secretary-Treasurer, Vice-President and Executive Director.
- 1.11** All related logistical arrangements for College meetings or activities should be the responsibility of the Executive Director and President.

- 1.12 The President will approve all arrangements for conference calls for the Board of Regents. Committees need to contact the Executive Director to request and arrange a conference call.
- 1.13 Based on advice from the Secretary-Treasurer and with approval of the Board of Regents, the College may retain the services of an investment broker familiar with non-profit organizations for advice on investment of reserve funds.
- 1.14 A strategic goal of the ACVO is to maintain a financial reserve of at least one year's operating expenses. The ACVO will adhere to a conservative investment strategy that preserves capital and minimize risk in regard to this financial reserve.
- 1.15 The Board, through the Secretary-Treasurer, will be responsible for overseeing and reviewing oversight of an investment broker on behalf of the College.
- 1.16 All major fees will be outlined in the 'Fee & Pricing Schedule', herein referenced and included as Appendix A at the end of this document.

#### 1.17 Reimbursement Policies

(A) Members, and/or paid presenters conducting business on behalf of the ACVO could qualify to receive the following reimbursement payments.

1. Reimbursements submitted related to the ACVO fall conference and committee meetings taking place in this location, would be reimbursed if: these were additional expenses incurred due to early arrival or specifically due to participation in an ACVO or ABVO committee or board meeting, occurring prior to the main conference schedule. Expenses that would generally occur due to travel, in the below list, in order to attend the annual ACVO conference, will not be reimbursed. These could include the additional hotel night(s) at the host hotel, at the group block rate, parking at the home airport the additional night, and meals associated with the day's work on-site at the meeting.
2. Reimbursements for committee work done on behalf of the ACVO or ABVO, not related to the ACVO fall conference, and/or speakers employed to present on behalf of an ACVO event, who would otherwise not be attending the event, would be reimbursed as follows:
  - 1) **General Travel** (coach airfare, shuttle, transfer fees, parking, tolls, or mileage at the current appropriate IRS rate) will be reimbursed. Mileage would be calculated from the place of residence to the host facility and back (calculated via map miles). Receipts or documentation of travel are required. Car rentals or private limo services are not covered unless pre-approved by the ACVO Executive Director or the Treasurer. Travel

expenses related to meetings held at the fall ACVO Conference are not valid.

## 2) **Airline/Travel**

- i) Tickets must be purchased by the committee member or speaker directly, at least 60 days in advance of the travel date or ACVO will reimburse only the lowest rate economy ticket estimated, rather than the full ticket price for the late ticket. Reservations made less than four weeks prior to the date of travel will not be reimbursed. Detailed tickets must be provided that show the economy fare. "Economy Main" or lower priced fare classes should be selected from the major airline carriers. Prioritizing preferred brand-specific options is not allowed if the economy ticket is higher than the other major airline options.
- ii) Rates that exceed the acceptable pricing guidelines in the ACVO Fee & Pricing Schedule must receive pre-approval from the ACVO Executive Director or the Treasurer over email.
- iii) Individuals may choose to upgrade flights, but ACVO will not reimburse for upgrades. These include upgrades for extra legroom, exit row seating, business class, first class, etc. Non-reimbursable upgrades paid for by the speaker must be easily deciphered in the receipt. If individuals have a medical need for different arrangements, provide written notification to the ACVO Executive Director for Board of Regents' consideration for full reimbursement. The request must include a cost estimate.
- iv) Only non-refundable tickets are to be purchased, and cancellation insurance is not reimbursable. If a speaker's participation in a course is cancelled, the ACVO office will contact the speaker for reimbursement of the flight credit.
- v) All fees incurred because of changes made by the member or speaker after purchase of the ticket are the responsibility of the purchaser and will not be reimbursed.
- vi) Parking fees for a long-term parking garage for the dates of work on behalf of the ACVO committee, board or speaking engagement are allowed.

- 3) **Hotel accommodations** (excluding telephone charges and extra optional items) will be reimbursed, receipts are required.

- i) If a hotel block group rate has been secured for the meeting or event, this is the rate that would be reimbursed. This applies even if reservations were made late and the block is closed or accommodations are made voluntarily at another facility and the pricing is higher.
  - ii) Upgrades or higher rates than the 'block' will not be reimbursed without prior approval.
  - iii) Hotel nights needed to serve on a committee or board at the ACVO annual conference location will be reimbursed for any night(s) that would be additional to those needed to attend the general conference.
  - iv) Those attending an early morning ACVO/ABVO meeting or speaking at an ACVO event would have accommodation reimbursed for the night prior. Those attending only a ½ day afternoon session could be reimbursed for the afternoon of the meeting or speaking engagement if this is not part of the regular conference attendance (members). For full day meetings up to two nights may be reimbursable if not part of the general conference nights (members). For full-day paid speakers, two nights' accommodation would be provided, and for half-day paid speakers, one night hotel would be provided, a second could be reimbursed if requested due to flight limitations.
- 4) **Meals** paid for, or catered by the ACVO, will be arranged or pre-approved by the ACVO staff. The member serving as host of a committee, typically the Chairperson or Vice-Chairperson, will use their good judgment in restaurant selection. These meals will count toward the individual daily reimbursement limits.
- i) The daily limit for reimbursement of meals, excluding meals provided for a committee at a conference on-site, is not to exceed \$100 per person per day. Meal reimbursement for committee members or speakers is not a per diem and should only be claimed for the actual expenses incurred but submitting receipts. All tips are included in the same daily limit.
  - ii) For speakers, reimbursement is also allowed for travel days, in addition to the speaking engagement date.
  - iii) Expenses for guests accompanying the speaker, for alcohol or movies, or telephone calls, or upgraded internet charges when complimentary internet is provided, will not be reimbursed.

- iv) Incidentals and personal items, such as toothbrushes or soap, etc. are not reimbursable.

**(B) ABVO Residents' Course Reimbursement.** Those residents in an ABVO approved program, who's mentor is also a current paid member of the ACVO, may qualify to submit for reimbursement of up to \$500, one time during a three-year residency program, for registration funds related to attending either the ACVO Basic Science Course or the ACVO Vision for Animals Phaco Course. The reimbursement is considered a member benefit of the mentor and is not due to a Diplomate non-ACVO member's resident. A reimbursement request must be made from the ACVO's online reimbursement form found on the website, submitting proof of registration, and payable only after the course took place and attendance is verified for said course. Reimbursement requests must be made in the same calendar year and will be payable to whomever issued the original payment to the course.

**(C) Reimbursement Payments** All reimbursement requests should be submitted via one form, one time and directly to the ACVO using the online reimbursement form. Reimbursement requests are encouraged to be submitted within 30 days but can be submitted up until December 20<sup>th</sup> of the same year. If submitted after this date, reimbursement may not be provided.

1. All reimbursement requests must be made via the online reimbursement form. This form requires that a completed excel sheet summary is submitted along with copies of receipt. Both the link and the excel sheet are available on [www.DACVO.org](http://www.DACVO.org) or by request.
2. Copies of all receipts are required for processing of reimbursement and will need to be uploaded in this form.
3. One reimbursement payment will be issued to each individual after the single request is received with all receipts attached. Multiple reimbursement forms submitted for separate requests is not allowed without prior permission from the ACVO Office.
4. In summary, the following are non-reimbursable expenses:
  - 1) Unapproved flight costs over the limits as outlined in the ACVO Fee & Pricing Schedule.
  - 2) Meals above \$100 per day.
  - 3) Unqualified hotel nights or rates exceeding a general, published group-block reservation rate (if affiliated with an event).
  - 4) Incidentals and personal items.
  - 5) Car and limo rentals if not approved.
  - 6) Flight upgrades if not pre-approved for medical reasons.
  - 7) Flights exceeding limits are purchased outside of the herein named timelines and guidelines.

- 1.18 Director Representation.** The ACVO will provide funding annually for the Executive Director to attend appropriate networking meetings, to be approved by the Board, to help interface with other Colleges and similar organizations. If/when needed, these funds could be used retroactively cumulatively, if prior approval is given by the Secretary-Treasurer.
- 1.19 Grievance Gifts.** The ACVO may purchase and send flowers or donate to a charity of their wishes, on behalf of the death of a member, his/her spouse and/or child in the amount stated in the “Fee & Pricing Schedule”.
- 1.20 Orthopedic Foundation of America (OFA).** A contract between ACVO and OFA may be maintained as long as the Board of Regents wishes to continue the relationship with OFA for stated services. The contract will establish irrefutable ownership of the intellectual property and outline the professional and financial relationship between the two organizations. This contract will be reviewed every three years.
- 1.21 Reimbursement Approval Limits.** The Executive Director is allowed to pay for anticipated or common ACVO expenditures up to the amount as stated in the “Fee & Pricing Schedule”, without Treasurer or President special written approval. The Executive Director is allowed to reimburse management service fees based on contracts and arrangements previously approved by the Board of Regents.

## **2.00 SECTION 2: ORGANIZATIONAL POLICIES**

- 2.01** At the commencement of his or her term of office, each member of the Board of Regents shall agree not to disclose any confidential information about the College. The appropriate forms will be completed.
- 2.02** Each member of the Board of Regents will further agree to disclose to the Board of Regents any existing or potential conflict of interest fully and promptly the Board Members may have, of either a personal, professional, business, or financial nature. After full disclosure, the Board of Regents shall determine whether the Board Member shall be excused from voting on any matter involving the conflict. Breach of confidentiality or conflict of interest shall constitute good cause for the removal of members of the Board of Regents from office pursuant to the Bylaws of the College. A conflict-of-interest form shall be signed by each member annually and kept on file.
- 2.03 Defining Conflicts**
- (A)** Board Members have a fiduciary duty to conduct themselves without conflict to the interests of ACVO. In their capacity as board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the ACVO. While not all staff members may be



subject to the same type of fiduciary relationship as Board Members, staff members and/or contractors are expected to act ethically and in good faith, and to comply with ACVO's Conflict of Interest Policy kept in the College office.

- (B) A "conflict of interest" is a transaction or relationship that presents, or may present, a conflict between a Board Member's obligations to the ACVO and the Board Member's personal, business or other interests.

An "affiliated person or organization" includes: a spouse, domestic partner, child, mother, father, brother or sister; any corporation or business entity of which you are a board member, any not-for-profit organization of which you are a trustee, an officer, participate in management or are employed by, or are directly or indirectly a debt holder or benefit in any way.

- (C) Conflicting and potentially conflicting involvements include but are not limited to the following: ACVO Board or staff members serving as board members of affiliated organizations, immediate family members of Board or staff members serving as board members of affiliated organizations, ACVO Board Members or staff members or their immediate family members being employed by or doing business with affiliated organizations.

#### **2.04 Disclosure of Potential Conflicts**

- (A) ACVO Board Members and staff are expected to disclose conflicts or appearances thereof on an annual basis and/or whenever a conflict arises. Organization staff shall disclose actual or potential conflicts to the Executive Director (or if she or he is the party with the conflict, then to the Board President), who shall bring the matter to the attention of the Board. Disclosure involving Board Members should be made to the Board President (or if she or he is the party with the conflict, then to the Board Vice-President), who shall bring these matters to the Board.
- (B) Once such a disclosure has been made, the disinterested Board Members will determine whether a conflict of interest exists, and what subsequent action is appropriate, if any. The Board of Regents shall retain the right to modify or reverse such determination and action and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
- (C) On an annual basis, all Board Members and staff shall be provided with a copy of this policy and shall be required to complete and sign the acknowledgment and disclosure form in the appendix. All completed forms shall be provided to and reviewed by the Executive Director and President.

#### **2.05 Abstention from Decision-Making**

Should the transaction or relationship in question be considered a conflict or should it create the appearance thereof, the Board Member involved shall abstain from voting and shall not participate in the discussion of the applicant organization other than to answer specific questions that may be raised by other Board Members. Abstaining Board Members may be included in attendance figures for the purposes of creating and maintaining a quorum.

## **2.06 No Return Benefit & Antitrust**

- (A)** In furtherance of ACVO's Conflict of Interest Policy, any Board Member is prohibited from accepting or offering favors or gifts from or to anyone who does business with or seeks grants from the organization. Moreover, no loans shall be made by the ACVO to any of its Board Members or staff. Any Board Member or staff member who assents to or participates in the making of any such loan shall be liable to the ACVO for the amount of such loan until the repayment thereof.
  
- (B) Antitrust Avoidance.** The Board of Regents will be reminded annually that various state and federal laws prohibit the exchange of information among competitors regarding matters pertaining to price, refusals to deal, market division, tying relationships and other topics which might infringe upon antitrust regulations, and that no such exchange or discussion will be tolerated during any meeting. An Antitrust Avoidance form will be signed annually and kept on file.

These guidelines apply not only to the formal meeting sessions, but also to informal discussions during breaks, meals or social gatherings.

## **2.07 Code of Conduct.** The Board of Regents will conduct themselves according to the below code of conduct.

- (A)** Will not discuss or exchange information regarding the following matters during social gatherings incidental to College-sponsored meetings:
  1. Individual company prices, price changes, price differentials, markups, discounts, allowances, credit terms, etc.
  2. Industry pricing policies, price levels, price changes, differentials, etc.
  3. Matters relating to actual or potential individual suppliers that might have the effect of excluding them from any market or of influencing the business conduct of firms toward such suppliers or customers.

4. Bids on contracts for particular products and/or services.
- (B) The following guidelines should be followed regarding the Code of Conduct:
1. A staff representative should attend all College-sponsored meetings unless an exception to the rule has been authorized by an appropriate College officer.
  2. Agendas will be provided, and minutes recorded of all College-sponsored meetings, which accurately reflect the matters which transpire.
  3. Meeting discussions should be limited to agenda topics unless the appropriate College officer has approved additional topics.
  4. Fully describe the purposes and authority of all task groups, task forces, ad hoc or other standing committee subgroups and their terms of reference in the minutes of the appropriate parent committee.
  5. General Counsel will be consulted on all antitrust questions relating to College-sponsored meetings.
  6. Protest against any discussions or meeting activities that appear to violate this checklist; members should disassociate themselves from any such discussions or activities and leave any meeting in which they continue.

## 2.08 Whistleblower Policy

- (A) **Purpose.** Encourages staff, contractors and volunteers to come forward with credible information regarding illegal practices or serious violations of adopted policies of the ACVO; specifies that the ACVO will protect the person from retaliation; and identifies where such information can be reported.
- (B) **Scope.** The Whistleblower Policy applies to all ACVO employees, including part-time, temporary, and contract employees, as well as directors, officers and other organization volunteers.
- (C) **Encouragement of reporting.** The ACVO encourages complaints, reports or inquiries about illegal practices or serious violations of the ACVO's policies, including illegal or improper conduct by the ACVO itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, alleged discrimination or harassment, or other similar illegal or improper practices or policies. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
- (D) **Protection from retaliation.** The ACVO prohibits retaliation by or on behalf of the ACVO against staff, contractors, or volunteers for making good faith

complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. Protection extends to those whose allegations are made in good faith but prove to be mistaken. The ACVO reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

- (E) Where to report.** Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaints, reports, or inquiries. They should be directed to the ACVO's Executive Director or Board President; if both of those persons are implicated in the complaint, report, or inquiry, it should be directed to the current Vice-President. The ACVO Ethics Committee, and if inappropriate then the Board of Regents, will conduct a prompt, discreet, and objective review, or investigation. Staff or volunteers must recognize that the ACVO may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

## **2.09 Policy on the Process for Determining Compensation**

- (A)** This policy applies to the compensation of the following persons employed by the ACVO:
1. The ACVO's chief employed executive (CEO). The CEO (i.e., Chief Executive Officer), Executive Director, or top management official (i.e., a person who has ultimate responsibility for implementing the decisions of the ACVO's governing body or for supervising the management, administration, or operations of the ACVO).
  2. Other Officers or Key Employees of the Organization. Officer – A person elected or appointed to manage the ACVO's daily operations, such as a President, Vice-President, Secretary or Treasurer. The officers of the ACVO are determined by reference to its organizing document, Bylaws, or resolutions of its governing body, or as otherwise designated consistent with state law, but at a minimum include those officers required by applicable state law. Included as officers are ACVO's top management official and top financial official (the person who has ultimate responsibility for managing the ACVO's finances).
  3. The process includes all of these elements:
    - 1) Review and approval by the Board of Regents of the ACVO.
    - 2) Use of data as to comparable compensation; and
    - 3) Contemporaneous documentation and recordkeeping.

- i) Review and approval. The compensation of the person is reviewed and approved by the Board of Regents of the ACVO, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.
- ii) Use of data as to comparable compensation. The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
- iii) There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.
- iv) Key Employee – An employee of the ACVO who meets all three of the following tests: (a) \$150,000 Test: the employee receives reportable compensation from the ACVO and all related organizations in excess of \$150,000 for the year; (b) Responsibility Test: the employee: (i) has responsibility, powers, or influence over the ACVO as a whole that is similar to those of officers, directors, or trustees; (ii) manages a discrete segment or activity of the ACVO that represents 10% or more of the activities, assets, income, or expenses of the ACVO, as compared to the ACVO as a whole; or (iii) has or shares authority to control or determine 10% or more of the ACVO's capital expenditures, operating budget, or compensation for employees; and (c) Top 20 Test: the employee is one of the 20 employees (that satisfy the \$150,000 Test and Responsibility Test) with the highest reportable compensation from the ACVO and related organizations for the year.

## 2.10 Document Retention and Destruction Policy

This policy identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the ACVO's documents and records.

- (A) **Rules.** The ACVO's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules:
  - 1. Paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Executive Director at the ACVO's office;

2. All other paper documents will be destroyed after three years;
3. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and
4. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

**(B) Terms for Retention.**

1. Retain permanently: Governance records – Charter and amendments, Bylaws, other organizational documents, governing board, and board committee minutes. Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits. Intellectual property records – Copyright and trademark registrations and samples of protected works. Financial records – Audited financial statements, attorney contingent liability letters.
2. Retain for ten years: Pension and benefit records -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records. Government relations records – State and federal lobbying and political contribution reports and supporting records.
3. Retain for three years: Employee/employment records – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual). Lease, insurance, and contract/license records – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).
4. Retain for three years: Documents including past budgets, bank statements, publications, employee manuals/policies and procedures, survey information. All other electronic records, documents and files, and correspondence files will be converted to permanent digital files as needed.

5. If the Board of Regents' or Members' Business Meetings are recorded in any manner, the audio or video recording will be destroyed once the transcribed minutes are approved.

(C) **Exceptions.** Exceptions to these rules and terms for retention may be granted only by the ACVO's Executive Director and President of the Board.

## 2.11 Harassment and Discrimination Policy

(A) **Purpose:** The American College of Veterinary Ophthalmologists (ACVO) is committed to providing a safe, welcoming, and respectful environment free from harassment, discrimination, retaliation, offending conduct, as well as other forms of intimidation and disruptive behavior.

(B) **Scope:** This policy is applicable to all ACVO members, staff, contracted staff, American Board of Veterinary Ophthalmology (ABVO) residents, speakers, attendees, exhibitors, guests, and volunteers (collectively, the "ACVO Community"). This policy extends to all ACVO/ABVO related venues, events, programs, communications, and activities including but not limited to:

1. Annual Scientific Meeting, including scientific sessions, pre- and post-meeting workshops, exhibitions, tours and social events.
2. Any meetings or educational sessions hosted by the ACVO.
3. Teleconferences and meetings
4. Committee and Task Force teleconferences and meetings
5. Certification Examination
6. Maintenance of Certification

(C) **Policy Statement:** The ACVO does not tolerate harassment or discriminatory conduct, in any form. Members of the ACVO and those associated with this organization serve as role models for personal, professional, and ethical standards to the public and the profession. Standards for conduct within the veterinary profession are listed in the Veterinarian's Oath and the American Veterinary Medical Association's Principles of Veterinary Medical Ethics. The ACVO does not discriminate based on an individual's age, race, ethnic or national origin, ancestry, color, disability, marital status, gender identity and expression, genetic status, sexual orientation, personal appearance, attire, pregnancy or parenting, veteran status, religious or political affiliation, source of income, or any other bases under applicable federal and local laws and regulations. This policy is intended to be consistent with the principles of veterinary medical ethics and with local and federal laws and regulations.

(D) **Complaint Resolution:** The ACVO BOR will respond promptly and efficiently to reports of harassment or discrimination. The Ethics Committee will be charged to take appropriate action to investigate, prevent, and correct incidences of harassment or discrimination and, if necessary, make recommendations of discipline to the Board of Regents for individuals who violate this policy. Members of the ACVO Community who have relevant information are expected to cooperate with investigations of such misconduct.

(E) **Retaliation:** The ACVO prohibits retaliation against a member of the ACVO or ACVO Community who, in good faith, reports discrimination, harassment or any other conduct prohibited by this policy. The ACVO further prohibits retaliation against a witness or other person, who in good faith, assists or participates in the filing of a complaint or in the resolution of a complaint. Retaliation includes, but is not limited to threats, intimidation, and/or adverse actions related to venues, events, programs, and activities of the ACVO Community.

(F) **Definitions:**

1. **Discrimination** - an action or practice that excludes, disadvantages, or merely differentiates between individuals or groups of individuals based on some ascribed or perceived conduct or characteristic. Discrimination may be positive (in favor of a person or group), as when someone is offered employment because of that person's gender, or negative (in opposition to a person or group) as when someone is not offered employment because of that person's gender.
2. **Discriminatory Harassment** - Unwanted verbal, visual, written, or physical conduct that denigrates or shows hostility or aversion against an individual protected by this policy (e.g. race, national origin), when the conditions outlined below in 3 (1) and/or 3 (2) are present.

Examples include:

- Unwelcome or insulting gestures, remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, sexual orientation, religious affiliation, racial or ethnic origin, place of birth, citizenship, ancestry, age, disability, veteran status, political affiliation, or any other reason not related to scientific merit or other valid merit.
  - Remarks or actions that are suggestive, offensive, derogatory, or that create a hostile environment.
3. **Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature, whether verbal, graphic,



physical, or otherwise, when the conditions outlined below in 3 (1) and/or 3 (2) are present.

- 1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's status or participation in other ACVO Community programs and/or activities or is used as the basis for decisions affecting the individual ("quid pro quo" harassment); or
- 2) Such conduct that creates a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unjustly interferes with, constrains, or deprives an individual from participating in or benefiting from ACVO educational programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. When evaluating whether a hostile environment exists, the ACVO will consider the totality of known circumstances, including but not limited to:
  - i) The frequency, nature and severity of the conduct;
  - ii) Whether the conduct was physically threatening;
  - iii) The effect of the conduct on the complainant's long term mental or emotional state;
  - iv) Whether the conduct was directed at more than one person;
  - v) Whether the conduct arose in the context of other discriminatory conduct;
  - vi) Whether the conduct unreasonably interfered with the complainant's educational or work-related performance and/or ACVO programs and activities; and
  - vii) Whether the conduct implicates concerns related to scholarly freedom or protected speech. A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. Note that a single incident of sexual assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

Examples include:

- An implied or expressed threat of reprisal for refusal to comply with a sexually oriented request;
  - Physical contact such as touching, patting, or pinching, with an underlying sexual connotation;
  - Unwelcome or insulting sexually explicit gestures, remarks, jokes, innuendoes, propositions, or taunting about sex;
  - Remarks or actions which are suggestive, offensive, or derogatory, remarks bragging about sexual prowess, or displaying pornographic, sexist, or sexually derogatory images/videos or other sexually offensive material.
4. **Sexual Violence** - Sexual violence includes acts such as rape, dating and domestic violence, sexual assault, sexual exploitation, stalking, and other forms of nonconsensual sexual activity; or violence or harassment based on sexual orientation. Consent is defined as words or conduct indicating a freely given agreement to have a sexual encounter or to participate in sexual activities. Sexual contact will be considered “without consent” if no clear consent, verbal or nonverbal, is given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to provide consent.

**(G) Policy Process and Reporting:** The following roles and responsibilities and complaint resolution process have been established to assist the ACVO in ensuring an environment that is free from sexual harassment, discrimination, and discriminatory harassment.

1. **Duty to Report Complaints.** When discriminatory or sexual harassment (Prohibited Conduct) is witnessed first-hand by a member of the ACVO community, the witness is in a position to intervene to immediately end the misconduct. When an intervention is not possible or cannot be made, the witness has a duty to report Prohibited Conduct to appropriate designated officials. The existence of this policy is not intended to, and does not, supersede any employer, educational institution, or other agency’s policies, standards of conduct, and related reporting requirements applicable to a particular individual. The ACVO encourages individuals to first consider any such policies, standards of conduct, and related reporting requirements before reporting to the ACVO to prevent duplicating resolution efforts. Members who are aware of Prohibited Conduct who fail to report such conduct may be subject to discipline or corrective action.

2. **Option to Report Complaints.** Report of complaints of Prohibited Conduct shall be made to the appropriate designated officials. Reporting can be made in person, by telephone, email, or in writing. Designated officials include:
  - 1) Any ACVO Board of Regents (BOR) member;
  - 2) Any ACVO member or ACVO management staff member who will convey the report to the ACVO BOR;
  - 3) Other designees as described in the ACVO Policies and Procedures.
3. **Complaint Resolution.** Incidents reported to Designated Officials will be resolved through informal procedures or by formal investigations. Members of the ACVO community are expected to cooperate in the investigation and / or resolution of discrimination complaints.

**(H) Procedures for Reporting a Complaint:** Members of the ACVO community who believe they have been subjected to Prohibited Conduct (“Complainant”) have the right to file a complaint with the ACVO as described herein. A complaint should be filed as soon as possible following the alleged discrimination. Timely reporting of a complaint provides the ACVO the best opportunity to resolve the problem. Delayed reporting of a complaint may substantially limit possible resolutions. The specific procedures for reporting, investigating, and resolving prohibited conduct are based upon the circumstances of the alleged discrimination or harassment, and the Complainant’s and the Respondent’s (the individual accused of violating this Policy) recollection and account/description of the Prohibited Conduct, and any other witness of the prohibited conduct. Due to the nature of the investigation required, anonymous complaints may not be able to be acted upon by the ACVO. The Complaint Procedures provide for a thorough and impartial investigation that affords all parties notice and opportunity to present evidence in determining whether a policy violation has occurred. The ACVO applies the preponderance of evidence standard in determining whether this policy has been violated. Preponderance of evidence means it is more likely than not that a policy violation occurred.

#### 1. Detailed Procedures

- 1) **Notify a Designated Official.** Notify the appropriate Designated Official (listed above) as quickly as possible of violations of this policy.
- 2) **Option to File a Criminal Report.** Simultaneous to pursuing resolution through the ACVO’s internal process, the Complainant may also file a criminal report with the appropriate law enforcement agency for any criminal conduct. The complainant should notify the ACVO if criminal

charges have been filed. The ACVO may or may not delay its investigation if criminal charges are filed. At the request of law enforcement authorities, however, the ACVO may postpone the investigation and proceedings while the authorities gather legal evidence.

- 3) **Interim Measures.** Once a complaint has been reported and until the complaint is investigated and resolved, the Designated Official may take interim measures to ensure safety and non-retaliation for all parties. Examples of interim measures include separation of the parties, no-contact directives, and alternative academic / resident supervisory or housing arrangements.
  - 4) **Advisors.** In cases of sex- and gender-based discrimination, sexual harassment, and sexual violence, the Complainant and the Respondent may be advised and accompanied by advisors of their choice during any meeting related to the complaint. In all other cases, advisors are allowed in accordance with the relevant procedures. The advisor may not participate directly in any unofficial meeting or contact the Designated Official.
2. **Informal Resolution.** The ACVO encourages, but does not require, informal resolution when possible. The Designated Official may elect to bypass the informal procedures because of the severity of the allegation or complexity of the complaint. The goal of informal resolution is to resolve concerns at the earliest stage possible, with the cooperation of all parties involved. Informal resolution may include inquiry into the facts, but typically does not include a formal investigation. These informal efforts may include addressing the Respondent directly; participating in a facilitated meeting with the appropriate ACVO official; or participating in mediation. The informal resolution could include by way of example: separating the parties; referring the parties to counseling; conducting targeted educational and training programs; or providing remedies for the individual harmed by the alleged discrimination. If the matter is resolved informally to the satisfaction of all parties, the Designated Official shall maintain a record of the complaint and its resolution. Informal resolution is not appropriate for complaints of sexual violence.
  3. **Formal Resolution.** If informal resolution is unsuccessful or not appropriate as determined by the Designated Official, the Complainant, or the Respondent, a formal investigation and resolution may be required.
    - 1) **Investigation.** Every investigation of harassment or discrimination will be conducted promptly and impartially. Depending on the nature of the allegations, the investigation could include interviews with the Complainant, the Respondent and/or witnesses; review of written

documentation and relevant policies; review of evidence; and any other steps necessary to thoroughly investigate the allegations. During the investigation, the Complainant and Respondent will have an equal opportunity to identify witnesses and evidence that the Designated Official (or designee) may consider.

2) **Resolution.** At the conclusion of the investigation, the Designated Official will issue simultaneous, written notifications of the outcome of the investigation to the concerned parties, including referral to the appropriate disciplinary procedures.

3) The ACVO will take appropriate action against any individual who violates this policy. The range of sanctions includes but is not limited to a written private or public censure; a ban from ACVO-sponsored venues, activities or events; disciplinary probation; mandatory training; suspension, dismissal; and disciplinary action up to and including termination of ACVO membership.

**(I) False or Frivolous Charges:** The ACVO encourages good faith reporting of violations of this policy. This policy shall not be used to bring false or frivolous charges against ACVO members, ABVO residents, staff or members of the ACVO Community. Those bringing false or frivolous charges may be subject to disciplinary action. Failure to prove a complaint does not constitute a false or frivolous complaint.

**(J) Confidentiality and the ACVO's Obligation to Respond to Complaints:** The ACVO will maintain the confidentiality of information reviewed throughout the complaint process. However, disclosures may be required for the purpose of due diligence or efforts to resolve the complaint. In those instances where disclosures must be made by the ACVO, disclosures will be limited to those persons necessary to proceed in the fact-finding and due diligence process or to otherwise address the grievance. All persons involved in the grievance will be advised of the importance of confidentiality throughout the process. In some instances, Complainants may request that their names be kept confidential and thus that the ACVO take no action on their discrimination report ("confidential reporting"). The relevant Designated Official will evaluate each request and advise the Complainant that "confidential reporting" will limit the ACVO's ability to respond fully to the complaint, including pursuing disciplinary action against the Respondent. Nevertheless, in most instances, the ACVO will honor such confidentiality requests unless to do so would impede its ability to provide a safe and nondiscriminatory environment for the ACVO or ACVO Community. Confidentiality within the ACVO may not be maintained when the Complainant notifies a Designated Official of a criminal act. In such an instance, the appropriate law enforcement authority will be notified.

**(K) Records:** Records of informal and formal complaints will be maintained by the the ACVO Office. Complaints against ACVO members or members of the ACVO Community that result in a personnel or disciplinary action will also be a part of the respondent's personnel or disciplinary record with the ACVO. All records are confidential with access only to individuals with a legitimate need to know. Records of complaints will be kept on file at the ACVO Executive Office.

- 2.12 If professionals from other recognized veterinary medical professions are utilized to assist in any related programs of the College, these individuals must be in good standing within their professional community.
- 2.13 If it is decided that a policy or procedure needs to be modified or if new procedure or policies are needed, the Board of Regents in conjunction with appropriate College committees will discuss and approve a draft of the modification or addition.
- 2.14 The President, by the next meeting of the Board of Regents or at a date set by the Board of Regents, will have ready a final copy of the modification and or addition for the Board of Regents to review and approve. Included in the President's recommendation will be the time frame for implementation.
- 2.15 ACVO Vision for Animals Foundation may use ACVO logos on saleable goods if approved by the Executive Director and/or President.
- 2.16 A performance evaluation will be completed annually for the Executive Director by the Executive Committee.

### **3.00 SECTION 3: AMERICAN BOARD OF VETERINARY OPHTHALMOLOGY**

The American Board of Veterinary Ophthalmology (ABVO) is a charter within the ACVO. As part of the ACVO, the ABVO will report their activity once a year, or more frequently, to the ACVO Board of Regents and to the general ACVO membership. The ABVO's policies and procedures should be reviewed by the ACVO Governance Committee to assure that they are consistent, that they align with the ethical guidelines of the ACVO and support the mission statement and goals of the ACVO.

### **4.00 SECTION 4: COMMITTEES**

Only Members in good standing may be appointed to ACVO Committees. Emeritus and Retired Members may serve as a VSOC (Veterinary Specialties Organization Committee of the AVMA) Representative or Alternate Delegate.

- 4.01** As the governing body of the ACVO, the Board of Regents has oversight over all ACVO standing committees, ad hoc committees, and task forces. All committee and task force members shall participate and work within their respective committee or task force to complete assignments and duties as described in that body's policy and procedures document. All committees and task forces shall make recommendations to the BOR and will report progress updates in writing to the BOR. At minimum, one report will be due to the BOR prior to the springboard meeting and a second report will be due prior to the fall board meeting, however the BOR may request progress reports at any time. Committee requests should be made through these annual reports for review and approval of the BOR. All committee or task force work and recommendations are subject to BOR approval.
- 4.02** Excluding the ABVO members, the Board of Regents will accept nominations for committee service from the committees themselves; however, any member in good standing is eligible to serve and may self-nominate or nominate other individuals.
- 4.03** The Board of Regents will approve all Committee Chairperson and Vice-Chairperson appointments. The current Committee chairpersons will make recommendations to the Board of Regents for member replacements, through the written bi-annual reports to the Regents, the Board will then vote on those recommendations. The Chairperson will also complete an offboarding form for each outgoing committee member and this data will be provided to the Board of Regents for future committee assignment consideration.
- 4.04** The President will appoint the Chairperson of each Committee from duly appointed Committee members. Chairpersons generally serve for one (1) year unless specified herein, and will serve with a Vice-Chairperson as approved by the BOR.
- 4.05** The Board of Regents may remove Committee members, including the Chairperson of a committee, without cause with a majority vote of the Board of Regents.
- 4.06** Committee members serve staggered two or three-year terms as defined in their policy document, and may serve multiple terms, unless otherwise noted or approved by the Board of Regents.
- 4.07** To protect ACVO members providing their volunteer services to the ACVO and ABVO, all committee and task force members must sign the confidentiality and non-disclosure agreements (ACVO-ABVO NDA). Additional forms may be requested by committees as needed.
- 4.08** ACVO Task Force Designations. The Board of Regents (BOR) may periodically authorize and appoint a Task Force (TF) to define and analyze a particular problem, point of interest, or detail within or affecting the College. A TF is a temporary group of members who have diverse positions and points of view, who collectively define a problem and an intended outcome, strategize to create ideas

and options rather than a single recommendation, and answer questions to solve a specific problem and develop results. The Chairperson of each TF must be a member of the BOR who will act as the representative to the BOR. Task Force members will be appointed by the President. Each ACVO TF will be allocated a definitive period during which TF assignments should be completed. Progress reports will be conveyed to the BOR at specified predetermined time points. Upon conclusion, each TF will report their results to the BOR.

#### **4.09 Nominating Committee**

- (A) Mission Statement.** To ensure the elected officials of the ACVO represent a cross section of the ACVO membership in order to preserve diversity of representation and ensure that officials are qualified to lead the ACVO in the position to which they are nominated. In addition, the Committee will review qualifications and make recommendations to the ACVO for members nominated for Emeritus and those applying for Honorary Membership categories.
- (B) Committee Membership.** The Nominating Committee consists of the Immediate Past President of the ACVO, who serves as the Chairperson of the Committee, the past Chairperson, and at least one additional Voting Member of the ACVO, who is not a current Regent or Officer. The Past President of the ACVO shall serve two years on this Committee, the first as Chairperson, the second as a general member. Committee members shall be recommended by the Chairperson to the Board of Regents for approval.
- (C) Objectives.** As specified in the ACVO Bylaws, the Nominating Committee shall oversee and supervise the nominating process for members of the ACVO (but not ABVO) Board of Regents, any other elected ACVO positions, and Emeritus Member and Honorary Member status. The Nominating Committee shall establish appropriate qualifications, requirements, procedures and rules for the selection and presentation of qualified candidates to Members of the ACVO for election. Among other duties, the Nominating Committee shall: solicit potential nominees, review and study the credentials of candidates, gather a brief biography and/or CV for printed presentation to the membership, and develop a slate of qualified candidates to be forwarded to the Board of Regents for review and approval.
- (D) Policies and Procedures**

  1. The members of the Nominating Committee, hereinafter referred to as the Committee, appointed by the Board of Regents, shall aim to represent a cross section of the ACVO membership.



2. The Committee shall derive nominations for the available Regents and other open Board position(s) from ACVO Members who satisfy the selection criteria for Board nomination.
  3. To ensure that the Board of Regents represents the diversity of the ACVO membership, the Committee shall utilize the following guidelines listed below when nominating new members to the Board of Regents.
  4. Selection Criteria for the Board of Regents and VSOC Representatives:
    - 1) Willingness to serve
    - 2) Member of the ACVO for at least five continuous years
    - 3) Significant past ACVO or ABVO Committee or ACVO Vision for Animals Foundation involvement.
    - 4) Ability to attend board meetings as scheduled.
    - 5) Capacity for attention to the needs of the Board (time commitment)
    - 6) Ability to participate in group-decision making and support decisions (leaves personal agenda out of discussions)
    - 7) Strong communication skills
    - 8) Ideology and values consistent with the ACVO and its mission
    - 9) The Board of Regent candidate has not served as a member of the board in which the candidate is being nominated for in the preceding 10 years
- (E)** Due to limitations in the known background of ACVO members, other criteria may also be used. As the demands and needs of the ACVO change, the Committee may modify criteria as needed.
- (F)** The Committee will strive to nominate individuals for Board membership who will maintain a balance of membership with private practice and academic experience.
- (G)** The Committee will solicit nominations for the vacant positions from the general membership via appropriate electronic or written communications that reach the entire membership. Complete nominations from the general membership must be received by the office of the Executive Director by a spring deadline (typically February 1) to be considered for election that year.

- (H) All nominations for the ACVO Board of Regents from the general membership must be endorsed by at least two other Members in writing.
- (I) The Committee will obtain a brief biography of nominees detailing their participation in and contributions to the ACVO. The biographies of the chosen candidates will be presented to the ACVO membership prior to the election conducted at the ACVO Annual Meeting of the Voting Members.
- (J) A standardized set of questions will be asked of each nominee for board positions to help the membership of the ACVO select the most appropriate candidates for the Board. Questions to be asked may include the following, and answers should be provided in writing:
  1. What experiences and skills will you bring to the Board that will enhance the leadership of our College?
  2. What are the major issues of our College and how should they be addressed?
  3. What should be the major goals or initiatives of the ACVO for the next 5 years?
- (K) The Nominating Committee ensures that ACVO members nominated for Emeritus and Honorary Member status fulfill the requirements of these positions, as stated in the ACVO Policies and Procedures (Section 8 Below).

#### 4.10 Audit Committee

- (A) **Purpose.** The purpose of the ACVO Audit committee is to oversee the financial records and monies maintained in financial institutions by American College of Veterinary Ophthalmologists (ACVO) to include those funds accrued and allocated on behalf of the American Board of Veterinary Ophthalmology, the Journal of Veterinary Ophthalmology and the ACVO Basic Science Course.
- (B) **Committee Membership.** The Secretary-Treasurer, as chairperson, and President of the ACVO will serve as members. The Board of Regents has the authority to add more members if needed. The Executive Director will serve as an ex-officio member of the Committee.
- (C) **Responsibilities.**
  1. Perform an annual review of ACVO's financial records and budget, as well as annual profit and loss statement. The review will occur prior to the Spring Regents meeting and the results will be presented to the Board of Regents at the spring meeting by the Treasurer.

2. Maintain current financial and investment policies of the ACVO according to previously established guidelines.
3. Approve any changes in the ACVO's accounting methods, policies, and investments procedures.
4. Select and evaluate the external financial auditors of ACVO as well as oversee, review and approve external and internal audits and controls of the ACVO.
5. Schedule a complete review of ACVO's financial records by an outside agency, every three years and a more detailed financial audit, every six years. The review and audit will occur alternately at three-year intervals at a minimum. Frequency and breadth of the audits can be altered at the discretion of the Audit Committee with approval of the Board of Regents or by the Board directly.
6. Review the draft audit report concurrent with Executive Director's review, annually each spring.
7. Coordinate presentation of the review or audit report to the Board of Regents at a semi-annual board meeting for approval; such presentation to be made by the Chairperson of the Audit Committee.
8. Review and approve (along with the Executive Director and President of the ACVO) all tax forms due annually prior to its filing.
9. Develop and maintain ACVO policies for conflicts of interest, whistleblower protection, document retention and destruction, executive compensation, and joint ventures with taxable entities, if any, with all these policies subject to approval by the Board of Regents.
10. Review and formulate changes to the ACVO's management contract for financial reimbursement of the Executive Director and/or associated business entity with advice and consent of the ACVO Board of Regents.
11. Conduct any special investigations at the request of the Board of Regents.

#### **4.11 Ad Hoc Basic Science Course Committee**

- (A) The ACVO recognizes a need for specialized training in the basic sciences important to achieving Member status in the ACVO, and that achievement of such basic science education can be difficult in a traditional residency program.
- (B) The Ad Hoc Basic Science Course Committee is tasked with planning and running a Basic Science Course available primarily to ABVO & ECVO residents, and secondarily to ACVO Members and other interested

veterinarians wanting to study the basic sciences pertinent to veterinary ophthalmology.

- (C) The subjects and time committed to each subject will be determined by the committee. The committee will identify and organize speakers for the course, and a location for the course. The appropriate documentation and planning will be carried out by the committee in conjunction with the ACVO Executive Director and BOR.
- (D) Expenses and revenues generated by the Basic Science Course will be reviewed and approved at least annually.
- (E) **Mission and Topics.** To provide ABVO and ECVO residents, ACVO Members, and vision scientists with high quality, intensive instruction in the basic sciences as a foundation for the study and practice of veterinary and comparative ophthalmology.

The course will include instruction in core basic sciences of anatomy, embryology, genetics, physiology, microbiology, immunology, pharmacology, and pathology. In addition, the course will cover certain clinical and research topics less frequently encountered in a residency program including neuro-ophthalmology, retinoscopy, advanced imaging, fluorescein angiography, physics of lasers and phacoemulsification, ophthalmic analgesia and anesthesia, and laboratory animal ophthalmology. The instruction and content of the course will be directed to the principal audience of ABVO and ECVO residents.

The ACVO Basic Science Course is not a degree-, certificate-, or diploma-granting agency. Likewise, attendance at the course is not a stand-alone credential that should suggest to the public that an attendee is more highly trained in veterinary ophthalmology than someone who has not attended the course. The course is not intended to introduce or train veterinarians in clinical skills of veterinary ophthalmology and is in no way equivalent to residency training; rather it is supplemental to it.

(F) **Outcomes**

1. To further the understanding of basic scientific principles, pathophysiology of diseases, and principles and applications of diagnostic and therapeutic modalities in veterinary and comparative ophthalmology
2. To enhance patient care in the practice of veterinary ophthalmology
3. To improve the ability to obtain funding, perform research, and advance the science of comparative ophthalmology.

4. To build relationships and promote collegiality among comparative ophthalmologists and other vision scientists.
5. To encourage life-long learning in comparative ophthalmology.

#### **4.12 Ethics Committee**

**(A) Mission Statement.** The Code of Ethics of the American College of Veterinary Ophthalmologists (ACVO) applies to the members of the ACVO, those making application for membership in the ACVO, or those who are in ABVO approved training programs and is enforceable by the American College of Veterinary Ophthalmologists. The ACVO maintains a standing Ethics Committee (Committee) (formerly the Professional Practice, Disciplinary and Appeals (PPDA)). The Committee is responsible for reviewing, investigating, and executing disciplinary actions related to ethics violations by those previously listed.

**(B) Membership, Appointment, and Terms of Service.**

The Committee will be composed of 7 (seven) voting members of the ACVO. Members will serve staggered three-year terms for purposes of succession planning. The Board of Regents (BOR) will appoint a member from the Committee to serve as Chairperson. The Chairperson will recommend a Vice-Chairperson from Committee members who would succeed the Chairperson to the Board of Regents for consideration, and another Committee member will be recommended to the Board of Regents for consideration, to fill the vacated Vice-Chairperson position. Members may serve up to two consecutive, three-year terms. ACVO Diplomates wishing to serve on the Committee must submit a volunteer form on the ACVO website for Committee leadership to consider, recommendations will be provided to the Board of Regents and the individual must be approved by the Board of Regents. The composition of the Ethics Committee should reflect the diversity of the ACVO. The BOR may terminate Ethics Committee membership at any time for any reason.

**(C) Responsibilities.**

The Committee will be responsible for but not limited to the following:

1. Reviewing, and if necessary, investigating complaints filed against ACVO Members, ABVO Residents and ACVO Diplomate, non-members.
2. Reviewing, and if necessary, investigating individuals who misrepresent themselves as veterinary ophthalmologists, specialists, or who inappropriately use any ACVO owned trademark.
3. Providing biannual reports to the BOR.

4. Applying appropriate penalties once a violation of the Code of Ethics has been established.

#### **(D) Meetings**

Meetings of the Ethics Committee are called upon by written or electronic notice to Committee members, for which notice includes a copy of the agenda for the meeting. A quorum consists of a majority of all the appointed Committee members. Voting is by the majority of those present at a meeting (or by a majority of those submitting votes in a mail or e-mail vote). Mail (e-mail) voting without a meeting is permitted where all Committee members submit mail votes or abstentions. A member of the Committee must decline to participate in the consideration of, or the decision on, any matter before the Committee in which the member has a personal interest.

#### **(E) Procedure for Filing a Complaint**

Any person who files a complaint with the Ethics Committee must identify themselves by name. ANONYMOUS COMPLAINTS WILL NOT BE REVIEWED.

1. A written complaint must be completed and filed with the ACVO Executive Director. In simple administrative matters, such as those regarding improper use of the terms specialist, veterinary ophthalmologist, or other terms which may be misleading to the public, or when ACVO trademark infringements occur, the Executive Director will make notification of the violation to the offending party. If the offending party immediately corrects the violation, no notification of, or further action by, the Committee will be required. Repeated or uncorrected offenses will be sent to the Committee for further review. All other complaints will be directed to the Committee.
2. Complaints will be evaluated by the Chairperson and Vice-Chairperson to determine if there is valid reason for further investigation. For example, it may be concluded a submission does not present an issue of interpretation of the Rules of Ethics in this Code adequate to constitute a valid and actionable inquiry which would justify bringing the submission before the Committee for investigation. When an investigation is not warranted, the Chairperson will notify the Executive Director who will then notify the complainant, by forwarding the Committee's official response letter to the complainant.
3. Complaints forwarded to the entire Committee will be voted on and if a majority of the Committee believes an actionable transgression(s) has occurred the complaint will proceed to investigation.

#### **(F) Investigations and Hearings**

1. The Committee shall investigate specific facts or circumstances to whatever extent is necessary in order to clarify, expand, or corroborate the information provided by the complainant/submitter. The Chairperson shall supervise each investigation and may investigate personally. The Chairperson may be assisted in investigating by other Committee members. A member of the Committee must decline to participate in the consideration of, or the decision in, any matter before the Committee in which the member has a personal interest or significant personal connection. A member may also be asked to recuse themselves by the BOR for a particular complaint.
2. Investigation Timeline
  - 1) During an investigation, the subject of the complaint will be notified in writing within 30 days of the complaint being approved for investigation by the Committee. At the beginning of the Committee's investigation, the implicated person(s) of the complaint will be
    - i) provided a copy of the written complaint,
    - ii) notified of an obligation to cooperate fully in the Committee's investigation of the complaint,
    - iii) provided the opportunity to request a hearing on the complaint before the Committee,
    - iv) given the opportunity to be represented by counsel. All written communications shall be sealed and marked "Personal and Confidential" and shall be conducted objectively.
  - 1) If following an investigation, a hearing is required, the subject of the complaint (defendant) will be notified by email 45 days prior to the date, time, and location of the hearing. Within 15 days of the hearing, the defendant shall be provided with all documentation related to the investigation.
    - i) A hearing shall be conducted by at least four Committee members. The Chairperson may be a member conducting the hearing. Recused Committee members may not participate in the hearing. One of the Committee members participating in the hearing will be named the Hearing Officer to preside over the hearing and ensure administrative procedures are followed. The Hearing Officer may issue any appropriate procedural or evidentiary rulings during the hearing and may be assisted by legal counsel. The Hearing Officer shall summarize for the Committee the results of the investigation, as of the date of the

hearing, that are believed to support a finding of failure to observe the Rules of Ethics. The Hearing Officer will present the facts establishing failure to observe the Rules of Ethics, including documentary evidence and the testimony of witnesses. Those witnesses shall be available in person, by telephone or video conference, or other means for questioning by the members of the Ethics Committee and individual(s) involved in the complaint.

- ii) The defendant may be assisted at the hearing, at their sole cost and expense, by legal counsel or other representative(s), and may present documentary evidence and the testimony of witnesses in their defense.
- iii) A transcript or audio recording of the hearing shall be made. The hearing is closed to all except the Committee, official recorder, all legal counsel, the defendant, and respective witnesses (when testifying and at other times as determined by the Hearing Officer).

## **(G) Penalties**

1. If the Ethics Committee recommends against a determination of nonobservance of the Rules of Ethics, the challenge shall be dismissed, with written notice to the defendant and complainant. Summary report shall be made to the BOR. The Committee at its discretion and with the written consent of the defendant, may recommend to the BOR the dismissal of the challenge (and, in appropriate complaints, the reasons for the dismissal) be publicized. The BOR may determine the nature, extent, and manner of such publicity.
2. When the Ethics Committee recommends a determination of nonobservance of the Rules of Ethics of this Code, the defendant will have 60 days to appeal to the BOR. A copy of the hearing proceedings, written findings of the Committee, and defendant's appeal will be provided to the BOR. An appeal may not take into consideration any matters not included as part of the record of the Ethics Committee's investigation. The appeal consists of a review by the BOR of the entire record of the proceedings of the complaint. Written submissions to the BOR by the defendant are made according to whatever schedule is established by the BOR. The decision of the BOR including a statement of the reasons for the decision is reported to the Committee and defendant. The decision is binding upon the BOR, defendant, and the Committee.



3. When an individual fails to observe the Rules of Ethics in this Code, the sanction(s) applied must reasonably relate to the nature and severity of the non-observance, focusing upon information of the conduct of the defendant and deterrence of similar conduct by others. Sanctions may include:
  - 1) Reprimand to the individuals reported who are ACVO Members or ACVO Diplomate, non-members, with publication of the determination;
  - 2) Suspension of an ACVO member from the College or an ABVO resident from residency training program for a designated period. ACVO members or ABVO residents who are suspended are deprived of all benefits and identities of membership during the period of suspension; or
  - 3) Termination of ACVO membership status/termination of the ABVO resident. The name of the culpable individual may or may not be published along with the complaint and findings of the Committee and is at the discretion of the BOR. ACVO members whose membership has been terminated may not reapply for membership in any class. ABVO residents may or may not be allowed to resume training depending on the nature of the infraction and at the discretion of their mentor.
  - 4) In addition to and not in limitation of the foregoing, any verdict in which the Committee determines and the BOR denies the appeal that an ACVO member has failed to observe the Rules of Ethics, the Committee may impose the further sanction that the ACVO member shall not be entitled to sponsor, present, or participate in a lecture, poster, film, instruction course, panel, or exhibit booth at any meeting or program of or sponsored by the ACVO for a period of up to five (5) calendar years from and after the effective date of a sanction.
  - 5) If the ACVO member is suspended or terminated, the Committee, in consultation with the BOR, may refer the culpable individual to a governmental program for the regulation of the conduct of veterinarians.
4. If an ACVO member who is the subject of a complaint resigns from the College at any time during the proceeding of the complaint, the complaint shall be dismissed without any further action by the Committee or BOR; the entire record shall be sealed; and the ACVO member in question may not reapply for membership in any class. If an ABVO resident who is the subject of a complaint resigns from the residency training program at any time during the proceeding of the complaint, the complaint shall be dismissed without any further action by the Committee or BOR; the entire record shall be sealed; and the ABVO resident in question may not reapply for residency programs. The BOR may authorize the Committee to communicate the fact and date of resignation, the name and address of the ACVO member who

resigned and the fact that a challenge pursuant to the Code of Ethics was pending at the time of the resignation. Such communications shall not reveal the nature of the challenge. In addition, the BOR may authorize the Committee to communicate the fact and date of resignation, and the fact and general nature of the challenge on which a proceeding was pending at the time of the resignation, to, and at the request of, an entity engaged in the administration of law or the regulation of the conduct of veterinarians.

#### **(H) Referral from Listserv Committee**

The Listserv Committee may refer any participating member or nonmember who participates in one or more of the ACVO owned listservs. If the Listserv Committee finds an individual in violation, they will refer to the Committee for imposition of penalties as listed in the Listserv Committee Policy and Procedures document. Appeal of either Listserv Committee decision or imposition of penalties by the Committee may be made to the Governance Committee.

#### **(I) Indemnification and Insurance**

All Ethics Committee members, staff, and other individuals engaged in investigations at the written request of the Chairperson, are indemnified and defended by the ACVO against liability arising from Ethics Committee-related activities to the extent provided by the Bylaws of the ACVO for the BOR, Officers, ACVO committee members, employees, and agents. The BOR maintains indemnification insurance against such liability.

### **4.13 Ad Hoc Genetics Committee**

**(A) Mission Statement.** To decrease the incidence of presumed inherited ocular disorders in dogs and to serve as a resource to the profession concerning genetic eye disease.

#### **(B) Committee Membership**

1. Membership is to consist of a sufficient number of voting committee members, as approved by the Board of Regents, to complete assigned tasks. Each committee member serves a four (4) year term. Three members and then two members retire in alternative years and are replaced with the same number of new members as retire each year. New members are expected to attend the meeting the year of appointment. Members also attend conference calls held every other month throughout the year in addition to the meeting held in association with the annual ACVO meeting.
2. A member of the ECVO's Hereditary Eye Disease (HED) Committee will also be appointed to the committee as a non-voting advisor. The ECVO representative will be appointed for a 3-year term with reappointment subject to the approval of the ACVO Ad Hoc Genetics Committee and the

ECVO. Additionally, ad hoc advisors may be recruited to serve on the committee as deemed necessary by members of the Ad Hoc Genetics Committee.

3. The Ad Hoc Genetics Committee will work with a registry organization approved by the Board of Regents, to help collect, store, and disseminate inherited disease information to animal owners, as well as establish a process where owners can have their animal receive certifying ocular exams.
4. A liaison from the ACVO to the Registry Organization will also serve on the committee as deemed appropriate by the committee and the Registry Organization. The Registry Organization liaison is a member of the ACVO and a non-voting member of the Ad Hoc Genetics Committee.
5. The membership composition attempts to approximate equal representation from university and private practice. When possible, membership will include a foreign member or member working abroad.
6. Selection of the Chairperson will be by nomination and/or volunteer and will be voted on by the Ad Hoc Genetics Committee. The Chairperson must then be approved by the Board of Regents. Ideally, the Chairperson will be a committee member for one year, Vice-Chairperson for one year, and Chairperson for one year (training the incoming Chairperson).

**(C) Objectives**

1. To provide a document concerning presumed inherited ocular disorders in purebred dogs. This document entitled Ocular Disorders Presumed Inherited in Purebred Dogs, herein referred to as ODPlinPD, will be provided to ACVO Diplomates without charge at intervals dictated by the ACVO Board of Regents.
2. The committee also addresses questions and requests from breed clubs regarding ocular disorders and breeding advice pertaining to their breed.

**(D) Procedures**

1. Member Responsibilities. Each member, excluding the registry body liaison, is assigned breeds s/he is responsible for throughout his/her term. These responsibilities include annual breed statistical analysis, annual review of any new conditions noted within the format/content of the registry exam forms, and review of his/her assigned literature for purebred dogs. NOTE: Member responsibilities relative to Hybrid dogs and a Hybrid Registry are yet to be discussed and will be submitted as an Addendum to this document, as needed.

2. Annual Breed Stats Analysis. The Registry will produce breed statistics for the calendar year January 1<sup>st</sup> to December 31<sup>st</sup>. Statistical data will consist of the most current year and all available previous years' data. This data will be provided by the Registry Organization in an on-line database that is accessible at all times and is updated quarterly.
3. Committee members will analyze the data following the guidelines in ODPIinPD. The committee members will bring proposed additions or changes to his/her breed pages to the annual meeting and will also submit the information electronically to the committee Chairperson in Microsoft word compatible format to facilitate changes to the ODPIinPD.

**(E) Annual Literature Review**

1. Two members of the Committee will be designated to perform literature searches to find articles and abstracts for the calendar year January 1<sup>st</sup> to December 31<sup>st</sup> to find articles pertaining to heritable ocular conditions in purebred dogs. The committee members will obtain electronic copies of each of the articles and distribute them to the committee members. The literature search will occur in March or April of each calendar year. Each of the articles reviewed by the Ad Hoc Genetics Committee will also be placed in the EndNote library maintained by the ACVO Ad Hoc Genetics Committee and the registry organization. The committee Chairperson will assign articles to each member of the committee for review.
2. Each member is to review his/her assigned breed articles prior to the bi-monthly phone conferences. During the phone conference the member gives a brief review of each article and discusses any additions or changes they feel should be made to the next edition of the registry.
3. The Chairperson or designated member will then either make the changes to the ODPIinPD or forward the changes to the registry organization so that they can make the necessary changes to the ODPIinPD.

**(F) Annual Updating of ODPIinPD**

1. The individual breed pages and statistics, as well as any remaining literature for the previous year will be discussed, revised and voted on at the next annual Genetics Committee meeting. The statistics and articles accepted by the committee, plus associated breed disorders will be added to the ODPIinPD, as part of the process of producing a new annual ODPIinPD edition.

2. New disorders approved from the breed stats document will be added to the breed pages of current ODPlinPD document. Additions will be completed during the 30 days following the annual committee meeting.
3. Any additional updates or changes voted on at the annual meeting will be added electronically to the new draft pages of the ODPlinPD document by the responsible individual(s).
4. ACVO Diplomates may receive a new edition of the ODPlinPD document in a manner deemed appropriate by the ACVO Board of Regents.

#### 4.14 Governance Committee

- (A) **Mission Statement.** To review all documents pertaining to governance of ACVO and ABVO and to make recommendations to the Board of Regents, or the ABVO for their consideration.
- (B) **Committee Membership.** The committee shall consist of a Chairperson and at least three additional voting Members of the ACVO, none of whom is a current Officer or Regent of the ACVO or Officer of the ABVO. Committee membership shall be determined by the same method as other standing committees of the ACVO. Members serve a three-year term on a rotating basis. The Chairperson serves a three-year term and is appointed according to the ACVO Bylaws after having served as a regular member of the committee for a minimum of two years. The Chairperson should serve at least a one-year term, and a Vice-Chairperson shall be appointed to train and overlap that full year of chairmanship.
- (C) **Committee Objectives.** This oversight committee will review all new and existing ACVO and ABVO documents. The Committee will refine wording and structure of these documents. Examples of such documents are Bylaws and Bylaw changes, Policies and Procedures manuals, new Committee Policies, Code of Ethics, both standing and temporary.

All documents will be reviewed to make certain the information contained within is consistent with ACVO Bylaws, ABVS guidelines, and our incorporation charter as defined by the state of Illinois. The Committee is also charged to make certain that policies from the ACVO and ABVO properly align.

After such reviews, recommendations will be made to the Board of Regents or to the ABVO for their consideration.

The Committee will help maintain a standardized format for describing the functions of committees within the ACVO, including the following:

1. Mission Statement

2. Membership (table form)
3. Objectives
4. Policies and Procedures
5. Appendix/documents (with table of contents)
6. Date Edited/Editor/Committee Chairperson

**(D) Policy and Procedures**

1. Meetings will be held prior to the ACVO annual fall meeting.
2. Notice of the meeting time and place and a meeting agenda will be sent to the committee membership and copied to the ACVO Executive Director by the Chairperson at least forty-five (45) days in advance.
3. A quorum is considered present when a simple majority of the Committee members are present for a meeting as defined above.
4. Robert's Rules of Orders shall be in effect for all meetings.
5. Agenda items are developed on advice of the ACVO Board of Regents, the ABVO, and from requests generated by the ACVO general membership.
6. Following discussion and votes on agenda items, the Committee shall formulate recommendations which shall be forwarded to the ACVO Board of Regents for consideration.
7. At the Governance Committee's fall meeting, when charged by the Board of Regents, the Committee shall review all proposed changes in policies and procedures from the various ACVO and ABVO committees.
8. Recommendations would then be noted with tracked changes and provided to the Executive Director to provide to the Board of Regents, or ABVO, at least six weeks prior to their scheduled spring board meeting for review and vote.

**4.15 Ad Hoc Journal Committee**

- (A) Mission Statement.** The Journal *Veterinary Ophthalmology* is a peer-reviewed, online, international journal that welcomes submission of manuscripts whose target audience includes Diplomates of the ACVO and ECVO, members of international ophthalmic societies and associations, academic researchers with interests in veterinary or comparative

ophthalmology, specialists, and general practitioners with a strong ophthalmology interest. *Veterinary Ophthalmology* should strive to serve as the primary journal for all articles pertaining to veterinary and comparative ophthalmology published worldwide.

**(B) Membership.** The Chairperson of this committee is the Editor-in-Chief of the journal. The Chairperson is approved by the Board of Regents. The Chairperson is a paid position, approved by the Board of Regents, contracted for a term of at least six (6) years. The Journal is managed by an Editor-in-Chief in collaboration with Editorial Board Members (EBM) who serve a renewable term of three (3) years. Selection of EBM's includes but is not limited to the following methods: invitation by the Editor-in-Chief based on expressed interest or area of needed expertise, suggested by sponsoring societies and associations, suggested by other EBM's on the basis of expertise or interest, self-nominated based in area of expertise. There is no specific required number of EBM's and no limit on renewable terms.

**(C) Objectives.** The Journal should strive to disseminate scientific and scholarly manuscripts that pertain to veterinary and comparative ophthalmology and increase the body of scientific knowledge within the fields of veterinary and comparative ophthalmology. The Journal should serve as the primary destination for all articles pertaining to veterinary and comparative ophthalmology published worldwide. The Journal should process, review, and render a final decision on all manuscripts in a prompt, timely, fair and professional manner. The Journal should have a goal to increase its Impact Factor and Ranking.

**(D) Policies and Procedures.**

The responsibilities of the Editor-in-Chief include, but are not limited to:

1. Serve to manage the ScholarOne Manuscripts Web site. This is a task that is performed DAILY.
  - 1) Process all incoming manuscripts – ensure all materials are submitted and in correct formats according to Instructions to Authors. If a manuscript is not in the correct format or lacks scientific value or is not suited to the subscribers and readers of the Journal, the Editor-in-Chief may choose to Reject such manuscripts without further review.
  - 2) If a manuscript is potentially suitable for publication the Editor-in-Chief will assign an EBM whose area of expertise best corresponds to the subject material in the manuscript.

- 3) Monitor for deadlines missed (EBM, Reviewers, Authors) and send “personal email reminders” in addition to the automated reminders sent by the ScholarOne system.
- 4) Read all Reviewer and EBM comments and recommendations. Based on these, decide to request additional reviewers or to accept the recommendations. The Editor-in-Chief will make the “Final Decision” on manuscript disposition based on reviewer and EBM recommendations. The Editor-in-Chief may serve as “final reviewer” for manuscripts with dissenting recommendations.
- 5) Rate all reviewers with respect to timeliness and quality of review.
- 6) Read and edit manuscripts for English language issues as time permits. In general, manuscripts are returned to the submitting author if the manuscript cannot be easily and adequately reviewed for content due to English language issues.
- 7) Process and Export all Accepted manuscripts to the ScholarOne FTP site.
- 8) Add new reviewers to database in ScholarOne
  - i) Maintain the reviewer database – Name, Address, Affiliation, Key Words, etc.
- 9) Invite and manage EBM and their terms of service
  - i) Update the ScholarOne Database of EBM – terms of service
- 10) Answer all Author/EBM Queries
  - i) Language
  - ii) Statistics
  - iii) Manuscript progress
  - iv) Reasons for rejection
  - v) Keep Authors and EBMs updated to any policy changes
- 11) Assist all issues with online concerns
  - i) Lost password
  - ii) Update database with changes in name, email addresses, etc.
  - iii) How to submit manuscript
  - iv) How to review manuscript
  - v) Difficulty with uploading manuscript, revise/modify what has been uploaded
  - vi) Assist EBM and reviewers with process, access, etc.



- 12) Select topics for Special Issue publications if indicated.
  - i) Maintain a database for all previous topics
- 13) Invite and assist Special Issue Invited Editors.
- 14) Seek sponsorship for Special Issues.
- 15) Work with the ACVO office in the management of Sponsoring Societies and Associations.
- 16) Coordinate the Journal management with Wiley and the assigned Wiley managing editor.
  - i) Assist in directing them to areas of advertising and sponsorship
  - ii) Assist with subscription queries
  - iii) Monitor and ensure we meet, but not exceed our annual page allotment
  - iv) Respond to all publication issues/deadlines with Production Coordinator
- 17) Work in collaboration with the Production office
- 18) Approve the Table of Contents for each issue
- 19) Select the Cover Artwork for each Issue
- 20) Select the 5 Cover Titles for each issue
- 21) Sign off on the Final version for each issue
- 22) Read and Review all Galley Proofs and respond to any queries
- 23) Manage all Letters to the Editor
- 24) Write Erratum's as indicated
- 25) Deal with complaints of possible Plagiarism
- 26) Coordinate the ACVO, ECVO and ESVO for abstract submissions and ensure abstracts are published online
- 27) Compile a List of all Reviewers annually and publish with a Thank You from the Editor.
- 28) Chairperson the annual Journal EBM meeting at ACVO meeting
  - i) Write a Committee report with Yearly Statistics, Impact factor, Ranking, etc.

- 29) Write Committee reports for ACVO BOR bi-annually
- 30) Meet with ACVO BOR at annual meeting
- 31) Monitor and Manage Journal Funds
  - i) In coordination with ACVO office and ACVO Treasurer
- 32) Solicit and Expand International Journal Sponsorship
  - i) Annual invoice letters sent by ACVO office
  - ii) Coordinate with International Colleges and Societies representatives
  - iii) Ensure they have a member on the Editorial Board
- 33) Serve as International liaison/representative for the Journal at meetings
- 34) Respond to all Journal inquiries/complaints
  - i) Authors
  - ii) Subscribers
  - iii) Manuscript central
  - iv) Wiley
  - v) Other

The responsibilities of the Editorial Board Members include, but are not limited to:

1. Manuscripts will be assigned to an EBM by the Editor-in-Chief, usually based on areas of interest and expertise.
  - 1) EBM will review the manuscript for adherence to format, for appropriateness for the Journal and the readers of the Journal, etc.
    - i) If the manuscript is deemed not suitable for review, the EBM will inform the Editor-in-Chief and will provide reasons for rejection without further review.
  - 2) If the manuscript is suitable for review the EBM will invite a minimum of two qualified reviewers whose area of interest and expertise make them an appropriate reviewer.
  - 3) The EBM will read all reviews once returned. If it is decided to accept the reviewers' recommendations, the EBM will make their recommendation to the Editor-in-Chief. If the EBM feels additional reviews are needed they may:
    - i) Invite additional reviewers
    - ii) Serve as a 3<sup>rd</sup> reviewer themselves

- 4) Attend the Annual meeting of the Journal Editorial Board, generally held in conjunction with the Annual ACVO meeting.

#### **4.16 Ad Hoc Committee on Pharmaceutical/Toxicology Consulting (ACPTC)**

- (A) Mission Statement.** To address issues and concerns of members of the ACVO who perform ophthalmic pharmaceutical and/or toxicology consulting. 1. Increase awareness of the pharmaceutical industry and contract research organizations about the specialty of veterinary ophthalmology, 2. Protect the public by encouraging participation of trained veterinary ophthalmologists in studies of investigational drugs and devices, and 3. Establish standards for ophthalmic examinations in pharmaceutical and toxicological studies. Committee membership will remain private within the ACVO, and not published.
- (B) Members of the Committee.** This Ad Hoc Committee will consist of eight (8) members. Membership is open to ACVO members who express interest, selected by the Chairperson(s), and approved by the ACVO Board of Regents. Committee member terms are three (3) years, with an opportunity for successive terms. The committee roster will be annually updated and reported to the ACVO Board of Regents. The Committee will be chaired by one or more (i.e. Vice-Chairpersons) individuals selected by the committee and approved by the ACVO Board of Regents. Committee Chairperson terms are three (3) years in addition to previously served time as a committee member.
- (C) Objectives**

The ACPTC shall review concerns expressed by ACVO members regarding ophthalmic pharmaceutical and/or toxicology consulting. In addition, the ACPTC will act as a resource to provide assistance and information for ACVO members who perform, or wish to perform, ophthalmic industry consulting.
- (D) Policies and Procedures.**
  1. The membership of the ACPTC Committee, hereinafter referred to as the Committee, is open to all members of the ACVO membership who express interest in serving on the Committee. The Chairperson(s) of the committee will recommend new members to the ACVO Board of Regents.
  2. The Committee will be Chaired by one or more (i.e. Vice-Chairpersons) selected by the Committee and approved by the ACVO Board of Regents.
  3. The Committee will serve as a resource, providing assistance and information to ACVO members who perform, or wish to perform, ophthalmic industry consulting.

4. The Committee will promote the use of ACVO Members in the pharmaceutical and toxicology industry. This may be accomplished through a variety of activities which may include attending relevant specialty meetings (including the Society of Toxicology and the Association for Research in Vision and Ophthalmology), and/or sending advocacy letters or other correspondence to governmental and industry representatives.
5. The Committee will meet annually (in person at the annual ACVO meeting or by conference call), or more frequently as needed, to discuss pharmaceutical / toxicology consulting.
6. Some level of financial support for Committee efforts is expected. The Committee will provide a committee report and any support requests to the ACVO BOR each fall and spring. The spring report will additionally include any annual budgetary requests.

#### **4.17 Membership Promotion and Outreach Committee**

- (A) Purpose.** The purpose of the ACVO Membership Promotion and Outreach Committee (MPOC) is to promote the American College of Veterinary Ophthalmologists and its members to Diplomates, other specialists, general veterinarians and the public.
- (B) Committee Membership.** There will be at least five (5) members on the MPOC Committee including the Chairperson. The Board of Regents has the authority to add more members if needed. Members serve four-year staggered terms rotating to ensure continuity and cannot be a Regent or Officer of the ACVO. Members may serve multiple terms. New members, Chairperson and Vice-Chairperson, will be recommended by the Committee in their annual spring report, and reviewed and appointed by the Board of Regents. The Chairperson will be a one-year position, and Vice-Chairperson is also a one-year position.
- (C) Goals.** The goals of the MPOC Committee are to promote the ACVO and its members and services to Diplomates, general practice veterinarians and to the public.
- (D) Objectives.**
  1. To develop educational materials such as brochures, videos and products that enhance the image of the ACVO, its members and the valuable services they provide.
  2. To increase referrals to ACVO Members by promoting marketing and educational products that demonstrate the value of a referral to Board Certified veterinary ophthalmologists.

3. To support and advise the Board of Regents of the ACVO on all matters pertaining to public relations.
- (E) **Scope.** The MPOC Committee Chairperson will submit a spring and fall annual report and budget to the ACVO Board of Regents outlining specific projects for approval and funding. Funding of projects shall be determined by the Board of Regents.
- (F) Funds raised by MPOC's projects and sales will be allocated to the MPOC Committee after expenses are reimbursed to the ACVO's general account.

#### 4.18 Ad Hoc Program Committee

- (A) **Mission.** Work with the ACVO Executive Director, to evaluate proposals for, plan, organize and execute educational events including the annual conference and other continuing education events (physical or on-line) as may be charged by the Board of Regents.
- (B) **Committee Membership.** The Committee will consist of a Chairperson, the Senior Regent, two current Board of Regents members, three additional ACVO members (Junior member, Intermediate member and Senior member), an AVOT (non-voting) and Vendor member (non-voting), and the non-voting, ACVO Executive Director (as ex-officio). Each member will serve on the Committee for a total of three (3) years. The first year of service for the three Regents will be as Junior Member of the Committee, during this member's first year on the Board of Regents. This position will ascend to Chairperson during the second year of service. The Chairperson will then serve as Past-Chairperson for one year. The President and Board of Regents may elect to add more members as needed. Vacant seats would be filled as voted on by the Board of Regents.
1. Three Associate ACVO Diplomate members will be appointed to the PC by the BOR. Each Associate PC member will:
    - attend all PC meetings and have voting rights on the PC
    - serve staggered 3-year terms for purposes of succession planning, and may serve multiple terms, unless otherwise noted or approved by the Board of Regents
    - be paired with and assist the junior, intermediate, and senior Regent PC members with embedded PC tasks
    - be delegated specific assignments as developed with the addition of ACVO events (detailed below)
    - assist with administrative functions with the expansion of the PC (detailed below)
    - assist Executive Office staff with planning, preparation, and execution of the Annual Conference

- 1) Junior Associate PC member. The Junior Associate Diplomat PC (JAPC) member should be a Diplomat that is 3-5 years post-boarding. The JAPC member will be paired with the junior (1st year) Regent PC member who will provide mentorship and assist with components of assignments. The JAPC will also work closely with the AVOT liaison and if requested by the AVOT member, may assist the AVOT Board members in establishing the core program for the annual AVOT meeting and recruiting speakers for the AVOT Conference.
  - 2) Intermediate Associate PC member. The Intermediate Diplomat PC (IAPC) member should be a Diplomat that is 5-10 years post-boarding. The IAPC member will be paired with the PC Chairperson who will provide mentorship and will assist with components of the PC Chairperson tasks. The IAPC member will also be delegated responsibility of the Mid-year meeting, determine the meeting theme, course / meeting content, solicit speakers, etc.) and will be assisted by other members of the PC.
  - 3) Senior Associate PC member. The Senior Associate PC (SAPC) member should be a Diplomat with >10 years' post-boarding experience and will be paired with the Senior (3<sup>rd</sup> year) Regent PC member. The SAPC member will assist with components of the Senior regent tasks. The SAPC member will also work with the Vendor Liaison.
2. AVOT member. A current AVOT board member who is in good standing and has at least 2 years' experience serving on the AVOT Board, will be appointed by the Planning Committee as a non-voting PC member. The AVOT member will serve as a liaison to the PC and will work closely with the Junior Diplomat PC member. The AVOT member will:
- attend all PC meetings
  - serve as a liaison between AVOT, PC, and the ACVO Executive Office regarding planning and preparation of the Annual Conference
  - assist the Junior PC Diplomat member and the ACVO Executive Office personnel with conference site selection, planning, preparation, and execution of the Conference.
  - have specific responsibilities and tasks that will be delegated by the junior PC Diplomat member and by the ACVO Executive Office personnel
  - solicit speakers for the AVOT Conference
  - relay the AVOT board's selected Conference program to the PC
  - assist with developing incentives to increase attendee numbers and participation in AVOT/ACVO Annual Conference and the Mid-Year conference

- create more memorable experiences for AVOT meeting attendees
- communicate regularly with the PC / ACVO Executive Office

3. Vendor member to the PC. This Vendor member will be appointed by the PC as a non-voting member and will serve as a liaison with the PC. The Vendor member must have a minimum of 5 years' experience as an ACVO vendor, exhibiting at the ACVO conference. The Vendor member will work closely with the Senior Diplomate PC member. The Vendor member will represent all vendors without bias and communicate a "vendor's voice" to the PC and the ACVO Executive Office. Specific criteria for selecting the appropriate PC Vendor Liaison include:

- 1) Be open-minded, engaged and have cooperative, non-conflicting and non-competitive rapport with other vendors
- 2) Have experience at other conferences and venues (they must have the experience to share with the PC about what works best and what doesn't from a vendor's POV).
- 3) Assignments of the PC Vendor Liaison include:
  - attend all PC meetings where relevant content applies
  - serve as a liaison between all vendors and the PC/ ACVO Executive Office
  - provide a "vendor's voice" with ideas from other venues and conferences
  - work with the Executive Office to develop incentives and strategies to increase vendor attendance and participation in the Annual Conference and other ACVO educational opportunities as they are requested and developed by the PC
  - develop strategies to acquire new sponsors from established relationships they have with other vendors
  - assist the Intermediate Diplomate PC member and the ACVO Executive Office with Conference logistics when requested
  - communicate with and assist the ACVO Office personnel prior to and on-site at the Annual Conference regarding vendor requests, concerns, or logistics.

**(C) Committee Meetings** are typically conducted via conference calls and electronic mail as deemed necessary by the Chairperson.

**(D) Objectives & Assignments by Position**

1. Program Chairperson Primary Tasks. Oversee Committee and meetings, organize abstracts by topic and according to continuing education grouping needs, act as primary contact for staff and Executive

Director for questions, and determine topics and contact speakers for General Practitioner's course when it occurs.

- 1) Call for Papers. A 'Call for Papers' will be issued according to a timeline established by the Committee. If submissions are considered inadequate the Chairperson may choose to extend the acceptance timeline. The Chairperson will need to instruct the Committee as to their review timeline and how feedback is to be organized. The ACVO office staff will provide a general, suggested schedule (including typical timelines, CE groupings, suggested meals and breaks, etc.) around the time the Call closes. The Chairperson will use this document as a guideline to assign abstracts for presentation or posters. Assignments are to be organized as best as possible by topic, required groupings for CE will be provided by staff. Presenters may need to be moved from presentation preference to balance the presentation and poster schedule (e.g. a 'presentation only' person might be asked to consider a poster). The quantity of poster presentations may be physically limited by the layout of the facility, staff can provide the maximum number allowed via the floorplan. It is suggested that the Chairperson review the past year's organizational structure and groupings and use this as a guideline to not confuse repeat attendees.
- 2) Masters Course/Lab (Optional annually). The Chairperson will work with other members to discuss interest, feasibility and educational topics for this course. The content could be structured as a master's course or wet lab. The Chairperson will research the feasibility and interest of the topic, organize the initial timeline/structure of the course, make the initial contact with speakers and provide the contact information and known speaker terms to the office staff to allow for follow-up.
- 3) Attendee accommodation, relevance, interest, and cost are all to be considered. Courses can be repeated if the Committee agrees there is enough interest from the membership to warrant the repetition. This course is typically held on Sunday but could be split with a lecture over dinner Saturday, and a lab Sunday morning if needed/feasible.
- 4) The ACVO Executive Director will work with lab speakers and the Chairperson to organize topic and speakers, obtain signed contracts, and order/coordinate materials needed for the course, etc. The office will disseminate contractual letters to Masters' Course speakers providing specifics on the agreement. The honorarium rate for speakers and lab assistants is defined in the "Fee & Pricing Schedule". Typically, airfare is not provided if the speakers are members, as most speakers are already attending the conference. It is possible to reimburse for flights and other accommodations if the speaker is not a member. The budget is usually determined depending on expenses estimated to be incurred



for course and should be calculated by the Executive Director, to be reviewed and approved by the Chairperson.

2. Senior Regent (Past Chairperson). Primary Tasks. Organize and contact the Keynote Lecturer & assist with the Masters Course organization as requested by staff.

- 1) Keynote Lecturer Guidelines. Once the Keynote Lecturer is arranged by the Sr. Regent (selected, contacted, agrees), their contact information and terms need to be forwarded to the ACVO office. Staff will handle organizing the details and obtain a signed contract, including handling all correspondence, housing and transportation coordination. The Sr. Regent will work with the speaker to develop relevant topics/approach as needed to meet the needs of our attendees.

The Keynote Lecturer will receive an honorarium as outlined in the "Fee & Pricing Schedule". ACVO will also reimburse all related expenses (hotel, meal stipend, coach airfare, etc.)

The Keynote will typically be scheduled for one hour on Saturday from approximately 11am - Noon, although this may change as determined by the Committee.

The Keynote should be confirmed no later than February 1<sup>st</sup> of the year of the conference.

- 2) Masters Course. Once the topic is determined by the Chairperson/Committee, and the speakers are confirmed by the office, this position will act as liaison between the office and speakers when organizing medical equipment is needed. This position will assist the ACVO office staff on these matters and help with orders that cannot be actualized through the ACVO office (e.g. when a medical license and/or knowledge is needed). Emails and related questions between vendors and speakers may also be provided to this position to ask for assistance. Most details will be handled and coordinated by ACVO office staff.

3. Junior Regent Primary Tasks. Help organize topics and speakers for the Residents' Workshop, General Practitioners' Course and Manuscript Awards process.

- 1) Residents' Workshop. Help determine a topic and speakers for this course. Typically these speakers are Diplomates, they are to be paid the speaker honorarium as outlined in the "Fee & Pricing Schedule". Expenses are not typically reimbursed unless the

speaker is flown in especially for this event. Topics have varied widely from year to year and staff can provide a list of past year's sessions for reference. This session is held on Friday, opposite the ACVO Business Meeting, for approximately 2.5-3 hours, the timeline is flexible by topic and location.

- 2) General Practitioners Course Guidelines. Typically, the course is scheduled for Saturday from approximately 8am-5pm. There are usually 5-6 speakers scheduled, each covering 1-hours of material; some speakers may agree to present two separate topics. Presentations must be at least 50 minutes long for CE purposes. In 2014, policy changed and speakers must be located outside of the serviceable area where the meeting is being held, and must be members of the ACVO. A list of past course speakers/topics can be provided by the ACVO office staff, who also has access to a speaker's bureau of members available on the website.

Honorarium will be provided as outlined in the "Fee & Pricing Schedule". Airfare/travel is not covered, it is expected that these presenters will already be attending the conference as members. The only expenses reimbursed for this engagement are those incurred due to this engagement alone (e.g. additional hotel night if one cannot secure a flight out of town, meals for that night, additional parking fee if they were otherwise planning on leaving on Saturday, etc.) All conditions are outlined in a contract sent from the ACVO's office.

Scheduling Timeline – For promotional purposes participants in this course should be determined and committed no later than March 1st. Staff will send contracts/confirmation to all speakers and coordinate promotional material, notes, etc. This timeline will allow us time to gather information for publicity and sponsorship.

- 3) Manuscript Awards. Coordinate judges and oversee judging, and provide winners to office according to the agreed upon timeline. Awards will be announced and provided at the conference, consisting of a personalized plaque and a monetary award. A separate, detailed guideline for evaluation will be provided to this Regent in the summer. Applications will be due August 1st, final winners are due to the ACVO office by September 1st or earlier as needed, depending on the dates of the conference.

It is recommended that a PowerPoint presentation be put together to announce winners, list sponsors and residents, authors and co-authors, and acknowledge the team.

**(E) Abstract/Scheduling, all Committee Members.**

All Committee members will be asked to evaluate 1/3 of abstracts accepted. A grid/spreadsheet is provided to the committee to review shortly after the call closes. There is typically a two-week turn-around on reviews by the members, and then one week for the Chairperson to assign and organize presentations. The Chairperson will receive recommendations of the committee members and will develop the speaker presentation schedule. Confirmation letters, including speaking details need to be emailed to applicants by the middle of June by the ACVO office staff.

**(F) Summary of Office Assignments & General Guidelines.**

1. ACVO staff will organize most conference details. An internal document called the 'check list' will be provided to the Chairperson early in the year (around February). This will enable the Chairperson to see what is to be accomplished and provide timelines. In summary, the office staff will oversee the production of promotional materials, promotion, vendor/sponsor arrangements, call for papers, attendee registration and communications, confirmations, web site content and management, contracts and orders with suppliers, oversee CE requirements, deposits and bookkeeping, invoices and payments, off site facilities and transportation arrangements, entertainment contracts, hotel food orders, audiovisual arrangements, signage, printing, materials for registration packets, speaker management, and will manage the process of getting presentations online with the selected vendor. The Committee may be questioned on any of these matters as needed.
2. When feasible and reasonable, RACE Submission will be made for the ACVO Conference. The staff will collate, organize, and submit the application for RACE continuing education approval for all in-person, DVM and Technician courses hosted by the Committee. The ACVO is not responsible for submitting RACE approval for Satellite Meetings unless specifically requested and approved by the Program Committee. RACE approval may or may not be submitted for limited on-line courses resulting from conference programming, this will be at the discretion of the Committee annually.
3. Entertainment. The budget is set at a standard rate which will guide selection for the Friday evening event and is outlined in the "Fee & Pricing Schedule". Ultimately this decision is made by the Chairperson in discussion with the ACVO Executive Director.
4. Convention Centers. The ACVO Executive Director may contract with convention centers for annual conference space when it is determined this is necessary.

5. Site Selection. Meeting planning site selection will rotate between two regions, the Eastern and Western United States. Every five to six years, the ACVO will seek a more tourist-focused location and consider altering the daily education schedule if needed.
6. Proceedings. A digitized, comprehensive annual proceedings in a current digital format will be sold for a fee set by the Board of Regents; a reduced fee is to be offered to ACVO Members and Residents. A complimentary digital copy is to be provided to all conference attendees. A cumulative digital file will be updated with new proceedings every 10 years or until the board agrees that this record is no longer needed.
7. Surveys. ACVO will utilize an online survey tool, to collect data on meeting evaluations annually. The data will be used to evaluate changes needed for future meetings.

**(G) Meeting Operations**

1. New Diplomate Gathering. As an introduction to the ACVO and a welcoming to the College, the ACVO will host a gathering at the annual conference, to include the Board of Regents, ABVO Officers, Chairpersons of the Credentials, Residency and Examination Committees, and the new Diplomates at the annual conference.
2. Fee Setting & Budget. The ACVO annual conference food budget will be set by the Ad Hoc Program Committee and reviewed by the Secretary-Treasurer. The food budget will vary based on meeting location, annual inflation, number of attendees and other logistical factors that affect the ability of attendees to obtain meals at the meeting site.
3. Exhibit Fees. These will be set by the Ad Hoc Program Committee using previous annual conferences as a guideline. These fees should be periodically compared with similar groups with inflation considered. Fees will remain the same if not reviewed and approved for an update.
4. Speaker Fees. The Keynote Speaker and all hired conference presenters for approved conference courses will be paid an honorarium as determined by the Board of Regents and will be listed in the "Fee & Pricing Schedule". All speakers who present at the conference, including members, will be compensated at a rate set by the Board of Regents. Paid speakers exclude abstract and poster presenters. Hotel room nights and transportation will be reimbursed as outlined in a speaker contract and may fluctuate as necessary (e.g. coach airfare, two hotel nights for a full day speaker, one hotel night for a ½ day speaker, etc).

5. Non-Profit Booths. The ACVO will offer non-profit organizations an exhibit booth at the annual conference at a reduced rate only if: 1. an unclaimed booth(s) remain available after September 1<sup>st</sup>, and 2. non-profits agree to pay half of the set booth fee at that date in time. The ACVO Vision for Animals Foundation will have priority for exhibition and exhibition location.

**(H) Concurrent Meetings**

Any organization or company that desires to hold a concurrent meeting at the ACVO conference, and wishes to be listed in the program, shall obtain approval by February 1st from the Program Chairperson and the Board of Regents before ACVO staff is to dedicate time to the endeavor. A sponsorship for a program listing may be required and is to be determined by the Executive Director. If courses will involve ACVO management, fee collection, promotion, etc. applicants are required to apply using the Satellite Meeting Proposal herein.

**(I) Satellite Meetings in Conjunction with the ACVO Annual Conference**

1. Background. With the growth of the ACVO, the number of satellite meetings that are held each year is growing both in number of sessions and the number of people attending each of the sessions. The ACVO Ad Hoc Program Committee recognizes that such meetings are desired and supported by the membership. Therefore, to better ensure adequate room size and arrangements for satellite meetings held in conjunction with the annual ACVO meeting, the following guidelines have been established.
2. Those wishing to hold satellite meetings during the annual conference, that use meeting space in the same venue as the conference, are required to submit a proposal outlining the desired meeting by February 1<sup>st</sup> for consideration in that year's meeting. Late applications will not be reviewed for acceptance. When such meetings are anticipated to be recurring each year this should be so stipulated, but an annual application is required. A satellite meeting Chairperson should be identified for each year. This will give the Executive Director's office time to reserve space for the meeting, when space is available, and to include registration information for the meeting in the annual conference meeting materials. This will ensure appropriate fees will be collected to cover the meeting costs. Those proposing the satellite meeting will be responsible to the following:
  - 1) Submit the meeting proposal by February 1<sup>st</sup> annually, to the Executive Director's office. The proposal will be forwarded to the Annual Conference meeting organizers and the ACVO Board of

Regents for approval. The proposal should be detailed and contain the following information:

- i) Estimated attendance and how that estimate was determined
  - ii) Topic
  - iii) Length of course
  - iv) Proposed number of speakers
  - v) Suggested honorarium
  - vi) Estimated speaker expenses
  - vii) Proposed meeting time and food requirements, if applicable (e.g. breakfast, lunch, dinner, snacks)
  - viii) Suggested sponsors
  - ix) Suggested registration fee
- 2) After Approval by the Board of Regents and ACVO Ad Hoc Program Committee
- i) Locate and hire/arrange speakers.
  - ii) Negotiate speaker honorarium within the financial limits defined by the Board of Regents and notify Program Chairperson and ACVO Executive Director. Send a 'contract' letter to the speaker outlining the payment, transportation and reimbursement arrangements. Contract letter or example can be obtained from the Executive Director's office.
  - iii) Collect information from the speaker(s) including a short biography and summary of topic(s) to be discussed. This information is to be forwarded by email to the Executive Director's office by April 1<sup>st</sup> to be included in annual conference promotional materials.
  - iv) Solicit sponsors for the meeting AFTER contacting the Executive Director's office for a list of those already committed to sponsoring the annual conference.
  - v) Send letters to sponsors confirming support.
  - vi) Send thank you notes to sponsors post-meeting.

- vii) For those sponsors that will be on-site at the meeting, have a sign prepared acknowledging their support.
  - viii) If the speaker has notes for his/her presentation, they should be collected and appropriate numbers of copies made and brought to the meeting to supply all pre-registered participants.
- 3) Registration Fees. Through the Executive Director's office, the fees for registration will be determined and registration will be included in the general registration forms. Fees will be collected along with the general registration fees. The meeting space will be arranged and included in the hotel contract for the Annual Conference meeting. Food will be ordered for the satellite meeting (if it is needed), banquet event orders reviewed, and set-ups checked on-site. All accounting and registration services related to the satellite meeting will be completed by the Executive Director's office including:
- i) Collecting and depositing registration fees.
  - ii) Handling cancellations, credits, and receipts for registration.
  - iii) Sending invoices to sponsors and collecting and depositing payments.
  - iv) Review orders and pay hotel bills related to the meeting.
  - v) Reimbursing speakers.
  - vi) Print Continuing Education forms (when needed) and store sign-in sheets.
  - vii) All other accounting related to the satellite meeting.

The Ad Hoc Program Committee recognizes that there may be small breakout groups that arise in the coming years. The above requirements will not apply to such groups provided: (1) they do not require sponsorship from established vendors and other supporters of the ACVO meeting; (2) their meeting times do not conflict with regularly scheduled educational sessions; (3) the groups do not require input, meeting room space or work from the ACVO office/Executive Director or staff.

#### **(J) Complimentary Rooms & Upgrade Assignments**

1. At times, ACVO may secure complimentary sleeping room nights in its contracts with hotels. Non-fee rooms are assigned to those for whom a paid room would otherwise be required, thus saving ACVO the expenditure. Upgraded rooms would be assigned as listed below. The

only exception being that if an upgrade is secured, and is also a complimentary room, that room will be assigned to the President, then Program Chairperson. Assignments of such rooms are to be set forth in the order noted below:

- 1) Executive Director
  - 2) Staff
  - 3) Keynote lecturer
  - 4) Speakers or AV contractors
  - 5) President
  - 6) Ad Hoc Program Committee Chairperson
  - 7) Secretary-Treasurer
  - 8) Vice-President
  - 9) Senior Regent
  - 10) Regents (in order of seniority)
2. Discounted upgrades should be distributed to this group of individuals in the order below.
- 1) ACVO President
  - 2) Ad Hoc Program Committee Chairperson
  - 3) Secretary-Treasurer Vice-President
  - 4) Keynote lecturer
  - 5) Vice-President (and same until the end of list above)

**(K) Sponsor & Vendor Placement & Recognition.**

1. Background. Prior to 2015, booth selection for the ACVO Conference was on a first-come, first-served, basis, as follows:
  - 1) Prior year exhibitors were allowed to register beginning no earlier than April 1<sup>st</sup>, 8am MT.
  - 2) On April 15<sup>th</sup>, exhibitors not involved with the prior year's meeting were allowed to register.

Sponsorships made via the registration form were considered, higher level sponsors could be bumped forward for preferred selection if/when appropriate. Booth selection was not a direct benefit of annual sponsorship and advertising support. This process was more effective when fewer booths were sold (~30 or less), in the past several years 60+ booths have sold with several on wait lists missing participation. As a result, several new policies were considered. Please see below for detail on the new policy beginning fall 2015.



**(L) New Registration Policy.** To more appropriately recognize companies that sponsor ACVO's programs, a more direct and immediate benefit of sponsorship has been approved by the Board of Regents. This sponsorship benefit is to give priority of booth and sponsorship selection at the current ACVO Conference, for the following year. Priority for registration will be figured based upon a sponsor's overall support, including advertisements purchased within that present year, including directory advertisements, sponsorship of the Service Animal event, newsletter and proceedings advertisements, exhibit booths purchased, and conference sponsorship for the current year that has been paid in full. Calculations will begin on January 1<sup>st</sup> through one week prior to the conference. *(Sponsorship for related non-profits, AVOT and the Vision for Animals Foundation, cannot be considered in this equation; although we appreciate your support of these sister-organizations.)*

**(M) Current Sponsor Registration Will Occur at the Conference.** Current year conference vendors will be provided a date/time to register for the following year's conference, while on site. In the fall, registration priority and assigned times will be provided to sponsors at least one week prior to the current conference; dissemination would be both via email and printed document in the registration packet at the conference. Companies that miss their allotted registration time at the conference will forfeit their opportunity to pre-register, they would then be eligible to register April 1<sup>st</sup> on a first-come, first-served basis. Exhibit booth deposits will be processed to verify intent (deposits are non-refundable but could be credited toward the following year's meeting should a cancellation be necessary).

Pre-registered booths will be confirmed via email to the contact on file no later than March 15<sup>th</sup>, prior to the opening of general registration for vendors on April 1<sup>st</sup>.

**(N) Number of Booths per Vendor.** Vendors will be allowed to reserve their preferred booths, when possible, up to two spaces. If a vendor wishes to reserve more than two booths, the additional booths will be held in their name but will not be billed nor confirmed until August 1<sup>st</sup> of the following year. This current policy will stay in place to allow smaller/new vendors to attend during meetings where ACVO has limited booth space, while also honoring commitments to dedicated vendors.

**(O) Timeline: Registration for all Vendors will be Tiered as Such:**

1. Tier 1 Pre-Selection at Conference – Current Sponsors. Vendors that sponsored the ACVO during the present year will be invited, in rank-order based upon overall annual support, to pre-register at the fall conference. The sponsors will be assigned a specific date/time to register. They will commit to booth preferences to reserve space for the following year. A sponsor/exhibitor commitment document will be

signed, and a 10% deposit of booth fee(s) will be collected to hold space. Full exhibit booth payment is due by March 15<sup>th</sup> to hold priority placement.

2. Tier 2 Pre-Selection at Conference – New Sponsorship Commitments. All vendors willing to commit sponsorship for the following year, will be invited to register on site during an ‘open call for sponsors’ at the conference. A published time will be provided to all vendors, reservations will be made in order based upon commitment level. The same selection options and deposit would be required to hold space as Tier 1 vendors.

*NOTE: All vendors that intend to sponsor the following year must confirm their commitment of the preferred sponsorship opportunity, in writing to the ACVO office by January 1<sup>st</sup>. Otherwise, first-option booth selection will not be granted and the vendor would need to re-register during the Tier 3 registration process.*

3. Tier 3 Registration on/after April 1<sup>st</sup>. Previous year’s vendors, who did not wish to sponsor the following year, would continue to receive priority registration as gratitude for their involvement. These individuals would again have the opportunity to secure available sponsorship at any time, sponsorships committed would be figured into booth selection priority for the following year.
4. Tier 4 Registration on/after April 15<sup>th</sup>. This is the date registration would open for all companies not yet registered and new companies. Any sponsorships provided at this time would calculate into the following year’s priority placement.

**(P) Sponsorship Selections.** Sponsors will be given first option to refuse their chosen sponsorship item from the prior year; if no response is received, ACVO will reassign as needed.

**(Q) Sponsorship Payments & Deposits.** Deposits to hold booths will be set annually and may change from year to year, currently 20% of each booth. Full sponsorship payments must be received by July 1<sup>st</sup>.

**(R) Cancellation.** ACVO has the right to cancel any sponsorship or exhibitor agreement as needed, due to a missed payment deadline, lack of professional conduct by the vendor, or as needed. Notification would be sent in writing within five business days.

#### **4.19 Academy of Veterinary Ophthalmic Technicians (AVOT) Meeting Policies**

- (A) **Dinners.** ACVO's registration form for its attendees will allow for one 'guest' at the reduced rate. All others will be set at the full price, to be determined each year. ACVO will continue to subsidize AVOT's dinners beyond the set dinner ticket; therefore, their dinner fees should remain as close to an 'additional guest fee' as is possible.
- (B) **Receptions.** AVOT attendees are welcome to attend the welcome reception, breaks and breakfasts at cost if AVOT agrees to price these into their registration fees and compensate ACVO.
- (C) **Meeting Rooms.** ACVO will continue to reserve meeting space on behalf of AVOT if this arrangement is physically possible. ACVO will continue to incur the financial risk of those reservations along with the management fee associated with locating and finalizing those bookings. AVOT will need to contact the ACVO in January/February of the year prior to each event to inquire about meeting settings and scheduling. ACVO will attempt to meet AVOT's scheduling needs but, if the hotel charges a fee for these arrangements that will be the responsibility of AVOT. This policy may change if separate facilities are eventually needed.
- (D) **Breaks and Breakfasts.** AVOT will either agree to integrate pricing of ACVO's food functions into their registration costs and reimburse ACVO for these real costs as quoted annually or will reimburse ACVO according to the ACVO Fee & Pricing Schedule to help cover overlapping food costs. If the latter is adopted, AVOT would continue to fund their own separate breakfasts, breaks and receptions. AVOT would also be required to communicate to its attendees the appropriate meal functions being provided by that group. If not integrated into ACVO's functions, break drinks and food will need to be supplied to AVOT attendees by AVOT each year to help discourage attendees from participating in ACVO's breaks.

ACVO is to be notified when AVOT decides not to supply a meal that coincides with an ACVO meal to its attendees, as this could negatively impact the ACVO's event. Without an integrated compensation agreement, new security arrangements may preclude entry to the exhibit hall for AVOT as break foods are supplied in this area. This will be a requirement needed to honor this mutual agreement between AVOT and ACVO.

1. The proximity of space and related fee will be discussed the January prior to each conference and will be determined by the ACVO Executive Director. Payments do not need to be made to the ACVO until the conclusion of the conference. These payments should be based on either the attendance numbers submitted prior to the event or the actual attendance, whichever is greater.

- (E) Audio/Visual.** The ACVO will not pay for any audio/visual needs for AVOT. ACVO will continue to negotiate with facilities to ensure that AVOT has a choice of using the hotel or an outside audio-visual company. AVOT will be responsible for placing orders and pay these bills independent of ACVO. ACVO would need to continue to receive AVOT registration numbers at least two weeks prior to the conference. Updates one week before the conference begins are also requested.
1. **Sleeping Rooms.** ACVO will continue to contract sleeping rooms at host facilities on behalf of AVOT and ACVO attendees and will assume the financial risk to do so. But AVOT must continue to encourage its registrants to stay at the host hotel. Encouraging sharing of rooms on site is also welcomed. The use of sleeping rooms is what offsets the meeting room costs and this is necessary to maintain free meeting room fees. This policy may change if separate facilities are eventually needed.

#### **4.20 Sanction for non-ACVO Ophthalmology Meetings (by Members)**

- (A)** Sanction by the ACVO may be sought as a means of allowing a meeting held by a local group of ophthalmologists to fulfill required continuing education hours. These local meetings offer a valuable venue for presentations of clinical research and cases that present a diagnostic or therapeutic challenge. Sanction by the ACVO would be granted for a meeting with presentation of topics related to veterinary ophthalmology by a minimum of six (6) Diplomates of the ACVO. Approval for a specific meeting is based on submission of the previous year's meeting topics and presenters.
- (B)** Acceptance of proposed hours by the relative licensing board is not guaranteed with ACVO sanction; RACE submission is not provided through this sanction.
- (C)** Continuing Education (CE) forms may be issued to attendees of the sanctioned meeting upon request of the meeting organizer. The organizer must also collect signatures of attendees at the meeting and forward this sign-in list for future ACVO reference to provide future replacement CE forms or for ACVO to respond to a licensing board's inquiry.

## 4.21 ACVO Listservs Ad Hoc Committee Policies and Procedures

### (A) Mission Statement

1. The ACVO controls all listservs that it owns, currently these include:
  - 1) ACVO-L is an ACVO Diplomate member-only access listserv.
  - 2) VOPH-L is a listserv open to individuals interested in veterinary ophthalmology who request admission from the ACVO. ACVO-L and VOPH-L provide a forum for dissemination and exchange of information, ideas, and queries related to veterinary ophthalmology.
  - 3) ACVO-S is a listserv open to ACVO Diplomate members and ABVO approved residents. ACVO-S is dedicated to discussion of topics of interest that are not specific to veterinary ophthalmology.

### (B) Committee Membership

1. The Ad Hoc Listserv Committee is not a standing committee. The Committee remains active as long as desired by the BOR.
2. The Ad Hoc Listserv Committee will consist of a Chairperson and at least three members appointed by the BOR.
3. Members will serve a three-year term with staggered appointments for succession planning, and an option of additional three-year term(s) if requested and approved by the BOR.
4. The Chairperson shall be appointed by the BOR and must have served at least one year as a member of the Committee. Once appointed, the Chairperson's term of service is at least one year, but the Chairperson may serve successive terms if requested and approved by the BOR.
5. A Vice-Chairperson will be appointed by the BOR and should serve a one-year (overlap) term with the Chairperson for training purposes and succession to the chairmanship. The Vice-Chairperson shall succeed to the Chairperson following at least one-year as Vice-Chairperson.

### (C) Objectives of the Committee

1. Oversee and make decisions regarding listserv content that is outside of the guidelines of the ACVO-L, VOPH-L, and ACVO-S listservs. It will be the responsibility of the Ad Hoc Listserv Committee to monitor and oversee all three ACVO listservs.
2. Determine who qualifies for access to the three listservs if questions arise from the ACVO Executive Office.

**(D)** The Ad Hoc Listserv Committee may consult with any other ACVO Committee in monitoring the ACVO-S regarding relevant topics of discussion or posts. **Policies and Procedures**

1. The University of Georgia is the current “host” for all three listservs. ACVO is the owner of all three listservs, the respective email lists, names and historical information saved at the University of Georgia.
2. The Ad Hoc Listserv Committee will monitor all ACVO listservs for violations that include but are not limited to:
  - 1) Items whose principal premise is to promote an event which does not have a veterinary ophthalmology-related component.
  - 2) Items that principally involve communications germane to just a few listserv members.
  - 3) Anything that involves subjects of an anti-trust nature or violates US law, including prices, boycotting an industry, company or business.
  - 4) Messages that contain information that is abusive, libelous, defamatory, obscene, pornographic, profane, discriminatory, racist, sexist, political, or otherwise inappropriate that could be offensive to one or more listserv members.
  - 5) Any advertisements from vendors, regarding their products.
  - 6) Statements that could be considered a breach of ACVO ethics or harassment policy.
  - 7) Statements considered inappropriate for the listserv by the Ad Hoc Listserv Committee.
  - 8) Statements that violate confidentiality and etiquette guidelines as posted, including not forwarding content to the listservs or to non-participants without permission of the original sender and honoring private and confidential emails.
3. Violations of listserv guidelines
  - 1) Listserv members who violate listserv guidelines will receive an initial written warning based on majority agreement of the Ad Hoc Listserv Committee.
  - 2) If the violator ignores an initial written notice and continues forbidden activity, the Ad Hoc Listserv Committee shall temporarily suspend the violator and refer the violator, in writing, to the Ethics Committee for review. Course of action and possible sanctions will be determined by the Ethics Committee.
  - 3) When the Ethics Committee makes a determination of nonobservance of the rules of the Listserv, the decision is binding upon the violator, the BOR and the Committee.

- 4) The Ethics Committee shall apply sanction(s) that must reasonably relate to the nature and severity of the violation and non-observance of guidelines, focusing upon the conduct of the violator and deterrence of similar conduct by others.
- 5) Sanctions may include the following options:
  - i) Issue an additional private written or public warning
  - ii) Reprimand to the violator in private or with publication of the determination
  - iii) Suspension of listserv privileges months from all of ACVO's listservs for a period of six months
  - iv) Termination of a member's listserv privileges from all of ACVO's listservs for multiple violations or for violations that are considered particularly egregious.
- 6) Reinstatement of a violator following suspension:
  - i) The Ethics Committee will notify the violator of the start and termination date of suspension.
  - ii) Upon termination date the violator must:
    - a) Contact the ACVO office by written communication and request reinstatement to the appropriate listserv, including email address to be reinstated, etc.
    - b) Copy the Ad Hoc Listserv Committee Chairperson and the Ethics Committee Chairperson who will confirm eligibility for reinstatement.

## **(E) Appendix-B**

1. See All ACVO ListServ Guidelines

### **4.22 ACVO ad hoc Committee for Diversity, Equity, and Inclusion**

**(A) Mission Statement.** The Board of Regents recognizes the disparity of diversity within veterinary medical profession and within our specialty. The ad hoc Committee for Diversity, Equity and Inclusion proposes methods to investigate and expand ways by which the ACVO can improve diversity, equity and inclusion within our profession and specialty. The Committee will develop sustainable methods to ensure support for all members including those who are marginalized or underrepresented. The Committee also proposes tangible recommendations to ensure an equitable, healthy, and supportive ACVO community.

**(B) Membership Composition, Appointment, and Terms of Office.** The ACVO Board of Regents shall appoint one (1) member of the Committee as the Committee's Chairperson, to serve as the principal administrative officer who will be responsible for supervising and directing the Committee. A Co-Chairperson may be nominated by the Chairperson and approved by the BOR. The Chairpersons will communicate with the Board of Regents at the will of the Regents. The Board of Regents, together with the Chairperson, shall appoint five (5) respected voting members of the ACVO who will assure the Committee's composition is balanced as to relative age, diversity, experience, and as to the emphasis of the appointees upon practice, education, research, or other endeavors within veterinary ophthalmology. Committee members must serve three (3) year, staggered terms of service as members of the Committee. None of the members shall be a current Officer or Regent of the ACVO.

**(C) Objectives.** The ad hoc Diversity, Equity and Inclusion Committee shall be responsible for, but not limited to:

1. Investigating and expanding ways by which the ACVO can improve diversity, equity and inclusion within our profession and specialty.
2. Providing educational resources for ACVO members to increase awareness and understanding for our members in how they interact with each other and the public.
3. Developing a survey of ACVO members to elucidate any specific needs that are currently not met by the ACVO or its services.
4. Working with the other specialty colleges and veterinary professional organizations on how to advance DEI objectives in the profession.
5. Supporting the Residency Committee, Universities and Private Practices in providing DEI consideration, education and resources for residency training.
6. Supporting and developing tools to recruit and mentor interested young people of any race, ethnicity, gender, religion, sexual orientation or socioeconomic background into the veterinary profession with the hope that the best of those will become veterinary ophthalmologists.

**(D) Responsibilities.** The ad hoc Diversity, Equity and Inclusion Committee shall:

1. Serve as a resource for the Board of Regents and the ACVO members regarding diversity, equity and inclusion issues to be considered for members and the college.
2. Develop long-term DEI considerations for initiatives and activities.
3. Provide governance and oversight on DEI efforts and promote communication on progress to the Board of Regents.



4. Integrate DEI program strategy with the ACVO's mission, operations, strategies, and objectives.
5. Foster organizational change commensurate with diversity, equity and inclusion within the ACVO.
6. Establish a dedicated focus on diversity, equity and inclusion priorities, and manage the DEI program.
7. Develop metrics to assess DEI progress within the College.
8. Establish a platform for overseeing and assessing the effectiveness of the DEI function and recommending reform when needed.
9. Periodically recommend changes or amendments to the Board of Regents.

**(E) Roles that are beyond the scope of the ad hoc DEI committee.** The Committee and its members cannot serve in a role of guidance or counseling of members or residents as these roles require specific training and certification.

**(F) Meetings of the Committee.** Meetings of the ad hoc Diversity, Equity and Inclusion Committee are called upon by written notice to Committee members. A copy of the meeting agenda shall be provided prior to the meeting. Agenda details may be proposed on advice by the Board of Regents or by ACVO general membership. A quorum consists of a majority of all appointed Committee members and voting is by majority of those members present at the meeting (in-person or virtual). Meetings should occur at least monthly for the first 3 months once the Committee is established, and at least bimonthly during the first year.

**(G) Indemnification and Insurance.** All ad hoc Diversity, Equity and Inclusion Committee members, at the request of the Chairperson, are indemnified and defended by the ACVO against liability arising from ad hoc Diversity and Inclusion Committee-related activities to the extent provided by the bylaws of the ACVO for the Board of Regents, Officers, and ACVO Committee members. The Board of Regents maintains indemnifications insurance against such liability.

## **5.00 SECTION 5: BOARD OF REGENTS MEETINGS, POLICIES AND PROCEDURES**

- 5.01** All meetings of the Board of Regents will be announced as required in the Bylaws of the College.
- 5.02** The President of the College will Chairperson all meetings of the Board of Regents.
- 5.03** If the President cannot Chairperson a meeting of the Board of Regents, the Vice-President will Chairperson the meeting.
- 5.04** The meeting will be conducted in accordance with Robert's Rules of Order.

- 5.05** The Secretary-Treasurer and Executive Director will maintain the minutes of all meetings.
- 5.06** In the absence of the Secretary-Treasurer, the President will record the minutes or may designate the recording of the minutes to another meeting participant.
- 5.07** The Executive Director or Secretary-Treasurer will draft a copy of the minutes, which will be reviewed by the other party and the President prior to dissemination.
- 5.08** At the next meeting of the Board of Regents, the minutes of the previous meeting will be reviewed and approved. The Executive Director will forward approved minutes to all members of the Board of Regents.
- 5.09** Election of officers of the ACVO shall follow the procedure described in the Bylaws of the College.
- 5.10** Amendment or changes to the Bylaws shall follow the procedures described in the Bylaws of the ACVO.
- 5.11** For all task forces authorized by the Board of Regents, the Board of Regents shall appoint a Chairperson, who must be a member of the Board of Regents and will act as the Board of Regents' representative. Members of the Board of Regents can make recommendations to the President for committee members. However, the President will make a recommendation to the Board of Regents for approval. The Board of Regents shall determine the time frame that the task force has to fulfill the goals which they set for them.
- 5.12** If the Chairperson of an ACVO task force is unable to fulfill the responsibilities of being a member, the President can and should remove the Chairperson from the group. The President should advise the Board of Regents of this action.
- 5.13** The Board of Regents may, at any time, decide to suspend the activity of the task force, appoint a new Chairperson, and include additional resource persons to assist the group in fulfilling its goal.
- 5.14** The task force shall report their discovery to the Board of Regents and make a recommendation to the Board based on their review. Report of discovery and recommendations are for the Board of Regents' use and may decide to accept the recommendation of a task force for informational purposes only, refer the recommendation to another group for additional study, accept to implement the recommendation immediately or at a later date, or reject the recommendations.
- 5.15** ACVO Administrative Policy. Minutes distribution and posting of agendas for the Board of Regents meetings and annual meeting of the voting members.

The ACVO Board of Regents are committed to supplying accurate minutes of semi-annual Board of Regents meetings and Annual Meetings of the Voting Members

(AMVM), and committee reports to be discussed at the AMVM to Members in a timely fashion.

- (A) Minutes for these meetings will be recorded by the Secretary-Treasurer.
- (B) The Secretary-Treasurer will forward an electronic copy of the minutes to the ACVO Executive Director as soon as is feasible. The Executive Director and the current President will review and finalize the minutes and provide to the Board of Regents for review. Board minutes will be voted on for approval at the next Board meeting.
- (C) A draft of the AMVM for approval will be distributed to the membership with the agenda for the meeting when distributed each fall. will be distributed to the membership. The final draft for approval at the next AMVM will be provided to the members when the agenda for the meeting is provided each fall.
- (D) The Executive Director and President will review committee reports and topics of interest to the College over the past year prior to the AMVM and the fall Board of Regents' meeting. The Director and President will then formulate the agendas for both the Regents meeting and the AMVM for distribution prior to these meetings. The agenda for the Regents meeting will be distributed to the Regents electronically or by other means deemed appropriate by the Director and the President, at least two weeks prior to the meeting. The agenda for the AMVM will be comprised of a summary of the relevant reports to be written by the Vice-President, and distributed to Members electronically or by other means deemed appropriate by the Director and the President, as well as included in the annual conference registration packet.
- (E) The agenda for the AMVM will be posted on the member section of the ACVO website at least 2 weeks prior to the meeting.

## **6.00 SECTION 6: ANNUAL MEETING OF THE VOTING MEMBERS**

- 6.01** All meetings of the College will be announced as required in the Bylaws of the College.
- 6.02** The President of the College will Chair all meetings of the College.
- 6.03** If the President cannot Chair a meeting of the College, the Vice-President will Chair the meeting.
- 6.04** The meeting will be conducted according to Robert's Rules of Order.

- 6.05** The Secretary-Treasurer and Executive Director will maintain the minutes of the AMVM meetings.
- 6.06** In the absence of the Secretary-Treasurer, the President will record the minutes or may designate the recording of the minutes to another meeting participant or Executive Director.
- 6.07** After the meeting, the Secretary-Treasurer or Executive Director will draft a copy of the minutes to be reviewed by the other party and the President, and then be disseminated to the Members by the Executive Director.
- 6.08** At the next AMVM, the minutes of the previous meeting will be reviewed and approved. The Executive Director will disseminate the draft minutes to the Members of the College electronically by the end of that calendar year.

## **7.00 SECTION 7: ACVO DUES ASSESSMENT POLICY**

### **7.01 Dues Policy**

- (A)** ACVO Members agree to comply with all ACVO rules, policies, ethics, and procedures governing the ACVO, its committees, and existing continuing education standards; and will be responsible for payment of all related ACVO fees and assessments.
- (B)** The Board of Regents will annually review the renewal fees to establish next year's fees. The dues fee will be included in the Fee & Pricing Schedule (Appendix A) and may be updated by the Board of Regents as needed.
- (C)** Dues fees will be collected from each Member on an annual basis, and dues fee notices will be distributed to all Diplomates by the method deemed most appropriate by the Board of Regents at some point in the fourth quarter of the prior year.
- (D)** Dues renewal fees will be due by January 31<sup>st</sup> of each year. Fees paid after this time will be assessed a late fee as stated in the "Fee & Pricing Schedule". Diplomates who have not paid dues by January 31<sup>st</sup> will be notified in writing and informed of the late fee and additional implications if fees are not paid by March 1<sup>st</sup>. Diplomates failing to pay fees by March 1<sup>st</sup> will lose membership status in the ACVO and lose all member benefits unless special consideration is granted by a majority vote of the Board of Regents.
- (E)** If a member fails to pay all required fees in full, as determined by membership category, the ACVO may remove the member from the list/registry of ACVO members. All benefits of ACVO membership will thus be null and void.

- (F) ACVO may assess administrative or other fees related to membership on an annual, or other appropriate basis. Such fees must be paid in full to maintain active membership status.

## **7.02 Voluntary Resignation of ACVO Membership**

- (A) An ACVO member may voluntarily resign their membership by submitting to the ACVO office in writing (electronic or physical) their resignation. Resignation will be made effective immediately upon receipt of the letter. Prorated dues for the remainder of the calendar year will be forfeited and not returned to the resigning member.
- (B) Once a member has voluntarily resigned, they may reapply for membership only on or after January 1<sup>st</sup> the following year. The resigned member will not be notified in writing if dues are not paid by January 31<sup>st</sup>, nor will they be informed of the late fee and additional implications if fees are not paid by March 1<sup>st</sup>. From the time resignation is received to at least January 1<sup>st</sup> of the following dues cycle, all benefits of ACVO membership will be null and void. Member benefits will be restored when the resigned member submits the annual ACVO dues application form, therein signaling agreement to abide by the ACVO's Bylaws and policies, and remits dues during any renewal period.
- (C) Once a member has resigned, their name will be removed from the list/registry of ACVO members.

## **8.00 SECTION 8: EMERITUS, RETIRED, AND HONORARY MEMBERS**

### **8.01 Emeritus Members**

- (A) The Emeritus Nominee must be a member of the ACVO for 20 years, have made continuous and substantive contributions to the ACVO during that time, and be nominated in writing by three current ACVO Members. Emeritus status is a highly esteemed status, and one that should be preserved only for those who have had the most involvement and positive influence in and for the ACVO, have promoted and elevated the College and veterinary ophthalmology, and who would serve as a paragon for others to aspire to in the field. Nominees do not have to be retired (working < 8 hours) to receive this prestigious status. Not all Nominees will merit approval for this honored status.
- (B) The brief biography and/or resume of the nominee together with three written letters of recommendation written by current ACVO Voting Members (collectively, the application) must be submitted to the office of the Executive Director, who will forward it to the Nominating Committee. The complete

application must be submitted by February 1 prior to the upcoming Annual Meeting of the Voting Members (AMVM) to be considered for that year. The Committee will evaluate the application to determine whether the individual merits Emeritus Membership as described above. If the Committee unanimously determines that Emeritus Membership is merited, the application will be forwarded to the Board of Regents for evaluation. If the Board of Regents also determines unanimously that the individual merits Emeritus Membership as described above, the application will be presented to ACVO Members for online voting. If two thirds of the participating Voting Members approve of the nomination, then Emeritus Membership will be granted. If the application fails at any stage of the process, the process ceases, but the individual may apply one more time in the future. Once approved, Emeritus Membership is approved for the lifetime of the approved Member.

- (C) Emeritus Members will not pay dues fees. They will also receive a digital copy of the Journal and be allowed to vote and serve on Committees.

## **8.02 Honorary Member**

- (A) Similar to Emeritus Membership, Honorary Membership is a highly esteemed status and one that should not be taken lightly. An Honorary Member should also have made significant, substantive, and positive contributions to the field of veterinary ophthalmology over a period of 20 years. Not all Nominees will merit approval for this honored status.
- (B) Nomination for Honorary Membership may be made by sponsorship of three ACVO Members, each providing a separate letter of recommendation and a Curriculum Vitae or resume in writing to the Nominating Committee.
- (C) The sponsors shall furnish the Executive Director with such information on the person as is required by the Board of Regents.
- (D) Candidates for Honorary membership will be evaluated and determined as described in the Emeritus membership category in this document.
- (E) Honorary Members do not have the right to vote on matters presented to the membership, serve on ACVO or ABVO Committees, or serve on the Board of Regents. Honorary Members shall not be required to pay annual dues fees and will receive a digital copy of the Journal.

## **8.03 Retired Members**

- (A) Retired Membership is available to Diplomate Members. Fees for retired membership are outlined in the “Fee & Pricing Schedule”.

- (B) A member may request Retired Member status by submitting a written request to the Board of Regents. An ACVO Membership vote on retired status is not required as this membership status is granted by the Board.
- (C) Retired Member status is available to members working eight or less hours per week.
- (D) Retired Members will pay reduced dues of 50% of the current dues fees, receive a digital copy of the Journal, and be allowed to vote and serve on Committees.

#### **8.04 Transitional Members**

Transitional Membership may be requested by an ACVO Diplomate Member in good standing for the following reasons:

- (A) Circumstances will cause the Diplomate Member to practice veterinary ophthalmology less than eight hours per week for one year or more.
- (B) Dues forbearance may be extended up to five years provided the Diplomate Member applies to the BOR annually. After five years, the Transitional Member will either convert back to Diplomate Member status when submitting dues for renewal or apply for Retired Member status as outlined in this P&P.
- (C) Transitional Members will have all rights and privileges of Diplomate Members during the time they receive transitional status.

### **9.00 SECTION 9: VSOC DESCRIPTION OF DUTIES**

The Veterinary Specialty Organizations Committee Representative works to ensure that standards for recognition of veterinary specialty organizations or veterinary specialties by the AVMA are followed by the ACVO. And as such will:

- (A) Ensure that ACVO and ABVO Policies and Procedures reflect current standards and objectives that are shared by other groups.
- (B) Work with other specialty groups to ensure that the needs of specialists are taken into consideration at the AVMA level.
- (C) **Description of Duties:**
  1. Serves as a 4-year position, voted upon by the membership of ACVO.
  2. Prepare and submit the annual and three-year reports of the American Board of Veterinary Specialties, with the assistance of the ACVO executive director.
  3. Serves as an active member of the VSOC entity and collaborates with specialty groups when appropriate.

4. Attend conference calls (2 hours) quarterly that discuss how the AVMA can support veterinary specialists. These meetings have representatives from every specialist group.
5. Attend in person meeting once a year generally in Schaumburg, IL (1 day) for more in depth discussion of these topics.
6. Update the ACVO BOR and/or ABVO with important information discussed at VSOC meetings in real time and submit written updates at least twice annually to both boards on activities discussed in the VSOC meetings.
7. Respond to pertinent emails from the ACVO Board of Regents and the ABVO and attend all related meetings when possible.

**(D) Veterinary Specialty Organizations Committee Representative – Alternate**

1. Attend VSOC meetings when the VSOC representative cannot attend. Share information with the VSOC representative after the meeting.
2. If a VSOC representative is unable to finish a term, the alternate representative may be asked to take over duties until an election can take place within the ACVO to select a new representative.



# APPENDIX A: FEES & PRICING SCHEDULE



## ACVO P&P Fee & Pricing Schedule

(Updated 1.1.2024)

**Note: ACVO Policy & Procedures document reference number is followed by stated pricing and set fees as approved by the Board of Regents. This document will be updated as needed, typically post-board meeting two to four times annually.**

### **Member Dues Fees**

*(Last updated: 2013, reduced by \$50. Increased \$50 for 2024)*

<b>Active Member =</b>	\$545.00	
<b>Retired Member =</b>	\$272.50	(½ of the approved full member fee annually)
<b>Transitional Member =</b>	\$272.50	(½ of the approved full member fee)
		<i>(Must be approved by the BOR annually, up to 5 years.)</i>
Late fee, February 1 <sup>st</sup> =	+ \$50	(additional for all categories)
Late fee, March 1 <sup>st</sup> =	+ \$100	(additional for all categories)

### **Board & Committee Reimbursement Guidelines/Limits**

Reimbursements offered with receipts for the Board of Regents, committees, speakers, staff and approved contractors will not exceed \$100/day.

**Director Networking/Training/Travel Stipend** *(Last updated: 2005)*

Up to \$1,500 annual funding will be available for use of the Executive Director to attend networking or related educational events, as approved by the Secretary-Treasurer and/or President.

**Death of Member/Family**

Up to \$75 toward flowers or donation to charity of choice, per occurrence. Family donations are made in the name of the member for that member's spouse/partner, or children. If no charity is provided, the donation may be issued to the ACVO Vision for Animals Foundation.

**Director Direct Payment of Expenditures** *(Last updated: 2003)*

Up to \$5,000 may be paid by the Executive Director, without specific Secretary-Treasurer or President approval.

**Resident Reimbursement**

Residents of current members, as a member benefit, shall be able to request a one-time reimbursement of \$500 for attendance to the ACVO Basic Science Course or the ACVO Vision for Animals Phaco course. Applications need to be made using the appropriate reimbursement request form, and in the same calendar year the expense was incurred. This would be provided only after the course was executed and with proof of attendance.

**Speaker Honorariums – all speakers, including BSC** *(Last updated: 2022)*

(Note: For labs, rate is typically ½ per hour, split by number of lab managers.)

Keynote:	\$2,500	(for a 1-hour lecture)
In-Depth:	\$650	(for a 1-hour lecture)
Masters Class:	\$400p/h	(typically a 4-hour lecture)
Resident's Workshop:	\$400p/h	(typically a 2–3-hour lecture)
GP Presenters:	\$400p/h	
AVOT Track Speakers:	\$400p/h	
All other paid presenters:	\$400p/h	
Basic Science Course:	\$400p/h	

**Annual Conference - Registration Fees for Attendees**

*(Last updated rates are for the 2024 conference)*

Early fees are listed below. Regular rates are +\$50 to each, walk-up fees are +\$100 added to the regular rate. Late fees are +\$50 for each category. Additional courses, receptions and meal events' fees will be determined by the Planning Committee and Executive Director annually as needed.

### **ACVO TRACK**

ACVO Member	\$550
ACVO Non-Member Dip	\$685
ECVO Diplomate	\$685
DVM/Practice Manager	\$700
ACVO/ECVO Resident	\$450 (Current and/or completed)
Veterinary Intern	\$450
ACVO Track- Technician	\$550
FT Veterinary Student	\$275
Guest/Spouse	\$375

### **AVOT TRACK**

AVOT – VTS (Official Academy Members Only)	\$385
AVOT – Licensed/Credentialed Technicians	\$435
AVOT – Other Staff	\$460

### **Annual Conference - Entertainment** *(Last updated: 2003)*

Up to \$2,500 is allocated for conference entertainment. Currently ACVO does not host entertainment for the ACVO conference.

### **Annual Conference - Sponsorship**

Detailed availability and pricing is available in the sponsorship options document. Contact ACVO for more details.

### **Annual Conference - Manuscript Awards**

\$500 will be awarded to 3-4 award winners annually at the conference.

### **Annual Conference - Registration Fees for Exhibitors**

*(Last updated Jan. 2024 for 2024 conference)*

Late fee is +\$500. Reception tickets, meals, fun run fees to be determined annually by the Planning Committee.

### **Booth & Attendee Fees**

Standard Exhibitor Booth	\$1,265
Prime Exhibitor Booth	\$1,375
Add on Representative	\$300
Digital Attendee List	\$300

### Proceedings Ads

½ page Exhibitors	\$475
Full page Exhibitors	\$700
½ page Non-Exhibitors	\$850
Full page Non-Exhibitors	\$1,000

### **Annual Conference - AVOT Meeting, Reimbursement Rates** *(Last updated: 2023)*

ACVO will provide pre, on-site, and post meeting planning services to the AVOT program, for a two day session. ACVO will set and collect fees for registration as is deemed appropriate by the Planning Committee or the Board of Regents and will collect all sponsor funds on behalf of AVOT. In exchange for collection of this revenue, ACVO will provide rooming needs, registration access and on-site services, reasonable audio visual rentals, pay speakers, inclusion in four breaks and two breakfasts, and group receptions. AVOT will also provide volunteers to assist at the registration desk as requested, during busy hours. ACVO will provide \$15,000 funding to AVOT in 2023 and 2024 and re-evaluate in the future as needed. Full policy on this relationship are defined in the Planning Committee section of the ACVO's general policies and procedures document.

### **Classified Ads & Mailing Lists Pricing**

Members receive complimentary ads, some limits may apply and are outlined in the classifieds ads ordering form. For both members and non-members a \$50 editing fee for current, active posts will apply each time and edit is requested once a final post is made via an order.

Also see full mailing list order form for details on this policy.

#### Non-Members

\$250 1 month

\$675 3 months

\$100 One-time use Diplomat mailing list

\$100 One-time use Resident mailing list

### **Mid-Year Meeting**

(Rates to be determined by summer 2024.)

\*\*\* *End Document* \*\*\*

## APPENDIX B: ALL ACVO LISTSERVS GUIDELINES

VETERINARY OPHTHALMOLOGY (VOPH-L), ACVO MEMBER (ACVO-L), ABVO RESIDENT (ABVORESIDENT-L), AND ACVO SOCIAL (ACVO-S) LISTSERVS

*Updated 07-27-2023*

Please take a moment to review the guidelines for all ACVO ListSers to make sure that, when you are posting to the listserv, you are following the proper guidelines. Submitting a post to either listserv is an agreement to abide by these guidelines. **Abuse of listserv guidelines may result in temporary or permanent withdrawal of listserv privileges for the offending participant from both lists.**

### Listserv participation

Initial membership in either listserv is subject to the approval of the ACVO administration ([office@ACVO.org](mailto:office@ACVO.org)) or the chair of the ACVO Listserv Committee ([ListSers@acvo.org](mailto:ListSers@acvo.org)).

- ACVO-L is open to all Diplomate Members of the American College of Veterinary Ophthalmologists.
- VOPH-L is open to:
  - ACVO or ECVO diplomates
  - ACVO or ECVO residents, and those who have completed their residency and are not yet boarded
  - Ophthalmologists in other countries with training similar to ACVO and residents of these ophthalmologists.
  - If someone is unsure if they may qualify for listserv membership, they can send the ACVO Listserv Committee chair their qualifications. They may also send the ACVO Listserv Chair the name of a voph-l member in their country that can recommend them.

### What the listserv should provide

- Opportunities to benefit from the collective veterinary ophthalmology wisdom of the group.
- A chance to share commonly valuable information inexpensively and quickly (e.g. information on conference or regional meeting times and locations).
- Information specific to ACVO Diplomates only should be limited to the ACVO listserv.
- In addition to clinical topics, posts that are announcement only will be allowed. This would include job postings, social announcements, equipment or books available.

The caveat to these postings is that they include an off-list email address to respond to and do NOT involve any response or dialogue on the listserv.

### **What the listserv should refrain from**

- Items whose principle premise does not have a veterinary ophthalmology related component. Subjects that may be important to society as a whole or to the larger veterinary community, but not specifically relevant to veterinary ophthalmology, are not appropriate for this platform.
- Items that principally involve communications that are germane to just a few people.
- Items that essentially lobby fellow listserv participants on an issue being debated within the veterinary profession.
- Anything that involves subjects of an anti-trust nature, or that violates US law.
- Any discussion or promotion of products, services, digital platforms, etc. that violate US law, including copyright and/or trademark use violations.
- Messages that contain information that is abusive, libelous, defamatory, obscene, pornographic, profane, discriminatory, racist, sexist, political or otherwise inappropriate that could be offensive to one or more participants.
- Any advertisements from vendors regarding their products.

### **Listserv formatting**

- When posting on the listserv please include a signature with your message which should include your name, credentials, affiliation, location and email address. Signatures must not contain any images as that will cause them to be rejected. Exclude any signatures or auto signatures that are political, religious or otherwise state an affiliation that is unrelated to veterinary ophthalmology.
- The listservs do not accept inclusion of images of any kind. If you wish to submit clinical images, these are posted by the ACVO office and can be referenced in your listserv posting.
- Concisely and clearly state the specific topic of your email in the subject line, for quick and future reference.
- You should reply to the listserv when the information you are sharing is something everyone can potentially benefit from (e.g. how you or your organization handles an issue which was posted as a question). You should reply only to the individual asking the question when your response is confidential, has application to only the person asking, and/or is seeking to determine your attendance at a function.

## Listserv etiquette

- User agrees to refrain from posting information and/or participating in online discussions having antitrust implications, and that may lead to, whether expressed or implied, price fixing, boycotting of any industry, company or business, or any other conduct intended to illegally restrict free trade. Discussion of specific prices or fees that could lead to price fixing is prohibited.
- User agrees to refrain from posting information and/or participating in online discussions that are, or could be, considered a breach of ethics or a violation of ACVO's harassment policy, or violate US law, including copyright or trademark use law.
- Please note that when you select the "Reply" button on your email, the response will be distributed to everyone on the listserv. To respond to an individual, place that individual's email address in the "To" box.
- Be professional at all times. As we all know, there are many ways to solve the same problem. We must all be able to "agree to disagree" without attacking anyone or anything on the listserv. If someone feels a professional or ethical line has been crossed, there are appropriate arenas to resolve that conflict, but it is NOT the listserv.

## Listserv confidentiality

- Please **do not forward** listserv content to non-participants without the permission of the original sender.
- Please **do not forward** personal emails to the listserv without permission of the original sender.
- The listserv is "private" meaning that subscriptions have to be entered manually.
- The listserv is "confidential" meaning that they do not show up on the listserv lists published by the University of Georgia. The University of Georgia is merely the "host" of our listserv.
- Listserv users need to recognize that, even though the listservs are considered "private and confidential", there is nothing to prevent a user from violating listserv etiquette and forwarding a posted email to a non-participant. Such violations, if traceable, could lead to withdrawal of listserv privileges for the offending participant.

## Violations of Listserv guidelines

If a listserv participant feels that someone has access to the listserv without proper credentials or that listserv etiquette or rules have been violated, please contact the listserv administrator via this email: [ListSrvs@acvo.org](mailto:ListSrvs@acvo.org). Such matters will be considered by the entire ACVO Listserv Committee as needed. **Abuse of the listserv guidelines may**

**result in a warning for first offenders, followed by at least 6 months of temporary or permanent withdrawal of listserv privileges for the offending participant. Review the List Serve ad hoc Committee's policies and procedures document for explanations of how violations will be handled.**