AMERICAN FEDERATION OF AVICULTURE

POLICIES & PROCEDURES*

Revised and Adopted:

March 2000, November 2002, May 2004, August 2004, November 2004, August 2005, August 2006, February 2009, August 2014

***Any policy or procedure found to be in direct conflict with the by-laws will be considered null & void.**

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Chronological

POLICY 1981-08-05 Salaried service employees shall not be eligible to hold elective Office.

POLICY 1982-08-04A AFA Officers, Delegates and Coordinators, and all Committee members who are on the program of a Convention, will be treated as any other speakers at the Convention.

PROC 1982-08-04B Each research grant recipient is to submit an annual report along with a summary of their activities that could be published in the Watchbird)

POLICY 1983-08-18A No officer or member of AFA will sign any contract without that contract being submitted to the Board or Executive Committee for approval. The vote or abstention of every member of the Executive Committee will be recorded and dated. This record shall then be printed in the meeting minutes.

POLICY 1983-08-18B All committee chairs will become vacant when a new President comes into office.

POLICY 1983-08-18C No new member is to wait more than a month to receive their first magazine. When a person joins, they are to receive a current copy immediately. Their membership will start with that issue.

POLICY. 1987-08-12 The State Coordinators and Regional Directors will receive a list of member clubs that have not renewed from the Business Office (membership services).

POLICY 1988-08-03 The Executive Committee be authorized to establish such accounts in the name of the AFA as they deem appropriate and adopt such resolutions as are required for the opening of those accounts.

POLICY 1988-06 AFA Financial Policies
Expenditures

- **Expenditures over the total annual budgeted amount will not be reimbursed unless a prior budget amendment is approved by the Board of Directors.**
- Prior written approval for all expenditures over $250.00 is required. Approval must be given by a member of the Executive Committee, and the CFO to ensure funding is available. This limitation does not apply to the “usual” Business Office and Magazine expenditures.
- Billings for expenditures must be submitted to the Business Office or the CFO no later than 30-days following the period to which the expenditures relate unless good cause can be shown.
- *Expense Reports & Reimbursement Requests*
- Expense reports received more than 60-days after the period to which the expense relates will not be reimbursed without the approval of the CFO and the President.
- All requests for reimbursement must include original receipts for expenses and an explanation of the reason for the expenditure. If the expense does not have a valid business purpose, it will not be reimbursed.

POLICY 1989-02-28 AFA logo bands are to be used for all AFA sponsored breeding programs.

POLICY 1989-11-04 AFA CFO be authorized to pay bills submitted that are above projected yearly amount, but not to exceed the bottom line of the budget.

POLICY 1990-02-16 Members of the AFA Board of Directors who have attended two of the three preceding quarterly Board of Directors meetings will receive a complimentary Convention Registration *excluding* the Banquet (all meals) and tours.

POLICY 1990-08-08 Donations to the AFA Research or Conservation funds can be earmarked for specific pre-approved projects which are advertised by the Committees as in need of on-going fund raising, above and beyond that provided by AFA. These earmarked donations may be given in

addition to grant funds provided by AFA. Specifically earmarked will be accepted only for approved projects. Accepted funds will be awarded on a quarterly basis following Board approval.

POLICY 1990-11-03 The Speaker's Chair is responsible for getting the text of the talk and Speaker Bio to the publications by or before the publication deadline for the Convention Proceedings and Program.

POLICY 1991-08-06A For-profit organizations may affiliate as commercial members, but not as affiliated clubs or as a individual member. Effective 1-1-92.

POLICY 1991-08-06B No AFA Board meeting may be declared secret or confidential and that AFA Delegates, State Coordinators, or any qualified AFA member may never be refused attendance at an AFA Board meeting, with the exception of closed sessions.

POLICY 1992-05-17 AFA will not make any cash advances, unless approved by the Board or Executive Committee.

POLICY 1993-02-06 Criteria for Small Research & Conservation:
1) Species should require some conservation action, or
2) Study will develop techniques useful in bird conservation overall.
If either 1 or 2 has been met, then the project must also meet 3 or 4:
3) Species should be maintained in captivity, or
4) Study will provide information useful in breeding related species that are held in captivity.

POLICY 1993-05-15 AFA Research Grants will not be used to cover overhead expenses.

POLICY 1994-05-07 Live birds can be raffled at Convention under the following conditions:
1) The drawing/s must be separate to ensure the bird is not won by someone who does not want it.
2) No endangered species (Red Data Book, current issue) are to be offered.
3) Winner contacts the donor of the bird and arranges for shipping.
4) Winner is responsible for all shipping costs
5) Bird is not redeemable for cash.
6) AFA is not responsible for the health of the bird raffled.

POLICY 1994-10-29A Name, address, e-mail address, web site address, fax and phone numbers must be on all AFA documents and correspondence.

POLICY 1995-04-07 The AFA logo will appear on all AFA materials and written references. No other logos will be used unless approved by a majority vote of the Board of Directors

POLICY 1995-04-07A: All AFA projects and programs shall include the prefix AFA in their title.

POLICY 1995-04-07C: All PR materials will identify AFA as a 501C3 educational organization.

POLICY STATEMENT 1995–11-11: Although one of the implied considerations of AFA's mission is to encourage Captive Propagation of taxonomically pure species (defined as distinct geographical populations), we also recognize circumstances exist that may justify hybrid production. In these situations, AFA strongly emphasizes the importance of a permanent and acceptable marking system to identify hybrid birds in order to prevent their inadvertent entry into taxonomically pure gene pools. AFA further recognizes incidents of hybridization may increase due to severe importation restrictions imposed by the WBCA.

POLICY 1996-05-18B: At the yearly Board meeting, Board meeting dates should be set for a full year in advance.

POLICY 1996-05-18C: Any officer of the AFA Board of Directors who is not functioning effectively within their defined area of responsibility, as evidenced by a lack of reports, uncompleted assignments or failure to attend two consecutive board meetings may be removed from office upon the recommendation of the President and/or Executive Director, followed by a vote of the Board of Directors.

POLICY 1996-05-18D: The President has the power to dismiss and replace any committee chairman, project coordinator, paid staff member or appointed personnel not performing their assigned or assumed responsibilities or demonstrating insubordinate behavior. Dismissal of personnel will be confirmed by a letter from the President to the Board of Directors within 72 hours of the action.

PROCEDURE 1996-11-? Job Descriptions for Regional Directors, State Coordinators & Delegates - Administration Appendices 2, 3,4.

POLICY 1997-02A Financial

1) CFO will provide for Board Review, at each quarterly board meeting, or as needed, the Quarterly Financial Report (including budgeted amounts and year-to-date amounts):

2) CFO will provide for Board review at the Board or Board member's request:

1. All bank statements for the quarter;
2. A list of all checks disbursed during the quarter (to whom, for what, amount, date).
3. Copies or originals of all AFA business matters, invoices, receipts, checks, charge card data, bank statements, etc. will be stored at the AFA Business Office, and will be made available for viewing to any voting Member of the Board who requests them.

3)The AFA will purchase on an annual basis Directors and Officers insurance for the Members of the Board of Directors. Copies of this document will be made available to the Board as needed and to the President on an annual basis.

4)The AFA will require a bond for any employee where it is deemed to be necessary.

POLICY 1997-02 CONVENTION REFUNDS All requests for a refund must be in writing. They should then be given to the CFO on an official 'refund request form' for the issue of a check. A corresponding receipt will be sent or given to the individual where it is practical. **No refunds will be given in cash at any time.** Any situations deserving special consideration will be referred to the Executive Committee for review. This is for full registrations as well as single day attendance.

Refund on Pre-Registration Fees

Full Refund If registration is canceled in writing and postmarked by or before six (6) weeks to the day of the start of the convention.

50% Refund In writing and postmarked by or before three (3) weeks to the day prior to the start of the convention.

On Site Refunds

Tour refunds same as registration unless the actual tour is canceled before the the time of the convention**.**

Proceedings No refunds or exchanges unless there is a printer error

POLICY 1997-02-Conflict of Interest - Administration Appendix 6

PROCEDURE 1997-11 Soliciting Candidates, Formatting &Handling of Ballots Election Appendix 1

PROCEDURE 1998- Formatting Reports to the Board. Administration Appendix 6

POLICY 1998-11-14A The annual financial statement will be printed in the Watchbird.

POLICY 1998-11-14B The State Coordinator's term will be two years, renewable pending approval by the Regional Director. The coordinator serves at the pleasure of their Regional Director.

POLICY 1999-2-20A Convention Speakers will receive free convention registration including a Banquet ticket.

Speakers who submit a paper in time to be printed in the Convention Proceedings will receive a free copy.

POLICY 1999-2-20B Watchbird, AFA in Brief and the AFA web site will announce the AFA "Call for Papers" for each Convention. Persons interested will submit a short, written abstract, 50-100 words and a resume', to the Speakers Committee.

POLICY 1999-5-15B Complementary Convention Registrations, AFA Memberships Etc.

All complementary registrations and memberships are given at the discretion and pleasure of the Board of Directors. Anyone wishing to be comp'ed or suggesting that someone be comp'ed should submit the request to the Convention Coordinator in writing. Convention request should be submitted one month in advance of the Convention. The Convention Registrar should then be notified. For memberships, the same procedure is to be followed except that the Business Office should be informed of the decision.

PROCEDURE 1999-5-15C Duties as a Convention Door Monitor
See Convention Appendix 2

PROCEDURE 1999-5-15D Convention Speaker Moderators
See Convention Appendix 3

POLICY 1999-11-A Any policy or procedure found to be in direct conflict with the by-laws will be considered null & void

PROCEDURE 2000-3-4 Procedure and Regulations for awarding the AFA Award for Best Bird in Show bred by and banded by an AFA member**.** Administration Appendix 7.

POLICY 2000-11-4 General Criteria for Appointed Officers within the American Federation of Aviculture. Administration Appendix 9.

POLICY 2000-11-5 The Executive Committee be given the latitude to take necessary measures to maintain the daily function and operations of the organization. Any such act and that any such action must be reported to the board as a whole prior to the action taking effect.

POLICY 2002-11-9 Store Merchandise Policy. Financial Appendix 2.

POLICY 2004-001 Electronic Voting Procedures. Administration Appendix 10.

POLICY 2004-002 Speaker Committee Timelines. Convention Appendix 4.

POLICY 2004-003 Submission of Board Reports. Administrative Appendix 9.

Policy 2004-004 Policy for Obligating the American Federation of Aviculture to Binding Contracts Financial Appendix 1.

Policy 2004-005 The "Receipt for Property Belonging to AFA" form is to be signed whenever AFA property is to be used. Financial Appendix 3.

Policy 2004-006 Proposal of Committee Chairs.
The President will contact the candidate to determine suitability, interest level and determine whether their philosophies are compatible with the job.
The candidate will submit their C.V. with a brief description of what goals they would like to achieve with the job.
The C.V. will be submitted to the BOD prior to the vote for approval of the appointment.

Policy 2004-007 All cell phones will be turned off or made silent prior to the meeting.

Policy 2005-08-02 All American Federation of Aviculture commercial transactions with regard to membership, merchandise and/or services are to be recognized and/or completed within 5 business days of being received. Transactions will be considered complete upon acknowledgment to customer, requested services performed and/or product being shipped.

If multiple transactions are requested, a delay of one procedure should not stall the remaining transactions. If an item or service is no longer available the customer shall be notified within 3 business days and their charges adjusted accordingly.

If said service is not available, immediate notification to designated AFA contact persons shall also be sent to coincide with customer notification.

Policy **2006 – 05 06 Policy for Consignment of AFA Store Merchandise to Businesses and Clubs** (see Administrative Appendix 13).

Policy 2006-08-01 - Policy and Procedure on Legislative and Regulatory issues. (Legislative Appendices 1 and 2).

Policy 2007-5-4 Revision of Policy Statement of AFA regarding the sale of unweaned baby birds. (Administrative Appendix 14)

Policy and Procedure 2008-2-9-a – Distribution of the Membership List

The membership list for distribution will consist of name and contact information (telephone, e-mail, City and State not street) of all members (club, commercial, individual, etc.).
Regional Directors may receive the list only for their region.
Regional Directors may distribute to State Coordinators the same list for only their state or region.
The office and their designated office help, the Secretary, Publication and Membership chairs will have the complete membership database.
All of the above receiving membership information will sign the AFA Confidential Membership List Agreement (see Administrative Appendix 15).
No one has to sign the AFA Confidential Membership List agreement, but only those that sign the agreement will be allowed to receive list information.

Policy 2008-2-9b Contract Agreement to be utilized by AFA for all published material Administrative Appendix 1

Policy 2009-02-06a Convention Registrar's Manual And Timeline Overview - Convention Appendix 1

Policy 2009-02-06b Appendix 4 Speaker Committee Guidelines revisions

Policy 2009-02-06c Convention Appendix 5 Selecting A Convention City

Policy 2009-02-06d Convention Appendix 6 Convention Hotel Considerations 8

Policy 2009-02-06e Convention Appendix 7 Convention Process

Policy 2009-02-06f Convention Appendix 8 Convention Responsibilities

Policy 2009-02-06g Convention Appendix 9 AFA Convention Planning, and Management

Policy 2009-02-06h Convention Appendix 10 Convention Duty List

Policy 2009-02-06i Convention Appendix 10 Convention Duty List

Policy 2009-02-06j Convention Appendix 6 Protocol of Who Gets What

Policy 2009-02-06k AFA will comply with AAVSB-RACE standards. Administrative Appendix 15

Policy 2013 -07 Administrative overhead collected from ear marked donations, excluding Disaster Relief, be lowered to 10% effective July 1st, 2013

Policy 2014–08- -a Avy Award Policy. Administrative Appendix 16

Policy 2014-08- -b Convention Appendix 5 Convention Responsibilities

Policy 2014 -08- -d Administrative Appendix 17 Disaster Relief Policy

Policy 2014-08- -e Administrative Appendix 18 Job Descriptions

Administration/Board

POLICY 1981-08-05 Salaried service employees shall not be eligible to hold elective Office.

POLICY 1983-08-18B All committee chairs will become vacant when a new President comes into office.

POLICY 1983-08-18C No new member is to wait more than a month to receive their first magazine or Fast Ads. When a person joins they are to receive a current copy of both immediately. Their membership will start with that issue.

POLICY 1984-02-18A Nominating must be approved by the Board of Directors.

PROC. 1987-08-12 The State Coordinators and Regional Directors will receive a list of member clubs that have not renewed from the Business Office (membership services).

POLICY 1991-08-06A For-profit organizations may affiliate as commercial members, but not as affiliated clubs or as a individual member.

POLICY 1991-08-06B No AFA Board meeting be declared secret or confidential and that AFA Delegates, State Coordinators, or any qualified AFA member may never be refused attendance at an AFA Board meeting, with the exception of closed sessions

POLICY 1994-10-29A Name, address, e-mail address, web site address, fax and phone numbers must be on all AFA documents and correspondence.

PROC.1994-10-29B: A record of committee activities will be held at the business office for three years.

POLICY.1995-04-07 The AFA logo will appear on all AFA materials and written references. No other logos will be used unless approved by a majority vote of the Board of Directors

POLICY.1995-04-07A All AFA projects and programs shall include the prefix AFA in their title.

POLICY 1995-04-07C: All PR materials will identify AFA as a 501C3 educational organization.

POLICY STATEMENT 1995–11-11: Although one of the implied considerations of AFA's mission is to encourage Captive Propagation of taxonomically pure species (defined as distinct geographical populations), we also recognize circumstances exist that may justify hybrid production. In these situations. AFA strongly emphasizes the importance of a permanent and acceptable marking system to identify hybrid birds in order to prevent their inadvertent entry into taxonomically pure gene pools. AFA further recognizes incidents of hybridization may increase due to severe importation restrictions imposed by the WBCA.

POLICY 1996-05-18A AFA allows publication of any non-restricted Watchbird article. A non-restricted article is one that does not state anywhere within that the author retains ownership. Credit must be given to both the author and the AFA Watchbird.

POLICY 1996-05-18B: At the yearly Board meeting, Board meeting dates should be set for a full year in advance.

POLICY 1996-05-18C: Any officer of the AFA Board of Directors who is not functioning effectively within their defined area of responsibility, as evidenced by a lack of reports, uncompleted assignments or failure to attend two consecutive board meetings may be removed from office upon the recommendation of the President and/or Executive Director, followed by a vote of the Board of Directors at any official meeting of the Board

POLICY 1996-05-18D: The President and/or Executive Director has the power to dismiss and replace any committee chairman, project coordinator, paid staff member or appointed personnel not performing their assigned or assumed responsibilities or demonstrating insubordinate behavior. Dismissal of personnel will be confirmed by a letter from the President and/or Executive Director to the Board of Directors within 72 hours of the action.

POLICY 96-11-? Job Descriptions for Regional Directors, State Coordinators and Club Delegates. Administration Appendices 2, 3, 4.

Policy 97-02- Conflict of Interest Administration Appendix 5.

POLICY 1998-11-14B The State Coordinator's term will be two years, renewable pending a satisfactory annual performance review by the Board of Directors. The coordinator serves at the pleasure of their Regional Director.

POLICY 1999-11-A Any policy or procedure found to be in direct conflict with the by-laws will be considered null & void.

PROCEDURE 2000-3-4 Procedure and Regulations for awarding the AFA award for best bird in show bred by and banded by and AFA member. Administration Appendix 7**.**

POLICY 2000-11-4 General Criteria for Appointed Officers within the American Federation of Aviculture. Administration Appendix 8

POLICY 2000-11-5 The Executive Committee be given the latitude to take necessary measures to maintain the daily function and operations of the organization. Any such act and that any such action must be reported to the board as a whole prior to the action taking effect.

POLICY 2002-11-9 Store Merchandise Policy. Financial Appendix 2

POLICY 2004-001 Electronic Voting Procedures. Administration Appendix 10.

POLICY 2004-003 Submission of Board Reports. Administration Appendix 9.

Policy 2004-004 Policy for Obligating the American Federation of Aviculture to Binding Contracts Financial Appendix 1.

Policy 2004-005 The "Receipt for Property Belonging to AFA" form is to be signed whenever AFA property is to be used. Financial Appendix 3.

Policy 2004-006 Proposal of Committee Chairs.
The President will contact the candidate to determine suitability, interest level and determine whether their philosophies are compatible with the job.
The candidate will submit their C.V. with a brief description of what goals they would like to achieve with the job.
The C.V. will be submitted to the BOD prior to the vote for approval of the appointment.

Policy 2004-007 All cell phones will be turned off or made silent prior to the meeting

Policy 2005-08-02 All American Federation of Aviculture commercial transactions with regard to membership, merchandise and/or services are to be recognized and/or completed within 5 business days of being received. Transactions will be considered complete upon acknowledgment to customer, requested services performed and/or product being shipped.

If multiple transactions are requested, a delay of one procedure should not stall the remaining transactions. If an item or service is no longer available the customer shall be notified within 3 business days and their charges adjusted accordingly.

If said service is not available, immediate notification to designated AFA contact persons shall also be sent to coincide with customer notification.

Policy 2006–05-06 Policy for Consignment of AFA Store Merchandise to Businesses and Clubs (see Administrative Appendix 13).

Policy 2007-5-4 Revision of Policy Statement of AFA regarding the sale of unweaned baby birds. (Administrative Appendix 14)

Policy 2008-2-9-a – Distribution of the Membership List

The membership list for distribution will consist of name and contact information (telephone, e-mail, City and State not street) of all members (club, commercial, individual, etc.).

Regional Directors may receive the list only for their region.
Regional Directors may distribute to State Coordinators the same list for only their state or region.

The office and their designated office help, the Secretary, Publication and Membership chairs will have the complete membership database.

All of the above receiving membership information will sign the AFA Confidential Membership List Agreement (see Administrative Appendix 15).

No one has to sign the AFA Confidential Membership List agreement, but only those that sign the agreement will be allowed to receive list information.

Policy 2008-2-9b Contract Agreement to be utilized by AFA for all published material (See Administrative Appendix 1)

Policy 2008-8-3 Financial authority to deposit funds.
The CFO shall have the authority to deposit funds of the American Federation of Aviculture in such FDIC insured institutions as the CFO shall deem advisable, but no more than $100,000 shall be on deposit in any institution at any given time. The CFO shall have the discretion to allocate funds between interest bearing accounts and fee-paying accounts as the CFO shall determine is in the best financial interest of the American Federation of Aviculture.

Administration Appendix 1 Publication Release For Written/Graphic Material

American Federation of Aviculture, Inc. email: afawatchbird@earthlink.net
P.O. Box 91717, Austin, TX 78709 Tel (512) 585-9800 Fax (512) 858-7029

PUBLICATION CONTRACT AGREEMENT

The American Federation of Aviculture offers the following Standard Contract Agreement between AFA publications and the Author/Artist - hereafter known as the Contributor - to include the following agreement.

Rights Granted

1. The Contributor agrees to grant the American Federation of Aviculture, Inc. second serial (nonexclusive) Reprint Rights for work submitted.

2. Thereafter, the Contributor allows AFA the non-exclusive right to reproduce, modify and distribute the work, in whole or part, for use in AFAWATCHBIRD, AFA convention proceedings and electronic media - including online publications, magazines, databases and CD-ROM's, (including foreign language rights), which are owned and/or operated by the American Federation of Aviculture, Inc.

3. Publication date is at the Editor's discretion in consultation with the Contributor, based upon the AFA Editorial Calendar and space availability.

Representations and Warrantees

4. The Contributor warrants he/she is the sole and exclusive owner of the materials submitted and of the publication rights being granted by this Agreement.

5. The Contributor assumes all responsibility for the submissions' contents and warrants that the submissions will not infringe on or violate any copyright or other right of any third party.

6. The Contributor shall indemnify the American Federation of Aviculture, Inc. against any damages and costs arising out of any claim of copyright infringement or libel related to the submissions.

7. Upon the AFA Publications Committee's request, the Contributor will furnish source material and relevant contact information to enable fact checking of the work. Publications shall have the right to edit the copy (manuscript) where necessary and to re-title the work to meet the issue's specifications. The editor may consult with the Contributor regarding any significant corrections.

8. The Contributor agrees that the AFA shall have the right to use the Contributor's name, biography and image in connection with the publication and promotion of both the work and the American Federation of Aviculture, Inc.

9. Although every effort will be made to include the Contributor's material in AFA publications, neither the AFA nor the publications committee is obligated to publish the Contributor's work.

10. All submissions, including copy, photographs, drawings or other art work may be returned to the Contributor if requested and a Self-addressed, Stamped Envelope is included at the time of submission.

Compensation

11 All submissions to be published in the AFA WATCHBIRD, Convention Proceedings, or additional AFA magazine publications - including electronic media - is considered an honor, and therefore no compensation is due the Contributor for the work.

12. The AFA agrees to include the Contributor's byline in the credits of any work published and the Contributor shall receive 1 (one) complimentary issue of the AFA WATCHBIRD, or 1 (one) AFA publication other than WATCHBIRD, in which the work appears.

Upon acceptance of these terms, please sign and return a copy of this contract of agreement.

Sincerely,

Mark Moore
AFA Publications Chair

I accept the above terms for publication of my submission.

Contractor Signature _____ Date _____

Address _____

Email _____ Phone ( ) _____

For Office Use Only

Due Date of Submission _____ Signature _____

Not valid until signed by the AFA Publications Chair or Chief Executive Officer

Administration Appendix 2 American Federation of Aviculture Regional Director Job Description

Regional Directors (RD) are the highest elected representatives to the American Federation of Aviculture (AFA) that represent the different regions of the United States. They constitute the majority of the members of the AFA Board of Directors (BOD). The position of RD is one of the highest honors in the avicultural community that carries with it a great responsibility to that community as well as to the AFA.

All RD's must be an AFA member in good standing for the duration of their term. The duties of this professional level volunteer position as a board member of the non-profit organization are as follows.

The RD serves as a link between the AFA Board of Directors and the region by supervising the activities and AFA workers within the region.

The RD:

- Makes sure that the positions that AFA supports are well understood and supported by the State Coordinators.
- Trains and assists State Coordinators to identify and deal with state legislation or regulations.
- Coordinates AFA disaster relief in the region.
- Trains State Coordinators to man an AFA booth.
- Monitors and evaluates the performance of the State Coordinators.

- Trains State Coordinators to work with Club Delegates.
- Trains State Coordinators to identify potential new individual, club, commercial and veterinary members.
- Recruits and recommends to the AFA Board of Directors, responsible aviculturists for the position of State Coordinator for the states in his/her region.

The RD serves as an active, participating member of the AFA Board of Directors. The RD

- Prepares a timely quarterly report for board meetings. which includes SC reports, events, locations and dates of AFA activities, and any issues to make known to the Board.
- Attends all board meetings (face to face, teleconference, computer, or fax) and prepares for board meetings by considering all issues before the board and provides responsible productive comments as needed. The RD votes on issues before the board by carefully reviewing the reports and recommendations provided on those issues prior to casting a vote.
- Processes information received from the AFA Board, Business Office, President, and Executive Committee (EC) and distributes it in a timely manner to appropriate recipients.
- Acts on directives from the AFA Board, President and EC in a timely manner.
-
- Presents speeches in support of AFA and aviculture to both the avicultural community and the general public.
- Refers all questions of procedure regarding AFA business to the AFA "Procedures Manual".
- Maintains silence outside the board meeting on all confidential AFA issues.

WORKING TOGETHER FOR THE FUTURE OF AVICULTURE!

Administration Appendix 3 American Federation of Aviculture State Coordinator Job Description

State Coordinators represent AFA and organize AFA activities in your state.
For two years you will serve as the communication link between the Board of Directors (BOD), Club Delegates and the individual members in your state. When you have questions about your duties or any other AFA related matters, contact your Regional Director (RD). All State Coordinators must be an AFA member in good standing for the duration of their term

The State Coordinator's responsibilities are to:
1) Disseminate information. You are the communications link between AFA and local members. Make sure that your Club Delegates are supplied with promotional material for the AFA table at club meetings (Refer to materials list). Makes sure that Delegates are kept informed on time sensitive matters and are passing this information to their clubs.

2) Make regular contact with Club Delegates. Contact each Delegate prior to quarterly board meetings (monthly contact is recommended). Having club newsletters sent to you will help you keep aware of issues and events. You will also know if AFA material is being printed regularly.

3) Coordinate membership drives. Formulate plans to increase AFA membership. Coordinate membership drives with Delegates. Setup an AFA booth or display at local bird marts, fairs and seminars, etc.. Ask local Avian Veterinarians if you can leave AFA material in their waiting rooms.

4) Submit a quarterly report to your RD prior to board meetings Summarize your activities. Include details such as names, locations, dates and results.

5) Be alert for any proposed state or local legislation or regulations that affects birds or animals. (Most laws say "animals". This often includes birds). You are the first line of action against overly restrictive laws and regulations. You are the experts who can educate lawmakers about the pros and cons of what they are considering. Meet with your state and local elected & appointed officials. Provide each with some avicultural material to educate them about birds as pets and captive breeding efforts. Make sure to leave your name, address and telephone number. Put your name on the State Fish and Game, and the State Legislature mailing lists to be notified of any new laws or regulations that relate to all exotic animals. Obtain copies of proposed laws or regulations. Inform your RD immediately of any legislative or regulatory activity involving birds or animals. Organize efforts with your club delegates. Assist in writing informational letters and avicultural opinions with the delegates and club members. Always coordinate your efforts with your RD.

6) Be alert for changes to any state or local regulations or legislation that affects birds or animals. Actions needed are the same as for new laws or regulations.

7) Help with the Disaster Relief efforts in your area, should the need arise.

WORKING TOGETHER FOR THE FUTURE OF AVICULTURE

Administration Appendix 4 American Federation of Aviculture Club Delegate Job Description

The Club Delegate is an extremely important link in the information network between the national AFA and the aviculturists in your area. All delegates must be an AFA member in good standing for the duration of their term.

As Club Delegate you will:

1) Keep your club members current on AFA activities and critical avicultural information. Take a few minutes at the beginning of each meeting to give a summary of the information from AFA in Brief, Fast News and any legislative issues. Sometimes people do not have time to read this information and would otherwise miss important, time-sensitive issues and events.

2) Promote AFA. Encourage people to become individual members of AFA. Have a display table with AFA membership applications, Watchbirds and other promotional material at each club meeting and club special events. The material is available from the AFA business office as needed.

3) Have AFA in Brief and/or Fast News printed in the club newsletter. This is information your club pays for with the membership dues. If the AFA business office has your newsletter editor's address it will be sent directly to them. *Please remember to notify the office of any changes in mailing address.* Some clubs have solved this by renting a PO Box so that there will be a permanent address from year to year.

4) Print AFA contact information in your newsletter. Print the name, address, telephone and fax number of your state coordinator and regional director in your newsletter as well as your own. *Please remember to notify the AFA office of any change of delegates' names and/or addresses. A change of delegate must be sent by letter or email by the club president.*

5) Keep in touch with your State Coordinator. It is important to let him/her know of any pending legislation, regulation (county, city or state) or smuggling activity. Inform the state coordinator of your club's concerns and any misinformation concerning avicultural or legislative matters.

6) Send your club newsletter to your State Coordinator and Regional Director. By sending the newsletter each month you will help them be more knowledgeable about your club and its members and their interests.

7) Advertise your special club events in classified ads. AFA gives free advertising in the classified ads for affiliated club-sponsored events. Please be sure that the information reaches the AFA business office before the 25th of the month, at least 4 months in advance.

8) Vote in the AFA House of Delegates. As a Delegate, you are entitled to vote the consensus of your club's opinion on matters up for vote at the annual House of Delegates meeting at the annual convention that is held every August. You will also be asked for nominations for candidates for the Board of Directors. This is how the leadership of the AFA is determined.

9) Attend the annual AFA Convention. Work with your club to raise funds if necessary so the club can send its delegate(s). The annual meeting is where your club gives direct input into the decisions made by the AFA Board of Directors. The Board needs and wants delegate input.

10) Help with the Disaster Relief efforts in your area, should the need arise.

WORKING TOGETHER FOR THE FUTURE OF AVICULTURE

Administration Appendix 5 American Federation of Aviculture Statement of "Conflict of Interest" Policy

THE AMERICAN FEDERATION OF AVICULTURE'S OFFICERS, DIRECTORS, COMMITTEE CHAIRS AND COMMITTEE MEMBERS, SHALL AVOID ANY CONFLICT BETWEEN THEIR OWN RESPECTIVE INDIVIDUAL, PROFESSIONAL OR BUSINESS INTERESTS AND THE INTERESTS OF THE FEDERATION, IN ANY AND ALL ACTIONS TAKEN BY THEM ON BEHALF OF THE FEDERATION IN THEIR RESPECTIVE CAPACITIES.

In the event that any Officer, Director, Committee Chair, Committee Member, contracted staff or paid staff of the Federations shall have any direct or indirect interest in. or relationship with, any individual or organization which proposes to enter into any transaction with the Federation, including but not limited to transactions involving,

a. the sale, purchase, lease or rental of any property or other asset;

b. employment, or rendition of services, personal or otherwise;

c. the award of any grant, contract, or subcontract,

d. the investment or deposit of any funds of the Federation;

such person shall give notice of such interest or relationship and shall thereafter refrain from discussing or voting on the particular transaction in which he has an interest, or otherwise attempting to exert any influence on the Federation, or its members to affect a decision to participate or not participate in such transaction

AMERICAN FEDERATION OF AVICULTURE

Record of Abstention with Conflict-of-Interest Policy

As a member of the Board of Directors or Committee Chair, the following is a record of my disclosure of a direct or indirect conflict of interest and abstention from discussion and voting on the matter at this meeting.

CONFLICT

_____ _____

Name of Board or other Committee Signature

_____ _____

Date Print Name

Conflict of Interest Policy

I. Purpose:

The purpose of this policy is to protect the integrity of AFA's decision-making processes, the public's confidence in AFA, and the image of AFA. Importantly, these standards also are intended to protect the reputation and honor of AFA's volunteers and staff.

It is acknowledged and desired that volunteers have myriad relationships, interests, and memberships. This Conflict-of Interest policy serves to provide guidelines to volunteers in areas or in situations that potentially may affect or compromise the integrity and independence of AFA's decision-making processes, confidence in AFA or AFA's reputation. Such situations frequently also are sensitive or uncomfortable for the individuals involved.

The volunteers and staff are persons of honesty and integrity and do not need to be provided by AFA with a code of ethics. However, there is value in providing guidelines as a tool to understand AFA's Conflict of Interest policy, recognize situations potentially posing a conflict or interest, take appropriate remedial action, and otherwise cope with complex relationships.

As guidelines, this policy is not to be considered as complete or exclusive. It supplements good judgment. The policy may be elaborated upon or applied in specific additional situations not particularized herein.

II. Policy:

The policy of behavior is that all volunteers shall SCRUPULOUSLY avoid any conflict of interest between the volunteer's personal, professional and business interests, and the interests of AFA.

That includes scrupulously avoiding actual conflicts of interest and, also, perceptions of conflicts o interest.

That includes avoiding actual unfair benefits and, also, opportunities for benefit or gain.

That includes avoiding conflicts, benefits, gains, or undue influence for the volunteer's personal or professional benefit and, also, for the benefit of the volunteer's family-whether or not in the household-employer, and close friends and business associates.

That includes avoiding a gain to the volunteer and others and, also, a detriment or harm to AFA.

What is required is meticulous adherence to and rigorous compliance with both the letter and the spirit of the Conflict-of-Interest policy. The volunteer is to act for and in the best interest of AFA, independent and impartial from external or personal interests and considerations.

III. Disclosure:

Upon or before election or appointment, the volunteer is to make a full and complete written disclosure of interests, memberships, relationships, arrangements, investments and holdings that potentially could result in a conflict between the volunteer's personal, professional or business interests or those of the volunteer's immediate family or employer and the interests of AFA.

This written disclosure is to be updated by the volunteer whenever any material changes occur in the volunteer's situation. In any event, the disclosure questionnaire is to be fully re-examined or completed as directed by the board of directors.

In the course of AFA meetings or activities, the volunteer is to disclose any direct or indirect interests in a transaction or decision that potentially could be a conflict of interest; e.g., whenever the

volunteer, family, employer or close associate will receive a benefit or gain, or an opportunity or potential for benefit arises, or an opportunity for unfair influence arises, or an opportunity for detriment or harm to AFA or for benefit or gain to a third party at AFA's expense arises.

Volunteers should err on the side of prudence, and declare an actual or potential conflict if in doubt as to a relationship of inters. This will prevent tainting the decision, and the reputation and integrity of AFA and its volunteers.

IV. Abstention**:**
Once a disclosure has been made, the volunteer shall refrain from any discussion of the transaction or decision in the particular committee, group, or task force. Further, the volunteer shall physically leave the meeting for the duration of that discussion. Of course, the volunteer is to abstain from voting on the issue. Such abstention from discussion and voting is to be documented appropriately.

Besides abstention from discussion at the meeting, the volunteer shall refrain from discussing the issue or otherwise appearing to influence the outcome with other volunteers, committee members, Committee Chairs or staff.

The objective is that the interested volunteer shall have abstained from discussion, voting, and any other aspect of influencing or participating in the decision-making process.

V. Implications:
A volunteer with potential conflicts of interest generally is not barred from membership on committees, participation in activities, or service in an office of AFA. An interested volunteer is barred from the decision-making process and related discussion, and must leave the meeting.

A volunteer's employer generally is not automatically barred from any financial transactions or business dealings with AFA. An interested volunteer must disclose the direct or indirect interest, abstain from all related discussions and actions to influence, and voting. In some cases, it may be necessary or desirable to bar a particular transaction with the volunteer's employer or interested part to safeguard against an actual or perceived conflict and thereby protect the integrity of AFA and the volunteer.

A volunteer may not in every case always be able to completely avoid the perception of a conflict of interest, undue influence or unfair benefit. A volunteer must act prudently in every case to avoid actual conflicts or interest, undue influence or unfair benefit, and also to make every reasonable effort to avoid a perception thereof. To accomplish this, a volunteer will exercise good judgment, and act reasonably and prudently. Further, the volunteer will provide timely, full and complete disclosure of actual or potential conflicts, abstain from discussion, influencing activities and voting, and provide adequate supporting documentation as necessary.

VI. Gifts and Honoraria:
Volunteers while acting in the capacity of an AFA representative or volunteer shall not solicit, or accept for their personal, professional or business gain gifts, gratuities, honoraria, entertainment, favors or other goods or services from current or prospective vendors, providers of services, corporate partners, or competitors of AFA.

This does not prohibit volunteers in their personal or professional capacity, or their employers, from having relationships with the same organizations or persons who are current or prospective vendors, providers of services, corporate partners, or competitors of AFA. In such instances, the volunteer shall take all prudent and reasonable measures to distinguish actions and decisions made personally, professionally, or business-wise from the volunteer's relationship to or position in AFA. In such instances, the volunteer when acting in the capacity of an AFA volunteer, shall make full and completed disclosure and abstention, and otherwise comply with this policy.

VII. Self-Dealing Transactions:

While a volunteer or a volunteer's employer generally is not automatically prohibited from financial transactions or business dealing with AFA, volunteers are to scrupulously avoid actual or perceived conflicts of interest, unfair benefit, personal gain, or undue influence in dealings or transactions with AFA. As a general matter, a volunteer or volunteer's employer may engage in dealings with AFA if the volunteer does not participate in the discussion or voting or otherwise participate in the decision-making or selection process, and the selection is an open, competitive process or through peer review.

In some instances, it may be necessary or reasonable to bar a particular transaction with a volunteer, volunteer's employer or business associates to safeguard against reasonable perceptions of conflict of interest.

VIII. Overlapping Memberships:

Memberships of its volunteers in other organizations or groups is one attribute of value to AFA. Such memberships, liaisons, relationships or interests that could pose a potential conflict of interest, of course, are to be fully disclosed by the volunteer.

When a volunteer is a Director, Committee Chair, Committee Member, or other active participant in another organization, the volunteer will not disclose or use confidential or proprietary information of AFA or otherwise make disclosures that could be injurious or disadvantageous to AFA.

In some relatively few instances, though, being a director or member of another group may be incompatible with being an AFA officer or Director. This is more likely to occur when there exists fundamentally opposing positions or purposes between AFA and the other organization, or when there is an inherent conflict of interest.

IX. Officers/Directors:

Individuals are to be advised of and are to comply with AFA conflict of interest policy requirements, including full and complete disclosure, before being appointed or elected as officers/directors. By virtue of their positions. officers must be especially sensitive to the issue of actual or perceived conflicts of interest and must be especially rigorous in acting to avoid them.

Therefore, officers/directors shall not have significant relationships that result in actual or reasonably perceived conflicts of interest. The Executive Committee shall make a determination whether significant potential for conflict or interest exists and, if so, recommend an appropriate remedy. The Executive Committee will make a determination on the basis of the substantiality i.e., number, frequency, duration, amount, relatedness to AFA responsibilities, etc. of such relations, and whether they in their entirety result in an actual or reasonably perceived conflict of interest.

X. Officers and Finance Committee Members:

By virtue of their positions, Officers and Finance Committee members and any committees having financial responsibilities must be especially sensitive to the issue of actual or perceived conflicts of interest, and must be especially rigorous in acting to avoid them.

XI. Procedure:

Upon election or appointment to the board, a committee chair or a committee member or any other AFA position, <u>all volunteers</u> shall be provided with the AFA Conflict of Interest policy, disclosure questionnaire and sample abstention form. Volunteers shall complete disclosure of interests, memberships, relationships and arrangements that potentially could result in a conflict between the

volunteer's personal, professional or business interests, and those of the volunteer's immediate family or employer and the interests of AFA. The volunteer shall return the completed questionnaire to the Second Vice President. The volunteers shall keep a copy of the questionnaire for reference, and shall provide updates whenever material changes occur in the volunteer's situation.

For officer nominees, before the election the volunteer shall complete the disclosure questionnaire which shall be reviewed by the nominating committee for a determination of whether significant potential for conflicts of interest exists and, in such case, for recommendation of a remedy that must be accepted before election or appointment, otherwise the volunteer will be disqualified from service.

For Directors, nominees, Committee Chairs and Committee Members the completed disclosure questionnaire shall be reviewed annually by the Ethics Committee to identify potential conflicts of interest in regards to the anticipated activities of each individual. (The Executive Committee shall review the Ethics Committee chair's questionnaire). The Ethics Committee shall advise or consult with the Executive Committee as necessary or desirable so that President is aware of potential conflicts of interest.

At the first meeting of the fiscal year, the President shall remind officers and Directors of the need to make any material changes to the conflict-of-interest disclosure questionnaire.

At every meeting, the president shall advise members of the conflict-of interest policy and procedures, including the requirement for disclosure of a conflict whenever the volunteer has a direct or indirect interest in an issue, abstention from discussion, including leaving the room and refraining from any activities to influence the outcome and from voting. If disclosure and abstention occur, the record of abstention form is to be completed by the volunteer and filed with the original copy of the minutes. The agenda and the minutes of each meeting shall reflect the review of and compliance with the conflict-of interest policy and procedures.

Officers, Directors, and Committee Chairs or volunteers who are responsible for recommending or approving significant expenditures, benefits, property or other rights, entitlements, licenses, or relationships shall be required annually to sign a form acknowledging receipt, understanding, and compliance with the AFA Conflict of Interest policy and procedures.

Staff shall comply scrupulously with that required by the Conflict-of Interest policy and procedures. Further, the Executive Director, Business office manager and business office staff shall be required to complete the Conflict-of-Interest disclosure questionnaire and also sign the acknowledgment and compliance form.

Procedural or substantive questions regarding conflict of interest may be referred to AFA, Inc., Executive Committee for advice.

Checklist To Assist Board of Directors in Their Responsibilities

Background
Over the years, legislative bodies and the courts have clarified and defined the degree of diligence expected of volunteer officers and directors. A definite standard of conduct is imposed by law or regulation upon officers or directors of nonprofit organizations. Generally, there are three basic elements which should be present before volunteer officers and directors render a decision on behalf of the organization:

- A reasonable effort to become adequately familiar with the facts, subject to reliance on advice of persons with the expertise expected of specialist in their field.

- A reasonable period of deliberation prior to making any decision; and

- Good faith and reasonable belief that the decision is in the best interest of the organization being served.

DUTIES, RESPONSIBILITIES AND RIGHTS OF BOARD MEMBERS

There are three widely recognized duties of Officers and Directors, these are:

- **A Duty of Loyalty:** Officers and Directors owe an undivided and unqualified loyalty to the affiliate corporation and its best interests. Volunteers must avoid conflicts of interest or otherwise permit him/her private interests to conflict with those of the corporation. They should refrain from engaging in personal activities which would injure or take advantage of the organization. Officers and Directors are prohibited from using their position to further their private interests.

- **A Duty of Care:** Officers and Directors must act with the same care as an ordinarily prudent person would employ in their position. Their duties should be performed in good faith, in an informed and deliberate manner, and in the best interests of the corporation as a whole. Volunteers need to inform themselves of the business and activities of the corporation, and other relevant matters necessary to make decisions. Officers and Directors should act with proper stewardship, assure fund raising activities are conducted honestly, with integrity, and in compliance with legal restrictions. Finances must be managed appropriately.

- **A Duty of Obedience:** Officers and Directors will perform their duties in accordance with applicable statutes and the terms of the organization's charter, bylaws and policies, Further, Officers and Directors must ensure that the corporation obeys the law and acts pursuant to its governing documents. This requires a general familiarity with state not-for-profit corporation laws, and the organization's articles of incorporation, bylaws and polices.

In order to carry out the legal responsibilities as a board member, Officers and Directors must be able to make informed judgments about important matters. They should have a copy of and be familiar with the bylaws and policies of the organization. They should attend Board meetings and the meeting of committees on which they serve. They should read all the material received related to the meeting and prepare themselves to ask questions. The law permits Officers and Directors to reasonably rely on information from the organization's staff, its accountants, attorneys, outside advisors and board committees in making those judgments. If they do not have adequate information, they have the right to get it. This means Officers and Directors have the right to:

- Have reasonable access to management.

- Have reasonable access to internal information of the organization.

- Have reasonable access to the organization's principal advisors, such as consultants and attorneys.

- The Executive Committee must be willing to facilitate communications between the board and the principal advisors of the organization.

In summary, board members have the right to obtain the information needed to carry out their responsibilities as a board member with reasonable boundaries.

CONFLICT OF INTEREST

The Internal Revenue service and the courts have deemed Conflict of Interest to be a key issue to be addressed by all not-for-profits. Private enrichment is cause for the loss of tax-exempt status of not-for-profits. The following is a checklist which will assist the board with this responsibility:

1. Are Board and committee members aware of the Federations Conflict of Interest Policy?

2. Has the Board adopted Conflict of Interest Standards? The Standards are intended to interpret and define the requirements for compliance with the Federation's Conflict of Interest Standards. Of particular concern is the need for officer and Directors, especially those individuals on the Finance Committee or other committees having a financial responsibility who by virtue of their positions, must be especially sensitive to the issue of actual or perceived conflict of interest and must be especially rigorous in acting to avoid them.

3. Is there a procedure to obtain a written Conflict of Interest Disclosure Questionnaire for all officers, directors and committee chairs of their business involvement with the organization and their other board memberships, both for-profit and charitable?

AMERICAN FEDERATION OF AVICULTURECONFLICT OF INTEREST POLICY

Annual Acknowledgement/Compliance Statement

Name:_____ Date:_____

Office, Director, Committee Chair or other position in/on which serving:_____

_____

I hereby state that I have read, understand and agree to abide by the American Federation of Aviculture's Conflict of Interest Policy. I affirm that (a) I will comply with the AFA Conflict of Interest Policy, and (b) to the best of my knowledge and belief I am not aware of any situation involving myself, my immediate family or household or others that reasonably could be considered contrary to the Policy which already has not been disclosed.

I hereby declare that (Select one):

a. The Conflict-of-interest Disclosure Questionnaire of (date)_____ previously submitted by me is still current and there have been no material changes in my situation.

b. The following material changes have occurred in my situation since the COI Disclosure Questionnaire of (date)_____ previously was submitted by me.

c. A completed COI Disclosure Questionnaire is being submitted.

_____
(Signature)

Return with acceptance letter to:
Nomination and Elections Committee Chair
The American Federation of Aviculture

CONFIDENTIAL

CONFLICT OF INTEREST QUESTIONNAIRE

Return with Acceptance letter to the
Nominations and Elections Chairman
American Federation of Aviculture

NAME:_____ **Date:**_____

Officers, Directors, Committee Chairs and other position(s) in/on which serving:

_____

_____

Pursuant to the Conflict-of-Interest Policy of the American Federation of Aviculture requiring disclosure of certain interests, I hereby state that I or members of my immediate family or household have the following affiliations or interests and have taken part in the following transactions that should be considered in conjunction with my relationship to the Federation when assessing the existence of possible conflicts of interest. (Check "NONE" where applicable.)

1. EMPLOYMENT AND FINANCIAL INTERESTS

a. Employer:_____
Brief description of the nature of employer's business or activities:

_____

Job Title:_____

b. Financial or business interests:
List the names of all other agencies, corporations, companies, firms, business enterprises, partnerships, organizations and institutions whether for-profit, not-for-profit or governmental - that you do or a member of your immediate family or household propose to do business with or have relationships with the AFA; provide similar or competing services, programs or publications; engage in similar fund raising activities or compete for charitable funding; engage in research funding or compete for scientific or research funding.

1. List companies or organizations with which you, or any member of your immediate family or household, are connected as an employee, partner, broker, advisor or consultant.

_____

NAME AND KIND OF ORGANIZATION	ADDRESS (CITY/STATE)	POSITION IN ORGANIZATION

_____

_____

_____

_____

_____

( ) NONE

2. List companies or organizations in which you have a significant* direct or indirect **financial interest** through the ownership of stock, stock options, bonds, promissory notes, securites, or other arrangements including trusts:

NAME AND KIND OF ORGANIZATION	ADDRESS (CITY/STATE)	POSITION IN ORGANIZATION

( ) NONE

*For purposes of this policy, a person has a “significant” interest in a business if:

a) the interest is ownership of five (5) percent or more of the voting stock or share of the business entity, or ownership of $5,000 or more of the fair market vale of the business entity; or

b) funds received by the person from the business entity exceed five (5) percent of the person’s gross income for the previous year.

I certify that the statements I have made above are true, complete, and correct to the best of my knowledge and belief, and agree to report to the Secretary of the Federation any further material transactions or situations which might be regarded as a conflict of interest that subsequently may develop.

(Signature)

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Conflict of Interest Review:

___ No apparent conflict of interest exists.

___ A conflict of interest exists but appears to be immaterial. (See explanation below)

___ A conflict of interest exists that need additional review. (See explanation below)

Explanation/Comments:_____

_____

_____

Review
Signature(s) _____ _____

President Date

_____ _____

1st Vice President Date

_____ _____

Chief Financial Officer Date

CONFIDENTIAL

Administration Appendix 6 How to Format Your Reports to the American Federation of Aviculture Board of Directors

Regional Directors, State Coordinators, Committee Chairpersons, the President, First Vice President, Second Vice President, Executive Director, Membership Chair, Committee Chairs and Office Manager are required to file at least one report quarterly. There may be situations when more frequent reports are needed.

Reports are an important means of tracking the status of projects and communication. These reports allow all members of the Board of Directors (BOD) and staff to keep current on the status of activities and projects both finished and ongoing. Failure to file reports is a serious failure to fulfill a requirement of your position. Such failures will constitute a reason for a Performance Review by the BOD.

Reports to the BOD are official corporate documents and as such, are public documents. Only confidential and personnel documents are protected from public access. As a member of the AFA Board, you are expected to exercise great care in preparing your report. NEVER write anything that, if publicized, would embarrass or damage the organization. Your report should NOT include personal gripes, hearsay, rumors, or petty politics! If you feel you must send a communication of that nature, it should be presented as CONFIDENTIAL COMMUNICATION ONLY and separate from your official report.

Your report should be limited to one page in length in either a narrative or outline format. If more details are needed to clarify certain issues or projects include it as a separate addendum that is referenced in the report.

Use **boldface***, Italics* and <u>underlining</u> sparingly.

The heading should include your name, AFA title, the quarter that the report is submitted (e.g. Spring 1997), and committee name if applicable.

If you are a Regional Director and a Committee Chair also, please submit two separate reports.

Your quarterly Report should include details of your activities for the past quarter and projected tasks and activities for the next quarter. Your report should include (as applicable) but is not limited to:

- status of projects
- timelines
- due dates
- nature of contact and interaction with your region's coordinators and/or delegates
- names of volunteers and contact persons
- fundraising
- dates and places of events, attended or scheduled etc.
- efforts to promote individual memberships & club affiliations
- club meetings attended
- ideas for future activities
- status of your action items from the previous meeting
- Issues you wish to discuss at the meeting
- Motions you wish to make at the meeting

or any other relevant subject.

Make sure that your report is submitted ON TIME. This will ensure distribution in time for the board to review before the Board Meeting. The Board will them be ready to start any discussion without wasting valuable time.

Administration Appendix 7 Procedure and Regulations for Awarding the AFA Award for Best Bird in Show Bred by and Banded by an AFA Member

1) Exhibitor must be a current member in good standing with the American Federation of Aviculture. The designated show representative will confirm this with the AFA office. Arrangements will be made at least a week prior to the show dates to schedule a time for the confirmation call.

2) Exhibitor must have bred and closed-banded the bird as evidenced by the exhibitor's code on the band. AFA show representative will confirm the initials on the band as belonging to the exhibitor and that the bird is closed banded.

3) Exhibitor must complete a Registration Form and turn it in prior to the start of judging. Registration Forms may be turned in at the American Federation of Aviculture Booth or to the show secretary of each division. The AFA show representative will collect all the forms immediately after the start of judging so as not to inconvenience the show secretaries.

4) The AFA show representative will copy the registration forms and submit them to the shows in time to have them included in the exhibitors' registration packages. Extra forms will be brought to the shows and made available at the AFA booth and show registration booths.

5) The AFA show representative will make a place available at the AFA booth for exhibitors to return their completed forms. If possible, the awards should be on display.

6) The awards will be ordered by the show representative and brought to the shows. The award will contain the AFA logo, the name of the show, location and date. It will also contain the words "American Federation of Aviculture Award for Best Bird in Show Bred and Banded by an American of Federation of Aviculture Member."

7) The award will be based on the exhibitor's bird's placement in overall Best of Show. The AFA show representative will check with judges' representatives to determine the winner. This will be done as quickly as possible after the conclusion of judging. The AFA show representative will remember that this information is confidential and will not disclose it to anyone other than those necessary to calculate the winner of the award.

8) If no Best in Show birds qualify, the award will be given to the highest placement in Best of Division. The AFA show representative will take the top five division placements to determine the winner.

9) In the event of a tie, a separate award will be immediately mailed to the second winner.

10) The award will be presented at the banquet following the show. The AFA show representative will speak for a few minutes on AFA and encourage membership prior to the presentation. The previous years' winner and birds will be mentioned and then the awards will be given to the current winners.

11) The show representative will submit articles to the AFA Business Office and *Watchbird* regarding the awards, the winners and their birds.

12) AFA show representative is not eligible to receive the award.

Administrative Appendix 8 General Criteria for Appointed Officers within the American Federation of Aviculture

1. Any person nominated to hold any office within the AFA must have been a member in good standing of the AFA for at least 1 year with the following exceptions:
(a) any AFA Club Delegate
(b) any committee member or chair appointed by the BOD
(c) any person appointed by the BOD to serve in an advisory or auxiliary capacity.

2. Any person nominated to hold office within the AFA must maintain current membership with the AFA throughout their tenure of office, or be subject to removal by the BOD with the following exception: any person appointed by the BOD to serve in and advisory or auxiliary capacity.

3. Any person convicted of a felony by a U.S. Court of Law may be denied office or be removed from office by the BOD pending review of the of the particular offense.

4. “Appointed Office” for the AFA is defined to be any State Coordinator, Committee Member, or any person appointed by the BOD to serve in an advisory or auxiliary capacity.

General Criteria for State Coordinators

1. Any person nominated to become a State Coordinator must meet all the criteria set forth in the General Criteria for Appointed Officers within the AFA

2. Any person nominated to become a State Coordinator must currently reside within the state and area to which that appointment is occurring, and must reside there throughout their tenure or be subject to replacement by the Regional Director of that state and area.

3. Any person nominated to become a State Coordinator for a specific area, must be nominated only by the Regional Director of that state.

4. Any person nominated to become a State Coordinator must submit a resume and list of qualifications to be included in the nominating Regional Director’s quarterly board report. It is the responsibility of the nominating Regional Director, that the board report contains the qualifications of the nominee. Furthermore, the quarterly report must be made available to all members of the BOD for a period of not less than 1 week prior to the next scheduled board meeting. If any of these conditions are in abeyance, the consideration of the appointment of the nominee to state coordinator is left to the discretion of the BOD and any action on the appointment may be tabled until the following board meeting for further consideration.

5. The resume and list of qualifications for candidacy of the position of State Coordinator must include, but is not limited to:
(a) Personal Information: Name and permanent address
(b) Professional Information: Profession, educational background, extent and tenure of avicultural experience, relevant life and/or business experience.
(c) AFA organizational Information: List AFA club memberships and positions; AFA promotional involvement; and AFA convention attendance or any type of AFA service.
(d) Non-AFA Organizational Information: List all relevant avicultural non-AFA organizations such as non-AFA bird clubs, humane organizations, animal rights organizations, and conservation organizations.

6. The BOD shall review and consider the nominee's suitability for office upon presentation of the qualifications at the next board meeting. The RD shall act as the advocate/representative of the nominee if the nominee cannot be present.

7. It is at the discretion and judgment of the BOD, to determine whether the nominee's appointment will be approved. Denial of appointment may be based upon any substantiated criteria or information that the board deems as relevant to the successful and unencumbered operation of the AFA or any of its affiliates.

8. Any person nominated to become a State Coordinator who engages or has engaged in unethical or disruptive (but not necessarily illegal) activities, which the BOD deems at its discretion as relevant to the successful and unencumbered operation of the AFA or any of its affiliates, may be denied appointment.

9. The terms of office of all SCs will be concurrent with that of the RD, and SCs are subject to reappointment or dismissal when a RD is elected to office.

10. Reappointment: Reappointment of a State Coordinator is to occur at the pleasure of the RD of that state. All reappointments are subject to approval by the BOD.

11. Interim Appointments: An Interim Appointment of a State Coordinator may occur under the following conditions:
(a) The interim SC may only serve until the next board meeting at which time the RD must nominate the interim SC or some other nominee in accordance with these stated guidelines.
(b) The RD must have the approval of the Board before the interim appointment can become effective.

12. Dismissal: A SC may be dismissed before their tenure of office is complete under the following conditions:
(a) The RD of the SC must submit evidence to the BOD that there is reasonable cause for dismissal in the judgment of the BOD
(b) The RD must, after the approval of the BOD, notify the SC of dismissal by phone, e-mail or mail,
(c) After the dismissal notification, the RD may then appoint an interim SC or leave the position vacant until a suitable replacement is made.

Administration Appendix 9 Submission of Board Reports

Prior to the Board meeting, the Secretary will electronically request Board reports from all Board members, with the exception of the President and CFO, to be submitted by a specific due date, two weeks prior to the Board meeting.

Board members will submit their report electronically by the specified date. Reports that are not submitted by that date will not be included in the Secretary's report or read at the meeting unless extraordinary circumstances exist. The President may request additional information from the Regional Director or Committee Chair or critical updates as required to be presented at the Board of Directors meeting.

The Secretary will compile the Board Reports into the "Secretary's Report" and electronically send the draft back to the Board members for perusal and comments. The members will check to ensure their reports have been included in the Secretaries Report.

The Secretary will submit the final Secretary's report to the Board members electronically. The Board members are responsible for reading all reports, being prepared to discuss the reports and "Actions for the Board" at the Board of Directors Meeting.

Administration Appendix 10 Electronic Board Voting Procedures

Motions will be made by the Secretary at the direction of the President and each motion will be written up separately, not multiple motions in the same e-mail.

- Each motion will have a second.
- Discussion is opened for up to 5 days and a voting will be open for up to 4 days after the close date of the discussion specified, or until all Board members have voted. The actual number of days will be determined by the President based on the urgency of the motion and the Secretary will instruct the Board about the number of days open for discussion and voting.
- Motions go to the elected board and Committee Chairs for discussion, but only the e-board may vote.
- After discussion, members are given the chance to vote, by marking yes, no, abstain, by placing an X after the appropriate vote on the reply.
- The voting is recorded on e-board on the ballot provided by the Secretary.
- Members change the subject line to read “Jane’s vote” and return it to the list.
- The Secretary tallies the vote, reports it to the members, and stores the voting results (name and vote) on the Yahoo site. The motion and recorded vote will be reported in the minutes of the next meeting.

Format would be:
V.P. Jane Doe moves that John Smith be confirmed as Speaker Committee member. Specialty V.P. Mary Jones seconded. Discussion is open and will conclude (specify date).
My vote (Place an X):

Yes _____ No _____ Abstain _____

Administration Appendix 11 AFA Project Tracking Form

Project Title _____ Date _____

Project Goal _____

Project Manager_____

Project Team _____

Project Estimated Completion Date Actual Date Completed_____

- Report Required Monthly Quarterly Oversight by_____
- Report to Be submitted to: President Executive Director Board House of Delegates Project Budget $ For_____

_____
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Tasks And Timeline

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Administration Appendix 12 AFA Performance Review

Performance Review

Position Title: _____

Volunteer Contracted
Time Period _____ Description of Duties and Responsibilities

_____
_____
_____
_____
_____ **Reports Provided To:**
_____

Monthly Quarterly Annually
Were On time Late Complete Incomplete Had Bibliography or other references

Describe over all quality and effectiveness

_____
_____
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_____

_____ _____

Reviewer's Signature

Date

Administration Appendix 13 Policy for Consignment of AFA Store Merchandise to Businesses and Clubs.

Consignment Procedure

Store owners and Clubs may get their first order of AFA merchandise on consignment for sale in their store.

1. The owner of the business should be an AFA member in good standing.

2. The owner must pay all freight charges up front.

3. Orders must equal a minimum of $250.

4. First time orders must not exceed $500.

5. A current credit card number must be kept on file at the AFA Office to expedite billing.

6. Owner is responsible for all merchandise, and any claims of damage must be made within 24 hours.

7. An accounting form is to be included with all shipments with sold and unsold columns that can be quickly Faxed to the AFA Office. Prompt payment by business check would be allowed for sold items. Otherwise sold items will be billed to the credit card on file.

8. The AFA Office should track the merchandise to verify that it arrived and a courtesy call should be made 30 days after merchandise is received to see if things are selling and if the customer is happy, etc. Comments should be documented should future disputes arise.

9. An Accounting is due within 60 days upon receipt of merchandise whereas the office will bill for all merchandise that is damaged or no longer in possession of the store.

10. All merchandise not reported within the 60-day period will be billed to the credit card number on file.

11. This is a one-time offer to new wholesale accounts. All subsequent orders will be billed in full at the time of shipment.

Administration Appendix 14 Revision of Policy Statement of AFA Regarding the Sale of Unweaned Baby Birds.

AFA recognizes that many conditions exist in which hand feeding baby birds is necessary and beneficial.

AFA appreciates that successful hand feeding involves a multitude of skills, experience and techniques accepted and established within avicultural practices.

AFA also recognizes that problems may occur if unweaned baby birds are placed with those lacking the necessary husbandry skills.

AFA acknowledges that hand feeding practices are best learned from experienced aviculturists who mentor others in the proven techniques of hand feeding baby birds.

AFA supports the transfer of unweaned baby birds to parties who are experienced in the art and technique of hand feeding according to accepted avicultural industry practices.

AFA only supports the transfer of unweaned baby birds to responsible parties who provide proper care.

AFA recognizes that the welfare of unweaned baby birds is the personal responsibility between the parties involved in the transfer of those birds.

AFA does not endorse any legislative or regulatory intrusion on issues of personal responsibility surrounding the transfer of unweaned baby birds by attempting to define or qualify who can or cannot provide proper care or hand feeding.

Administration Appendix 15 Confidential Membership List Agreement

CONFIDENTIAL MEMBERSHIP LIST AGREEMENT

Upon signature of this Agreement, The American Federation of Aviculture, Inc. ("AFA") will furnish to the undersigned, quarterly or upon request, lists of AFA members as appropriate for their AFA standing as defined in the Policies and Procedures.

By signing this document, the undersigned agrees to abide by and be bound under the terms of this Agreement upon receipt of the List(s).

Upon receipt of the List(s), the undersigned agrees to the following:

1. The undersigned will use the List(s) only for AFA purposes as authorized by the AFA Board of Directors. The undersigned may rely upon a written statement from any Executive Officer (President, First or Second Vice President) to this authority.
2. The undersigned will keep and hold the List(s) in strict confidence and will not disclose the List(s) or their contents to any party, except as may be required by court order.
3. The undersigned will destroy the list(s) when he or she no longer qualifies to be holder of the list.
4. The undersigned will never use the List(s) for personal use or allow another to use it (them) for any use.
5. The undersigned will hold AFA harmless and indemnified from all loss, cost, damage and expense, including reasonable attorneys' fees, on account of any breach by the undersigned of his/her agreement upon this Agreement or in connection with any enforcement by AFA of the undersigned agreements under this Agreement.
6. This Agreement will remain in full force and effect during and after the term in office of the undersigned.
7. The undersigned agrees that this Agreement may be enforced in and shall be construed under the laws of the State of California and the undersigned agrees to the jurisdiction of the California courts.

WITNESS my hand and seal this _____day of_____, 200__.

_____
Signature

_____
Print Name

_____
Office If Regional Director specify region)

Administrative Appendix 16 Avy Awards Policy

The following documents contain all rules, requirements and forms for the AFA AVY Awards.

These award categories are all considered AVY Awards; the name "AVY" was originally coined during AFA's charter year and intended to refer to aviculture's top awards. Each year, the American Federation of Aviculture, Inc. may present AFA AVY Awards, esteemed the highest awards in US Aviculture, where merited. Each category is open to AFA members, and others, who have uniquely distinguished themselves - although it is not mandatory to award all categories every year.

All awards are confirmed directly by the Awards Committee Chairman. It is recommended that members of the committee come from diverse areas of aviculture to be representative and knowledgeable of a wide variety of avian species and topics.

Award recipients need not be a member of AFA, although nominations may only be made by AFA members. AFA members who wish to nominate an individual or institution for an AVY Award category, may visit the AFA website and click on "awards" on the navigation bar for further information.

The AFA AVY Award Rules and Categories will be published annually in the AFA Watchbird. Notices will be sent to AFA in Brief, the AFA website, and other
appropriate vehicles to alert members and the public of all deadlines and anonymous nominations received (such as First US Breeding Awards, Silver Awards, etc.).

Deadline for submission for AVY Awards is March 31st. Applications must be submitted, verified, awards ordered and presented at the AFA Convention. Nominations for all award categories (gold, silver and bronze), may be submitted to the AFA AVY Awards Committee Chair **or to the AFA office.**

The following categories will exist for AFA AVY Awards:

GOLD AVY
HONOR AWARD
Rules for Gold Award

. The Gold AVY Award is merited for individuals who have made an outstanding contribution to aviculture. The Gold AVY is not solely an achievement award, although achievement may be part of the overall contribution.

. The Gold AVY Award is a once in a lifetime award and may be given posthumously.

. Nominations for the Gold AVY Award must be submitted by
a member in good standing of the House of Delegates.

. Nominations for the Gold AVY Award must be for an individual and does not include research institutions, clubs, or organizations, etc.
. Nominees for the Gold AVY Award must be a member in good standing of AFA.

. Nominations must be as detailed as possible in order to provide enough information to aid the work of the Award Committee.

. Nominations must be submitted by March 31st be awarded at the AFA convention.

SILVER AVY AWARDS
Rules for all Silver AVY Awards:

. Nominations for Silver awards must be nominated by a person or affiliate other than the person nominated.

. Persons nominated for a silver award must be a member in good standing of the American Federation of Aviculture, Inc.

lote: there may be a World class facility out there that might deserve recognition.

3.Confirmation of a Silver award nomination will be done through the AFA AVY Awards Committee.

. Nominations must include detailed written qualifications for the person nominated for a Silver award.

. Nominations for a Silver award must be submitted by March 31st. The award will be presented during the AFA convention.-

Silver Award Categories
Include:
Accomplishments in the Private Sector and Accomplishments in Zoo**s**

U.S. FIRST BREEDING AVY AWARDS

Rules for US First Breeding Awards in the private sector

. Nominations for a First Time Breeding must be within the past five years (exceptions are permitted by ommittee ruling).

. Nominees must have bred the species for a First Breeding within the (50) United States.

. The Nominee does not have to be a member of the AFA.

. Each nominee must submit an article, inclusive of dates, on the avicultural details of the First reeding, which will be submitted to the *AFA Watchbird*. The editor of the *AFA Watchbird* will form an rticle for publication if all relevant facts **and photos** are included.

. Nominations may be submitted by the potential recipient of the First Breeding Award or by any other individual or affiliated lub.

. Nominees for a First Breeding must establish that the young of the U.S. First Breeding are completely eaned and self-sufficient before submitting the nomination. Birds that are not weaned before nomination eadline should be nominated the following year after elf-sufficiency has been proven

. Confirmation of First Breeding nominations will be verified through the AFA Awards Committee.

.Nominations for First Breeding Awards will be published in the *AFA Watchbird,* **AFA in Brief, and affiliate newslette**r, when ossible, to aid in their confirmation.

Recognition of an avian sub-species will only be awarded if there is taxonomical definition of the sub-species.

0. Nominations must be submitted by March 31st of the nominating year. The award will be presented at the AFA convention at year.

lomination Requirements for First Breeding Awards

1. Nominees must submit a completed copy of the Breeding History questionnaire.

. Nominees must submit photographs of both weaned young and of the parent birds for the purpose of ocumentation and species identification.

3. Confirmed nominee must submit a completed article for publication in *AFA Watchbird.*

ategory 1 - Most Progress for the Establishment of an Individual Species or Group of Related irds. This category recognizes aviculturists who have made the effort to successfully breed an individual species or related roup of birds on a consistent and reliable basis. Success must be achieved with a minimum of two pairs of birds, ~~or~~ through

ne second generation if involving a single species. The difficulty of each species to reproduce offspring will be taken into onsideration by the committee.

Category 2 Breeding a Significant or Highly Difficult Species
Breeding a significant or highly difficult species reflects the obvious use of sound management echniques. This category eliminates chance breedings and must be well documented.

Category 3 Progress in Establishing New Mutations in the United States
This category demonstrates achievement in establishing a new mutation that has not yet been established in the United States. To qualify, offspring visible for the mutation must be bred, and demonstrate self-sufficiency, through the second F2 generation. Birds that are not weaned before nomination deadline (due to late hatching dates in that calendar year), should be nominated ne following year after self-sufficiency has been proven. (Note: Establishing a new mutation in the United States does not ecessarily mean it was first bred here. Establishment includes breeding to multiple generations and making a new mutation vailable to the U.S. market.)

Category 4 Progress in Show Standards
This category covers birds for which there are written show standards and show classifications. An exhibitor's bird must have won "Best" in three or more national level shows (may include annual pecialty or regional show), judged by three or more certified panel judges, with a bird bred by the exhibitor. All wins must be chieved by a single entry wearing a closed, coded leg band with published show report records of the recorded wins. The wards Committee will determine the inclusion of annual specialty shows or regional shows based on the number of entries nd exhibitors.

ZOO CATEGORY
AVY AWARDS

Category 5 Most Progress for the Establishment of an Individual Species or Group of Related Birds by a Zoo.

Category I recognizes aviculturists who have made the effort to successfully breed a species or related roup of birds on a consistent basis. Success must be achieved with a minimum of two pair, or through ne second generation if it pertains to a single species. The difficulty of each species to reproduce offspring will be taken into consideration by the committee.

Category 6. Breeding a Difficult Species by a Zoo.
Breeding a significant or highly difficult species reflects the obvious use of sound Management echniques. This category eliminates chance breedings and must be well documented.

Nomination Requirement for Zoo Categories
. Nominations for the Zoo Category awards may be made by zoo personnel from the nominating nstitution.

. Achievements must have occurred within the United States.

. Confirmation of a Zoo Category award nomination will be verified through the Awards Committee.

. Nominations must include detailed written qualifications for the institution nominated for the Zoo Category award.

. Nominations for a Zoo Category award must be submitted by March 31st of the nominating year. The award will be resented at the AFA Convention.

BRONZE AWARDS INCLUDE:
AVY APPRECIATION AWARD
AVY RECOGNITION AWARDS

Category 1 – Affiliate Appreciation Award

The AVY Affiliate Appreciation Award is for individuals who have made an outstanding contribution to an AFA affiliated club. This is not an award for avicultural success, but for personal work for an AFA affiliated club or specialty organization that is of an exceptional nature.

. Nominations for the AVY Affiliate Appreciation Award must be nominated by the AFA affiliate of which the nominee is a member. The nomination must be signed by the president or a member of the board of directors of an affiliated club or specialty organization.

. The individual nominated for an AVY Affiliate Appreciation Award must be an individual member of AFA.

. Nominees may be either individuals or a married couple. If a married couple is nominated, their qualifications must be the same and for the same reasons.

. Only one nomination per affiliated club, per calendar year, can be submitted by the deadline of March 31st of the nominating year.

. Up to three nominations for the AVY Affiliate Appreciation Award may be awarded each year by the AVY Awards Committee. The Awards Committee is not required to use all three awards if there are not enough nominations or if the committee believes there is insufficient data received or that nominations do not merit the award.

.. Confirmation of an AVY Affiliate Appreciation Award will be verified through the AFA Awards Committee.

. The more detailed the nomination, the easier it is for the Awards Committee to make a correct decision.
.An AVY Affiliate Appreciation Award may only be received once in a lifetime, unless the award is from a different AFA affiliate.

. Nominations not receiving an award may resubmit the following year, as it does not necessarily mean they were not qualified.

Category 2 – Avicultural Recognition Award

The AVY Recognition Award is for individuals who have made an outstanding contribution to Aviculture. This is not an award for avicultural success, but for personal work benefiting aviculture as a whole.

. Nominations for the AVY Recognition Award must be nominated by a current member of the House of Delegates.

. The individual nominated for an AVY Avicultural Recognition Award must be an individual member of AFA.

. Nominees may be either individuals or a married couple. If a married couple is nominated, their qualifications must be the same and for the same reasons.

. Up to three nominations for the AVY Avicultural Recognition Award will be awarded each year by the AVY Awards Committee. The Awards Committee is not required to use all three awards if there are not enough nominations or if the committee believes there is insufficient data received or that nominations do not merit the award.

. Confirmation of an AVY Recognition Award will be verified through the AFA Awards Committee.

. The more detailed the nomination, the easier it is for the Awards Committee to make a correct decision.

0. Nominations not receiving an award may resubmit the following year, as it does not necessarily mean

ney were not qualified.

Category 3. AFA WATCHBIRD RECOGNITION AVY AWARDS

Each year, the committee will review the articles published in the AFA Watchbird journal publication of the American Federation of Aviculture, for special recognition. Only the AFA AVY Awards Committee members and the publication committee members may nominate and vote on Watchbird articles selected. Articles selected will be and awarded at the AFA convention banquet. Up to two Watchbird articles may receive a reward for any given year. The AFA AVY Awards Committee and the publication committee are not obligated to select or award one or both awards.

Bronze AVY Affiliate Appreciation Award, Avy Recognition Award, and Gold AVY Honor Award may be submitted by cover letter written by nominee(s), and signed and sent to committee chair or the AFA office. All other award nominees must request the applications from the AVY Award Committee Chair or the AFA office.

Administrative Appendix 17

AFA Disaster Relief Program

The AFA Disaster Relief Program is a program put into place with the primary goal to assist with the temporary needs of anyone with birds that is impacted during a national disaster. The funds in this program are from donations by individuals as well as companies and organizations.

AFA is known for this relief program that has helped thousands of birds over the many years since its beginning in 1992, after the devastating hurricane Andrew in Miami Florida.

The Disaster Relief Coordinator is appointed by the President and is a member of the Board.

Chain of Command

The Disaster Relief Team members include all Regional Directors as well as the AFA Office and the President. The 2nd Vice President will cover for any regions where there are no Regional Directors.

Local team members under the Regional Directors include the State Coordinators and club delegates. These will be the people closest to the disaster area and who can relay information on what the conditions are to the Regional Director. These will be the 'boots on the ground' people. These people are volunteers and have no authority to represent AFA in their personal actions.

Defining "Disaster"

A disaster is when an area is impacted by tornado, hurricane, fire or flood. There could be a few other incidents such as a gas explosion to a large area that has impacted birds, etc.
Many times, there are personal 'disasters' that come into our lives, such as financial challenges, or temporary caring for one's birds for a short time while some personal issues are cared for. This is not the type of disaster this program is intended for.

Preparing for a disaster

Regional Director contacts State Coordinator in the area to be affected who in turn contacts the club delegates. Any clubs not members of AFA in the area should be contacted as well. Any small 'zoos' in the area that might have birds should be contacted. The State Coordinator's contact information i.e. phone number or e-mail address should be made known. The Disaster's contact information is located on the AFA website and should be made known as well.

The State Coordinator should monitor the weather as much as possible to know when an area is a potential target and to be familiar with the area.

The State Coordinator should contact all government agencies that are/have set up a temporary location to assist people with birds etc. Sometimes the Red Cross or FEMA or the county will have 'local' contact information for those being impacted. Make sure there is a contact number for the local State Coordinator.

After a Disaster has Taken Place

After a disaster, the State Coordinator is to assess the damage and needs and then report to the Regional Director who will then report to Disaster Coordinator. When requests are made for assistance, our goal is to provide them with it as soon as possible. As with any 'free assistance' program, there will be those asking for assistance where no assistance is needed. For example, once a person requested cage wire for her pairs of Macaws and

upon verifying the need, found that she had just acquired the pairs of birds and needed flight cages built to house hem! Another case was where a person requested food for a large number of Cockatiels that had actually been old, therefore no food was needed yet they got several persons and clubs to donate food (which was sold) and nonies that were donated were kept.

As President Regan once stated: “Trust, but verify”! During a disaster not every request can be verified, but the eam members need to always be aware of the potential for scammers. The Disaster Relief Team needs to be very areful with the use of the monies and supplies that have been donated to the program. Our donors fully trust us to se their donations wisely, as is our goal as well.

Distribution of supplies

If it is determined that supplies will need to be sent to the area, the Regional Director will work with the State Coordinator to find a suitable location to house the supplies. Many times a local pet store will be able to house upplies or know of a location. The location will need to be a secure dry place. A person will need to be appointed o be responsible for the distribution of supplies. No contracts for supplies or housing of supplies can be entered nto. Only the Disaster Coordinator has this ability.

The person appointed to be in charge of the distribution of supplies, needs to log all supplies brought in and what as been dispersed. This will be included in their written report to the Regional Director in charge. This report will hen be included in the Regional Director’s report to the Disaster Coordinator.

What items will be supplied

The first thing to do is to see if the birds are safe. Is the cages damaged where a bird could get out etc. Next is to heck food and water supplies. Initially see that there is enough basic food for 5-7 days. After that time the supplies an be re-assessed. If birds need to be placed in another cage and a pet carrier will suffice, then we will supply hese. If it is obvious that the birds can stay at the location but needs to have a larger cage to be used temporarily, hen if cage wire is available, a small cage could be constructed. Remember, the Disaster Program is to help birds mpacted only for a short time. We do not build large flight cages, supply large amounts of food etc. or build new viaries. The Regional Director will need to determine these needs and let the Disaster Coordinator make the lecision.

The program does not give out money. Only supplies.

Donated Supplies

Many times local business i.e. Pet stores, bird club’s etc. will offer to make a donation of supplies to the Disaster Program. We really appreciate this and want to make every effort to list these donors in the Regional Director’s eport to the Disaster Coordinator. Some donated items may include toys etc. for birds. These are fine and ppreciated, but remember that we want to mainly focus on the immediate needs like housing, food and water first.

Any cash donations made should be immediately sent to the AFA office earmarked for the disaster program. This llows all monies to be accounted for and the donor acknowledged.

Asking for Donations

Many times, during a disaster, pet supply companies will offer to make a donation. This is greatly appreciated and velcomed. The donations need to be handled through the Disaster Coordinator. The Regional Director and State Coordinator’s job is to assess what the needs are and to notify the Disaster Coordinator of them. This keeps the umber of people contacting the same companies for donations at a minimum.

Who Do We Help

We offer disaster relief to anyone with birds. Not just AFA members, although we would like for them to join AFA even after they have been helped.

Housing of Birds

AFA will not take responsibility for the housing of anyone's birds. The person in charge may compile a list of those offering to temporarily house birds, and offer the list to those needing assistance with placing their birds, but it is the full responsibility of the bird owner to contact those offering to help.

The person compiling this list must also be aware of the potential for 'rescues, sanctuaries, etc. offering to house birds without the intent to return them to their owners. These offerings happen nearly every time there is a disaster. Some of these organizations are very much legit, but there are always the scammers!

The housing of several persons' birds could create a possibility of disease transmission, injuries by other birds and the potential for escapes. We will not be responsible for housing birds!

Purchasing of Supplies

The Disaster Coordinator is responsible for the purchases of any and all supplies to be used during a disaster. These purchases are to be included in his/her Disaster Relief report to the AFA board.

Collection of Disaster Pictures

It is always interesting to view pictures of what the AFA Disaster Relief Team has been doing during the time of helping bird owners! But there are some safeguards that need to be taken when collecting/taking pictures. Any person's image used in the pictures needs to give AFA permission to use them. The owners of any pictures given to AFA must include permission for them to be used in any way by AFA including used in the Watch Bird Journal and on the organization's website. Contact the AFA office for further instructions.

Helping "Rescue Organizations" During a Disaster

Should the Disaster Program help 'rescue' organizations? Here we need to be very careful as to what relief should be provided. There may be a time when a 'rescue or sanctuary' organization is also impacted by the disaster and may need food and/or physical manpower themselves. In these cases, we want to make sure the birds are not in danger and that they have food and water, but we need to make sure the disaster program isn't just supplying food for the
rescue/sanctuary's future needs of their own birds.

Traveling Expenses

There may be a time when the Disaster Coordinator may need to travel to a disaster area, or he/she may decide to send another person in his/her place. This is the decision of the coordinator with the approval of the AFA President. The normal expense for this travel would be the travel costs and housing costs.

This type of travel is to set up to coordinate with the workers and those impacted by the disaster and to see what can be done to make the efforts more effective. Also, in a case where there were no responsible persons available to oversee the efforts on a local level.

In all situations, the President will approve travel to areas of disaster.

Convention

POLICY 1982-08-04A AFA Officers, Delegates and Coordinators, and all Committee members who are on the program of a Convention, will be treated as any other speakers at the Convention.

POLICY 1983-05-15B AFA not allow smoking during any Seminar at the Convention.

POLICY 1990-02-16 Members of the AFA Board of Directors who have attended two of the three preceding quarterly Board of Directors meetings will receive a complimentary Convention Registration *excluding* the Banquet (all meals) and tours.

PROC 1990-11-03 The Speaker's Chair is responsible for getting the text of the talk and Speaker Bio to the publications by or before the publication deadline for the Convention Proceedings and Program.

POLICY 1994-05-07 *Live birds can be raffled at Convention under the following conditions:*
1) *The drawing/s must be separate to ensure the bird is not won by someone who does not want it.*
2) *No endangered species (Red Data Book, current issue) are to be offered.*
3) *Winner contacts the donor of the bird and arranges for shipping.*
4) *Winner is responsible for all shipping costs*
5) *Bird is not redeemable for cash.*
6) *AFA is not responsible for the health of the bird raffled.*

Procedure 1997-02B Convention registration. Convention Appendix 1

POLICY 1997-02C CONVENTION REFUNDS All requests for a refund must be in writing. They should then be given to the CFO on an official 'refund request form' for the issue of a check. A corresponding receipt will be sent or given to the individual where it is practical**. No refunds will be given in cash at any time.** Any situations deserving special consideration will be referred to the Executive Committee for review. This is for full registrations as well as single day attendance.

Refund on Pre-Registration Fees
Full Refund If registration is canceled in writing and postmarked by or before six (6) weeks to the day of the start of the convention.

50% Refund In writing and postmarked by or before three (3) weeks to the day prior to the start of the convention.

On Site Refunds
Tour refunds same as registration unless the actual tour is canceled before the the time of the convention**.**

Proceedings No refunds or exchanges unless there is a printer error

POLICY 1999-2-20A Convention Speakers will receive free convention registration including a Banquet ticket.
Speakers who submit a paper in time to be printed in the Convention Proceedings will receive a free copy.

POLICY 1999-2-20B Watchbird, AFA in Brief and the AFA web site will announce the AFA "Call for Papers" for each Convention. Persons interested will submit a short-written abstract, 50-100 words and a resume', to the Speakers Committee.

POLICY 1999-5-15-B Complementary Convention Registrations, AFA Memberships Etc.

All complementary registrations and memberships are given at the discretion and pleasure of the Board of Directors. Anyone wishing to be comp'ed or suggesting that someone be comp'ed should submit the request to the 1st Vice President in writing.

Convention Request should be submitted one month in advance of the Convention. The Convention Registrar should then be notified.

For memberships, the same procedure is to be followed except that the Business Office should be informed of the decision.

PROCEDURE 1999-5-15-C Duties as a Door Monitor Convention Appendix 2.

PROCEDURE 1999-5-15-D Convention Speaker Moderators Convention Appendix 3.

POLICY 2004-002 Speaker Committee Timelines. Convention Appendix 4.

Policy 2009-02-06a Convention Registrar's Manual and Timeline Overview Convention Appendix 1

Policy 2009-02-06b Speaker Committee Guidelines Revisions Convention Appendix 4

Policy 2009-02-06c Selecting a Convention City Convention Appendix 5

Policy 2009-02-06d Convention Appendix 6 Convention Hotel Considerations

Policy 2009-02-06e Convention Appendix 7 Convention Process

Policy 2009-02-06f Convention Appendix 8 Convention Responsibilities

Policy 2009-02-06g Convention Appendix 9 AFA Convention Planning, and Management

Policy 2009-02-06h Convention Appendix 10 Convention Duty List

Policy 2009-02-06i Convention Appendix 11 Protocol or Who Gets What

Convention Appendix 1 Convention Registrar's Manual and Timeline Overview

Registration

Classifications

- Early Bird Delegate
- Early Bird Member
- Early Bird Non member
- Early Bird Dailies – Thursday, Friday and Saturday
- Delegate
- Member
- Non-member
- Daily (Thursday, Friday, Saturday)
- Board of Directors
- Speakers
- Volunteers
- Vendors
- Promotional Complementary Registration

Nametags

- The BOD, Speakers and ALL persons fully registered should receive the same type of nametag.

These should contain the following information:

American Federation of Aviculture, Inc.
Year, City & State

Individual Name
City State

Position - Dailies should be discernable at a distance and to ensure that, they should be printed on different colored stock with the day in gray scale and the above information printed in black. Each day should be a different color.

Envelopes

- There should be an envelope for every person registered and on the outside of the envelope should be a list of what is inside.

Name: _____
Type of Registration: _____
Banquet Ticket: _____1_____
T Shirt: _____2_____
Polo Shirt: _____1_____
Proceedings: _____1_____
Off Site Tour: _____1_____

- There should be cards for pre purchased shirts, proceedings and off-site tours.
- There should be a banquet ticket, either non vegetarian or vegetarian
- Each ticket, card should have the individuals name written on it.

Confirmation

- A postcard should be sent to every attendee showing exactly how he or she registered.

The Convention Registrar (**CR**) is responsible for all activities involving the registration of all persons that will be attending the convention for any reason (speakers, full/partial paying attendees, complimentary etc.). This is to be accomplished by using a data base that will keep tallies, as well as print badges and reports (category to date summaries and final closing). This necessitates that the Convention Registrar have access to a computer and software that is compatible with what is being used by AFA Business Office for registration and a suitable document quality printer. The program that is currently being used is Microsoft Access for Windows 95 version 7.0. No changes are to be made to the program without the knowledge or the direction of the Executive Committee.

Intermittent contact will be needed between the Convention Registrar and:

- **Chief Financial Officer -** to be sent weekly reports on registration
- **President -** to be sent weekly reports on registration and registrar to receive list of complimentary attendees
- **Executive Director -** to be sent weekly reports on registration and registrar to receive list of complimentary attendees
- **Publications** - registrar to receive name & address of the printer/s of the proceedings and convention programs
- **Business Office -** registrar and office to exchange registration forms
- **Convention Coordinator -** registrar to receive list of vendors, banquet menu (for tickets), co-ordinate purchase of badge holders and ribbons,
- **Specialty Club Coordinator -** registrar to receive list of clubs having booths & the names of the people working them
- **Speaker Coordinator -** registrar to receive list of speakers
- **Tour Coordinator -** registrar to receive information to print tickets
- **Raffle/Auction Coordinator -** registrar to receive list of prizes to post at desk
- **The Registrant -** send a postcard listing the registration information as a conformation

The Convention Registrar will be responsible for assembling all the materials needed at the Registration desk:

- binder/ s containing the registration forms for reference if there are questions about who is registered for what
- printout in alphabetical order of all pre-registered participants
- registration packets
- receipt books
- stapler, scissors, paper clips
- extra printer cartridges
- colored markers, pens and pencils
- onsite registration forms (these should be a different color from the pre-registration forms)
- colored and plain paper
- badge stock, holders and ribbons
- proceedings and programs
- AFA membership information and forms
- tote bags and promotional vendor materials (if available and approved by ?)
- **copy of official refund policies**
- credit card machine
- cash box with $50 in $5's, $1's and some assorted change.

And any other items deemed useful for getting the job done

Preparations and Handling of Pre-registrations

November Board Meeting prior to the convention.
Before any promotional material is prepared, it will be necessary to decide which of the two following methods will be used for the current convention.

A) All applications to be sent to the Business office. Copies of all the applications and checks are then sent to the Convention Registrar (**CR**) weekly up until the Friday two weeks prior to the convention. Forms should then be faxed to the **CR** every other day until the Friday before the start of the convention. All remaining forms should be faxed to the hotel in the name of the **CR** or brought to the hotel.

B) All forms are sent to a P. O. Box secured by the **CR**. Copies of all checks and forms will then be sent to the Business Office on a weekly basis until the Friday one week prior to the convention. Forms should then be faxed to the Business Office every other day until the Friday before the start of the convention. All remaining forms should be brought to the hotel.

The **CR** will be responsible for the deposit of all checks and credit cards forms in the manner directed by the Chief Financial Officer. The deposit slips will be included with the reports sent to CFO with a copy retained by the **CR**.

In view of this responsibility the **CR** may be required to become bonded.

March - Saturday prior to start of the Convention
Regardless of which method is chosen, it will be incumbent on the **CR** to enter all of the registration data that appears on the registration forms into the convention database[1]. This includes all pre-paid items or activities such as tours, proceedings or new and renewal memberships that are sent in at the same time. The numbers on the issued banquet and tour tickets will also be recorded as part of the persons registration record.

A postcard detailing the registration information should be sent to the address that appears on the form as conformation.

The badges will be coded in such a way that door monitors and officers can tell at a glance who belongs and who doesn't. Copies of the code will be made available to all officers and monitors.[2]

Updated reports will be faxed weekly to all persons needing the information. This includes but is not limited to the CFO, President, Executive Director and Convention Coordinator.

April - June
The **CR** will select people to assist at the registration desk. It is suggested that there are no more than four (4) people at the desk at one time during peak activity. One to enter data and print badges, one to collect fees, two to give out the pre and onsite registration packets. All should be able to use the computer if needed. One or two people are all that is needed at all other times. A schedule should be made up to assure that there is no confusion as to who is "on duty".

Tickets printed and numbered. By using a medium heavy weight colored paper and a Laser Printer, custom tickets for the convention can be cheaply and easily created using the table function of most word processing programs or one like Corel Draw. Signs printed e.g., Pre- registered, Onsite Registrations, Menus, Tour Meets Here etc.)

May-Convention
Packets (envelopes) containing each registrant's badge and tickets[3] (ribbons if applicable) will be made, put into alphabetical order and hand carried to the convention site. They are to be kept in the **CR's** room when the Registration Desk is closed along with the cash box.

First Week in July
If the **CR** does not have a portable computer and printer, the Business Office will ship the equipment from the to the first week in July. The **CR** will then load all of the current data to that computer and continue to enter all incoming registration forms. This will also allow the **CR** to become familiar with that equipment and to set up the printer as needed.

10 – 14 Days before the Convention
Ship all materials to the convention site that will not be needed until you are onsite.

5 - 7 Days before
Make sure that the materials have arrived at convention site.

Refunds

All refunds are to be made per the policies outlined in the Refund Policy Guidelines.

On Site Registration

Upon arriving at the convention site
The Convention Registrar (**CR**) will need to locate and have moved to the location of the registration desk any boxes that have been shipped ahead (proceedings, supplies etc.). The team that the **CR** has selected to assist at registration the area will then set up the registration area.
Revue registration desk schedule.
Test your equipment.
Give out as many registration packets as you can before the first morning of seminars by scheduling several early registration sessions. Give out Board of Director, Coordinator and Speaker packets as soon as you can.

During the convention
If the registration desk gets too far behind with the data entry and badge printing, issue a distinctive colored temporary pass to be collected by the door monitor or so that the registrant does not miss a seminar.

Every transaction should have a form or receipt
Nothing is to be issued returned, exchanged, refunded or traded without an accompanying form or receipt to trace it. All receipts are to be made in a carbon or carbonless duplicate receipt book and is to be is signed or initialed by the issuer.

Each form should be a different color. For example, the onsite registration form should be a different color from the pre-registration form.

At the close of each day of the convention
The “till” is closed out by using tally sheets[4] and comparing all the receipts and forms against the cash, checks and credit card forms minus the amount of cash for change kept in the till. If the number does not balance you will need to recheck your figures.
After the “till” is closed all proceeds, daily tally sheet and a report printout is then given to the CFO. Keep a copy of the daily tally sheet and the printout in the same binder as the registration forms.

All onsite registration forms should then be put alphabetically into the binder/s containing the pre-registration forms. By using a different color from the pre-registration forms it will be easy to re-separate them if needed.

Refunds
All refunds are to be made per the policies outlined in the Refund Policy Guidelines. There is to be a copy available at the registration desk at all times during the convention.

Closing Out the Convention
At the close of the convention the CFO will be given a print out of the final totals before the **CR** leaves the convention site. A final set of printouts will be sent to all persons needing the information within the week following the convention. All original forms receipts and a copy of the final registration reports will be archived at the business office

Convention Registration Refund Policy

All requests for a refund must be in writing. They should then be given to the CFO on an official refund request form[5] for the issue of a check. A corresponding receipt will be sent or given to the individual where it is practical. **No refunds will be given in cash at any time.** Any situations deserving special consideration will be referred to the Executive Committee for review. This is for full registrations as well as single day attendance.

Refund on Pre-Registration Fees

Full Refund

If a registration is canceled in writing by or before six weeks to the day of the start of the convention

50% Refund

In writing up to 3 weeks to the day prior to the start of the convention.

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On Site Refunds

Banquet Tickets

No refunds. Tickets can be donated back, resold or given away by original ticket holder.

Tours

Refunds same as for registration unless the actual tours are canceled at or prior to the convention.

Proceedings

No refunds or exchanges unless there are printer errors.

Examples of Tickets

AMERICAN FEDERATION OF AVICULTURE, INC. **Tour A $30** **Tuesday August 6th, 1996** Behind the Scenes Tour of the Academy of Science with Dr. Baptista **Lunch not included**	**AMERICAN FEDERATION OF AVICULTURE, INC.** **BANQUET TICKET** **Saturday August 10th, 1996** **No Host Cocktails 7-8pm** **Dinner 8-10:30pm**
American Federation of Aviculture, Inc. **Volunteer Pass** **Saturday, August 8th, 1996** **Time: 8:30 a.m. – 12:30 p.m.**	**American Federation of Aviculture, Inc.** Thursday, August 8th, 1996 **Tour B** **Tuesday August 6th, 1996** Scenic San Francisco with a behind a scenes tour of the San Francisco Zoo's new avian department. Lunch not included

Badge Codes

1112
22nd AFA National Convention,
Concord, CA 1996

NATALIE
FRUMIN
NORTHWEST REGIONAL VP
Watermark Aviary
Edgewood, WA

Fb P5

#'s beginning with 9 exhibitors

CONVENTION BADGES & NUMBERING SYSTEM

#'s beginning with 1 (101, 1101 1205 etc.) Registrants (1112 =112)
#'s beginning with 2 officers and staff
#'s beginning with 4 Club Booths
#'s beginning with 7 Speakers
#'s beginning with 8 volunteers

9108
22nd AFA National Convention, Concord, CA 1996

ROSEMARY ANN CLARK SUNSEED
Blissfield, MI

bB **P1**

804
22nd AFA National Convention,
Concord, CA 1996

WHOEVER
ITIS
AFA DELEGATE
Arizona Seed Crackers
Phoenix, AZ

fsbA P1

Bell Gothic Black BT

Key for Badges
F = Full
w = Wed.
t = Thurs.
f = Friday
s = Sat.
b = Banquet
v = Banquet vegetarian
A =Tour A, B, C etc.
P+# = Proceedings

Tally Sheet Side 1

Cash Totals in									
Number of bills									
Total									

Checks	
Check #	**Amount**

Credit Card Slips	
MC/Visa	**Amount**

American Federation of Aviculture
Refund/Return Credit Request Form

Date_____

Requested Action:

- Refund
- OTC-Return Magazines
- _____ Other

Issue Refund Credit _____ in the amount of $ to the member/advertiser listed

Name _____

Company _____

Address _____

City, State, Zip _____

Phone No _____

Reason for Request

__Return of Magazines _____

__Overpayment_____

__Cancellation of_____

__Return of Merchandise (please list specific merchandise & quantity

__Quantity Item _____

__Other _____

Please complete above information and forward to CFO for required action.
American Federation of Aviculture, Inc.
P.O. Box 91717
Austin, TX 78709phone (512) 585-9800
fax (512) 858-7029

Convention Appendix 2 Duties as a Door Monitor

1. Obtain your volunteers badge from the registration desk. Make sure that you are given the list of badge colors that are being used for the day you are working.
2. Check that the people entering the lecture hall have the correct badge to grant them entry to the lecture hall. If they say they have forgotten it or lost it politely direct them to the registration desk for a duplicate. **No one is to be permitted to enter without a legitimate badge.**
3. Make sure that anyone entering or exiting while the lecture is in progress does so as quietly and as unobtrusively as possible.
4. Assist the lecturer and moderator with the lighting in the lecture hall if necessary.
5. If there is a problem you cannot handle get assistance from one of the AFA board Members.

Convention Appendix 3 Convention Speaker Moderators

1. Read the short biography that is printed in the program about the Speaker/s you are scheduled to introduce.2. Present a professional image in both dress and manner.
3. As soon as possible introduce yourself to the Speaker/s you will be introducing. Ask them how they would like to be introduced.
4. Remind them that **ALL TALKS MUST BE KEPT ON SCHEDULE**. They have 50 minutes to give their talk and 10 minutes for questions. Inform them that you will indicate when 5 and then 2 minutes remain and that you will start to turn up the lights at 30 seconds.

Convention Appendix 4 Speaker Committee Guidelines

The purpose of this policy is to establish guidelines associated with the required tasks that need to be accomplished for requesting, receiving, publishing and scheduling speakers for the American Federation of Aviculture Convention. The suggested timelines are for guidance only.

A member of the Speaker committee will assure that the speaker has already signed the release for publication, or have him do so prior to the introduction.

1. The Call for Papers will be mailed/posted as soon as possible after the meeting location has been chosen. The notice will be submitted to appropriate Internet lists, avian magazines and any other appropriate media.

2. The Speaker Committee will be responsible to set the deadline for papers. The Speaker Chair will make a Yahoo list with all the Committee members and upload the papers for them to review and approve. Selected speakers and abstracts should be submitted to the EC for approval. The EC will notify the speakers committee of their decision.

3. All speaker contracts shall be mailed as soon as each speaker is approved.

4. The Committee Chair will be responsible for making the speaker schedule. Each presentation must be 50 minutes duration for it to qualify for RACE veterinary continuing education units (CEUs). The speaker schedule may be given to the EC for comment and must be given to the CEU Program Administrator 2 months prior to the convention to be submitted to RACE for approval of veterinary CEUs.

5. Once completed, the schedule must be sent to the Watchbird Editor for inclusion in the convention issue of Watchbird.

Convention Appendix 5 Convention Responsibilities

1. Site selection
2. Contract negotiations
3. Form preparation
4. Advertising and Promotion
5. Super 8 prizes
6. Vendor Hall
7. Sponsorships
8. Registrations – prior to convention
9. Off-site tours
10. Publications
11. Audiovisual equipment
12. Banquet orders
13. Coordinate with all convention committees and activities
    a. Speaker Chair
    b. Drawing Chair
    c. Junior workshop
    d. Legislative workshop
    e. Bird show
14. Volunteers
15. Budget for following year

Convention Appendix 5-1 Site Selection

We have been following a pattern: East – West – Central US.

Site selection should begin 3 years before the convention.

The coordinator should present two or three cities to the board for approval as possible sites.

Requirements for a convention city:

1. International Airport
2. A zoo or other avian attraction for an offsite tour
3. A second off site tour option
4. Raffles must be legal in the city/county/state
5. There needs to be bird clubs, breeders and owners within a 6-hour drive
6. Requests for Proposals (RFPs) should be sent to as many hotels as possible including Hilton. Sheraton, Hyatt, Marriott, Starwood and any independent hotels that satisfy our criteria. The hotel websites have their meeting room space on their webpage, check their meeting room space before sending the RFP.
7. Once the preliminary proposals are received, two or three hotels should be chosen for the negotiations.
8. Keep a list of all RFP's sent and keep the proposals received on file.

Convention Appendix 5-2 Convention Hotel – Contract negotiations:

. Convention hotel contracts should be signed at least 2 years before the convention in order to give AFA the best ates and best selection of venues. (AAV should be notified of city and date once the contract is signed)

2. The CFO should receive a copy of the proposed contract for review. The contract should be satisfactory for both he CFO and the Convention chair before executing. The CFO receives a copy of the executed contract.

3. Verify that we will not have to use union workers in the vendor hall.

4. Our meeting space requirements are:
   a. Vendor Hall – 8000 sq feet with pre-function area. The hall itself has to be at least 6,500 square feet.
   b. 1 meeting room of about 3000 sq feet on Wednesday, 2 rooms on Thursday and Friday and 3 rooms on Saturday
   c. smaller room on Thursday and Friday (at least 1500 sq feet)
   d. All rooms need to be on 24-hour hold
   e. storage room from Saturday before until Sunday after the convention
   f. Banquet room for 250 in rounds of 10 for Saturday night
   g. Board room on Tuesday and Sunday

5. Our sleeping room requirements are: 450 total with 100 on peak (Thursday, Friday and Saturday), Saturday before – 2; Sunday – 5; Monday-10; Tuesday-50; Wednesday-75; Thursday-100; Friday-100; Saturday-100; Sunday-8. 75% doubles and 25% kings. We need at least 2 handicapped accessible rooms in our block (with roll in showers if possible)

6. Concessions that AFA requires/requests. The goal is to receive all of these concessions.
   a. Free room rental
   b. 80% Attrition for room nights and food and beverage
   c. 1 free room night for each 40 actualized
   d. free parking & airport shuttle
   e. free wireless in guest rooms
   f. Presidential suite for the duration of the convention Saturday before to Monday after. One bedroom is sufficient. If 2nd bedroom is available ask for that at the convention rate. Comp'd or convention rate
   g. 2 other suites for the same duration as the presidential suite. These go to the convention chair and the CFO. Comp'd or convention rate
   h. Free draped tables for vendors and bird show
   i. 8-10 upgrades to concierge and/or executive level at convention rate (for the board)
   j. 8 staff rooms for 20% off of convention rate (These should be assigned to anyone that is having their room paid by AFA, extra rooms should be offered to Board members and then to volunteers).
   k. Lavalier mics in each speaker room comp'd or discount on overall a/v
   l. Food and Beverage guarantee should not be more than $12,500
   m. Rebate of $5-$10 per room night if that is available at the hotel

We don't always get every one of these concessions, but we usually do. The location and the arrangement of meeting rooms are very important and sometimes require giving up one of the concessions.

7. Hotels often add service charges when dealing with 3rd parties. Decorators, tour buses and other outside vendors should be contracted directly by AFA

9. If Hotel award points are being offered, they should be credited to the AFA. They can be used for board meetings
10. All Banquet charges with the hotel have a service charges added in. Everything will cost roughly 30% more than the price listed once these are added on.

11. Convention banquet orders are given before the convention. Check them very carefully for errors or misunderstandings. Make sure that all banquet orders are correct when signing.

12. Keep all correspondence with hotel. If a telephone discussion deals with changes or information not in writing, send a confirming email. If there are changes to room space it must have a contract addendum. When the convention starts you can only rely on what is being offered in the contract.

Convention Appendix 5-3 Form preparation

1. The board chooses the theme and the bird for the convention at least one year before the convention
2. The following forms need to be on file and available for the convention coordinator a year before the convention:
    a. Call for papers (prepared by Speaker chair)
    b. Complimentary registration form
    c. Registration form
    d. Payment plan form – if that is being offered
    e. Sponsor opportunities
    f. Vendor prices and information
    g. Vendor registration form

Any of these may be done by the person in charge of the event. It is the convention person's responsibility to have them on hand.

All signs and forms should be proofed by the publications committee

Convention Appendix 5-4 Advertising and Promotion and Signage (samples attached)

1. Full page color "save the date" style ad/flyer with convention information
2. Full page color flyer that will reproduce in black & white as a handout
3. Half page ad that can be used for a large postcard
4. Each Super 8 should be done as individual ads to post for promotion
5. Local affiliated clubs, bird stores and avian vets should be given flyers and post cards to hand out
6. The local newspaper should have a classified ad for 2 weeks before the convention
7. All avian publications should have information on the convention as early as possible
8. Other ads to be prepared later as information is available:
    a. Wednesday night information
    b. Offsite tour information
    c. Legislative workshop
    d. Junior avian workshop
    e. Bird show flyer
9. Just before the convention
    a. Coffee break sponsor sign/flyer
    b. Sponsor thank – you list
    c. Schedule to post outside of the speaker rooms
    d. Reserved signs for banquet tables (check with registrar for additional reserved tables paid at convention)

10. The board has approved up to 25 registrations to be used as promotions. These do not include banquet or any other hard cost items.

All ads and flyers should be proofed by the publications committee.

Convention Appendix 5-5 Super 8 Drawing

Procure 8 items for the super 8 raffle. Each item should have a value of $500 or more.

Convention Appendix 5-6 Vendor Hall

1. Vendor newsletters should be sent to as many potential vendors as possible starting after the previous convention
2. Send out vendor prices and registrations
3. Commercial vendors receive two registrations with banquet tickets for each booth
4. Affiliated organizations can have a table top booth for $100 which includes only 1 table and 2 chairs. No registration is included.
5. Affiliates that provide an approved speaker can receive their table at no charge
6. Send vendor information packets – including shipping information for their booth supplies
7. Draw vendor hall set up, get approval from the hotel
8. Make table signs for the vendors and place on tables
9. At the convention the vendor hall needs to be emptied and locked at the appropriate time

Convention Appendix 5-7 Sponsorships

Develop and sell sponsorships for the convention.

Examples:

a. Program sponsors $75 or more
b. Coffee break sponsors - $350
c. Daily Sponsor or tour bus sponsor - $500
d. Registration bag sponsor - $850
e. Publication's sponsor
f. President's gala or banquet sponsor - $2500

Previous year sponsors should be given right of first refusal the following year.

Convention Appendix 5-8 Registrations (pre-convention)

1. Website should include as much information as available
2. Registration should be available to the public by late November (this allows time for changes that may need to be made after the budget meeting)
3. Provide reports to CFO and to Registrar when needed – they should have access to the registration site too.
4. Answer registration questions and manually register people if needed.
5. Solicit bag stuffers
6. Order bags with AFA and sponsor logo
7. Arrange to have volunteers stuff bags and deliver to registration by Tuesday evening

Convention Appendix 5-9 Off site tours

1. Negotiate a group rate with the site (s)
2. Negotiate a price for lunch for attendees. If the site doesn't have food facilities, provide a boxed lunch.
3. Contract a tour bus or two if needed
4. Assign a person to collect tickets and to make sure that no one is left behind at the hotel or the tour site.
5. The primary tour is Wednesday afternoon, a second tour can be done on Sunday afternoon
6. There are no complimentary off-site tours as they do incur hard costs for AFA.

Convention Appendix 5-10 Publications

1. Sell advertisement for the program and proceedings, collect the money for the ads
2. Collect ads from vendors and sponsors that receive free ads
3. Advertising flyers for the convention from appendix 5-4 should be provided to publications
4. Provide a hotel map
5. Things to do in the convention city (at least 25 things)
6. List of vendors with contact information

7. List of sponsors

Convention Appendix 5-11 Audio Visual Equipment

Each meeting room requires a laptop, projector, screen, podium, podium microphone and wireless microphone every day.

AFA owns some of this equipment, some of this equipment is borrowed every year and the rest of it is rented through the audio visual department of the hotel.

A person must be assigned in each room to remove and store the AFA equipment and borrowed equipment at the end of each day.

Convention Appendix 5-12 Banquet orders

1. Banquet menu
2. Wednesday night refreshments
3. Breaks – coffee and snacks
4. Cash Bars do not count toward food and beverage minimums

Convention Appendix 5-13 Coordinate with other committee chairs

1. Speaker chair – schedule rooms with hotel according to speaker schedule
2. Drawing chair – number of tables needed and any special requirements
3. Junior workshop – a/v equipment, any special requirements
4. Legislative workshop – room set up and any special requirements
5. Bird show – number of tables any special requirements
6. Registrar – any special requirements
7. Specialty Director – Affiliate meeting rooms schedule

Convention Appendix 5-14 Volunteers

1. We need 6-12 volunteers
    a. Willing to stay for the entire convention
    b. Pay their own travel, food and lodging
    c. Can attend the talks but should be available to help at all times

2. Door monitors report to the Speaker Chair
3. Raffle volunteers report to the raffle chair
4. Other volunteers report to the convention chair
5. All volunteers are available for any area as needed
6. Volunteers receive free registration, but not a free banquet ticket. They must pay for all hard costs, food, tours, t-shirts, etc.

Convention Appendix 5-15 Budget

Provide the CFO with a budget for the following year when asked.

TIMELINE:

3 years ahead – start site selection
2 years ahead – hotel contract
12 months ahead – theme, bird, forms

1 months ahead – super 8 (should be ready for post-convention Watchbird); Contact vendors and offsite tour acilities
) months ahead – budget, open registration
3 months ahead – start promotions and advertising, sell advertising for program
3 months ahead – publications deadline
2 months ahead (after early bird deadline) – finalize tour details; Volunteer registration
month ahead – Banquet orders for hotel, draw vendor hall, signs, Send out vendor packet information to confirmed vendors. Collect any outstanding monies.

Convention Appendix 6 Protocol or Who Gets What

BOD Members

- Allowed to register for the convention and attend the lectures without paying **IF** they have attended 2 of the 3 BOD meetings prior to the convention. The convention **DOES NOT** count.
- They must purchase anything that actually costs AFA money. Banquet ticket, proceedings, off site tour, etc.

Speakers

- Free Banquet ticket
- Copy of the Proceedings **ONLY** if their paper is included in the publication

Volunteers

- Work half day attend lectures half day

Vendors

- Free banquet ticket
- One person can attend lectures
- 10% discount if they attended the previous convention

Sponsors

- Each case depends on the sponsorship and is spelled out on the form.

Affiliates

- A space to hold a meeting during the convention. Meetings are held either Thursday or Friday night.
- The opportunity to rent one or multiple booths at a discounted rate.
- A free booth **IF** they sponsor a speaker.
- They do **NOT** get a banquet ticket.
- They are **NOT** entitled to admission to the lectures.

Elections

Elections Appendix 1 Election Ballots

When a call for candidates is mailed out the format guideline for preparing a biography will be included in the packet (See attachment C). Candidate biographies will be prepared in a standard format insuring information presented to voters is in a uniform and professional manner. Biographies are limited to 500 words, (approximately a page). Biographies may be re-formatted so they are the same format, or if changes are required, returned to the candidate for changes. Negative campaigning or personal attacks will not be accepted. Due to critical timelines, if a candidate misses the deadline for submission of his or her biography, the package of eligible candidates will be sent to the voters without the biography included. Biographies may not be changed after submission except to correct an error.

If any race is uncontested, the candidate will be confirmed in that position and there will be no ballot for that position.

The AFA Office will send electronic ballots, and paper ballots to those who prefer to have paper rather than electronic. Only specialty delegates will vote for the Specialty Director. The regional delegates will only vote for the candidates in their region. All voting delegates must have a current AFA membership.

The electronic voting ballot will contain candidates' names and biographies.

The paper ballot will contain election information and a ballot envelope (Business envelope) going to the eligible voters.

1. The ballot.
2. The candidates' biographies.
3. A standard letter size envelope marked BALLOT.
4. A stamped self-addressed return envelope. It will be addressed to the Nominations and Elections committee Chair. In the "Return Address" portion of the envelope it should be clearly marked
   a) signature of eligible voter and position held
   b) print eligible voter's name and address

Electronic ballets are validated by the software voting program.

Upon return of completed paper ballots, the Nominations and Elections Committee Chairperson will hold the envelopes, unopened, until the date and time as specified by the by-laws, for validation.

Validation process will consist of the gathering of the Nominations and Elections Committee Chairperson, at least three additional American Federation of Aviculture members in good standing on the date specified in the by-laws at a place to be determined by the Nominations and Elections Committee Chairperson.

The chairperson will stack all unopened envelopes to be validated, opened and counted. The envelopes will be validated by checking the printed name and position against the voter eligibility list supplied by the AFA business office. Once it has been determined the voter is eligible the outer envelope will be opened and the inner envelope removed. The inner envelope, containing the ballot will be placed in another stack. Once the process of validation is complete, the outer envelopes will be placed in a paper grocery bag and mixed up to preclude any evidence or order outer envelopes were opened in.

Once this has been accomplished, the inner envelopes will be opened and the ballot unfolded (If required) and stacked, the inner envelopes will then be placed in another paper bag and mixed up as the outer envelopes were before.

The chairperson and the three AFA members may then set about the task of counting the votes. After the votes are counted, the paper ballot vote count will be merged with the electronic ballot vote count for a total vote count.

The results will be presented to the President (or First Vice President if the President in indisposed) by the Nominations and Elections Committee Chairperson. The President will release the results of the election. Under no circumstances are any of the individuals on the Nominations and Elections Committee or those otherwise involved with the receiving, validation or counting of the ballots to divulge ANY information about the election, process, count of the votes or any other detail. This announcement will be made by the President or the First Vice President.

Election Appendix 2 Nomination Form

I Nominate _____

Address _____

_____ _____ _____
phone fax e-mail address

For the Position of _____

_____

Delegate Names Signatures Date

_____

_____

_____

_____

_____

Conservation/Research

PROC 1982-08-04B Each research grant recipient is to submit an annual report along with a summary of their activities that could be published in the Watchbird.

POLICY 1989-02-28 AFA logo bands are to be used for all AFA sponsored breeding programs.

POLICY 1990-08-08 Donations to the AFA Research or Conservation funds can be earmarked for specific pre-approved projects which are advertised by the Committees as in need of on-going fund raising, above and beyond that provided by AFA. These earmarked donations may be given in addition to grant funds provided by AFA. Specifically earmarked will be accepted only for approved projects. Accepted funds will be awarded on a quarterly basis following Board approval.

POLICY 1993-02-06 CRITERIA FOR SMALL GRANTS IN CONSERVATION:

1) Species should require some conservation action, or
2) Study will develop techniques useful in bird conservation overall.
3) If either 1 or 2 has been met, then the project must also meet 3 or 4:
4) Species should be maintained in captivity, or
5) Study will provide information useful in breeding related species that are held in captivity.

POLICY 1993-05-15 AFA Research Grants will not be used to cover overhead expenses.

POLICY STATEMENT 1995–11-11: Although one of the implied considerations of AFA's mission is to encourage Captive Propagation of taxonomically pure species (defined as distinct geographical populations), we also recognize circumstances exist that may justify hybrid production. In these situations, AFA strongly emphasizes the importance of a permanent and acceptable marking system to identify hybrid birds in order to prevent their inadvertent entry into taxonomically pure gene pools. AFA further recognizes incidents of hybridization may increase due to severe importation restrictions imposed by the WBCA.

Financial

POLICY 1983-08-18A No officer or member of AFA will sign any contract without that contract being submitted to the Board for approval. The vote or abstention of every member of the Executive Board will be recorded and dated. This record shall then be printed in the Committee reports.

POLICY 1988-08-03 The Executive Committee be authorized to establish such accounts in the name of the AFA as they deem appropriate and adopt such resolutions as are required for the opening of those accounts.

POLICY 1988-06 AFA Financial Policies

Expenditures

- **Expenditures over the total annual budgeted amount will not be reimbursed unless a prior budget amendment is approved by the Board of Directors.**
- Prior written approval for all expenditures over $250.00 is required. Approval must be given by a member of the Executive Committee, and the CFO to ensure funding is available. This limitation does not apply to the "usual" Business Office and Magazine expenditures.
- Billings for expenditures must be submitted to the Business Office or the CFO no later than 30-days following the period to which the expenditures relate unless good cause can be shown.
- *Expense Reports & Reimbursement Requests*
- Expense reports received more than 60-days after the period to which the expense relates will not be reimbursed without the approval of the CFO and the President.
- All requests for reimbursement must include original receipts for expenses and an explanation of the reason for the expenditure. If the expense does not have a valid Business purpose, it will not be reimbursed.

POLICY 1989-11-04 AFA CFO be authorized to pay bills submitted that are above projected yearly amount, but not to exceed the bottom line budget.

POLICY 1992-05-17 AFA will not make any cash advances.

POLICY 1996-05-19 A: Create an Advisory Council to the Board of Directors consisting primarily of high-profile individuals, business leaders, and philanthropists, whose primary function will be endowment funds and advising the Board of Directors regarding long-term planning

POLICY 1996-05-19 B Ten percent (10%) of cash donations funds will be put into the endowment fund unless earmarked to a specific fund**.**

POLICY 1997-02A Financial

1) CFO will provide for Board Review, at each quarterly board meeting, or as needed, the Quarterly Financial Report (including budgeted amounts and year-to-date amounts);:

2) CFO will provide for Board review at the Board or Board member's request:

1. All bank statements for the quarter;
2. A list of all checks disbursed during the quarter (to whom, for what, amount, date).
3. Copies or originals of all AFA business matters, invoices, receipts, checks, charge card data, bank statements, etc. will be stored at the AFA Business Office, and will be made available for viewing to any voting Member of the Board who requests them.

3)The AFA will purchase on an annual basis Directors and Officers insurance for the Members of the Board of Directors. Copies of this document will be made available to the Board as needed and to the President on an annual basis.

4**)**The AFA will require a bond for any employee where it is deemed to be necessary.

POLICY 1998-11-14A The annual financial statement will be printed in the Watchbird.

Policy 2008-8-3 Financial authority to deposit funds.
The CFO shall have the authority to deposit funds of the American Federation of Aviculture in such FDIC insured institutions as the CFO shall deem advisable, but no more than $100,000 shall be on deposit in any institution at any given time. The CFO shall have the discretion to allocate funds between interest bearing accounts and fee-paying accounts as the CFO shall determine is in the best financial interest of the American Federation of Aviculture.

Financial Appendix 1 Policy to Describe the Process for Obligating the American Federation of Aviculture to Binding (verbal/written) Contracts

Under “NO” circumstances will any individual member of the Board of Directors be authorized to obligate The American Federation of Aviculture (AFA) for the expenditure of any funds or commitments without the prior permission of the Board of Directors.

1. When a requirement exists to fill contractor positions within the AFA the Executive Committee (hereafter known as EC) will develop a Request for Proposal (RFP) and have it disseminated within the applicable community.

2. The RFP will be a standard RFP describing the job/task/services to be contracted along with a timeline for submittal.

3. The EC will review the submitted RFPs. A recommendation will be provided to the Elected Board of Directors (hereafter known as EBOD) with specifics of the contractor’s proposal.

4. Upon consensus of the EBOD, a member of the EC will execute a normal business written contract with the selected contractor. The contract will include at a minimum the following;

a. A firm begin date
b. A firm completion date
c. Description of job requirements
d. Normal termination for cause clause
e. Remuneration
f. All special instructions required to perform the job properly.

1. Once the contract has been executed, the original will be maintained at the AFA Business Office.

2. The AFA EBOD will be notified of the completed actions.

3. In the event of an emergency, the EC, through a unanimous vote, may execute an interim contract not to exceed six months in duration. All actions in steps 1 – 7 will be completed as soon as possible after the execution of the interim contract. Upon completion of actions, contract length may be extended.

Financial Appendix 2 Policy for AFA Store Merchandise

Officers, Regional Directors, State coordinators and Delegates who wish to obtain AFA store merchandise for sale at Bird Marts, Shows, etc. may do so under the following guidelines. Orders must be placed two or three weeks in advance of the event.

1. You may order AFA store merchandise on consignment. This will be a standard store order consisting of a variety of store merchandise for sale. Depending on availability of merchandise the total retail value will be between $500.00 and $600.00. Final selection of merchandise will be at the discretion of the AFA store. Total cost of merchandise at suggested retail will be the responsibility of the consignee and must be guaranteed by a credit card (Master card/Visa/American Express) of the consignee. AFA store will pay regular ground shipping to deliver the merchandise to you, it is the consignee's responsibility to pay shipping for the return of the AFA store merchandise to the office. Merchandise will be shipped 2-3 weeks prior to the event and must be returned to the AFA office within 7 days after the event along with all monies collected from sales. Merchandise will be returned in original salable condition (like new). Any shopworn merchandise will be charged to the consignee. A reconciliation will be performed and any merchandise not accounted for is the responsibility of the consignee and will be charged to their credit card. If merchandise is not returned to the AFA office in the stated time, the consignee's credit card will be charged for the full value of merchandise on consignment.

OR

2. You may order store merchandise totaling $400.00 or more at suggested retail prices and receive a 20% discount on the order. This discount id provided to assist in offsetting the personal expenses incurred in selling AFA store merchandise. Merchandise must be paid for before shipment by check or credit card. AFA store will pay regular ground shipping to deliver the merchandise to you. Any merchandise so ordered will become your property and there will be no refunds or exchanges from AFA store inventory except in the case of defective merchandise. Please examine your order immediately on receipt so that any defective merchandise can be identified and replaced immediately. No claims for defective merchandise after 30 days,

OR

3. You may order any quantity of merchandise at suggested retail with payment in full at the time of the order. Normal shipping and handling fees will apply. All sales are final.

No other terms of conditions for AFA store merchandise are available.

Abuse of these policies will jeopardize your ability to participate in these programs,

Financial Appendix 3 Receipt for Property Belonging to AFA

I, _____, acknowledge receipt of the following personal property belonging to the American Federation of Aviculture (AFA):

_____ _____

_____ _____

_____ _____

I acknowledge that this property is owned by AFA and is only being used by me, with its permission. I agree to use this property only for AFA-related business, courses or presentations and that I will return the property on or before _____, or upon demand by AFA or its designated representative.

I agree to reimburse AFA for any loss, damage or destruction of the property during my period of possession and use. I will take great care and caution in the transport, handling and use of the property and I agree to read any and all operation manuals or instructions delivered with such property and I agree to adhere to all instructions and provisions contained therein.

In the event I fail to return the property to AFA as set forth above, or if the property is lost, stolen, damaged or destroyed while I have possession of it and I fail to make immediately monetary reimbursement to AFA for such loss, damage or destruction, then I agree and acknowledge that legal action can be filed against me for all costs associated with such loss, damage or destruction. In the event such legal action is taken by AFA, I further agree and acknowledge that such action shall be filed in a court of appropriate jurisdiction in Placer County, California and that the laws of the State of California shall apply to the interpretation and adjudication of both this agreement and the underlying legal claim. I further agree that, in addition to monetary damages, the prevailing party in any such litigation shall be entitled to recover its costs and attorney's fees as expended in the pursuit and prosecution of any such legal claim.

I have read and understand the foregoing and voluntarily agree to the terms and conditions as set forth above.

Dated: _____

_____
Signature

_____

_____

_____
Address and Phone

Legislative

Policy number 2006-08-01 - Policy and Procedure on Legislative and Regulatory issues. (Legislative Appendices 1 and 2).

AFA Regulatory & Legislative Policy

AFA will use its position in the avian community to monitor and report on State and Federal avian legislative and regulatory issues.

The Board of Directors will appoint a Legislative Vice President, who will develop a Legislative Committee and appoint members in accordance with the AFA Bylaws, to oversee avian legislative and regulatory issues.

AFA, as an avian educational organization, will educate its members, and to the extent possible, members of the public, with regard to State and Federal avian legislative issues that may affect the avicultural community.

AFA may develop official positions, publish public policy statements and communicate its views on avian legislative/regulatory matters, when appropriate, with legislators and regulators. The following guidelines may be used in determining the official position of AFA with regard to proposed legislative and regulatory issues:

1. Federal avian legislative and/or regulative issues.
2. State legislation/regulation that may set a precedent in the avicultural community.
3. State legislation/regulation that is determined to be detrimental to avian welfare.
4. State legislation/regulation that benefits its members and/or the avicultural community. State legislation/regulation that may be significant or detrimental to the members of AFA and/or the avian community, as defined by the Legislative Committee and/or the AFA Board of Directors,
5. State legislation/regulation that is redundant, vague, overbroad, unnecessarily burdensome or poorly written.
6. State legislation/regulation that may be economically detrimental to avian industry.
7. State legislation/regulation that imposes liability and/or is economically detrimental to events sponsored by bird clubs or other avian non-profit educational organizations.
8. State legislative/regulation that imposes husbandry standards for birds without the proper scientific, ornithological, or avicultural background to substantiate such regulation.
9. State legislation/regulation that forces the disclosure of confidential and/or proprietary information to the public such as vendor addresses, phone numbers or other personal data.
10. Other legislation/regulatory issues as agreed by the AFA Legislative Committee and/or the AFA Board of Directors.

AFA Avian Legislative/Regulatory Issues Policy & Procedures

1. The AFA Legislative Vice President will monitor avian legislative and regulatory issues in accordance with the AFA Legislative/Regulatory Procedure, and report updates to the AFA Webmaster and the Publication Committee.
2. AFA Representatives and members may also bring avian legislative and regulatory issues to the attention of the AFA Legislative Vice President for review and possible recommendations.
3. AFA members should contact their AFA Representative (i.e., AFA Delegate, State Coordinator or Regional Director) with legislative and/or regulatory concerns. The appropriate AFA representative will then present them to the AFA Legislative Vice President.
4. AFA Representatives may seek advice and work directly with the AFA Legislative Vice President on avian legislative and regulatory issues.
5. The AFA Legislative Vice President will present avian legislative and regulatory issues to the AFA Legislative Committee for review and possible recommendations.
6. The AFA Legislative Vice President will forward Legislative Committee recommendations to the Publications Committee for review and approval as to form and content, if appropriate.
7. Upon approval by the Publications Committee, the legislative and/or regulatory issue, along with recommendations by the Legislative Committee will be presented to the AFA President and Board of Directors.
8. Upon approval by the AFA President and Board of Directors, the AFA Legislative Vice President will take action as recommended by the Legislative Committee and Board of Directors.
9. The Legislative Vice President will amend, update and report to the Legislative Committee, AFA President and Board of Directors, webmaster, Publications Committee, AFA Representatives and, if appropriate, AFA members, on avian legislative and regulatory matters including direct actions undertaken by the AFA Legislative Vice President in accordance with AFA Procedure.
10. The Legislative Vice President will work with and advise Regional Directors, State Coordinators and AFA Delegates on avian legislative and regulatory matters in accordance with AFA Procedure.
11. The Legislative Vice President will act on AFA's behalf only with the express written consent of the AFA Legislative Committee and AFA Board of Directors.
12. The Legislative Vice President will not attend meetings or hearings without the express written consent of the AFA Legislative Committee and Board of Directors.

Position Statement of the AFA

Concerning Avian Legislative/Regulatory Issues:

AFA FINDS that its primary responsibility is to any avian issues that significantly affects its membership or their pursuit of aviculture.

AFA SUPPORTS avian education, welfare, legislation and regulation that benefit its members.

AFA OPPOSES legislation or regulation that may be detrimental to avian welfare.

AFA OPPOSES State and Federal legislation/regulation that set a precedent and may be detrimental to the keeping and breeding of birds.

AFA OPPOSES avian legislation/regulation that is redundant, vague, overbroad, unnecessarily burdensome or poorly written.

AFA OPPOSES legislation/regulation that may be economically detrimental to the avian industry.

AFA OPPOSES the imposition of unreasonable liability and/or economically detrimental legislation/regulation on avicultural events including, but not limited to, bird shows, seminars, conferences and marts sponsored by bird clubs or other avian educational non-profit organizations.

AFA Recognizes that there are more than 9,000 species of birds and that it would be scientifically impossible to create and impose husbandry standards on a broad basis that would encompass the safe keeping for all species.

AFA OPPOSES the legislative/regulatory imposition of non-scientifically proven husbandry standards for birds.

AFA FINDS that avian purchase sources by a wholesale or a retail establishment is confidential and proprietary in nature. Combine with next statement as follows:

AFA OPPOSES, for security reasons, the public dissemination of addresses, phone numbers, or breeder/purchase sources for birds.