

PROCEDURAL GUIDELINES ON ROLES AND RESPONSIBILITIES

of the

Capital Area Veterinary Medical Association

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Austin, Texas

Contents

CLASSES OF MEMBERSHIP	4
POLICY ON ATTENDANCE OF CE MEMBERSHIP MEETINGS BY NON-MEMBERS	5
FINANCIAL POLICIES	6
FIDUCIARY RESPONSIBILITY	6
INVESTMENTS, GIFTS, DONATIONS AND SPONSORSHIPS	6
FINANCIAL RESERVE	7
REIMBURSEMENT POLICY	8
DUES.....	8
WEBSITE	9
AD GUIDELINES:	10
CONTINUITY, COMMUNICATION AND ACCESS.....	10
MEMBERSHIP REGISTRATION AND DUES COLLECTION	11
RECORDS RETENTION AND DESTRUCTION	12
CAVMA COMMITTEES	14
SPECIAL COMMITTEES	14
STANDING COMMITTEES	15
NOMINATING COMMITTEE.....	15
CONTINUING EDUCATION COMMITTEE	16
MEMBERSHIP COMMITTEE.....	16
FINANCIAL COMMITTEE.....	16
BOARD OF DIRECTORS ELECTION TIMELINE	17
SPECIAL ELECTION PROCEDURES IN EVENT OF BOD VACANCIES	18
BOARD MEMBER CONTINUING EDUCATION MEETING RECOMMENDED RESPONSIBILITIES	19
RECOMMENDED TIMELINE OF SPECIFIC DUTIES OF BOARD OF DIRECTORS.....	20
THE DUTIES OF THE PRESIDENT	20
THE DUTIES OF THE VICE-PRESIDENT	21
THE DUTIES OF THE SECRETARY.....	22
THE DUTIES OF THE TREASURER.....	23
THE DUTIES OF THE IMMEDIATE PAST PRESIDENT.....	24
AMENDMENT OF THE POLICIES AND PROCEDURES MANUAL	24
CAVMA APPENDIX A.....	25
CAVMA APPENDIX B.....	25
CAVMA REIMBURSEMENT REQUEST FORM	26
SUGGESTED CAVMA ANNUAL BUDGET REVIEW FORM.....	27

REQUIRED NON-PROFIT DOCUMENTATION AND TAX REPORTING TIMELINE 28
POSITIONS TO BE APPOINTED WITHIN THE CAVMA..... 30
CAVMA ANNUAL REVIEW ITEMS 31

PROCEDURAL GUIDELINES ON ROLES AND RESPONSIBILITIES

CLASSES OF MEMBERSHIP

Reference: CAVMA Bylaws, Article V.

Section 2. Classes of Membership

1. Veterinary Membership.
 - a. This membership is reserved for veterinarians who meet the qualifications for membership as specified in Article V, Section 1 of the Bylaws. Veterinary members who have paid their full membership dues have voting privileges. Veterinary members that have completed one year of membership may run for and serve in office.
 - b. Recent Graduate Veterinary Membership.

This category of veterinary membership has full veterinary membership privileges with dues waived for the calendar year of their year of graduation from a college of veterinary medicine.

2. Affiliate Membership.
 - a. Available to Veterinary Paraprofessionals.
Defined as current veterinary hospital employees including licensed and unlicensed veterinary technicians, assistants and office managers and currently enrolled students in a college of veterinary medicine.
 - b. Available to Veterinary Allied-Industry Individuals.
Defined as those parties interested in the advancement of the veterinary medical profession.
 - Those in education or teaching in veterinary fields.
 - Those in government or industry in veterinary fields.

Affiliate members are eligible for CE credit for attended meetings, but cannot vote, run or serve in office.

Applicants for Affiliate membership must be sponsored by a current CAVMA Veterinary member in good standing.

POLICY ON ATTENDANCE OF CE MEMBERSHIP MEETINGS BY NON-MEMBERS

Non-Members may be allowed to attend CAVMA continuing education meetings as a guest if they meet the following criteria:

1. With the exception of Veterinarians, a guest must be sponsored by a current CAVMA Veterinary member in good standing.
2. Sponsoring current member must be present to sign the guest into the meeting.
3. Guest must be one of the following:
 - a. veterinarian
 - b. current veterinary student at a college of veterinary medicine
 - c. current student intern at a member veterinary clinic
 - d. member of an allied veterinary industry
 - e. a current veterinary-related industry employee
4. Guests are allowed to attend a single regular CE meeting of the CAVMA membership free of charge within one calendar year
5. Guests who wish to attend a subsequent regular CE meeting of the CAVMA membership within one calendar year must pay a single meeting fee, no less than \$15 per meeting
6. This single-meeting fee amount is determined by and may be adjusted by the CAVMA board
7. Guests are eligible to receive CE credit
8. Guests do not receive any other member benefit privileges and may not participate in the Annual meeting of the membership
9. Guests may only attend regular CE meetings where seating/catering capacity has not been met by current CAMVA members
10. Guests are not eligible to attend CE meetings of the CAVMA membership that require current members to RSVP that they will attend
11. In the event of a CAVMA Hosted Symposium in which non-members are eligible to attend, pricing and attendance availability for both members and non-members will be determined by the BOD.

FINANCIAL POLICIES

FIDUCIARY RESPONSIBILITY

The Treasurer shall deposit all monies of the Association in a Travis County Bank that is affiliated with the FDIC, where both the Treasurer and the President shall sign a signature card.

Both the Treasurer and the President should have online access to the CAVMA bank account.

Debit cards linked to the Association Bank account may be issued to the President and Treasurer.

Limited Debit cards can also be issued to the Vice-President and Secretary at the discretion of the Board.

The Treasurer shall maintain sufficient funds in the checking account to cover all operating expenses. The balance of the funds should be held in a linked savings account without overdraft protection.

INVESTMENTS, GIFTS, DONATIONS AND SPONSORSHIPS

Investments:

The Treasurer does not have authority to invest funds on behalf of the Association without direction from the BOD.

Gifts and Donations:

Gifts or favors (beyond insubstantial) are not allowed to any CAVMA Board Members.

Reference: CAVMA Bylaws, Article V. Section 3. Conflict-of-Interest Policy

Acceptance of Gifts or Donations:

Policy:

The CAVMA as an organization may accept unrestricted gifts or donations, and gifts or donations for specific programs and purposes, provided that such gifts or donations are not inconsistent with its mission, purposes and priorities as stated in the CAVMA Bylaws and Articles of Incorporation. The Board shall make all final decisions on the restrictive nature of a gift or donation, and its acceptance or refusal.

Procedures:

The following Types of Gifts and Donations are welcomed:

a. Cash

Cash is acceptable in any US Currency. Checks shall be made payable to the CAVMA.

b. Tangible Personal Property

All gifts or donations of tangible personal property should be examined in light of the following criteria:

- i. Does the property fulfill the mission of CAVMA?
- ii. Is the property functional?
- iii. Are there any undue restrictions on the use, display, or sale of the property?
- iv. Are there any carrying costs for the property?

c. Publicly Traded Securities

Stocks, bonds and CD's may be accepted at the discretion of the Board, with the understanding that all such gifts or donations should be liquidated as soon as financially feasible.

Acknowledgement of gifts or donations made to CAVMA should be done by the CAVMA Treasurer.

Arrangement for compliance with the current IRS requirements in acknowledgement of such gifts or donations falls within the duties of the CAVMA Treasurer.

The CAVMA Treasurer duties include arrangement for preparation and filing IRS Form 8282 upon the sale or disposition of any asset sold within three years of receipt by CAVMA where the charitable deduction value of the item was \$5,000 or greater. CAVMA should file this form within 125 days of the date of sale or disposition of the asset. See Appendix A.

Sponsorship of Monthly Continuing Education Meetings:

Policy:

The CAVMA as an organization may accept unrestricted sponsorship of monthly CE meetings, provided that the individual or company offering sponsorship is not inconsistent with the mission, purposes and priorities as stated in the CAVMA Bylaws and Articles of Incorporation. The Board shall make all final decisions on the appropriateness of an offer of sponsorship, and its acceptance or refusal.

FINANCIAL RESERVE

Policy

It is the goal of the CAVMA to have and maintain a financial reserve amount of at least 6 months of the annual operating budget. These financial reserve funds may be used during times of unanticipated emergencies until the emergency situation can be fully assessed and a longer-term strategy can be developed.

Procedures

The Treasurer or Finance Committee should establish a financial reserve amount to be maintained within the association savings account. This amount should be enough to cover 6 months of the annual operating budget.

This financial reserve amount should be reviewed annually at the annual BOD budget meeting.

Expectation of Replenishment:

A plan for replacement of any funds withdrawn from the financial reserve amount should be discussed by the next meeting of the BOD and in place within two (2) months of the withdrawal.

Any funds removed from the financial reserve amount should be replenished within 12 months of that withdrawal.

REIMBURSEMENT POLICY

Policy:

Any expenses that have been pre-approved by the majority of the Board of Directors and were incurred on behalf of CAVMA by any CAVMA member may be reimbursed by the Treasurer.

Procedures:

1. Receipts either in electronic or hard-copy form should be submitted accompanied by the reimbursement form in Appendix A within 60 days of purchase.
2. Reimbursement by the Treasurer may be by check or electronically and should be made within 30 days of receipt of a complete reimbursement request.
3. Any expenses not already covered in the budget greater than \$100 should have prior authorization by the majority of the BOD before being reimbursed by the Treasurer.
4. Authorization can be done electronically by email or text, so authorization does not require a physical meeting of the BOD.

DUES

Policy:

Dues increases and decreases are determined by the CAVMA Board.

Procedures:

1. The CAVMA Annual Dues amount are a minimum of \$35 per year unless changed by the BOD as described below.
2. The CAVMA Annual Dues amount should be reviewed by the Board by the October Budgeting Board meeting of the current year for the next calendar year.
3. Dues amount for the next year should be set by the December regular meeting after the review has been done in light of the new budget.
4. Any changes to the annual dues amount should be based on projected operating expenses in the proposed budget when presented to the Board. The change in annual dues must be approved by the majority of the Board of Directors.

WEBSITE

Policy:

The CAVMA should operate and maintain a website for the purpose of communication, continuing education, membership, and public education concerning animal health and its relationship to human health.

Procedures:

Webmaster:

The Board may appoint a Webmaster to monitor and keep the website up to date.

1. The Webmaster may be any CAVMA member in good standing
2. The Board may at its discretion hire a contractor outside of CAVMA as the Webmaster
3. If a Webmaster is not designated, the duties of the Webmaster fall under the duties of the Secretary

Security:

Reasonable and accepted security measures should be budgeted by the CAVMA Board to maintain the integrity of this website.

These security measures should include but not be limited to:

1. Maintaining a current SSL certificate or the current industry reasonable and accepted means of web security
2. Maintaining a web-hosting subscription
3. Maintaining a regular off-line backup system to safeguard the association data in the event of loss of internet access.

Membership:

1. All membership registration and dues payment may be available through the website
2. Members may have secure sign-in and may be able to update and renew their own information
3. Members may choose if they wish to have their contact information available as part of:
 - a. General membership list
 - b. Relief list
 - c. Mobile veterinary service list
 - d. Specialty list

Continuing Education:

1. The CE calendar and upcoming speakers should only be available to current members
2. Upcoming meeting notices may be available for public access
3. Any lecture materials provided by the speakers will only be available to current members and to attending guests upon request.
4. CE Certificates will only be distributed to current members or guests who have signed-in and attended the relevant meeting

Ads:

1. Classified ads may be placed by current members on the CAVMA website as a service to the membership.
2. Cost, duration of ads, and allowable content are subject to the discretion of the Board.
3. Guidelines and charge basis for ads should be reviewed by the Board on an annual basis.

AD GUIDELINES:

1. Classified ads only (employment, equipment for sale)
2. No promotional ads
3. No political ads
4. No defamation of character or potentially libel content
5. CE announcements and materials allowed
6. Ads can automatically expire after 90 days if not renewed
7. Ads are free of charge to members to place
8. Ads are visible to the general public
9. Ads should be reviewed by the Webmaster, Secretary, or other BOD member before posting
10. Non-Member ads: should have a fee not less than \$30 for 90 days and be submitted directly to the Webmaster or Secretary with payment

CONTINUITY, COMMUNICATION AND ACCESS

Policy:

Passwords for all association accounts should be shared with at least two Board members.

Procedures:

Passwords should be in a stored, written format and changed annually with the new BOD. All BOD members should know where the PW's are stored.

At minimum the Secretary and the President should maintain the master passwords for all non-financial accounts.

At minimum the Treasurer and the President should maintain the master passwords for all financial accounts.

Policy:

Communication between the membership and the Board outside of membership meetings is primarily through email and US Mail.

Procedures:

A US P.O. Box within Austin, TX should be maintained by CAVMA if no other physical mailing address is designated. It should be checked regularly by the Secretary and/or other BOD members.

Email accounts should be set up for all Board members and monitored regularly by those Board members

Special email accounts can be set up as needed and monitored by the appropriate designated CAVMA member:

1. Membership by any BOD member or Membership chairperson
2. Info by any BOD member
3. Nominations by Vice President
4. Ballots by Election Teller

MEMBERSHIP REGISTRATION AND DUES COLLECTION

Reference: CAVMA Bylaws, Article V.

Policy:

It is the policy of the CAVMA to have members register annually and to collect annual dues from members in a timely manner. Membership and annual dues payment are required for members to receive Continuing Education (C.E.) credit for meetings attended and to retain Member benefits.

Procedures:

Membership registration and maintenance may be accessible to members through the CAVMA website.

Dues payment may be available through the website in conjunction with membership registration.

Members unable to access the website may have the option of submitting their registration and dues payment at a meeting of the membership or through US mail.

Membership and Dues Collection Timeline Recommendations

TASK	Time Period	Person's Responsible
Membership database should be set up and maintained on the CAVMA website	continuous	Membership may be self-service via website; Webmaster for maintenance
Membership and Dues notification sent to previous year Members	By December 1 of each year	Automatic renewal notices through website for previous year members (webmaster)
Membership and Dues notification sent to the area-wide Veterinary population	By December 1 of each year	Membership chair or any member BOD if not available through website
First reminder sent to Members and area-wide Veterinary population	By January 1	Automatic via website for members, Membership chair or any member BOD
Second reminder sent to Members and area-wide Veterinary population	By February 1	Automatic via website for members, Membership chair or any member BOD
Third reminder sent to Members and area-wide Veterinary population	By March 1	Automatic via website for members, Membership chair or any member BOD
Letter sent to previous Members advising them of suspension of Member benefits	1 week after the March meeting	Automatic via website for members, Membership chair or any member BOD

RECORDS RETENTION AND DESTRUCTION

Policy

It is CAVMA's policy to satisfy the legal, accounting and tax requirements of records retention. This policy will allow CAVMA to identify, retain, store, and dispose of Association records in an appropriate, legally sound and orderly manner.

For the purpose of this policy, a record is any recorded information (regardless of form or medium) created, received and maintained by the CAVMA in pursuance of its legal obligations or in the transaction of business. The CAVMA is required by state and federal laws to retain certain types of records for specific periods of time. Those record types are identified in the Records Retention Schedule below.

Electronic Records

Electronic records should be retained as if they were paper records. Therefore, any electronic files that fall into one of the record types in the Records Retention Schedule should be retained for the appropriate amount of time.

Suspension of Record Destruction in the Event of Litigation or Claims

No director, officer, employee, volunteer or agent of the Association shall destroy, dispose of, conceal, or alter any record or document while knowing that it is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state or local government agency, including tax and regulatory agencies, law enforcement agencies, and civil and criminal courts, or an anticipated or ongoing internal investigation, audit or review conducted by the Association.

Destruction Methods

All hard copy personnel and financial records should be shredded before being disposed in the recycling or trash bin. Electronic records should be permanently destroyed by erasure or other method to ensure the records cannot practically be read or reconstructed.

Records Retention Schedule

CAVMA follows the records retention schedule outlined below. This schedule serves as a guide and is not intended to be all-inclusive.

TYPE OF RECORD	RETENTION PERIOD
Annual reports to the Membership	7 years
Annual audits and financial statements	7 years
Monthly financial statements	3 years
General ledger	7 years
Canceled checks	7 years
A/P paid invoices	7 years
Business expense records	7 years
Credit card receipts	3 years

Cash receipts	3 years
A/R invoices	7 years
Accounts payable	7 years
Accounts receivable	7 years
Chart of accounts	Permanently
Expense records	7 years
Deductions	7 years
Federal tax returns (not payroll)	Permanently
State & local tax returns (not payroll)	Permanently
Forms 990 & 990-T and supporting documentation	Permanently
Supporting documentation on taxes	7 years
1099 forms	7 years
BANK RECORDS	
Bank reconciliations	7 years
Bank statements	7 years
Expired signature copies/forms	3 years
Stop payment orders	3 years
Account set-up and signature forms	7 years after account termination
CORPORATE RECORDS	
Articles of Incorporation	Permanently
Bylaws	Permanently
Minutes of Board, Assembly, and Board committee meetings	7 years
Board Policies/Resolutions/Position Statements	Permanently
General Correspondence	3 years
IRS Forms (Tax-Exempt Application) and Determination Letter	Permanently
MEMBERSHIP AND CONTINUING EDUCATION	
CE Certificates	4 years or as determined by TSBVME
Membership lists	4 years or as determined by TSBVME
CE meeting membership sign-in logs	4 years or as determined by TSBVME
DIGITAL STORAGE MEDIA AND OTHER ELECTRONIC INFORMATION	

Network hard drives	2 years from cessation of use
Website (archive version and current version)	3 years

CAVMA COMMITTEES

- **Reference: CAVMA Bylaws, Article VIII.**

CAVMA committees are expected to function in an advisory capacity to the Board of Directors. Because the number of potential activities is necessarily limited by resources, both financial and personnel, committees need to consider their program agendas with respect to the CAVMA Purpose and Objectives and the priorities set by the Board. Committee requests for either financial or staff assistance should be approved by the Board of Directors before any resources are provided. To this end, each committee should submit a work plan which includes the following information:

- The officers of the committee;
- The purpose and goals of the committee;
- Specific work plan for the next year;
- Relationship of work plan to the CAVMA Purpose and Objectives; and
- Resources needed (financial and staff).

All committees should report the outcome of their efforts to the Board of Directors on a regular basis, either annually or more frequently if there are more urgent matters requiring action in a timelier manner. The Board may either approve such actions or refer the recommendations to the Membership for further consideration.

There are two categories of committees, special and standing.

SPECIAL COMMITTEES

Special Committees are formed for a specific purpose to perform a specific task, then are disbanded.

The Special Committees may include but not be limited to the following committees:

- Charitable Donation Committee
- Social Committee
- Community Support Committee

Other Committees, Task Forces, and Working Groups may be formed or eliminated at the discretion of the President in consultation with the Board of Directors. Membership and responsibilities of these committees should be determined by the President in consultation with the Board of Directors.

STANDING COMMITTEES

- **Reference: CAVMA Bylaws, Article VIII.**
Standing Committees exist from year to year, and are charged with a specific function.

NOMINATING COMMITTEE:

- Duties are to actively recruit and confirm eligibility of candidates for office.
- Chair shall be the Vice-President
- Shall consist of a minimum of 3 veterinary members including the chair, all current and in good standing

Recommended Timeline for the Nominating Committee:

Task	Time Period	Person(s) Responsible
Appoint Nominating Committee members with Vice President as chair – minimum of 3 veterinary members willing to recruit suitable veterinary members who are willing and qualified to serve as board members. With the exception of the VP, members of the nomination committee cannot be running for office	August	Vice President
Call for Nominations – At minimum a 21-day period during which the Membership is informed of the upcoming board vacancies, requirements for each position, and how and when to submit nominations. Members of the nominating committee actively seek candidates during this time.	September	Secretary (sends out general announcements) Nominating committee (All responses for nominations are returned directly to the chair via a dedicated email account.)
Deadline for nominations	October meeting	Nominating committee
Confirm then Present Slate of Candidates to the BOD for Review – The Nominating Committee shall confirm eligibility of all candidates and affirm willingness to serve, then deliver the slate of candidates to the Board of Directors for review and approval.	Within 1 week after the October meeting, to allow the 21-day window required to inform the membership of the slate of candidates prior to the November meeting	Nominating committee and BOD

CONTINUING EDUCATION COMMITTEE:

This committee functions to set up the speakers and topics for all the CE meetings, and to be a liaison between the Board and the CE contributing Specialty Hospitals.

- Chair shall be the President
- Shall consist of a minimum of 3 veterinary members including the chair, all current and in good standing
- VP is an ex-officio member of this committee

Recommended Timeline for the Continuing Education committee:

TASK	Time Period	Person Responsible
Set up Speakers and topics for all CE meetings	Throughout the year, but ideally 6 months to 1 year in advance	CE Committee
Present the scheduled speakers and topics to the BOD for review and approval	As needed, but not less than once yearly	CE Committee
Be Liaison between the Board and the CE contributing specialty Hospitals and guest speakers	Throughout the year	CE Committee
Determine speaker for meetings not covered by regular contributing specialty hospitals	Twice a year or as needed	CE Committee
Determine locations/meals for meetings held at alternate locations	As needed throughout the year when the regular meeting location is unavailable	CE Committee
Notify treasurer of any payments needed for meeting locations and meals or speaker fees	Throughout the year, if not set up on a regular draft basis	CE Committee, Treasurer

MEMBERSHIP COMMITTEE:

May be added as a standing committee if determined necessary by the BOD to promote or manage membership.

FINANCIAL COMMITTEE:

May be added as a standing committee if determined necessary by the BOD to manage finances.

BOARD OF DIRECTORS ELECTION TIMELINE

- **Reference: CAVMA Bylaws, Article VI.**

After the nomination period, the nomination and election process should be conducted by the Nominating Committee and the Board in accordance with the following recommended timeline:

Task	Time Period	Person(s) Responsible
BOD Review of Slate of Candidates – The Nominating Committee shall confirm eligibility of all candidates and affirm willingness to serve, then deliver the slate of candidates to the Board of Directors for review and approval.	Within 1 week after the October meeting	Nominating committee and BOD
Elections Teller – The Board of Directors appoints an elections teller and witness. Neither may be currently running for office.	No later than the October Meeting	BOD
Membership Receives Slate of Candidates – The Secretary submits the final slate of candidates to the Membership.	21 days before the November meeting	Secretary
Election Period - Election ballots shall be mailed, distributed, or sent via electronic means to all voting members at or before the regularly scheduled November meeting. Completed ballots should be received no later than twenty-one (days) after the date on which the ballots were distributed to members	21 days before the November meeting, culminating with the November meeting	Secretary (distributes ballots) Election Teller (Receives all ballots directly through a dedicated email account or in person at November meeting)
Ballot Collection – Ballots may be brought to the November meeting, completed at the November meeting, or be signed, scanned, and emailed to the CAVMA election email account.	21 days before the November meeting, culminating with the November meeting	Election Teller (Receives all ballots directly through a dedicated email or website account or in person at November meeting)
Ballot Tabulation – performed by Elections Teller with a witness appointed by the BOD. All voters casting ballots must be confirmed as voting members in good standing.	Within 1 week of the November meeting	Election Teller and witness
Election Results – Election results are sent to the President. The President subsequently sends an announcement to the Membership informing them of the election results.	By December meeting	Election Teller and President

SPECIAL ELECTION PROCEDURES IN EVENT OF BOD VACANCIES

- **Reference: CAVMA Bylaws, Article VI, sections 2 and 10.**
- Special elections to fill vacancies follow the same format as regular elections, with a minimum 21-day nominating period.
- If there is only one eligible candidate at the end of the nominating period, that officer may be confirmed by the majority of members present at the next meeting of the membership using a show-of-hands vote. There must be at least 10 percent quorum of the membership in attendance at that meeting to conduct the vote.
- If there are not any candidates willing to fill the vacated office, the remaining BOD officers may absorb the duties of the vacated office until the time of the next general election, or the President may appoint any CAVMA member in good standing to serve.

Recommended Timeline:

Task	Time Period	Person(s) Responsible
BOD Review of Slate of Candidates – The Nominating Committee shall confirm eligibility of all candidates and affirm willingness to serve, then deliver the slate of candidates to the Board of Directors for review & approval.	Within 1 week after the Nomination deadline	Nominating committee and BOD
Elections Teller – The Board of Directors appoints an elections teller and witness. Neither may be currently running for office.	As needed for special Election	BOD
Membership Receives Slate of Candidates – The Secretary shall submit the final slate of candidates to the Membership.	21 days prior to special election	Secretary
Election Period - Election ballots should be mailed, distributed, or sent via electronic means to all voting members at or before the regularly scheduled November meeting. Completed ballots should be received no later than twenty-one (days) after the date on which the ballots were distributed to members.	21 days before the next available membership meeting	Secretary (distributes ballots) Election Teller (Receives all ballots directly through a dedicated email account or in person at November meeting)
Ballot Collection – – Ballots may be brought to the November meeting, completed at the November meeting, or be signed, scanned, and emailed to the CAVMA election email account.	21 days before the next available membership meeting	Election Teller (Receives all ballots directly through a dedicated email or website account or in person at November meeting)
Ballot Tabulation – performed by Elections Teller with a witness appointed by the BOD. All voters casting ballots must be confirmed as voting members in good standing.	Within 1 week of the special election meeting	Election Teller and witness
Election Results – Election results are sent to the President. The President subsequently sends an announcement to the Membership informing them of the election results.	By the next membership meeting following the special election	Election Teller and President

BOARD MEMBER CONTINUING EDUCATION MEETING RECOMMENDED RESPONSIBILITIES

TASKS	Time period	Person responsible
Send reminders to Speaker for each CE meeting	1 month and 1 week prior to each meeting	President
Communicate with Speaker to determine Speaker needs for each CE meeting (microphone, laptop, handouts)	At least 1 week prior to each meeting	President
Introduce the Speaker, preside over meeting and make any announcements prior to start of meeting	Beginning of meeting	President
Communicate with venue, make certain venue is reserved and prepared for meeting and able to provide any equipment or extra tables required. If venue is providing food, make certain menu is set	1 month and 1 week prior to each meeting	VP
Introduce the Speaker, preside over meeting and make any announcements prior to start of meeting if President is not available	Beginning of meeting	VP
Introduce the Speaker, preside over meeting and make any announcements prior to start of meeting if President and VP are not available	Beginning of meeting	Treasurer
Pay venue and caterer if not on regular draft payment schedule	At each meeting	Treasurer
Bring all membership and guest check-in logs to meeting, have updated membership list for the meeting, check in the members and guests	Arrive prior to meeting time to allow enough time to check in attendees	Secretary
Provide any printed materials that are needed for the meeting	At each meeting	Secretary
Distribute CE certificates to eligible attendees of the meeting	At or within 10 days of meeting	Secretary
Bring any CAVMA equipment and supplies need to meetings (printer, laptop, paper).	Each meeting	Secretary
Store any CAVMA equipment and materials during the year and have available as needed at the meetings	Throughout the year	Secretary
Introduce the Speaker, preside over meeting and make any announcements prior to start of meeting if other officers not available	Beginning of meeting	Secretary

RECOMMENDED TIMELINE OF SPECIFIC DUTIES OF BOARD OF DIRECTORS

- Reference: CAVMA Bylaws, Article VII.

THE DUTIES OF THE PRESIDENT recommended timetable:

TASK	TIME PERIOD	Persons responsible
Transfer presidential account access accounts from previous president (accounts for documentation, financial, and communication)	After installation into office in December meeting but before January meeting of first term	New President and immediate Past - President
Familiarize with current CE schedule and serve as Chair of CE committee to schedule CE speakers and locations	Throughout the term, with goal to have schedule set at least 6 months in advance (preferably 1 year)	President and CE committee
Send reminders to Speaker for each CE meeting	At least 1 month before and confirm 1 week prior to each meeting	President
Communicate with Speaker to determine Speaker needs for each CE meeting (microphone, laptop, handouts)	At least 1 month before and confirm 1 week prior to each meeting	President
Attend and preside over all membership meetings, or designate an alternate if not available (the VP or alternate Board member if VP not available)	Monthly throughout the year	President or designated alternate
Call board meetings as needed to conduct association business	As needed throughout the year	President and BOD
Assist the Treasurer with preparing and approve the budget for the current year	At the Board meeting proceeding the Annual October Meeting of the Membership	BOD
Respond to requests of CAVMA	As needed throughout the year	President and BOD
Monitor and respond to the email communications for the office of president	At least weekly	President
Monitor the Association mailbox (PO Box), process mail, forward as needed	At least every 2 weeks	Secretary or any BOD
Maintain online access and review CAVMA financial accounts	as needed throughout the year	President
Preside over the annual meeting and officer nominations from the floor	October meeting of the membership	President
Report the results of the election to the membership	By the December meeting	President
Install the new officers	At the December meeting	President
Transfer presidential account access accounts to new president if no longer continuing in office (listed above)	After installation of new president at December meeting but before January meeting of the next year	Outgoing President
Assume office of immediate past pres. if no longer continuing in office	Starting in January of next year	Immediate Past-President

VICE PRESIDENT:

THE DUTIES OF THE VICE-PRESIDENT recommended timetable:

TASK	TIME PERIOD	PERSON RESPONSIBLE
Transfer VP account access accounts from previous VP (accounts for documentation, communication, committees)	After installation into office in December meeting but before January meeting of first term	New VP and previous VP
Attend and participate in all Board meetings as member of the BOD	Throughout the term	BOD
Assist the Treasurer with preparing and approve the budget for the current year	At the Board meeting proceeding the Annual October Meeting of the Membership	BOD
Communicate with venue for CE Membership meetings, make certain venue is reserved and prepared for meeting and able to provide any equipment or extra tables required. If venue is providing food, make certain menu is set	At least 1 month before and confirm 1 week prior to each meeting	VP
Arrange for and prepare RSVP list/evite for off-site meetings	Within the month prior to RSVP meetings	Secretary or VP if no Webmaster
Monitor and respond to the email communications for the office of Vice-President	At least weekly	VP
Monitor the Association mailbox (PO Box), process mail and forward as needed	At least every 2 weeks	Secretary, Any BOD
Assist with CE program as ex-officio member of the CE committee	Throughout the term	CE committee
Preside at any membership meetings as needed in place of President	Throughout the term	VP
Chair and operate the Nominating Committee	August through October	Nominating Committee
As Chair of the Nominating Committee shall confirm eligibility of all candidates and affirm willingness to serve, then deliver the slate of candidates to the Board of Directors for review and approval.	Within 1 week after the October meeting	Nominating committee and BOD
As Chair of the Nominating Committee, present the results of the Nominating Committee at the Annual meeting	October Meeting	VP
Transfer VP account access accounts to new VP if not continuing in office (accounts for documentation, communication, committees)	After installation into office of new VP at December meeting but before January meeting of the next year	Outgoing VP

SECRETARY:

THE DUTIES OF THE SECRETARY recommended timetable:

TASK	TIME PERIOD	PERSON RESPONSIBLE
Transfer Secretary account access accounts from previous Secretary (accounts for documentation, communication, committees, website)	After installation into office in December meeting but before January meeting of first term	New Secretary and Previous Secretary
Attend, participate in, and take the minutes of all Board meetings as member of the BOD	Throughout the term	Secretary
Attend, participate in, & take the minutes of the Annual October meeting of Membership	October meeting	Secretary
Deliver the minutes of all Board meetings and the Annual meeting to the President for review and edit	Within 10 days of each meeting requiring minutes	Secretary
Assist the Treasurer with preparing and approve the budget for the current year	At the Board meeting proceeding the Annual October Meeting of the Membership	BOD
Monitor the appropriate association email accounts, and forward as needed	At least weekly	Secretary
Monitor the Association mailbox (PO Box), process mail and forward as needed	At least every 2 weeks	Secretary or any BOD
Maintain membership records and all non-financial records in a manner accessible to the BOD	Throughout the term	Secretary
Maintain a current membership list off-line	Update monthly	Secretary
update association information on website	Throughout the term	Secretary /Webmaster
Provide to the Board of Directors a listing of members delinquent in submission of dues.	After March	Secretary
Arrange for and prepare RSVP list/evite for off-site meetings	Within the month prior to RSVP meetings	Secretary or VP if no Webmaster
Attend membership CE meetings and provide check in sheets for members and guests at all membership CE meetings	Monthly throughout the term	Secretary
Introduce the Speaker, preside over meeting and make any announcements prior to start of meeting if other officers not available	Beginning of meeting as needed	Secretary
Distribute CE certificates to Members for attended meetings	At or Within 10 days after each CE meeting	Secretary
Provide email communication to the membership for Nominations and elections	August through December	Secretary
Transfer Secretary account access accounts to new Secretary if not continuing in office (as described above)	After installation into office of new Secretary in December meeting but before January meeting of first term	Outgoing Secretary And New Secretary

TREASURER:**THE DUTIES OF THE TREASURER** recommended timetable:

TASK	TIME PERIOD	PERSON RESPONSIBLE
Transfer Treasurer account access accounts from previous Treasurer (accounts for documentation, financial, and communication)	After installation into office in December meeting but before January meeting of first term	New Treasurer and outgoing Treasurer
Make all necessary financial expenditures and maintain records of all receipts	throughout the term	Treasurer
Furnish the Secretary with records providing full details on all CAVMA income and expenditures	At the Board budget meeting and on request	Treasurer
Maintain funds of CAVMA in an approved financial institution, establish and maintain online access to financial accounts, reconcile bank statements monthly	Monthly throughout the term	Treasurer
Monitor and respond to the email communications for the office of Treasurer	At least weekly	Treasurer
Monitor the Association mailbox (PO Box), process mail and forward as needed	At least every 2 weeks	Secretary or any BOD
Attend and participate in all Board meetings as member of the BOD	Throughout the term	BOD
Introduce the Speaker, preside over meeting and make any announcements prior to start of meeting if President and VP are not available	Beginning of meeting as needed	Treasurer
Prepare and approve the budget for the current year with the BOD	At the Board meeting proceeding the Annual October Meeting of the Membership	BOD
Manage and transfer funds and dues payments collected to the financial account	Primarily January through March, and as needed	Treasurer
Establish and maintain a financial reserve amount of 6 months of the annual operating budget	Throughout the term	Treasurer
Maintain all financial records in such manner as to be accessible to the BOD	Throughout the term	Treasurer
Arrange for an audit conducted by a CPA	Only if called for and budgeted by the BOD	Treasurer and BOD
Provide annual financial statement to BOD	By March 1 st and at Budget BOD meeting proceeding the Annual October meeting of the Membership	Treasurer
Arrange for the preparation and filing of all required Federal and State taxes	By May 15 th or as determined by the IRS *See Appendix A	Treasurer
Maintain all legal financial documents	Throughout the term	Treasurer
Prepare and deliver the Annual financial report	October Annual Membership meeting	Treasurer
Transfer Treasurer account access accounts to new Treasurer if not continuing in office (accounts for documentation, financial, and communication)	After installation into office of new Treasurer in December meeting but before January meeting of first term	Outgoing Treasurer and New Treasurer

IMMEDIATE PAST PRESIDENT:

THE DUTIES OF THE IMMEDIATE PAST PRESIDENT recommended timetable:

TASK	TIME PERIOD	PERSON RESPONSIBLE
Transfer presidential account access accounts to new President (accounts for documentation, financial, and communication)	After completing term of office at December meeting but before January meeting of first term	Outgoing President (New Immediate Past President) And New President
Take possession of Immediate Past-President accounts (accounts for documentation and communication)	After completing term of office at December meeting but before January meeting of first term	Immediate Past President
Attend all Board of Directors meetings	Throughout term	Immediate Past President
Vote at Board of Directors meetings	Throughout term	Immediate Past President
May chair committees if appointed by President	Throughout term	Immediate Past President
Monitor and respond to the email communications for the office of Immediate Past-President	At least weekly	Immediate Past President
Transfer Immediate Past President access accounts to outgoing President	After installation into office of new President in December meeting but before January meeting of first term	Immediate Past President

AMENDMENT OF THE POLICIES AND PROCEDURES MANUAL

● **Reference: CAVMA Bylaws, Article X.**

The Procedural Guidelines on Roles and Responsibilities of CAVMA may be amended by a majority vote of the Board of Directors. The membership shall be notified ten (10) days prior to any change in this document.

The Bylaws of the CAVMA supersede the Procedural Guidelines on Roles and Responsibilities of CAVMA in all matters.

CAVMA APPENDIX A

1. CAVMA Reimbursement Request Form
2. CAVMA Annual Budget Review Form
3. Required Non-Profit Documentation and Tax Reporting Timeline
4. Positions to be Appointed within the CAVMA
5. CAVMA Annual Review Items

CAVMA APPENDIX B

1. CAVMA CE Meeting Yearly Guest Log Form

CAVMA REIMBURSEMENT REQUEST FORM

Name of Purchaser (person to be reimbursed) _____

Purchaser phone number _____

Purchaser email _____

Date of reimbursement request _____

Item Purchased _____

For What Purpose _____

Vendor/ Place of Purchase _____

Date of Purchase _____

Cost of Purchase _____

Approved by _____

Date of Reimbursement _____ CK# _____

SUGGESTED CAVMA ANNUAL BUDGET REVIEW FORM

	PREVIOUS YEAR	CURRENT YEAR	PROPOSED YEAR
Calendar Year			
REVENUE			
a. Membership dues			
b. Sponsorship			
c. Gifts			
d. Other			
EXPENSES			
a. CE Meetings			
1. Venue			
2. Catering			
3. Speaker Honorarium			
4. Speaker Travel			
b. Communication			
1. Website			
2. Hosting			
3. Webmaster			
c. Bank Fees			
d. Administrative			
1. Office Supplies			
2. Accounting			
3. Postage			
4. P.O. Box			
e. Charitable Donations			
f. Considerations (single occurrence)			
1. Website development			

REQUIRED NON-PROFIT DOCUMENTATION AND TAX REPORTING TIMELINE

Title of Form**	Purpose	Due Date
Form 990, 990-EZ, or 990-N Return of Organization Exempt From Income Tax	To maintain our 501(c)(3) status	must be filed YEARLY by the 15th day of the 5th month after the end of your organization's accounting period. Thus, for a calendar year taxpayer, Form 990, 990-EZ, or 990-PF is due May 15 of the following year NOTE: If this is not filed for 3 consecutive years, our 501c3 status will be revoked.
Article of Incorporation with Texas Secretary of State	Registered non-profit organization with the State of Texas	Nonprofit corporations do not file annual reports with the Secretary of State but do file a report not more often than once every four years as requested by the Secretary of State. It is important for the corporation to continuously maintain a registered agent and office in Texas as this is the address to which the Secretary of State will send a request to file a periodic report. Original filing: August 31, 2015 Accepted by Tx Sec. of State: September 11, 2015 Amended filing: February 9, 2018
Franchise Tax	A Tax imposed by the state of Texas based on the net worth of the business organization	CAVMA is exempt from Franchise tax and from paying sales and use tax as of 8-31-2015. per the Texas Comptroller of Public Accounts. Non-profit groups membership dues and fees are tax-exempt. Exempt organizations must collect tax on most sales, so consider consulting a CPA before any sales of merchandise or ticketed events.
Form 01-339, Texas Sales use and Tax Exemption Certification	To declare tax -exempt status for venue	As requested by venue prior to meetings
W-9 form, Request for Taxpayer Identification Number	For Venue if they need an ID number, use the CAVMA EIN. (IRS) CAVMA also has a Texas Taxpayer ID #	As requested by venue prior to meetings
IRS Form 1099	Required to be filed for any contract work done for the CAMVA that exceeds \$650 / year. EX: -If we employ a caterer for our CE meetings -If we hire an outside Webmaster	The IRS requires you to issue 1099s to contractors and others who qualify for the forms by January 31 following the tax year. If January 31 falls on a weekend, you must issue the 1099 no later than the following Monday.
Cont. next page		

Title of Form**	Purpose	Due Date
IRS Form 8282:	Required upon the sale or disposition of any asset sold within three years of receipt by CAVMA where the charitable deduction value of the item was \$5,000 or greater.	CAVMA must file this form within 125 days of the date of sale or disposition of the asset.

**NOTE: current versions of all forms and deadlines can be found online

Helpful IRS Publications:

IRS Publication 561: Determining the Value of Donated Property

IRS Publication 526: Charitable Contributions

POSITIONS TO BE APPOINTED WITHIN THE CAVMA

1. Members of the CE Committee

President is Chair

VP is ex-officio member of this committee

Need at least one other CAVMA Veterinary member in good standing

2. Members of the Nominating Committee

VP is Chair per the Bylaws, even if running for office

Need at least two other CAVMA Veterinary members in good standing
and not currently running for office

3. Election Teller and Witness

Must be a CAVMA Veterinary Member in good standing

Cannot be currently running for office

4. Webmaster

Can be any CAVMA member in good standing

May be hired outside of CAVMA at the discretion of the Board

5. Accountant

At discretion and budget of BOD

CAVMA ANNUAL REVIEW ITEMS

1. At the Budget meeting prior to the October Annual Meeting
 - a. Overall budget projections
 - b. Determine dues level for next year
 - c. Review cost for ads (to non-members)

2. At/By the first meeting of the new BOD:
 - a. Sign conflict of interest policy
 - b. Change/update passwords for all financial and BOD access accounts
 - c. Review the TBVME requirements for Veterinary Continuing Education Providers at <http://www.veterinary.texas.gov/ce.php>

3. By March 1 of any year:

Review the annual financial statement for the previous year prepared and presented by the Treasurer

(per bylaws, Article VII, Section 4)

4. Review Charitable donations annually

5. Review Public Education materials annually