



# AAZK Operations Manual Table of Contents 2017

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**AMERICAN ASSOCIATION OF ZOO KEEPERS, Inc  
BYLAWS**

**Article 1  
Offices**

**Section 1. Principle Office.**

The Principle office for the transaction of business of the Association is hereby located at 8476 E. Speedway Blvd., Suite 204, Tucson, AZ 85710-1728. The Association may, by resolution of the Board of Directors, change the location of the Principle Office or establish a branch or subordinate office by following the policies set forth in the Operations Manual of the Association and the requisite laws of the State of Arizona.

The Association may seek to hire and maintain a local Agent with a permanent address in the State of Kansas where the original Articles of Incorporation are housed, or within the State of Arizona for the expressed purpose of the conduction of business according to the laws of the State of Kansas and Arizona.

**Article 2  
Officers and Board of Directors**

**Section 1. Board of Directors.**

The affairs of the Association shall be managed by a Board of Directors, nominated from the Professional Membership, and elected by the Professional Membership of the Association. The number of Directors shall be set according to a policy detailed in the Operations Manual of the Association. The Executive Officers shall be the President and Vice-President. The Immediate Past President whose term as an elected Board Member has expired may serve as an ex-officio member of the Board without the right to vote and shall serve as an advisor to the Board of Directors. The President of the Association may be elected by Executive Committee appointed by the Board of Directors in a policy detailed in the Operations Manual of the Association.

The Board of Directors may adopt such rules, regulations and resolutions for the conduction of business as they deem advisable, within the limits of the Statement of Purpose and Bylaws and may appoint such officers as they consider necessary. The Board of Directors shall establish Standing Committees to assist in the management of the Association affairs. No member of the Board of Directors shall be entitled to receive salaried compensation for service as a Director, but shall receive indemnification from the Association in the event of a lawsuit arising from their actions as a Board member. Conditions of indemnification are referenced in the Operations Manual of the Association.

### **Section 2. Term of Office.**

The term of Office of the Directors shall be four (4) years. Elections shall be held every two years. Each elected member of the Board of Directors shall serve from the conclusion of the Annual Business Meeting following their election. No elected Board member shall serve more than two (2) consecutive terms. Presidential and Vice Presidential terms shall be two (2) years.

### **Section 3. Vacancies.**

A vacancy in any Directorship, except that of President, shall be filled by appointment by the Board of Directors. Persons filling such vacancies must meet all qualifications that would be necessary for the election by the membership. Appointees shall serve only until the next regular election, but may stand as candidates for regular terms. If an elected Board member resigns before their term commences, the vacancy shall be filled by the candidate with the next greatest total of votes from the previous election.

If in the event of death, permanent disability, resignation or other causes vacating the office of President, the Vice-President shall assume the office of President. The 1st Board Member shall assume the office of Vice-President.

### **Section 4. Absences and Conduct.**

Any Director absent from a meeting of the Board of Directors shall notify the President of the reason for absence. The Board of Directors shall decide if the absence is excusable. Two consecutive absences shall serve to disqualify any Director and their position on the Board shall be declared vacant. Any Board of Director may be removed by the Board by a majority vote, whenever in its judgement the best interests of the Association would be served. Written notice, including substantiation for removal shall be delivered to the officers' last known address.

## **Article 3 Meetings**

### **Section 1. Annual and Mid-Year Meetings.**

The Board of Directors shall hold one (1) Annual Business Meeting and shall have the option of scheduling one (1) Mid-Year Board of Directors Meeting. The meetings are to consider the adoption of the annual budget, reports and recommendations of Committees, actions by staff and other appropriate business. The Annual Business Meeting shall be held in conjunction with the National Conference at a site selected by the Board of Directors and confirmed by the membership and the Mid-Year Meeting shall be held approximately six (6) months prior to conference, in the site of the Administrative Offices of this Association or designated site ratified by a majority of the Board of Directors. Written notification of annual meetings is hereby published and dispensed. All meetings shall be conducted under Roberts Rules of Order.

**Section 1a. Executive Session.**

The Board of Directors shall meet in Executive Session in conjunction with the Annual Business Meeting at a time specified by the President. The Mid-Year Meeting shall also be held in Executive Session. Executive Sessions are only open to the membership by invitation or summons.

**Section 1b. Annual Business Meetings.**

The Board of Directors shall call to order an Annual Business Meeting in conjunction with the Annual National Conference for the purpose of informing the membership of annual budget, reports, Committee recommendations, actions by staff, Bylaws, and other appropriate business. Site selection and time will be coordinated by the Conference Committee and published in the Conference Program. Meeting agenda will be posted no later than twenty-four (24) hours prior to the Annual Business Meeting.

**Section 2. Special Meetings.**

Special meetings of the Board, or membership may be called by the President, or by a majority vote of the Board of Directors, or upon written request signed by at least 10% of the total Professional membership. It is therefore the duty of the President to cause notice of such meeting to be given. Printed notice of such meeting shall be published sixty (60) days prior, in the *Animal Keepers' Forum* detailing the place, hour and purpose for which the meeting is called.

**Section 3. Electronic Meetings.**

The Board of Directors reserves the right to conduct business through electronic meetings. Electronic Meetings shall be held approximately once per month. All matters of updates, comments, business operations and ratification of proposals shall be included on the meeting agenda. All votes are subject to a majority vote of the Board of Directors. Written notification of agenda is hereby published and dispensed. Minutes of the electronic meetings are available by written request of a member in good standing with the Association.

**Section 4. Quorum.**

The presence of at least five percent (5%) of the eligible voting membership of this Association shall constitute a quorum necessary to vote on any ballot measure brought before the membership for vote by the Board of Directors during the Annual Business Meeting or designated ballot. The quorum shall be demonstrated at the beginning of the Annual Business Meeting by a method determined by the Board of Directors and entered into the official record. The meeting may be adjourned by majority vote of the quorum at any time during the proceedings and no other business may be transacted. Each voting member is entitled to only one vote. Proxy ballots, may be requested, in writing, from the Administrated Offices of this Association, for any voting member not in attendance at the Annual Business Meeting and must be filed with that office ten (10) days prior to the call to order of the meeting.

## **Article IV Membership**

### **Section 1. General Requirements**

Membership in the Association shall be open to any zoo keeper, animal technician or aquarist employed by a recognized zoo or aquarium; associated groups thereof, and to individuals and organizations interested in the objectives and purpose of the Association. The Board of Directors shall charge the Chief Executive Officer of the Association with the responsibility of reviewing applications for the membership categories of Professional, Affiliate, Student and Institutional. Membership is subject to approval by the Board of Directors.

Membership shall be evidenced by a certificate of membership in such form as approved by the Board of Directors. Member fees in all categories are set by the AAZK Board of Directors. No member shall have any rights in the property of the Association, or utilization of the Association or its property for personal gain, (Personal gain is defined in the AAZK Operations Manual) or be held liable for the debts or liabilities of the Association.

There shall be kept and maintained in the Principle Office of the Association proper registers and ledgers which shall contain the names addresses and classifications of all members, the date each membership became effective and if terminated, the date of termination, and such other data and records pertaining to each membership as the Board of Directors shall determine.

### **Section 2. Membership Categories**

**Professional:** Permanent, salaried, full-time or part-time (as defined in the AAZK Operations Manual) zoo or aquariums keepers, veterinary technicians, research technicians and other personnel directly connected with the care, feeding, and educational display of captive wildlife in recognized zoological parks, aquariums, animals reserves and other animal care facilities. This also includes retired animal keepers with at least ten (10) years service prior to retirement, and who were professional members of the Association during the year previous to retirement.



Only Professional members residing in the United States and Canada shall be entitled to cast a national electoral vote and hold a national elective office.

**Affiliate:** Zoo and aquarium personnel employed, salaried, or in a volunteer position at a recognized zoo, aquarium or animal care facility, in a position not described in the Professional category. This includes managerial, curatorial, veterinary and non-keeper positions. Also includes; docents, provisional non-student interns, and volunteers. Affiliate members may vote and hold office on a local level at the discretion of the Chapter Constitution and Bylaws and appointed office on a national level.

**Student:** A person interested in the animal care profession who is currently registered as a student in the college, high school or middle school level. Proof of current student identification (copy) is required when submitting the application for membership in the Association. Student members shall not be entitled to vote or hold elective or appointed office on any level within the Association, unless a Chapter is formed and duly chartered at the local level, consisting primarily of Student members. An AAZK Student Chapter may only be formed at the College level.

**International:** Any person living outside North America and who falls into the categories of Professional, Affiliate or Student. This category of membership shall not be entitled to vote or hold elective or appointed office.

**Library:** Any institution whose primary function is to lend reading materials such as books, periodicals, etc., to the general public. This category of membership is restricted to a subscription to *Animal Keepers' Forum* only.

**Contributing:** This category of membership, unless designated by the contributor as having the qualifications set forth in the Professional or Affiliate membership category, shall not retain the rights of a Professional or Affiliate member, but is entitled to claim a personal charitable tax deduction for the monetary amount over (the difference) of the cost of a Professional or Affiliate membership.

**Institution:** Open to any zoological institution, aquarium, or related animal care facility. Application for membership in this category is subject to approval from the Board of Directors. Criteria for membership in this category are available from the Administrative Offices of the Association. A Class C USDA Exhibitor License or Canadian equivalent is required. This category retains no voting rights.

**Commercial:** Open to any commercial vendor supplying animal care, animal foods or animal related products or educational materials to zoological institutions or AAZK membership. Members in the Commercial Category shall be entitled to advertise in AAZK publications at a discounted rate set by the Board of Directors. The AAZK Board of Directors retains the right to convey gratis membership in this

category in exchange for Sponsorship or Underwriting of AAZK Events or Publications.

**Conservation Partner:** Open to groups that are incorporated in the name of conservation education or continuing education for animal keepers. An AAZK Conservation Partner shall promote education through recognized media and shall convene workshops or produce material for the purpose of educating their membership. A Conservation Partner would exchange membership benefits with AAZK and exchange a Link on the Web Site of the Association. A Conservation Partner that wishes to sell a product or service to the membership of this Association may purchase advertisement in the Animal Keepers' Forum at the discounted member rate.

### **Section 3. Dues and Services**

Annual membership dues and services shall be established by the Board of Directors for each membership category. Each member shall receive a minimum of two (2) renewal notices prior to the expiration of their membership. If after such notice, membership has not been continued, then said membership shall be defaulted and stricken from the rolls. Any member may terminate their membership in the Association by cancellation but no monies shall be refunded for dues previously paid. Fines may be imposed for checks returned for insufficient funds. Memberships in the Association are not transferable.

## **Article V Termination and Suspension**

### **Section 1.**

The Board of Directors may, for cause, suspend or terminate any membership in any classification, or Chartered Chapter, by a majority vote.

Sufficient cause for suspension or termination of membership or chapter shall be a violation of a legal statute, the Charter, Bylaws, or any rule, practice or resolution adopted by the Association and/or its Board of Directors, or any conduct prejudicial to the interests of the Association. Such members or chapter shall be notified of the charges by certified mail not less than thirty (30) days prior to the next Board of Directors meeting. The notification shall include the time and place of the next Board of Directors meeting. A member or Chapter shall have the opportunity to appear in person or by representation to present their defense of the charges before any permanent action is taken by the Board of Directors. Failure to appear before the Board of Directors or present written evidence for defense of charges, shall forfeit the members or Chapters right to a hearing and their membership or charter shall be terminated.

Notwithstanding the above provision, upon written recommendation of the Ethics Committee, the Board of Directors by a majority vote may terminate or temporarily suspend any AAZK membership or Chapter charter. Such action may be taken

through written ballots, as well as in Board of Director or Ethics Committee meetings. Suspension of any membership or charter shall remain in effect during any appeal of action. The Board of Directors must act within one (1) year following suspension of membership or charter to provide for formal review of the matter as delineated above.

### **Section 2. Terms of Suspension and Termination**

Following action by the Board of Directors to terminate or suspend any membership or charter, the member or Chapter shall be notified immediately thereafter by certified mail of the action taken and the specific conditions of the Board of Directors decision. Termination is hereby defined as membership or charter revocation without chance of reinstatement. Membership or charter suspension is hereby defined as a term set by the Board of Directors to be not less than six (6) months nor more than two (2) years. Chapters that have their charter revoked can reapply to the Administrative Offices of this Association after a period of not less than two (2) years. Following action by the Board of Directors to terminate or suspend a membership or charter, notification of the action shall be published in the Animal Keepers' Forum within sixty (60) days and shall consist of only a brief and factual statement.

### **Section 3. Appeals.**

The right to appeal membership or charter termination or suspension is contingent upon written notification to the Board of Directors within thirty (30) days of notification. Appeals will be directed to an Ethics Committee, appointed by the Board of Directors to review the appeal. The Ethics Committee will submit their findings in writing to be reviewed by the Board at their next scheduled meeting.

## **Article VI**

### **Committees, Coordinators, and Advisors**

#### **Section 1. General Committees**

The AAZK Board of Directors has the power to create or delete any Committee as to benefit the Association. The Board of Directors also retains the power to appoint or remove any Committee Chair or Committee Member either with or without cause by a majority vote of the Board of Directors.

#### **Section 1a. Chair, Coordinator and Manager Requirements.**

A Committee Chair, Coordinator or Manager may come from either the Professional or Affiliate categories of membership. All Committee Chairs, Coordinators and Managers are required to file both an Annual and Mid-Year report to the Board a minimum of thirty (30) days before the meeting, following the policies set forth by the Board in the Operations Manual. All Committee Chairs, Coordinators and Managers shall send to the Administrative Offices within thirty (30) days of their resignation or removal, all materials pertinent to the Committee or position.

**Section 1b. Appointments.**

The President may appoint such Committee Chairs, Coordinators or Managers they deem necessary to assist in carrying out the objectives of the Association.

**Section 1c. Chief Financial Officer.**

The Board of Directors shall appoint the Chief Executive Officer of the Association to serve in the position of Chief Financial Officer (CFO). The CFO shall handle all monies, deposits and assets as directed by the Board of Directors and shall render to the President or the Directors an account of all transactions and financial status of the Association, upon request. The CFO shall be bonded if required by the Board of Directors.

### **Standing Committees**

The Board of Directors shall cause to stand permanently, the following Committees or appointments:

**Section 2a. Bylaws Manager.**

There shall be a standing Bylaws Manager. At the discretion of the Board of Directors a Committee may be empanelled consisting of a minimum of five (5) Professional members, two (2) of which shall be members of the Board of Directors. Appointments are made at the discretion of the President. This committee shall meet at the direction of the Board of Directors and shall be chaired by the Bylaws Manager. The Bylaws Committee shall review the Bylaws of the Association and shall recommend changes, if any, to the Board of Directors.

**Section 2b. Nominations and Elections.**

The Board shall have the option of appointing a Nominations and Elections Committee (NEC) consisting of at least three (3) Professional Members, or appointing staff to coordinate the Board of Director election, with direct oversight of the Chief Executive Officer of the Association. Committee appointments are at the discretion of the President. Guidelines for the Elections process are outlined in the Operations Manual of the Association.

NEC Committee members are required to resign from the NEC Committee in order to be nominated for election to the Board of Directors. The NEC or staff shall also follow the provisions for recall elections delineated in the NEC Manual. Guidelines for this procedure are referenced in the NEC Manual.

**Section 2c. Conferences.**

The Board of Directors shall recruit for interest in hosting an Annual Conference at least three (3) years prior to the date of the proposed Conference. The process and requirements are detailed in the Operations Manual of this Association. Chapters that have been awarded a bid to host the Annual Conference by the Board of Directors and ratified by membership vote, are required by the Board of Directors to sign and file the Memorandum of Agreement regarding AAZK Conference: Chapter

Responsibilities with the Administrative Office of the Association and are empowered by the Board of Directors to enter into any contractual agreement deemed necessary to host a professional conference. Registration fees are set by the Board of Directors, with input from the Conference Committee during the Annual Business Meeting two (2) years prior to the next conference. Allocation of Registration fees are referenced in the Operations Manual of the Association.

#### **Section 2d. Ethics.**

The Ethics Committee shall be chaired by the Vice President of the Association and shall consist of four (4) additional Professional Members. Appointments to the Committee shall occur when the need to empanel an Ethics Committee is made by the Board of Directors. This Committee shall investigate any formal written complaints or violation of the Code of Professional Ethics, Bylaws, resolutions, policy and procedure as delineated in the Operations Manual of this Association as directed by the Board of Directors or the membership and make recommendations for action to the Board of Directors.

### **Article VII Chapters**

#### **Section 1. Establishment**

Chapters of the Association may be established and must be chartered by the Association in accordance with the procedures set by the Board of Directors, outlined and detailed in the Operations Manual of this Association. All Chapters shall be subject to the current Bylaws of the Association, but may adopt addendum to these Bylaws regarding Chapter elections and day to day business of the Chapter. In order to become a Chapter member, an individual must first be a current and paid member of the National Association **or** the Chapter shall render compensation to the Association for the privilege of non-member participation in Chapter activities.

#### **Section 2. Fees.**

The annual re-charter fee for all chapters is set by the Board of Directors and is due and payable before 1 March of every calendar year. Newly formed Chapters are exempt from the chartering fee in their initial year. Chapters failing to comply with fees and required reports shall be considered in non-compliance and their charter subject to revocation as per **Article V, Sections 1 and 2.**

#### **Section 3. Reports.**

The officers of each Chapter are required to complete a yearly accounting statement generated by the Administrative Offices of the Association and return this report with their re-charter fees. Chapters failing to comply with filing the Yearly Financial Statement are subject to **Article V, Sections 1 and 2.**

#### **Section 4. Contracts.**

No Chapter officers or individual member may enter into any contract utilizing Chapter-generated funds or execute any instrument in the name of, or in behalf of the Association, without prior written application and consent from the Board of Directors. Similarly, no individual shall have the power or authority to bind the Association by any contract or engagement without prior written application and consent from the Board of Directors. Chapters are empowered to enter into any contracts for less than \$1000.00 without prior approval of the Board of Directors. Chapters may not hold title to real estate or vehicles of any kind without prior written application and consent from the Board of Directors **and** Chapter shall incorporate within their individual State or Province and notify the Board of Directors of their intent to incorporate, provide the Administrative Offices with copies of their Bylaws and final incorporation papers.

#### **Section 5. Conduct.**

Allegations of officer misfeasance, malfeasance, or allegations of embezzlement of Chapter funds shall be reported to the Board of Directors as per **Article V, Sections 1 and 2**. Willful violation of the **Code of Professional Ethics, Bylaws or Resolutions, policies and procedures** set forth in the Operations Manual and adopted and ratified by the Board of Directors shall be reported to the Board of Directors in writing and a copy filed with the Administrative Offices of this Association. If warranted, the Board of Directors is empowered to invoke **Article V, Sections 1 and 2** of these Bylaws. The Board of Directors may, by majority vote, place a Chapter on probation for up to one (1) year regarding manners of Chapter member conduct, Chapter conduct, or misappropriation of funds. Conditions of Chapter Probation and terms are referenced in the Operations Manual of this Association.

#### **Section 6. Products and Projects.**

Any Chapter Product or Project which is identified with the National Association by name or logo or is marketed on a National basis through Association publications, must receive prior approval from the Board of Directors. Profits on said Projects and Products are subject to an equal split between the Chapter and the National Association. Resolutions, adopted and ratified by the Board of Directors regarding Chapter Products and Projects are referenced in the Operations Manual of the Association.

#### **Section 7. Chapter Termination and Inactive Status.**

Any Chapter may terminate its charter or request Inactive Status, for the purpose of reorganization, by unanimous vote of its membership at any regular or special meeting. A letter detailing the request must be sent to the Chief Executive Officer of the Association. Chapters shall not be entitled to refunds of fees previously paid. Policies adopted and ratified by the Board of Directors regarding Chapter Termination, Dissolution and Inactive Status are referenced in the Operations Manual of the Association.

#### **Section 8. Chapter Dissolution.**

In the event of Chapter dissolution, by any cause, all assets of the Chapter become the property of AAZK Inc. and will be forwarded to the Administrative Offices within thirty (30) days, for distribution through the Grants Committee - Conservation, Preservation and Restoration Grant for projects sanctioned by the AAZK membership.

## **Article VIII Amendments**

### **Section 1. Bylaws.**

New Bylaws may be adopted or these Bylaws may be amended or repealed by a majority vote of the eligible voting membership at any Annual Business Meeting or special meeting. Provided the membership has received published notification of the amendments or repeals forty-five (45) days prior to the Annual Business Meeting. Modification to the text and grammar, not the content of the proposed, published Bylaws shall be allowed during the course of either the Mid-year Board Meeting or the National Conference. Motions regarding modifications to the text or grammar of the Bylaws may be entertained from the floor following Roberts Rules of Order. Written notification of the modifications is hereby dispensed.

### **Section 2. Emergency Legislation.**

The Board of Directors is empowered to enact or create any amendments to these published Bylaws they deem necessary to protect the Association from harm. If such emergency legislation is enacted during the Annual Meeting all attending delegates will receive notification by posting and be allowed to ratify the legislation before the end of the Annual Meeting. If the legislation is enacted during any other time of the year, the membership shall be notified by publication in the *Animal Keepers' Forum*. Such legislation shall be placed before the membership at the next Annual Meeting for ratification.

### **Section 3. Association Dissolution.**

If at any time the Association is dissolved, the total assets belonging to the Association, after legal settlement, shall be transferred directly to the treasury of the Lewa Wildlife Conservancy Inc. to be utilized in any manner deemed legal and prudent by the managing authority of the Lewa Wildlife Conservancy, Inc. of Isiolo Kenya.

Ratified by the Professional Membership September 20, 2016 – Memphis, TN



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 1                    |
|  | Effective Date:<br>4 October 1994 |
| Subject:<br><b>Statement of Purpose</b>        | Reviewed/ Revised:<br>8 May 2013  |

### Board Administrative Directive

This Association is organized not for profit and is incorporated exclusively for educational, scientific and charitable purposes, and has been duly accorded non-profit status under the laws of the United States of America. The objects and purpose shall be:

- To educate and assist zoological personnel in their roles as animal caretakers, public educators, scientific researchers, wildlife conservationists and to promote their respective zoological institutions as cultural establishments, dedicated to the enrichment of human and natural resources.
- To support and publicize our concern for all valid and deserving projects of conservation and to do our part in educating the general public to the need for worthwhile projects of preserving our natural resources and animal life.
- To promote public education on the topics of zoos, aquariums, wildlife reserves and related animal care facilities through public education programs and publications dealing with these topics.
- To promote and encourage research which will lead to a greater understanding of the needs and requirements of animals held in captive situations.
- To aid, foster and engage in the exchange of research materials and other information amongst zoological institutions and their staffs through symposiums, seminars, meetings reports, publications, and discussions which will promote and encourage the highest standards of animal care and maintenance for captive wildlife.
- To generate and disseminate scientific and educational materials beneficial to zoo keeper research and education to foster programs for professional and vocational zoological education.
- To promote and establish good relationships amongst professional zoo keepers; to promote and establish a means to stimulate incentive and create greater interest in sound captive animal management through the zoo keeping profession; and to promote greater communication with members of the profession through projects and programs that will strengthen the professional zoo keeper's knowledge.

AAZK is not a labor union and makes no claim to a negotiating position.





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| <b>American Association<br/>of Zoo Keepers</b>   | Page 1<br>of 1                    |
|  | Effective Date:<br>7 October 1993 |
| Subject:<br><b>501 (c) (3) Non-profit Status</b> | Reviewed/ Revised:<br>8 May 2013  |

**Board Administrative Directive**

The American Association of Zoo Keepers (AAZK) is organized for and has been duly awarded Non-profit, 501 (c) (3), status from the Internal Revenue Service (IRS) of the United States Government on 1 September 1989.

The Board of Directors is directly responsible for the administration of this status to ensure compliance with all regulations set forth by the IRS. Failure by the Board of Directors or any individual director to honor the requirements of this Non-profit Status shall result in disciplinary action as per the ratified Bylaws of the Association.

Failure of any individual member to honor the requirements of Non-Profit Status shall result in disciplinary action as per the ratified Bylaws of the Association.

Requirements and regulations regarding Association Non-Profit Status, 501 (c) (3) are referenced in Directives 1.00-3, 1.00-4, 1.00-5, 1.01-4, 1.01-5, and section 8.00.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>1.00-3</b>   | Page 1<br>of 1                        |
|   | Effective Date:<br>7 October 1993     |
| Subject:<br><b>501 (c)(3) Non-profit Status:<br/>Responsibilities</b> | Reviewed/ Revised:<br>13 October 2014 |

**Board Administrative Directive**

The American Association of Zoo Keepers, is organized for and has been duly awarded Non-Profit, 501 (c)(3), status from the Internal Revenue Service (IRS) of the United States Government. The Board of Directors is directly responsible for the administration of this status to ensure compliance with all regulations set forth by the IRS.

Original Articles of Incorporation in the State of Kansas and current Articles of Domestication within the State of Arizona shall remain on file in the Administrative Offices of the Association, the Principle Office of which is located at 8476 E. Speedway Blvd. Suite 204, Tucson, AZ 85719-1728.

The Bylaws of the Association shall remain on file at the Principle Office of the Corporation.

The Secretary/Treasurer or Chief Executive/Financial Officer of the Corporation shall provide the Internal Revenue Service with a yearly financial statement and all other tax forms and requirements pertinent to the 501(c)(3) status granted to the Association. The Secretary Treasurer or the Chief Executive/Financial Officer or designee from the Executive Board shall assume responsibility for coordinating all financial records from subordinate Chapters to ensure compliance with all 501 (c) (3) requirements set forth by the IRS.

Questions regarding the status or application of Non-profit, 501(c)(3) status shall be referred to legal or financial counsel of the Association by the Board of Directors or their representative.

Chapters in non-compliance with IRS regulations regarding Non-Profit, 501(c)(3) status are subject to disciplinary action as outlined in the ratified Bylaws of this Association.



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| <b>American Association<br/>of Zoo Keepers</b>              | Page 1<br>of 1                    |
|   | Effective Date:<br>1 January 1993 |
| Subject:<br><b>Tax Exempt Status:<br/>Canadian Chapters</b> | Reviewed/ Revised:<br>8 May 2013  |

### Board Administrative Directive

#### PURPOSE

To define Canadian Chapters of the American Association of Zoo Keepers in regard to the Income Tax Act (Revenue Canada) and Non-profit Organizations.

#### POLICY

All Canadian Chapters of AAZK, are not recognized as having tax exempt status from the Internal Revenue Service (IRS). Canadian Chapters are recognized as subordinate organizations of the central organization. A subordinate that is organized and operated in a foreign country may not be included in a group exemption letter. (Chapter 1, Page 5, Public 557, IRS)

All Canadian Chapters of AAZK Inc., shall not be considered tax exempt and non-profit organizations by the AAZK Board of Directors pursuant to the conditions set out by Paragraph 149, (1), (1) of the Income Tax Act (Revenue Canada).

The conditions that each chapter must comply with to qualify for exemption are as follows:

- a) it must not be a charity,
- b) it must be an organized and operated exclusively for any purpose except profit,
- c) no part of its income may be made available for the personal benefit of any proprietor.

In regard to Unrelated Business Tax, Canadian Chapters may be subject to tax on property income and on certain taxable capital gains. Property income may be defined as interest on terms deposits or long term investments.

Canadian Chapters are not issued or identified by Employer Identification Numbers (EIN's).



**American Association  
of Zoo Keepers**

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**1.00-5**

Subject:

**Tax Exempt Status:  
U.S. Chapters**

Effective Date:  
1 January 1993

Reviewed/ Revised:  
13 October 2014

**Board Administrative Directive**

**PURPOSE**

To define U.S. Chapters of the American Association of Zoo Keepers in regard to recognition of tax exempt status from the Internal Revenue Service.

**POLICY**

The American Association of Zoo Keepers, was granted tax exempt status by the Internal Revenue Service (IRS) on 1 September 1989.

The Employer Identification Number granted to the Association by the Internal Revenue Service is:  
**23-7274856.**

A Group Exemption Letter (GEL) was issued to the central organization on behalf of the subordinate organizations or Chapters of AAZK Inc. This letter was granted 21 January 1992.

**The Group Exemption Number for AAZK is: 7155.**

It is inclusive for all chartered AAZK Chapters, with the exception of Canadian Chapters.

A **Group Exemption Letter** is a ruling or determination letter issued to a central organization recognizing, on a group basis, the exemption under section 501 (c) of subordinate organizations on whose behalf the central organization has applied for recognition of exemption.

A **Central Organization** is an organization that has one or more subordinates under its general supervision or control.

A **Subordinate Organization** is a chapter, local, post or unit of a central organization. A subordinate organization may or may not be incorporated, but it must have an organizing document.

Each U.S. subordinate or chapter is required to have its own Employer Identification Number (EIN) regardless of having zero employees. Application for chapter EINs will be made by the Administrative Offices of the Association.



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| <b>American Association<br/>of Zoo Keepers</b>  | 1 of 1                            |
| <b>1.00-6</b>                                   | Effective Date:<br>4 October 1994 |
| Subject:<br><b>Mission and Vision Statement</b> | Reviewed/ Revised:<br>8 May 2013  |

## **Board Administrative Directive**

### **Mission Statement**

The American Association of Zoo Keepers exists to advance excellence in the animal keeping profession, foster effective communication beneficial to animal care, support deserving conservation projects, and promote the preservation of our natural resources and animal life.

### **Vision**

AAZK will be the leader in the zoo and aquarium industry fostering professional development and personal connections that advance animal care, animal welfare and conservation.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 1                        |
|  | Effective Date:<br>7 October 1993     |
| Subject:<br><b>Legal Counsel</b>               | Reviewed/ Revised:<br>13 October 2014 |

**Board Administrative Directive**

**POLICY**

The Board of Directors of the Association may keep on retainer, an Attorney at Law, licensed to practice in the State of Arizona. Fees and payments for this contract service shall come from the operating budget of this Association and shall be approved for payment by the Chief Executive/Financial Officer of the Association or their designated representative.

The Attorney shall be consulted by the Board of Directors or their designated representative on any matters requiring legal advice. The specific duties of legal counsel are to advise the Board on Non-profit Status, Bylaws and Ethics.

Legal Counsel for the Association shall serve as the sole representative of the Association in any legal action, unless otherwise designated by the Board of Directors.

The Chief Executive/Financial Officer of the Association or their representative may solicit Legal Counsel for any matter, at any time. Absent or against the Chief Executive/Financial Officer of the Association, The Board of Directors may elect to solicit Legal Counsel by a majority vote of the Directors. Legal Counsel is also available to chapters (with specific questions regarding Chapter status or operation) through the Chief Executive/Financial Officer of the Association.

The Chief Executive/Financial Officer of the Association shall provide Legal Counsel with a current copy of the Association Bylaws.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>1.01-2</b> | Page 1<br>of                   |
|   | Effective Date:<br>15 May 2015 |
| Subject:<br><b>Donation Accounting</b>                              | Reviewed/ Revised:             |

### Board Administrative Directive

**PURPOSE**

To set internal policy regarding acceptance of donations to the Association under the Internal Revenue Service (IRS) Tax ID #23-7274856.

To set internal policy regarding acceptance of donations to the duly conveyed subordinate entities of the Association (Chapters) **under the individual Employee Identification Number (EIN) assigned by the IRS to individual AAZK Chapters** excepting those AAZK Chapter chartered in Canada.

To set internal policy for the Association regarding the tracking and acknowledgement of all donations to the Association or its' subordinates to meet compliance with IRS regulations.

To set internal policy for a subordinate Chapters donation to another federal non-profit or charitable group.

To set a retention policy for all AAZK Chapters regarding taxable donations to the subordinate entity that stipulates that records shall be retained for a minimum of three (3) years.

**POLICY**

AAZK and all subordinate entities shall comply with the policy on Donation Accounting in professional manner that acknowledges and documents all donations made to the entity or its subordinates that will meet IRS regulations. Subordinate Chapters in Canada shall follow the policy herein described or the regulations of Revenue Canada, whichever is more restrictive.

In addition to general donations **this policy specifically and directly applies to those subordinate Chapters of AAZK that hold a Bowling for Rhinos event** (or event to benefit Bowling for Rhinos under a different name).

**Monetary Donations to the Entity**

Donations involving goods and services and Quid Pro Quo Donations are referenced below.

Monetary donations to the Association shall be tracked and acknowledged by AAZK under the Tax ID # of AAZK. Donations shall be tracked within the accounting of AAZK by individual donation. Donor acknowledgment shall be by return of cancelled check, letter or acknowledgement or for online donation, by electronic mail. Monetary donations shall be further

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| Subject:<br><b>Donation Accounting</b> | Number:<br>1.01-2 | Rev. | Effective Date:<br>May 15 2015 | Page 2<br>of 4 |
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acknowledged in the publication of the Annual Report of the Association. Donation records shall be kept for a minimum of three (3) years.

### **Monetary Donations to the Chapter**

Donations involving goods and services and Quid Pro Quo Donations are referenced below.

Monetary donations made directly to a subordinate entity (Chapter) of AAZK shall be tracked and acknowledged by the Chapter under the Subordinate Tax ID # of the Chapter and be reported in the Chapter Re-charter materials as INCOME under the Donation section of the Income and Expenses Worksheet to the Chapter. Donor acknowledgment of donations under \$250.00 shall be by either return of cancelled check, letter or acknowledgement, or by electronic mail.

A formal letter of acknowledgment for donations over \$250.00 shall be executed by the Chapter under Chapter or AAZK letterhead and include the name of the donor, amount of donation and Federal Tax ID# for the Chapter, as best practice. A formal letter of acknowledgement is mandated upon donor request. Donation records (Donor and acknowledgement) shall be kept for a minimum of three (3) years.

### **Sponsorship (Donation) – AAZK’s Bowling for Rhinos**

Donations involving goods and services and Quid Pro Quo Donations are referenced below.

Sponsorships (a method of monetary donation) to a subordinate entity (Chapter) of AAZK holding an event in the Name of AAZK’s Bowling for Rhinos (et al) shall be tracked by retention of the Sponsorship sheets, retention of Credit (Debit) Card transaction reporting and by return of cancelled check.

The Chapter will honor any requests by a Sponsor (donor) for tax purposes to verify Sponsorship (a method of monetary donation) to a subordinate entity (Chapter) of AAZK holding an event in the Name of AAZK’s Bowling for Rhinos (et al) in any amount by matching the request from a Donor to BFR accounting. The Chapter **shall** formally acknowledge any request to verify a sponsorship (a form of monetary donation) over \$250.00 by letter of acknowledgement on Chapter letterhead.

Sponsorship (donation) for an AAZK BFR Event held by a subordinate entity (Chapter) of AAZK shall be reported as income **within** a BFR Event on the Income and Expense Worksheet of the Chapter Re-charter materials. Sponsorship forms, Credit (Debit) Card transaction reporting and bank statements containing BFR deposits and accounting shall be kept for a minimum of three (3) years.

### **Goods and Services – Donation to the Entity**

A donation of tangible Goods (Example: Artwork, Books, Travel, Real Property, Computer, etc.) or Services (Example: Tour, Lesson(s), Cosmetology, Massage, Car Wash, etc.) to AAZK shall be tracked and acknowledged by AAZK. The value of the donation of Goods and Services is set



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by the Donor. Donation of Good and Services shall be tracked within the accounting of AAZK by individual donation and AAZK shall acknowledge all donations of Goods and Services valued under \$250.00 (US) by the donor by electronic mail. Donations of Goods and Services valued at over \$250.00 (US) by the donor shall be formally acknowledged by letter on AAZK letterhead and **shall** include the signature of the donor. Donation records shall be kept for a minimum of three (3) years.

#### **Goods and Services – Donation to the Chapter**

Chapters shall contact the CEO/CFO of the Association if the tendered offer of Goods or Services to the Chapter exceeds \$1000.00 (US) prior to acceptance of the offer to ensure proper reporting to the IRS.

A donation of tangible Goods (Example: Artwork, Books, Travel, Real Property, Computer, etc.) or Services (Example: Tour, Lesson(s), Cosmetology, Massage, Car Wash, etc.) to the subordinate Chapter of AAZK shall be tracked and acknowledged by Chapter. The value of the donation of Goods and Services is set by the Donor. The value of the donation of Goods and Services shall be reported as INCOME under the Donation section of the Income and Expenses Worksheet to the Chapter by individual donation. The Chapter shall acknowledge all donations of Goods and Services valued under \$250.00 (US) by the donor, by electronic mail. Donations of Goods and Services valued at over \$250.00 (US) by the donor shall be formally acknowledged by letter on Chapter letterhead or in the name of the Chapter absent letterhead and **shall** include the signature of the donor or their representative. Donation records shall be kept for a minimum of three (3) years.

#### **Goods and Services – AAZK’s Bowling for Rhinos**

Chapters shall contact the CEO/CFO of the Association if the tendered offer of Goods or Services to the Chapter exceeds \$1000.00 (US) prior to acceptance of the offer to ensure proper reporting to the IRS.

A donation of tangible Goods (Example: Artwork, Books, Travel, Real Property, Computer, etc) or Services (Example: Tour, Lesson(s), Cosmetology, Massage, Car Wash, etc.) to a subordinate entity (Chapter) of AAZK holding an event in the Name of AAZK’s Bowling for Rhinos (et al) shall be tracked and acknowledged by Chapter. The value of the donation of Goods and Services is set by the Donor. All donations of Goods and Services shall be acknowledged in writing. Example: Issuance of receipt, email acknowledgment or letter to the donor). Donations of Goods and Services valued at over \$250.00 shall be formally acknowledged in writing on Chapter letterhead or under the name of the Chapter, absent letterhead and **shall** include the signature of the donor or their representative. Receipts and sample donation acknowledgment letters are available on the AAZK Website under AAZK BFR Resources. All donations of Goods and Services accepted by a subordinate entity (Chapter) of AAZK shall be reported as income **within** a BFR Event on the Income and Expense Worksheet of the Chapter Re-charter materials. Donation records shall be kept for a minimum of three (3) years.

#### **Quid Pro Quo Contributions**

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Contributions (donations) are only tax deductible in the extent that they are direct gifts to AAZK or their subordinate Chapter and NO CONSIDERATION is received in return for the donation.

A contribution (donation) made by a donor **partially** in exchange for goods or services is known as a **quid pro quo** contribution (donation). A donor may only take a tax deductible donation to the extent that the donation exceeds the fair market value of the goods or services the donor receives in return for the donation.

Subordinate Chapter of AAZK holding an event in the Name of AAZK's Bowling for Rhinos (et al) shall fully disclose each the participant the Fair Market Value of the Goods and/or Services (if any) provided in exchange for participation in an AAZK Bowling for Rhino event so the participant may only claim the portion of the donation.

Example:

The fee for each participant in an AAZK Bowling for Rhino event is \$35.00

|                         |  |
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| Three Lines of Bowling  | \$ 8.00 value  |
| Shoe Rental             | \$ 2.00 value  |
| T-shirt                 | \$ 5.00 cost to the Chapter                                      |
| Fair Market Value Total | \$15.00 of Goods and Services declared to the participant        |
| Tax deductible donation | \$20.00 may be legally declared by the participant as a donation |

### **Donations to another Entity**

Per IRS regulation donations from a Non-profit entity to benefit an individual are not allowed. (Subordinate AAZK Chapters may endow grants or scholarship opportunities for continuing education to an individual Chapter member).

AAZK and its' subordinates (Chapters) shall only donate to another International, Federal or State Non-profit entity with an International, Federal or local Tax Identification number. Donations to another entity shall be listed in Section 4 – Donation Outflow of the Chapter Re-charter Materials and include the Tax Identification number for the Charity. AAZK Chapter donations to a Host Facility should be made to the Non-profit support entity (Society) associated with the facility. Absent a Non-profit support entity, the Host Facility itself must be a registered non-profit or charity in a federal, state or local jurisdiction.

Chapters may purchase enrichment items, supplies or similar on behalf the Host Facility and shall list those purchases on Line 22 of the Income and Expenses Form.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>1.01-3</b> | Page 1<br>of 1                        |
|   | Effective Date:<br>7 October 1993     |
| Subject:<br><b>Certified Public Accountant</b>                      | Reviewed/ Revised:<br>13 October 2014 |

**Board Administrative Directive**

The Board of Directors of the Association shall keep on retainer, a Certified Public Accountant (CPA) or Audit Firm, licensed in the State of Arizona. Fees and payments for this contract service shall come from the operating budget of this Association and shall be approved for payment by the Chief Executive/Financial Officer (CEO/CFO) of the Association.

The CPA shall be consulted by the Board of Directors or their designated representative on any matters requiring financial advice. The specific duties of the CPA are to balance and validate the yearly financial statement and prepare the taxes of the Association for the Internal Revenue Service and serve to provide financial accountability to the membership.

The audit firm will not be hired to perform non-auditing services, except for tax preparation and Form 990 preparation and shall not perform substantial services for any officer or director personally. The audit firm shall be engaged to present the audit findings to the CEO/CFO of AAZK and the entire Board of Directors.

The CPA/Audit Firm, in consultation with Legal Counsel for the Association shall serve as the sole representative of the Association in any financial matter, unless otherwise designated by the Board of Directors.

The CEO/CFO or President of the Association may solicit financial advice for any matter, at any time. The Board of Directors may elect to solicit financial advice by a majority vote of the Board. Financial counsel is also available to chapters (with specific questions regarding Chapter status or operation) through the designated representative of the Board of Directors.

The CEO/CFO of the Association shall provide the CPA/Audit Firm with a current copy of the Association Bylaws.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 1                   |
|  | Effective Date:<br>30 June 2004  |
| Subject:<br><b>Fiscal Year</b>                 | Reviewed/ Revised:<br>9 May 2013 |

### **Board Administrative Directive**

#### **PURPOSE**

To establish a specific annual time frame for the fiscal year policies of the Association.

#### **POLICY**

The fiscal year of the Association and its subordinate entities shall match the calendar year. Deadlines for meeting any obligations to the fiscal (or current tax) year shall be set by chief Executive/Financial Officer (CEO/CFO) of the Association.

Only for the purpose of reporting internal financial obligations for the Association, the CEO/CFO of the Association shall draft a written report on the current finances of the Association for the Annual Conference. That report shall include references to the one (1) year period from the previous Annual Conference to the current Annual Conference.

Reporting requirements for elected officers, committee chairs and conference representatives shall be set and managed by the CEO/CFO and/or the Board of Directors of the Association.



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| <b>American Association<br/>of Zoo Keepers</b>  | Page 1<br>of 1                          |
| <b>1.01-5</b>                                   | Effective Date:<br>21 January 1992      |
| Subject:<br><b>Group Exemption Letter (GEL)</b> | Reviewed/ Revised:<br>15 September 2009 |

### **Board Administrative Directive**

#### **PURPOSE**

To define the Group Exemption Number of the American Association of Zoo Keepers.

#### **POLICY**

A Group Exemption Letter (GEL) was issued to AAZK by the Internal Revenue Service (IRS), to identify all subordinates (chapters) of AAZK on 21 January 1992.

#### **THE GROUP EXEMPTION NUMBER IS 7155.**

This number is to be listed on all tax documents and accounts currently held by subordinate members (chapters).

**Canadian Chapters are not issued a GROUP EXEMPTION NUMBER.** Refer to Directive 1.00-4 regarding Non-Profit Status, Canadian Chapters, for additional information.



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| <b>American Association<br/>of Zoo Keepers</b>                   | Page 1<br>of 1                          |
|  | Effective Date:<br>1 September 1989     |
| Subject:<br><b>AAZK Employer Identification<br/>Number (EIN)</b> | Reviewed/ Revised:<br>15 September 2009 |

### **Board Administrative Directive**

#### **PURPOSE**

To define the Employer Identification Number (EIN) for the American Association of Zoo Keepers (AAZK).

#### **POLICY**

AAZK was granted Non-Profit status on 1 September 1989.

#### **THE EMPLOYER IDENTIFICATION NUMBER IS: 23-7274856.**

This number is to be listed on all tax documents and accounts currently held by the Administrative Offices of AAZK.

Each U.S. subordinate or Chapter is required to have its own Employer Identification Number (EIN) regardless of having zero employees. Application for Chapter EINs will be made by the CEO/CFO of AAZK.

Refer to Directive 8.01-4 for Association policy regarding Chapter EINs.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>1.01-7</b> | Page 1<br>of 2                          |
|   | Effective Date:<br>1 January 2005       |
| Subject:<br><b>Financial Administration of<br/>AAZK Grants</b>      | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

To set a policy by which the Chief Executive/Financial Officer (CEO/CFO) of the Association shall administer funding for all AAZK grant-funding programs.

**POLICY**

The American Association of Zoo Keepers (AAZK) maintains numerous grant funding programs. These programs cover, but are not limited to:

- AAZK Keeper Grants in Research
- AAZK Grants in Conservation, Preservation and Restoration (CPR)
- AAZK Professional Development Grants
- AAZK Bowling for Rhinos – Conservation Resource Grant (BFR/CRG)
- AAZK Trees for You and Me Reforestation Grant
- AAZK/PBI Research Grant
- AAZK/PBI Conservation Grants

The qualifications, conditions, amount of award, and deadlines for application and award for all AAZK grants are referenced in the materials administered by the Grants Committee of AAZK and the Conservation Committee (BFR/CRG) as defined in 1.01-8.

Funds for the AAZK Keeper Grants in Research shall be administered by reimbursement. The funds shall be released when receipts are presented to the CEO/CFO of the Association according to the procedure outlined in the AAZK Keeper Grant in Research materials. Request for funds “up front” shall be forwarded to the CEO/CFO of the Association for approval.

Funds for the AAZK Grants in Conservation, Preservation and Restoration (CPR) shall be administered by reimbursement. The funds will be released when receipts are presented to the CEO/CFO of the Association according to the procedure outlined in the AAZK CPR Grant materials. Request for funds “up front” shall be forwarded to the CEO/CFO of the Association for approval.

Funds for the AAZK Professional Development (PD) Grants shall be administered by reimbursement. The AAZK Grants Committee shall select the award recipient from the application materials and criteria published and graded by the Committee. The Committee Chair shall notify



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| <b>American Association<br/>of Zoo Keepers</b>  | Page 1<br>of 5                        |
|   | Effective Date:<br>8 March 2009       |
| Subject:<br><b>Financial Administration of AAZK/BFR<br/>Conservation Resource Grant</b> | Reviewed/ Revised:<br>13 October 2014 |

**Board Administrative Directive**

**PURPOSE**

To set a policy by which the CEO/CFO of the American Association of Zoo Keepers (AAZK) shall segregate and administer funding for the AAZK/Bowling for Rhinos (BFR) Conservation Resource Grant (CRG).

**ACRONYM DEFINITION**

AAZK – American Association of Zoo Keepers

BFR – Bowling for Rhinos

CRG – Conservation Resource Grant

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LWC – Lewa Wildlife Conservancy

IRF – International Rhino Foundation

ACK – Action for Cheetahs in Kenya

**POLICY**

AAZK administrates an annual conservation fund raising program entitled Bowling for Rhinos (BFR). The distribution of funds from annual BFR events, duly ratified by the Board of Directors is delineated in Administrative Directive 7.02-3. BFR events shall conclude on 1 December of each calendar year. Fund distribution shall be reviewed annually by the Board of Directors.

Advertisement of available CRG monies shall be initiated by the AAZK Conservation Committee following the schedule delineated in this procedure. The Conservation Committee shall also review proposals in the form of conservation project or conservation program funding requests, determining eligibility by the deadline established in this procedure.

**Schedule**

- |  |  |
|--|--|
| 1 December of the previous calendar year | Establish funding amount (2% CRG allotment)    |
| 3 February each calendar year            | AKF announcement – March                       |
| 1 March each calendar year               | Web Announcement – Splash Page                 |
|  | Newsletter email to membership                 |
|  | Announcement – Other Professional Publications |
|  | Announcement to AAZK Conservation Partners     |



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|---|-------------------|---------------------------------|---------------------------------|----------------|
| Subject:<br><b>Financial Administration of<br/>AAZK Conservation Resource<br/>Grant</b> | Number:<br>1.01-8 | Revised<br>26 September<br>2015 | Effective Date:<br>8 March 2009 | Page 2<br>of 5 |
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|                            |   |
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| 1 June each calendar year  | Submission Deadline   |
| 15 June each calendar year | Conservation Committee evaluation of applicants for eligibility and synopsis of proposals |
| 17 June each calendar year | Membership voting period (14 calendar days)   |
| 1 July each calendar year  | Award conveyance – Notification from AAZK under AAZK letterhead                           |

### **Eligibility**

Affiliation or partnership with AAZK is not required, but preference may be given to AAZK Members or Conservation Partners. Applicants shall select one (1) category from the criteria listed below when completing their application for CRG award.

Any applicant who is awarded an AAZK/BFR Conservation Resource Grant shall forfeit eligibility to apply for a BFR Conservation Resource Grant for the next granting period of one (1) year, unless the new grant application is deemed by the AAZK Conservation Committee to be unrelated to the previous year's award.

### **Award Criteria**

Determination for CRG eligibility shall be established in the following manner:

#### Category 1 - In-situ Rhino Conservation and Research

Short-term (less than one year), specific, field research projects on African or Asian rhino species conducted by an individual or organized group of individuals working under the auspices of a zoological facility, educational entity or AAZK Conservation Partner.

Examples may include, but are not limited to:

- Reproduction
- Nutrition
- Relocation
- Medical data collection or surveillance
- Habitat preservation strategies

#### Category 2 - In-situ Species Conservation (targeted)

Short-term (less than one year), specific, field research projects on any species that share the exact same ecosystem as:

- Asian, Java, Sumatran rhino
- African Black or White rhino

Examples may include, but are not limited to:

- Species interaction with rhino

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| Subject:<br><b>Financial Administration of<br/>AAZK Conservation Resource<br/>Grant</b> | Number:<br>1.01-8 | Revised<br>26 September<br>2015 | Effective Date:<br>8 March 2009 | Page 3<br>of 5 |
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- Reproduction
- Nutrition
- Relocation
- Habitat preservation strategies
- Crisis Management or Disease Response

Category 3 - In-situ Community, Educational or Medical Programs (Africa or Asia)

Community education, school support or medical programs developed or administrated by an individual working under the auspices of a zoological facility, educational entity or AAZK Conservation Partner restricted to the continents of Africa or Asia. Preference may be given to local programs established and/or administrated by LWC, IRF or ACK endorsed partners. Examples may include, but are not limited to:

- Community education regarding species conservation or eco-tourism
- Alternative energy sources
- School materials or supplies for rural schools associated with species conservation
- Wellness programs for rural communities
- HIV/AIDS education and prevention
- Vaccination program assistance
- Malaria education and/or mosquito net purchase
- Water purification programs

Category 4 - Ex-situ Rhino Conservation and Research (restricted)

Short-term (less than one year), specific, zoological research projects on African or Asian rhino species conducted by an individual or organized group of individuals working under the auspices of a zoological facility, educational entity or AAZK Conservation Partner. Researcher(s) must be able to demonstrate evidence of partnership with a rhino conservation entity operating in Asia or Africa *combined* with a tangible benefit to an in-situ conservation project. Examples may include, but are not limited to:

- Comparison of hormone levels in captive vs. wild rhino species
- Comparison of nutritional values, captive vs. wild rhino species
- Serum banking and comparison, captive vs. wild rhino species

**Fund Award**

The Award shall be conveyed by a vote of the Conservation Committee or in a manner specified by the Conservation Committee. Voting shall commence on the 15 June of each calendar year for the specified period. The method of voting shall be established by the Conservation Chair or their designee.

All awards shall be ratified by vote of the AAZK Board of Directors, with recommendation and research performed by the Conservation Committee. The Conservation Committee is tasked

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with the verification and validity process to ensure funds from the AAZK Conservation Resource Grant are awarded to appropriate and valid applicants.

Awards from the AAZK CRG shall be administered by in lump sum payment. The Conservation Committee Chair shall request the designated funds in the form of a Memorandum addressed to the CEO/CFO, copying the AAZK President, Board Oversight and BFR Program Manager. The funds shall be forwarded to the recipient with a letter of award authored by the CEO/CFO or their designee and shall contain a provision requiring documentation of fund distribution by the Researcher(s) and reporting to the Conservation Committee Chair or their designee. The Conservation Committee Chair or their designee shall be responsible for reporting the awards from the CRG to the Membership of the Association, by announcement in the *Animal Keepers' Forum* or other associated AAZK media including announcement during the annual conference of AAZK at a time designated during the Conference Program.

### **Award Fund Management**

A single award (in any category) in the amount of the total percentage (2%) for that year shall be conveyed based on Conservation Committee vote as previously defined.

Unsuccessful applicants may reapply in any subsequent year when funding is available and advertised by AAZK.

Successful applicants may reapply for a BFR Conservation Resource after a period of one (1) year, unless the new grant application is deemed by the AAZK Conservation Committee to be unrelated to the previous year's award and when funding is available and advertised by AAZK.

The Conservation Committee Chair or their designee shall communicate with the award recipient (researcher) to obtain documentation of how BFR/CRG grant funds were spent and obtain a final report from the recipient (researcher) for publication in AAZK Media, or shall synopsise the project funded for the Conservation Committee Annual report to the AAZK Board of Directors in the year following the Award.

### **Fund Balance**

If AAZK does not receive any funding application(s), does not choose to fund any application(s), or if funds remain on account, those funds will be integrated into the following years BFR account for pool distribution according to the percentages approved by the AAZK Board of Directors.

### **Malfeasance**

Should it become apparent or conveyed to AAZK that an award bestowed from the Conservation Resource Grant was not allocated according to the researcher's application, the Association retains the right to request written justification to clarify any misunderstanding.

Should the written justification in the judgment and opinion of the AAZK Board of Directors or their appointed representative be insufficient, or should it be determined that funds awarded by

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AAZK through the Conservation Resource Grant were misappropriated in any legal manner, the Board of Directors shall reserve the right to pursue any appropriate legal action and shall pursue any means of ethical review and process provided within the Bylaws of the Association.

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|--|-------------------|------------------------------|------------------------------------|----------------|
| Subject:<br><b>Financial Administration of<br/>AAZK Grants</b> | Number:<br>1.01-7 | Rev.<br>18 September<br>2016 | Effective Date:<br>January 1, 2005 | Page 2<br>of 2 |
|--|-------------------|------------------------------|------------------------------------|----------------|

the CEO/CFO of the Association of the award and award amount. The funds will be released when receipts are presented to the CEO/CFO of the Association according to the procedure outlined in the AAZK Travel Grant materials.

Fund administration and distribution for the AAZK/BFR Conservation Resource Grant are referenced in AD 1.01-8 – Financial Administration of the AAZK/BFR Conservation Resource Grant.

Fund administration and distribution for the AAZK Trees for You and Me Reforestation Grant are referenced in AD 7.01-5 – Grants Committee.

Fund administration and distribution for the AAZK/PBI Grants in Research and Conservation are referenced in AD 7.01-5 – Grants Committee.

The misuse of AAZK funds awarded through any AAZK Grant or AAZK Scholarship program administered by the Association shall be considered a violation of the Membership Code of Conduct when applicable to an AAZK member and shall be forwarded to the Ethics Committee for review. The misuse of AAZK funds awarded through any AAZK Grant or AAZK Scholarship program to an AAZK member or Non-member shall be subject to criminal prosecution at the discretion of the CEO/CFO and/or the Board of Directors of the Association.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>1.02-1</b>   | Page 1<br>of 4                    |
|   | Effective Date:<br>1 January 1994 |
| Subject:<br><b>AAZK and AAZK/BFR Logo Products</b><br><b>Chapter/National Logo Products</b><br><b>Chapter Logo Products</b> | Revised<br><br>13 October 2014    |

### Board Administrative Directive

#### PURPOSE

To define the Board of Directors policy regarding the administration, sale and profit generation of all American Association of Zoo Keepers (AAZK) copyrighted logo items and AAZK Bowling for Rhinos (AAZK/BFR) trademarked items.

This policy also defines policy regarding AAZK Chapter/National Logo and AAZK Chapter Logo merchandise.

#### POLICY

AAZK shall hold title to all products developed and identified by the registered logo of AAZK and AAZK/BFR marketed to the membership and the general public through AAZK media or Conference sales. The logo products shall be known as Trademarked Product and shall be protected from reproduction on the local level by subordinate Chapters of AAZK unless permission is received from the CEO/CFO of AAZK and is subsequently approved by the Board of Directors of AAZK.

AAZK shall realize one hundred percent (100%) of all profits generated from Trademarked AAZK logo products for deposit in the general operating accounts of AAZK and shall distribute one hundred percent (100%) of profits realized from the sale of AAZK/BFR products directly to the BFR Program on or about 1 December of each calendar year.

As per Article VII, Section 6, of the adopted and ratified Bylaws of the Association any Chapter Product which intends to develop and utilize the AAZK logo *shall* receive prior approval from the AAZK Board of Directors. These items are designated as Chapter/National Logo Products. Any profit realized from Chapter/National Logo Products is subject to an equal profit split with the National Association, with the monies being deposited in general operating account of AAZK.

The AAZK Board of Directors shall herein by policy grant the Host Chapter of an AAZK Conference the right to use and reproduce the AAZK logo in advertisement or use in fund raising for an AAZK National Conference.

The AAZK Board of Directors shall herein by policy grant any AAZK Chapter or other Event Holder the right to use and reproduce the AAZK/BFR logo in advertisement or use in fund raising

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|--|-------------------|--------------------------------|------------------------------------|----------------|
| Subject:<br>AAZK Registered Logo Products<br>Chapter/National Logo Products<br>Chapter Logo Products | Number:<br>1.02-1 | Reviewed<br>October 4,<br>2016 | Effective Date:<br>January 1, 1994 | Page 2<br>of 4 |
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for a sanctioned Bowling for Rhino Event. The BFR Program Manager shall serve to sanction each BFR Event.

The Board of Directors shall empower the CEO/CFO of AAZK or their designate to report on Chapter/National Product Products sales on their behalf.

Chapters wishing to initiate any proposal for a Chapter/National Logo Product shall submit a Chapter Product Proposal Form found in Appendix A. This form must contain specific information regarding the proposal and shall be submitted with a prototype, if available. This proposal shall then be submitted to the AAZK Board of Directors for approval. Upon Board approval, the Chapter may proceed with the project and coordinate marketing with the CEO/CFO of AAZK.

Chapters with an approved Chapter/National Logo Product are required to submit a yearly report and financial statement to the CEO/CFO of AAZK (Appendix B). The deadline for filing this statement shall be with the AAZK Re-charter packet. The AAZK share of the profits shall be 50% of all sales after chapter recovery of their initial investment. Profits shall be forwarded, in the form of a check, signed by two chapter officers, accompanying the financial statement.

Chartered Chapters of AAZK may design and create for sale Chapter Logo merchandise for sale primarily on a local level. Chapters seeking to produce Chapter Products for sale on a local level are required to seek permission from the Board of Directors for any contractual investment of \$1000.00 or more. Chapter Logo Products, absent AAZK National logo, are not subject to a revenue split with AAZK National.

AAZK will not advertise Chapter Logo merchandise in AAZK Media (AKF), unless the Chapter purchases advertisement space at current Member Rates. AAZK Chapters may advertise Chapter Logo products for sale through AAZK Social Media outlets.

Chapters may offer their Chapter Logo Products for sale to the membership at Annual or Regional Conferences of the Association, providing they comply with exhibitor fees set by the Host Chapter and any sales requirements set by state or local municipalities.

T-shirts sales with a National AAZK logo associated with an AAZK Conference are exempt from this Directive.

Use of the AAZK/BFR Logo solely or incorporated into event T-shirts designed and created by AAZK Chapters or BFR Event Holders are exempt from this Directive.

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| Subject:<br>AAZK Registered Logo Products<br>Chapter/National Logo Products<br>Chapter Logo Products | Number:<br>1.02-1 | Reviewed<br>October 4,<br>2016 | Effective Date:<br>January 1, 1994 | Page 3<br>of 4 |
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## Appendix A

### CHAPTER /NATIONAL LOGO PRODUCT PROPOSAL FORM American Association of Zoo Keepers

**NAME OF PRODUCT:** \_\_\_\_\_

Circle either A or B to define the request.

- (A)     **AAZK CHAPTER/NATIONAL LOGO ACCESSORY PRODUCT**  
Use of the AAZK registered logo on a Chapter logo Product for national or local sale, requires Board approval and normally requires a split of fifty percent (50%) of the profits on Logo Product sales.
- (B)     **CAPITAL INVESTMENT OF \$1000 OR MORE** – (normally associated with Chapter Logo Products) requires Board approval.

**GIVE A BRIEF DESCRIPTION OF PRODUCT:**

Include a prototype or example of the product (if available) when submitting this form to AAZK Administrative Offices.

On approval of the AAZK, Inc. Board of Directors, a Memorandum of Participation and Agreement will be forwarded to the Chapter for completion.

**PRODUCT COORDINATOR:** \_\_\_\_\_

**CHAPTER NAME:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_



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| Subject:<br>AAZK Registered Logo Products<br>Chapter/National Logo Products<br>Chapter Logo Products | Number:<br>1.02-1 | Reviewed<br>October 4,<br>2016 | Effective Date:<br>January 1, 1994 | Page 4<br>of 4 |
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**Appendix B**

**CHAPTER/NATIONAL LOGO PRODUCT  
AGREEMENT AND REPORTING FORM**

\_\_\_\_\_  
(Chapter Name)

\_\_\_\_\_  
(Chapter/National Logo Accessory Product)

The Chapter agrees to adhere to **Article VII, Section 6...** 'Profits on said Projects and Products are subject to an equal split between the Chapter and the National Association.

**Product** Description: (include any changes made since previous report)

Chapter/National Logo Product inventory 1 January 20\_\_ \_\_\_\_\_  
Chapter/National Logo Product inventory purchased in 20\_\_ \_\_\_\_\_  
Chapter/National Logo Product inventory sold in 20\_\_ \_\_\_\_\_  
Chapter/National Logo Product inventory 31 December 20\_\_ \_\_\_\_\_

Total Sales: \$ \_\_\_\_\_

Total Profit: \$ \_\_\_\_\_

50% Profit Due AAZK: \$ \_\_\_\_\_

Current contact person for Chapter/National Logo Product.  
\_\_\_\_\_

The above Chapter agrees to submit this agreement by **15 February of each year, with the Chapter Re-charter Packet** and to adhere to the AAZK Bylaws governing sales of Chapter/National Logo Products utilizing AAZK registered logo.

It is the responsibility of this Chapter to investigate and comply with their State's requirements regarding collection of sales tax.

Chapter Officer: \_\_\_\_\_ Date:



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>1.03-1</b> | Page 1<br>of 3                          |
|   | Effective Date:<br>15 April 1993        |
| Subject:<br><b>AAZK Employee Compensation Plan</b>                  | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

The primary objective of the AMERICAN ASSOCIATION OF ZOO KEEPERS (AAZK) is to provide a reasonable and competitive compensation opportunity consistent with market-based compensation practices for individuals possessing the experience and skills needed to improve the overall performance of the organization, including volunteers.

To define employment compensation for the positions of:

- Chief Executive/Financial Officer (CEO/CFO) of AAZK (Salaried)
- Editor of the *Animal Keepers' Forum* of AAZK (Salaried)
- Assistant Editor of the *Animal Keepers' Forum* of AAZK (Salaried)

**STATEMENT**

The organization's executive compensation program is designed to:

- Encourage the attraction and retention of high-caliber employees.
- Provide a competitive compensation package, including limited benefits.
- Reinforce the goals of the organization by supporting teamwork and collaboration.
- Ensure that pay is fair and equitable.
- Be flexible to reward individual accomplishments as well as organizational success.
- Ensure that the program is understood by the AAZK membership.
- Balance the need to be competitive with the limits of available financial resources.
- Ensure that the program complies with state and federal legislation.

**Program Market Position**

AAZK focuses on comparable nonprofit organizations in our area to benchmark pay. Market information from two additional market segments, private foundations, and published not-for-profit compensation surveys may be used as a supplement.

AAZK shall evaluate other published survey data, when appropriate, for for-profit organizations for specific functional competencies such as finance and human resources. Together with data from the comparable local organizations, data from these market segments are used to form a "market composite" to assess the competitiveness of compensation.

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| Subject:<br><b>AAZK Employee Compensation</b> | Number:<br>1.03-1 | Rev.<br>18 September<br>2016 | Effective Date:<br>April 15, 1993 | Page 2<br>of 3 |
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AAZK's position is that total compensation, including limited benefits (when the organization is in the position to provide benefits), be at the median of the market. Programs are designed to be flexible so that compensation can be above or below the median based on experience, performance, and business need to attract and retain specific talent.

### **POLICY**

Employees of AAZK work under employee contract ensuring that AAZK agrees to compensate employees for jobs performed. The Board of Directors shall have in place, job descriptions and expected performance levels. The Board of Directors will review the contracts of each employee during the Mid-Year Meeting. Job descriptions will be analyzed and a review process will take place as to duties.

The CEO/CFO is a direct report to the Executive Officers of the AAZK Board of Directors. The Editor and Assistant Editor are direct reports to the CEO/CFO of AAZK.

The salary of the CEO/CFO is negotiated and set by the Executive Officers of AAZK and ratified by the Board of Directors. The contract period is one (1) year, with five (5) annual review and rollover periods.

The salaries of the Editor and Assistant Editor of AKF are negotiated and set by the CEO/CFO of AAZK and ratified by the AAZK Board of Directors. Contract periods are for one (1) year increments.

Salary increases shall be set at the Annual Board Meeting of the Association and will become effective upon a date set by the contract, normally the 1<sup>st</sup> day of each calendar year. Employees are not guaranteed an annual salary increase.

During a convened meeting any of the AAZK employees listed above may be evaluated by the Board of Directors. If an evaluation is warranted or requested by the Board of Directors, a written evaluation narrative will be filed, in writing, copied to the AAZK employee, by the AAZK President and the employee shall meet with the Board of Directors to discuss areas of performance as indicated.

When warranted, a Work Improvement Plan shall be communicated directly to the AAZK employee, in writing. In order for the employee to be eligible for a salary increase or continued compensation, any performance deficiencies must be corrected to the satisfaction of the AAZK Board of Directors within sixty (60) calendar days of evaluation and conveyance of the Work Improvement Plan. AAZK employees that do meet the terms set forth in the Work Improvement Plan to the satisfaction of the AAZK Board of Directors are subject to corrective action as defined in employment contract (or Project/Program Job Descriptions) up to and including termination.

Employee benefits shall be set in initial contract negotiations and shall be maintained throughout the period of employment with AAZK

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Upon employment, salaried employees may elect to enroll in a 401(k) retirement benefit managed by an independent firm for up to ninety-one percent (91%) of the employee's salary. AAZK shall match an employee contribution to the 401(k) plan not to exceed three percent (3%). AAZK reserves the right to reduce or eliminate the AAZK share of contribution at any time with written notification to any employee enrolled in the 401(k) plan.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 1                          |
|  | Effective Date:<br>15 October 1994      |
| Subject:<br><b>AAZK Employee Benefits</b>      | Reviewed/ Revised:<br>25 September 2014 |

**Board Administrative Directive**

**POLICY**

The Board of Directors of the American Association of Zoo Keepers (AAZK) shall maintain a benefit package for all current employees. This package shall tie directly to employee contracts and shall be reviewed on an annual basis by the AAZK Board of Directors as part of the Annual Board Meeting.

**PURPOSE**

The purpose of a benefit pack is to ensure AAZK employee's salaries and benefits are current to market for the cities of Tucson, AZ and Cleveland, OH for a non-profit membership association. At a minimum, the benefit package may include:

- Paid sick leave, if any
- Paid vacation, if any
- Retirement benefit in the form of a 401K election w/employer designated match
- List of paid holidays, if any
- Description of work day and pay period

As a contract document negotiated between an individual and AAZK, the benefit packages are not included in the Operations Manual of AAZK and shall instead be available for review in accordance with the Bylaws of AAZK and/or associated with Freedom of Information (FOI) requests pertaining to the operation of a non-profit entity in the State of Arizona.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>1.03-3</b>        | Effective Date:<br>23 May 2013          |
|  | Reviewed/ Revised:<br>18 September 2016 |
| Subject:<br><b>AAZK Member Compensation Policy<br/>And Member Benefits</b> |   |

### Board Administrative Directive

#### PURPOSE

To define Member compensation and benefits of Membership in the following selected Manager/Vice Manager Chair/Vice Chair and Committee positions within the American Association of Zoo Keepers (AAZK).

#### POLICY

The AAZK President is designated a line item in the budget to cover reasonably incurred business expenses which include travel and lodging to attend AAZK Board Meetings associated with the AAZK National Conference and Mid-year Board Meeting, which is a requirement of the position. In addition, the President shall receive travel and lodging expenses associated with representation of AAZK at a Conference of the American Zoo and Aquarium Association (AZA) when approved by the Board of Directors and shall receive travel and lodging expenses to attend a Board meeting of the International Congress of Zoo Keepers.

The AAZK Vice President is designated a line item in the budget to cover reasonably incurred business expenses which include travel and lodging to attend Board Meetings associated with the AAZK National Conference and Mid-year Board Meeting, which is a requirement of the position.

Each AAZK Board of Directors is designated a line item in the budget to cover reasonably incurred business expenses which includes travel and lodging expenses to attend the Board Meetings associated with the AAZK National Conference which is a requirement of the position. The budget may also be utilized to cover all or part of the travel and lodging expenses associated with attendance at a Midyear Board Meeting where attendance is at the discretion of the President.

Each AAZK Program and Committee is designated a line item in the AAZK budget to offset expenses associated with operation of the Program or Committee. As volunteers, Program (Project) Managers, Committee Chairs, Committee Members and PDC Designated Committee Members are compensated from the budget line item for any reasonably incurred business expense *excluding* travel, lodging and meal expenses.

AAZK is represented to the International Congress on Zoo Keeping (ICZ) Board by the President of AAZK and on the ICZ Steering Committee by the Chair of the AAZK International Outreach Committee (IOC). The AAZK President shall be funded to attend the ICZ Board

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|--|------------------|---------------------------------|-------------------------------|--|
| Subject<br>AAZK Compensation Policy and<br>Member Benefits | Number<br>1.03-3 | Revised<br>18 September<br>2016 | Effective Date<br>May 23 2013 |  |
|--|------------------|---------------------------------|-------------------------------|--|

meeting in conjunction with the International Congress on Zoo Keeping. Funding to attend an ICZ Board meeting not held in conjunction with a Congress, is subject to budgetary request and Board approval.

AAZK shall endeavor to fund the Chair of the International Outreach Committee to attend the International Congress on Zoo Keeping based upon the financial health of the Association and with approval from the AAZK Board of Directors. Once the Chair of the IOC has attended and ICZ Conference the next ICZ Conference shall be attended by the IOC Vice-chair, again based upon the financial health of the Association and with approval from the AAZK Board of Directors. The Chair and Vice-chair shall then rotate attendance at ICZ Conferences moving forward.

AAZK does not normally cover member expenses for food and **shall not** cover expenses for alcohol.

In addition those positions receive additional Member Benefits, as listed, as a performance incentive.

AAZK Program Managers (Volunteer - indirectly compensated)

AAZK Committee Chairs (Volunteer - indirectly compensated)

AAZK PDC Committee - limited to: **Designated Program and Course Managers** (Volunteer – indirectly compensated)

### **Indirect Compensation Policy for Program Managers**

#### Gratis Full or Day AAZK Conference Registration

AAZK shall provide AAZK Program Managers gratis full or day Conference Registration

1. AAZK shall compel Host Chapters to provide a discount code (or similar) for AAZK Program Manager full or day Conference Registration to allow for AAZK Program Manager Registration.
2. AAZK shall compensate the Host Chapter in the form of the Host Chapter's *share* of each AAZK Program Manager full or day registration to ensure that the Host Chapter cover their expenses associated with each Program Manager attendance.
3. AAZK shall waive AAZK's *share* for all AAZK Program Managers attending the Conference.
4. Under the terms of this Directive the AAZK Program Manager **shall be expected** to attend the AAZK Board of Director Meeting typically held on the day of the Ice Breaker. AAZK shall only reimburse the Host Chapter for a day registration for an AAZK Program Manager **provided** that Manager is attending an AAZK Board Meeting.

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| Subject<br>AAZK Compensation Policy and<br>Member Benefits | Number<br>1.03-3 | Revised<br>18 September<br>2016 | Effective Date<br>May 23 2013 |  |
|--|------------------|---------------------------------|-------------------------------|--|

Further – AAZK Program Managers shall, if seeking institutional funding to attend the AAZK Conference, disclose to their respective institution the fact that Conference Registration is covered by AAZK as indirect compensation to the Program Manager.

Further – AAZK Program Managers shall not be eligible for travel assistance provided by AAZK Granting opportunities.

The AAZK Bylaws Manager is not covered under this policy unless Bylaw Revisions are to be presented to the delegates of the Conference

Vice-program Managers are not eligible for indirect compensation in the form of gratis full or day Conference registration unless their Program Manager is unable to attend the AAZK Conference.

### **Indirect Compensation Policy for Committee Chairs**

#### Gratis Full or Day AAZK Conference Registration

AAZK Host Chapter shall provide AAZK Committee Chairs gratis full or day Conference Registration.

1. AAZK shall compel Host Chapters to provide a discount code (or similar) for AAZK Committee Chairs full or day Conference Registration to allow for AAZK Committee Chair attendance.
2. AAZK shall compensate the Host Chapter in the form of the Host Chapter's *share* of each AAZK Committee Chair full or day registration to ensure that the Host Chapter cover their expenses associated with each Committee Chair registration.
3. AAZK shall waive the AAZK *share* for all AAZK Committee Chairs attending the Conference.
4. Under the terms of this policy the AAZK Committee Chairs **shall be expected** to attend the AAZK Board of Director Meeting typically held on the day of the Ice Breaker. AAZK shall only reimburse the Host Chapter for a day registration for an AAZK Program Manager *provided* that Manager is attending an AAZK Board Meeting.

Further – AAZK Committee Chairs shall, if seeking institutional funding to attend the AAZK Conference, disclose to their respective institution the fact that Conference Registration is covered by AAZK as indirect compensation to the Committee Chair.

Further – AAZK Committee Chair shall not be eligible for travel assistance provided by AAZK Granting opportunities.



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|--|------------------|---------------------------------|-------------------------------|--|
| Subject<br>AAZK Compensation Policy and<br>Member Benefits | Number<br>1.03-3 | Revised<br>18 September<br>2016 | Effective Date<br>May 23 2013 |  |
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Committee Vice-chairs are not eligible for indirect compensation in the form of gratis full or day Conference registration unless their Committee Chair is unable to attend the AAZK Conference.

**Indirect Compensation – AAZK PDC Committee - limited to: Designated Program and Course Managers (Volunteer – indirectly compensated)**

The Professional Development Committee (PDC) is tasked with creating and managing the AAZK Conference Program on behalf of the Host Chapter, in the form of Professional Certificate Course management, moderation, instructor recruitment and scheduling, Paper solicitation and management, Poster solicitation, management and judging, Topical Workshop solicitation and management, and Proceedings compilation. The PDC is also tasked with coordinated monthly (minimum) meeting format and task assignment prior to AAZK Conference and while at AAZK Conference, PDC Committee Members are expected to moderate Professional Certificate Courses.

Gratis Full Conference Registration

**Members of the AAZK PDC Designated Coordinator and Certificate Course Managers**

- AAZK PDC Conference Topical Workshop Coordinator
- AAZK PDC Conference Paper Coordinator
- AAZK PDC Conference Poster
- AAZK PDC Conference Proceedings Coordinator
- AAZK PDC Conference Certificate Course Managers (3)

1. AAZK shall compel Host Chapters to provide a discount code (or similar) for AAZK PDC Designated Coordinator and Course Managers for full Conference Registration to allow for AAZK PDC Designated Program and Course Manager registration
2. AAZK shall compensate the Host Chapter in the form of the Host Chapter's *share* of each AAZK PDC Committee Designated Coordinator or Course Manager full registration to ensure that the Host Chapter cover their expenses associated with each AAZK PDC Designated Coordinator and Course Manager attendance.
3. AAZK shall waive the AAZK *share* for all AAZK PDC Designated Coordinators and Course Managers attending the Conference.
4. Under the terms of this policy the AAZK PDC Designated Coordinators and Course Managers **shall be expected** to attend the events under their coordination and in the case of Professional Certificate Course Managers, to moderate the Certificate Courses.

Further – AAZK PDC Coordinators and Course Managers members shall, if seeking institutional funding to attend the AAZK Conference, disclose to their respective institution the fact that Conference Registration is covered by AAZK as indirect compensation to the AAZK PDC Designated Coordinators and Course Managers.

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| Subject<br>AAZK Compensation Policy and<br>Member Benefits | Number<br>1.03-3 | Revised<br>18 September<br>2016 | Effective Date<br>May 23 2013 |  |
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.  
Further – AAZK designated AAZK PDC Designated Coordinators or Course Managers members shall not be eligible for travel assistance provided by AAZK Granting opportunities.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>1.03-4</b>                  | Page 1<br>of 1                        |
|  | Effective Date:<br>25 April 1995      |
| Subject:<br><b>Editor and Assistant Editor - AKF<br/>Responsibilities and Duties</b> | Reviewed/ Revised:<br>13 October 2014 |

**Board Administrative Directive**

**PURPOSE**

To outline the basic duties of the Editor and the Assistant Editor of AAZK. The Editor and Assistant Editor are a direct report to the Chief Executive/Financial Officer (CEO/CFO) of AAZK. The job descriptions for the positions of Editor and Assistant Editor are on file at the Administrative Offices of AAZK and an employee compensation and benefits are referenced in Administrative Directive 1.03-1 Staff Wages and 1.03-2 Employee Benefits.

**POLICY**

AAZK shall employ an Editor whose principle duties shall include, but not be limited to, the coordination of AAZK magazine publication in the form of the *Animal Keepers' Forum* (AKF).

AAZK may employ an Assistant Editor who shall assist the Editor with graphic design and layout of AKF and all AAZK publications.

*Animal Keepers' Forum* shall be published on a monthly basis, unless publication is suspended due to circumstances unforeseen or foreseen and approved by the CEO/CFO of AAZK. The Editor shall meet all AKF publication deadlines.

The Editor shall solicit articles from the membership or other professional animal related sources, for publication in AKF. Content of AKF is subject to final approval from the CEO/CFO of AAZK and/or the Board of Directors for the Association.

The CEO/CFO shall handle all correspondence from outside entities on behalf of the President and the Editor concerning the publications of AAZK materials. Any correspondence needing clarification, comment or confirmation will be compiled and forwarded to the Editor for immediate response through the Editor.

The Editor shall communicate with chartered Chapters of the Association regarding activities of the Chapters and shall publish an overview of said activities in AKF.

The Editor shall consult with the CEO/CFO and/or the President of the AAZK Board of Directors regarding publication of articles (editorials) in the Viewpoint Column of AKF and receive permission to print prior to inclusion in AKF. The Editor and Assistant Editor shall be paid a salary negotiated and set by the CEO/CFO of AAZK, ratified by the AAZK Board of Directors during the Annual Meeting of the Board.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>1.03-5</b>            | Page 1<br>of 1                     |
|  | Effective Date:<br>October 4, 1994 |
| Subject:<br><b>Executive/Financial Officer<br/>Responsibilities and Duties</b> | Reviewed/ Revised:<br>16 May 2013  |

**Board Administrative Directive**

**PURPOSE**

To outline the basic duties of the Executive/Financial Officer of the Association, the relationship to the membership and Board of Directors. A complete job description is on file at the Administrative Offices with the employee contract.

**POLICY**

The AAZK Board of Directors shall employ an Executive Officer for the Association. This employee shall serve at the discretion of the Board under contract to the Association, in one (1) year terms, with the option of continuance to be ratified by the Board of Directors during Executive Session of the Annual Meeting.

The Executive Officer shall conduct and oversee the daily business operations of AAZK and shall serve as the primarily as a consultant to the Board of Directors in matters of procedure and conduct regarding the operation of a 501 (c) (3) non-profit entity, duly granted standing within the United States and in the specific the State in which incorporation has been granted.

The Executive Officer shall serve as the primary financial officer of AAZK and shall serve to advise the Board on matters of membership and chapter dues. The Executive Officer shall also advise the Board on the financial well being of the Association and shall make recommendations regarding short and long-term expenditures. The Executive Officer shall maintain all legal and financial documents with the Internal Revenue Service necessary for conduction business as a non-profit entity and shall maintain all documents required for conducting business in the State of incorporation.

The Executive Officer shall communicate with the membership in the form of periodic columns to be published in the *Animal Keepers' Forum*. The Executive Officer shall be responsible for providing an annual report to the membership on the financial aspects of the Association during the Annual Conference or at any time when directed by the Board of Directors.

The Executive Officer shall perform assignments at the direction and discretion of the Board of Directors, shall compile the Mid-year and Annual Meeting Agenda, and shall have direct responsibility for the coordination of Annual AAZK Conferences and shall maintain and keep current the Operations Manual for the Association.



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| <b>American Association<br/>of Zoo Keepers</b>         | Page 1<br>of 2                    |
|  | Effective Date:<br>4 October 1993 |
| Subject: <b>Executive Officer<br/>Election Process</b> | Revised<br>18 September 2016      |

**PURPOSE**

To establish the Board of Directors policy in electing the Executive Officer(s) of the American Association of Zoo Keepers (AAZK) on behalf of the general membership, in the event an internal appointment process is unacceptable or inappropriate to the candidates for Executive Officer.

**POLICY**

The President and Vice President of AAZK serve as the Executive Officers of the Association. Executive Officers terms shall be two (2) years with the opportunity to serve two (2) consecutive terms.

When an Executive Officer position is vacated for any reason within a term of office, vacancies are normally filled by internal appointment of the next senior Board Member for the vacant office and acceptance of the position shall be ratified by a majority vote by the Board of Directors.

When a two-year term for either Executive Officer position is expired, the qualified Executive Officer may declare their nomination to seek another two (2) year term and obtain a second. The President of the Board will also ask the seated Board for any additional nominations and seconds. If unopposed, the seated Board of Directors, *excluding* any candidate for Executive Officer, shall ratify the unopposed nominations by a majority vote.

In case of multiple nominations for the office of President and/or Vice President, or in the event the election process for the an Executive Officer cannot be settled by internal appointment (tie) the Board of Directors *shall have the option* of appointing an Executive Committee to elect the President of the Association and/or the Vice President on behalf of the general membership. Members of the Executive Committee shall be the following:

**AAZK BOARD OF DIRECTORS**  
 Excluding any candidate nominated for Executive Officer  
**CHAIR AND MANAGER OF EACH AAZK COMMITTEE AND PROGRAM**

Each Committee Chair and Program Manager shall be entitled to one (1) vote only taking into consideration they may hold multiple chairs or offices within the framework of the Association. In the event of a tie, the Board shall call for re-vote or retain the discretion of accepting co-presidents.

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|---|-------------------|----------------------------------|-----------------------------------|----------------|
| Subject:<br><b>Executive Officer<br/>Election Process</b> | Number:<br>2.01-1 | Reviewed<br>18 September<br>2016 | Effective Date:<br>4 October 1993 | Page 2<br>of 2 |
|---|-------------------|----------------------------------|-----------------------------------|----------------|

The Chief Executive/Financial Officer (CEO/CFO) shall coordinate the election process, utilizing a formal ballot process.

Election documentation shall be filed with the Administrative Offices of the Association. All notifications, candidates, platforms and results shall be published in the *Animal Keepers' Forum*.



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| <b>American Association<br/>of Zoo Keepers</b>                    | Page 1<br>of 2                 |
|   | Effective Date:<br>15 May 1994 |
| Subject:<br><b>Board of Directors<br/>Communication Practices</b> | Revised<br>16 May 2013         |

**Board Administrative Directive**

**PURPOSE**

To establish specific communication guidelines under which the American Association of Zoo Keepers (AAZK) Board of Directors will operate. The guidelines will be reviewed by each President at the beginning of their term. Revisions to the established policy will be made at that time and distributed to the Board. Failure to follow established communication guidelines shall be considered a violation of Board conduct, subjecting that member to corrective action which may ultimately result in removal from the AAZK Board. The communication policy of the AAZK Board of Directors will be kept on file with the Administrative Offices of AAZK.

**POLICY**

The Board of Directors will keep on file at the Administrative Offices of AAZK a "Communication Policy Memorandum", addressed to the CEO/CFO of AAZK detailing communication practices between the AAZK President and the AAZK Board of Directors.

Detailed in the memorandum will be the AAZK President's philosophy of communication and specific time frames of communication. The President of AAZK shall communicate with the membership on at least a bimonthly basis through the *Animal Keepers' Forum* or other Association media. The AAZK President shall endeavor to communicate with AAZK Chapters on a regular basis.

Detailed in the memorandum shall be the current AAZK Board's policy regarding electronic meetings and electronic communication (email). The Board of Directors shall copy the CEO/CFO into all business communication to ensure a professional documentation of their term of office.

The AAZK Board of Directors will establish a standardized reporting format for AAZK Committee Chairs to facilitate their reporting of actions to the AAZK Board. This form shall be utilized for reporting to the AAZK Board for Mid-year and Annual Meetings. A copy of the approved form is included within the Operations Manual of the Association.

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|--|-------------------|--------------------------------|--------------------------------|----------------|
| Subject:<br><b>Board of Director<br/>Communication Practices</b> | Number:<br>2.01-2 | Reviewed<br>October 4,<br>2016 | Effective Date:<br>15 May 1994 | Page 2<br>of 2 |
|--|-------------------|--------------------------------|--------------------------------|----------------|

## Appendix A



# MEMORANDUM

**TO:** AAZK BOARD OF DIRECTORS  
**FROM:** AAZK PRESIDENT  
**SUBJECT:** AAZK BOARD OF DIRECTOR COMMUNICATION PRACTICE  
**DATE:**  
**RESPONSE:**  
**CC:** CEO/CFO  
FILE

To conform to AAZK policy as President of the AAZK Board of Directors I hereby mandate that the AAZK Board have equal access to all information and materials that require policy decision on behalf of AAZK Membership. I however reserve the right to employ the CEO/CFO of AAZK the right and power to make decisions in time critical or in matters deemed sensitive to the Association.

The AAZK Board Policy on Electronic Meetings is hereby defined as:

The AAZK Board Policy on Electronic Communication (Email) is hereby defined as:





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| <b>American Association<br/>of Zoo Keepers</b>                              | Page 1<br>of 6                          |
|   | Effective Date:<br>1 July 1994          |
| Subject:<br><b>Board of Director<br/>Responsibilities to the Membership</b> | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

To define the responsibilities of each member of the Board of Directors to the American Association of Zoo Keepers (AAZK) and to define each Director’s responsibilities for professional representation on behalf of the AAZK membership.

**POLICY**

As per the adopted and ratified bylaws of AAZK and provided for in Administrative Directive 2.01-8, there will be a minimum of five (5) elected AAZK Board members, with a maximum of seven (7). Two (2) shall serve as Executive Officers; President and Vice-President. A minimum of three (3), with a maximum of five (5) shall serve as Directors. The Board will be elected according to the procedures set forth in the Bylaws of the Association and the Administrative Directive regarding election management and will serve the term as prescribed by the Bylaws until term completion, removal or resignation.

The AAZK Board of Directors shall endeavor to represent the views of the membership. The Board shall communicate with the membership via the *Animal Keepers' Forum* and other AAZK media. Any correspondence sent to an individual Board member requiring or soliciting the full attention of the Board shall be forwarded to the President of the AAZK Board for distribution. The Board of Directors shall be required to meet as a quorum a minimum of once per year.

Each Board Member will be assigned Committee, Project or Program oversights by the President of AAZK. It shall be the responsibility of the Board Oversight to maintain frequent and adequate correspondence that will facilitate the function of the Committee, Project or Program. The Board Oversight shall work to ensure all reports are filed on time and with the Administrative Offices and that all materials are forwarded to the Board Oversight upon resignation of the Committee Chair, or Program Manager or upon completion of the Project. The Board Oversight shall attempt to meet personally with the Committee Chair, Project or Program Manager during the AAZK Annual Conference, if practical and possible.

As stated in the Bylaws, AAZK Board Members are not entitled to monetary compensation in the form of salary. All AAZK Board Members are reimbursed for reasonably incurred business expenses and to cover travel and lodging to the Annual Meeting. Board Members are not compelled to attend the Midyear Meeting but shall be reimbursed for reasonably incurred Midyear Meeting travel and lodging expenses at the discretion of the President. Requests to cover additional expenses

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| <b>Subject:</b><br><b>Board of Directors</b><br><b>Responsibility to the</b><br><b>Membership</b> | <b>Number:</b><br>2.01-3 | <b>Rev.</b><br>18 September<br>2016 | <b>Effective Date:</b><br>January 1, 1997 | <b>Page 2</b><br><b>of 5</b> |
|---|--------------------------|-------------------------------------|---|------------------------------|

over and above the line item budget stipend are subject to majority approval by the AAZK Board of Directors.

AAZK Board Members may be assigned to represent the AAZK Board of Directors at official meetings convened by other Associations or Conservation Partners. An estimate of travel expenses associated with the approved trip shall be submitted to the Chief Executive/Financial Officer (CEO/CFO) for review and budget assignment. Final approval of the budget amount shall be confirmed by a vote of the AAZK Board of Directors.

Failure to meet any of the conditions set forth in the Association Bylaws, or the Operations Manual, for conduct of the Board Member, or failure to attend formal meetings of the AAZK Board of Directors without prior excuse granted by the President of the AAZK Board may be grounds for removal under the terms set forth in the Association Bylaws.

Conduct unbecoming a Board member shall be brought to the attention of the President of the AAZK Board of Directors. Any charges with merit shall then be forwarded to the Ethics Committee under the provisions set forth in the AAZK Bylaws.

In the event an AAZK Board of Director cannot complete their elected term on the AAZK Board or resigns their position on the AAZK Board of Directors, the AAZK President may appoint a Director on an interim basis from the Professional membership of AAZK to complete the term of office. This person may have the next highest vote total in the most recent election or be an Ad Hoc appointment from the President. That Director is then eligible to run for election on the AAZK Board of Directors during the next scheduled AAZK election and is eligible for re-election for one (1) additional term.

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| Subject:<br><b>Board of Directors<br/>Responsibility to the<br/>Membership</b> | Number:<br>2.01-3 | Rev.<br>18 September<br>2016 | Effective Date:<br>January 1, 1997 | Page 3<br>of 5 |
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Appendix A  
BOARD OF DIRECTOR RESPONSIBILITIES  
Internal Directive

It is the function of the AAZK Board of Directors to serve as governing body of the Association, making and implementing policy designed to carry out the goals and purposes of AAZK.

1. Solicit information and proposals from the AAZK membership as to the direction they wish to pursue.
2. Establish goals and objectives for AAZK.
  - a) Implement policies to accomplish said goals and objectives.
  - b) Consult with the CEO/CFO on all matters AAZK.
3. The AAZK President assigns Board members committee/project oversights.

In terms of immediate and fiscal communication, the following procedures shall apply:

General:

- a) Respond to correspondence in a prompt and professional manner.
- b) Phone conversations require documentation and electronic communication shall be copied to each Board Member where pertinent information is discussed.
- c) Items needing membership attention shall be published in the *Animal Keepers' Forum* or other AAZK media, or shall be conveyed to the membership in other appropriate manners.
- d) All material shall be dated.

Memorandums:

- a) Memorandums are to be utilized internally (BOD, CEO/CFO, AO, Committees, AAZK Chapters) for the intended purpose of documenting electronic communication and to document the final decisions of the AAZK Board in decisions pertaining to policy.

President:

- a. The President shall be responsible for Ratification Memos (policy documentation) as they apply to specific issues. The AAZK Board of Directors shall cast their vote of approval or disapproval as separate opinions on each subject. The ratification process shall be within a specified time frame.

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| <b>Subject:</b><br><b>Board of Directors</b><br><b>Responsibility to the</b><br><b>Membership</b> | <b>Number:</b><br>2.01-3 | <b>Rev.</b><br>18 September<br>2016 | <b>Effective Date:</b><br>January 1, 1997 | <b>Page 4</b><br><b>of 5</b> |
|---|--------------------------|-------------------------------------|---|------------------------------|

- b) Communication addressed to the AAZK President shall normally receive response within 5 days. The Board of Directors and CEO/CFO shall be copied into the correspondence. Allowances shall be made for Board Members that are not in electronic contact.
- c) Where Board opinion or input is required on any issue, the President will respond to the correspondent that the AAZK Board will consider the issue and he/she will respond to the correspondent in 5 days. Allowances shall be made for Board Members that are not in electronic contact.

**Board:**

- a) Specific issues and letters addressed to members of the AAZK Board of Directors shall normally receive response within five (5) days. All Board Members, and the CEO/CFO shall be copied into the correspondence. Allowances shall be made for Board Members that are not in electronic contact.
- b) Where AAZK Board opinion or input is required on any issue, the Board Member will respond to the correspondent that the AAZK Board Member will forward the issue to the AAZK Board and he/she will respond to the correspondent in 5 days. Allowances shall be made for Board Members that are not in electronic contact.

**Proposals / Decisions:**

- a) Proposals that require AAZK Board consideration and approval should be routed to the AAZK President to be included in the electronic meeting or other official agenda.
- b) Proposals should be placed before the AAZK Board within 10 days for ratification.

**Administrative Office/Executive Direction:**

- a) The CEO/CFO will handle all legal, membership and general correspondence, communicating with the AAZK where Board input and ratification of policy is required. If the correspondence requires Board decision, the CEO/CFO will offer an opinion on the matter and forward the matter to the AAZK President for Board action.

**Committee Oversight**

- a) AAZK Board Committee Chairs, Project or Program Managers shall be contacted on a regular basis or a minimum of four times a year by the Board Member Oversight.
- b) The Board Members shall require Mid-year and Annual Reports from each Committee Chair, Project or Program Manager under their oversight. The AAZK President shall set the deadline for reporting.
- c) The Board Member oversight shall receive copies of all Committee, Project or Program Manager correspondence.
- d) Annual and Mid-year reports are forwarded to the CEO/CFO and AAZK President inclusion in meeting agenda.
- f) Board Member Oversight shall set goals, with Board input, direct and assist Committee Chairs, Project and Program Managers as required.
- g) Upon the resignation of a Committee Chair, Project or Program Manager, the Board Member Oversight should make certain that all files and records are forwarded to the

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| Subject:<br><b>Board of Directors<br/>Responsibility to the<br/>Membership</b> | Number:<br>2.01-3 | Rev.<br>18 September<br>2016 | Effective Date:<br>January 1, 1997 | Page 5<br>of 5 |
|--|-------------------|------------------------------|------------------------------------|----------------|

Board Member Oversight until a replacement is named.

Meetings:

- a) The AAZK Board of Director Midyear Meeting is mandatory for the Executive Officers. Attendance by the remainder of the AAZK Board of Directors is set by the AAZK President. The location of the Midyear Meeting is set by the AAZK President.
- b) The AAZK Board of Director Annual Meeting shall commence at the Annual Conference. Attendance by all AAZK Board Members at the AAZK Board Meeting is mandatory. Attendance excuse is at the discretion of the AAZK President.

Committee Chair Vacancies:

- a) The AAZK Board has the option to direct appoint from within the Committee or advertise for a vacant Committee Chair.
- b) Solicitation from the AAZK Membership shall include the Committee Chair title and a job description, and be published in the *Animal Keepers' Forum* or other AAZK Media.
- c) Applicants for a vacant Committee Chair position shall be vetted by the Board Member Oversight.
- d) The Board Member Oversight shall make a recommendation to the President of the AAZK Board of Directors regarding the applicant once it has determined who is most capable of filling the position. The AAZK President will request a ratification vote by the Board for their approval or disapproval of the person recommended for the position. A simple majority of votes is needed for approval. The President will inform the Board Member Oversight of the vote results.
- d) The Board Member Oversight will notify the applicant selected for the position as to the appointment. Where required by the applicant, the Board Member Oversight will notify the Facility Director regarding the appointment and communicate to the Facility Director, the duties associated with the Committee Chair position.
- e) The Board Member Oversight shall inform any applicants that were not selected for the Committee Chair position and thank them for their interest in serving in the capacity of Chair.

Project/Program Managers:

- a) Project/Program Managers will be appointed by the AAZK President. Solicitation is not required to fill a vacant position.
- b) Though where warranted, solicitation from the AAZK Membership shall include the Project/Program title and a job description, and be published in the *Animal Keepers' Forum* or other AAZK Media.
- c) Applicants for a vacant or new Project/Program Manager position shall be vetted by the AAZK President and CEO/CFO.
- d) The AAZK President and CEO/CFO shall make a recommendation to the AAZK Board of Directors regarding the applicant once it has determined who is most capable of filling the position. The AAZK President will request a ratification vote by the Board for their approval or disapproval of the person recommended for the position. A simple majority of votes is needed for approval. The President will inform the AAZK Board of the vote results.
- d) The AAZK President or CEO/CFO will notify the applicant selected for the position

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| Subject:<br><b>Board of Directors<br/>Responsibility to the<br/>Membership</b> | Number:<br>2.01-3 | Rev.<br>18 September<br>2016 | Effective Date:<br>January 1, 1997 | Page 6<br>of 5 |
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- as to the appointment. Where required by the applicant, the AAZK President will notify the Facility Director regarding the appointment and communicate to the Facility Director, the duties associated with the Project or Program Manager position.
- e) The AAZK President shall inform any applicants that were not selected for the Project/Program Manager position and thank them for their interest in serving.

At the completion of term as an AAZK Board Member, or where an AAZK Board Member resigns their position, all pending correspondence shall be forwarded to the President of AAZK.



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| <b>American Association<br/>of Zoo Keepers</b>       | Page 1<br>of 1                          |
|  | Effective Date:<br>1 July 1994          |
| Subject:<br><b>Responsibilities of the President</b> | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

To establish the basic responsibilities and duties of the Association President to the Board of Directors, membership of the American Association of Zoo Keepers (AAZK) and staff.

**POLICY**

The President of AAZK is an Executive Officer of the AAZK Board of Directors. The duly elected President of AAZK shall have the following responsibilities before the Board of Directors and obligations to staff and membership:

- Create and approve a final agenda for both the Annual and Mid-year Meetings. This agenda shall include all proposals before the Board and a means to document a ratification vote by the Board of Directors.
  - Solicit the membership for comment or agenda items, in writing, to ensure compliance with requisite deadlines.
  - Approve meeting times for Executive Session and Committee/Program Meetings for the Board of Directors and inform the membership of those meeting times through publication and posting to ensure compliance with requisite deadlines.
- Prepare and distribute ratification notification for all pertinent decisions that require AAZK Board ratification for the permanent record.
- Review the Communication Policy Directive and make additions or corrections as needed or requested by the AAZK Board, staff or membership.
- Confirm all appointments (Committee Chairs) in writing, for formal recording in the AAZK files.
- Inform the Board of Directors, in writing, of all appointments made on behalf of AAZK utilizing the powers of the Presidential office.
- Establish a communication frame work for all AAZK-appointed liaisons.
- Establish a communication policy with the Chief Executive/Financial Officer (CEO/CFO) of AAZK to ensure all matters before AAZK are handled in a timely and effective manner.
- Establish an evaluation process for the position of CEO/CFO.
- Serve as the primary AAZK Board representative to the International Congress of Zoo Keepers.



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| <b>American Association<br/>of Zoo Keepers, Inc</b>       | Page 1<br>of 1                    |
|   | Effective Date:<br>1 July 1994    |
| Subject:<br><b>Responsibilities of the Vice President</b> | Reviewed/ Revised:<br>20 May 2013 |

**Board Administrative Directive**

**PURPOSE**

To establish the basic responsibilities of the American Association of Zoo Keepers (AAZK) Vice President to the Board of Directors and staff.

**POLICY**

The Vice President of AAZK is an Executive Officer of the AAZK Board of Directors. The duly elected Vice President of AAZK shall have the following responsibilities before the Board of Directors and obligations to staff and membership:

- To serve as the President of the Association in the absence of the seated AAZK President.
- To serve as the Chair of the AAZK Ethics Committee. Serves as the liaison to the AAZK President in communication matters involving the Ethics Committee. Shall consult with the Chief Executive/Financial Officer (CEO/CFO), on procedural matters and Bylaws, regarding the operation and function of the Ethics Committee. Should an ethical charge involve an Executive Officer of AAZK, the Immediate Past President of AAZK, providing he or she is not the seated Vice President, shall serve in the stead of the Vice President as the Chair of the Ethics Committee. The Code of Professional Ethics and the methodology for executing an ethical investigation are referenced in Administration Directive 4.01-5 of the Operations Manual of AAZK.
- If requested, assists the AAZK President in compiling proposals and ratification memorandums for all agenda items before the Board for vote.
- Liaison with the CEO/CFO in the absence of the AAZK President.

The Vice President shall serve as the Executive Secretary to the Board of Directors and is responsible for documenting or, appointing a Board Member to document, all Annual and Midyear meetings for the official record, in the form of minutes.

The official Meeting Minutes shall be distributed to the Board of Directors within thirty (30) days of the conclusion of any convened meeting, *excluding* any electronic meeting or meeting or hearing convened on an ethics charge, and shall be available to the membership upon written request filed by the AAZK Board of Directors and approved by the CEO/CFO of the AAZK.





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| <b>American Association<br/>of Zoo Keepers, Inc</b><br><br><b>2.01-6</b>                   | Page 1<br>of 1                          |
|  | Effective Date:<br>7 October 1993       |
| Subject:<br><b>Responsibilities of the Immediate<br/>Past President of the Association</b> | Reviewed/ Revised:<br>15 September 2009 |

**Board Administrative Directive**

**PURPOSE**

To establish the responsibilities and duties of the Immediate Past President (IPP) of American Association of Zoo Keepers (AAZK) before the Board of Directors of the AAZK.

**POLICY**

An **elected** Immediate Past President (IPP) shall retain the right to vote on any issues before the Board of Directors, as they are serving a current term on the Board of Directors.

Where the IPP is not seated on the current AAZK Board of Directors, any Officer or Director of the AAZK Board shall have the discretion to request appointment of the IPP to the role of consultant to the AAZK Board of Directors, for the expressed purpose of reviewing AAZK Officer or Director conduct.

The IPP may be appointed as ex-facto member of the AAZK Board of Directors by the President of the AAZK Board of Directors, or in case of purported Presidential misconduct by the AAZK Vice President or by a majority vote of the AAZK Board of Directors. In extraordinary circumstances, the Chief Executive/Financial Officer (CEO/CFO) may enact Executive Privilege and appoint the IPP to review the performance of the AAZK Director(s).

An **appointed** IPP shall not be entitled to vote on any matter before the Board of Directors, but shall serve to mediate discussion and/or provide comment on Director conduct and performance. An ex-facto member of the Board, the IPP shall not render an opinion on routine matters of business before the Board and on routine matters of business may only speak before the Board after recognition by the AAZK President or a majority vote of the AAZK Board of Directors following Roberts Rules of Order.

When appointed the IPP serves at the discretion of the Board of Directors. An appointed IPP shall only be seated at an AAZK Board of Directors meeting at the direct request of the AAZK President or at the invitation of a majority of the seated AAZK Board of Directors and AAZK Vice President. In extraordinary circumstances, CEO/CFO may enact Executive Privilege and refer the circumstances of IPP appointment or dismissal to an empaneled Ethics Committee of AAZK.

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|--|-------------------|---------------------|--|----------------|
| Subject:<br><b>Responsibilities of the<br/>Immediate Past President of the<br/>Association</b> | Number:<br>2.01-6 | Rev.<br>20 May 2013 | Effective Date:<br>September 15,<br>2009 | Page 2<br>of 2 |
|--|-------------------|---------------------|--|----------------|

The Immediate Past President shall only be afforded a line item in the budget to offset expenses incurred while representing the AAZK at the request of the seated AAZK Board and/or the Vice President of AAZK.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>2.01-7</b>             | Page 2<br>of 2                     |
|   | Effective Date:<br>1 November 2004 |
| Subject:<br><b>Board of Director<br/>Qualifications for Election and Office</b> | Reviewed/ Revised:<br>21 May 2013  |

**Board Administrative Directive**

**PURPOSE**

To clarify the qualifications for any candidate nominated for election to hold office on the American Association of Zoo Keepers (AAZK) Board of Directors and to establish an internal policy that will review all AAZK Directors for continuing qualification on an annual basis.

**POLICY**

All current Directors and future candidates for a position on the Board of Directors of AAZK shall be a **Professional Member** of AAZK. The current and adopted bylaw for Professional Membership in the Association reads:

**Membership Categories**

**Professional:** Permanent, salaried, full-time or part-time (as defined in the AAZK Operations Manual) zoo or aquariums keepers, veterinary technicians, research technicians and other personnel directly connected with the care, feeding, and educational display of captive wildlife in recognized zoological parks, aquariums, animals reserves and other animal care facilities. This also includes retired animal keepers with at least ten (10) years service prior to retirement, and who were professional members of AAZK during the year previous to retirement. Only Professional members residing in the United States and Canada shall be entitled to cast a national electoral vote and hold a national elective office.

Board of Director Positions may only be filled by permanent full-time professionals and are not open to Part-time animal care professionals or retired professional members of the Association.

**INTENT**

The Board of Directors of AAZK is elected by their peers to govern the Association with input from all members, but primarily professional membership. It is the intention of the membership that the Board of Directors represent the views and ideas of the animal care professional working directly in the field of exotic animal care.

Qualifications for Professional Membership in this Association are not reviewed by an independent source and applications are processed solely upon the interpretation of said qualifications, by the applicant.

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|---|-------------------|---------------------|------------------------------------|----------------|
| Subject:<br><b>Board of Director<br/>Qualifications for Election and<br/>Office</b> | Number:<br>2.01-7 | Rev.<br>21 May 2013 | Effective Date:<br>1 November 2004 | Page 2<br>of 2 |
|---|-------------------|---------------------|------------------------------------|----------------|

Board of Directors shall meet the qualifications for Professional Membership in that they are not considered administrative managers for their facility. Candidates for Director that do not meet the qualifications for professional member within this Association shall not be eligible to hold office on the Board of Directors.

Directors that do not meet the qualifications of Professional Member, due to promotion or re-classification *within their facility* during their term of office, **may** be required resign their position on the Board of Directors within thirty (30) days of re-title. Under special petition to the Board of Directors, a seated Director may petition the Board of Directors for permission to complete their elected term of office, not to exceed six (6) months, due to promotion or re-classification of duties **within their facility**.

Directors who accept a promotion to a managerial position, *outside of their current facility* during their term of office **shall** be required to resign their position on the Board of Directors, with thirty (30) days of accepting a new position.

Directors who are terminated, resign or are furloughed (laid off) from their full-time position within their zoological facility shall submit their resignation to the President of the Association within thirty (30) days of said action.

All Board Members shall be surveyed by the President of AAZK during the Executive Session of the Annual Meeting for any changes in their job titles since their election to the Board of Directors.

### **INTREPRETATION OF SUPERVISORY POSITIONS**

Directors or candidates that hold supervisory positions within their facility shall be able to meet the qualifier that they are field supervisors, spending a significant amount of the work day in the field, performing animal care work, or are directly involved with field decisions on animal care. Typically these types of positions are commonly known as “Senior Keepers”, “Lead Keepers”, “Animal Care Supervisor”, or have a numeric designation.

Typically the title “Director”, “Curator”, “Assistant Curator”, “Associate Curator”, or similar are applied to administrative managers within a facility.

AAZK recognizes that there is a wide variety of job titles and interpretations for the work performed by the employee under that job title. In circumstances where a job title does not accurately reflect the work being performed by the employee, the Board candidate or Director may challenge the ruling by the Board of Directors regarding qualification. In such cases, the Board of Directors will petition the Person in Charge of said facility, in writing, for an interpretation of employee duties.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>2.01-8</b> | Page 1<br>of 1                    |
|   | Effective Date:<br>1 January 2005 |
| Subject:<br><b>Board of Director<br/>Five/Seven Rule</b>            | Reviewed/ Revised:<br>21 May 2013 |

### Board Administrative Directive

#### PURPOSE

To allow the duly elected Board of Directors of the American Association of Zoo Keepers (AAZK) the flexibility to set the number of elected Board Member positions based upon the financial health of AAZK and Board Oversights.

#### POLICY

The Board of Directors of AAZK duly elected by the professional membership of AAZK shall have the power to set the number of Directors. The number of Directors shall be based upon the financial health of the Association and/or the need to elect additional members based upon real or anticipated Board oversights. The ability to set the number of Director Positions to be filled by the election process administered by the Administrative Offices of AAZK, or the National Election Committee of the Association shall hereby be called the **Five/Seven Rule**.

There shall be no less than five (5) AAZK Board Members, nor more than seven (7) AAZK Board Members. There shall always be an uneven number of sitting Directors to facilitate the voting process.

The Executive Officers of AAZK (President and Vice President), and their assigned duties shall remain unchanged from AAZK Bylaws. The method of replacing a Director prior to the initiation of term, or the appointment of a Director(s) to fill a position vacated during a term, shall remain unchanged from the AAZK Bylaws.

The Board of Directors duly elected and currently in office during the Annual Conference shall have the power to determine the number of Director Positions for an election year. The number of Director Positions shall be set by January 1 of the calendar year. The Administrative Offices or the National Election Committee shall be informed of the number of Director Positions available, in writing, from the President of AAZK. The method of election established by the AAZK Bylaws or the National Election Committee shall remain unchanged.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>2.01-9</b>                    | Page 1<br>of 1                    |
|  | Effective Date:<br>1 May 1994     |
| Subject:<br><b>Presidential Appointments<br/>Committee, Board, Association Liaison</b> | Reviewed/ Revised:<br>21 May 2013 |

## Board Administrative Directive

### PURPOSE

To outline the circumstances and establish the method by which the President of the American Association of Zoo Keepers (AAZK) has the authority to appoint individuals to fill **vacant** Board Positions, Committee Chairs/Vice-chair, Managers/Vice-managers and Association Liaisons.

### POLICY

As per the ratified Bylaws of AAZK, once a Director term has commenced, vacancies on the AAZK Board of Directors shall be filled by direct appointment by the AAZK President as per policy defined in Administrative Directive 2.01-1

A Board of Director term that is vacated less then six months before the general election will be allowed to remain vacant and filled by membership vote, pending majority vote of the Board.

The President of AAZK has the authority to direct appoint Committee Chairs/Vice chairs, and Program Managers/Vice managers as nominated by the AAZK Board Oversight. Under circumstances where multiple candidates for Committee Chair or Program Manager have been solicited, all candidates shall file a resume detailing their experience. Appointments are subject to a ratification memorandum generated by the AAZK President. All appointments will be confirmed by a simple majority vote of the AAZK Board of Directors. Rejection of the candidate by the AAZK Board shall result in the nomination of a new candidate. The ratification Memorandum shall be filed with the Administrative Offices of the Association as documentation of for permanent record.

The President of AAZK has the authority to appoint any candidate for a liaison position with AAZK or other Associations, without confirmation by the Board of Directors. Candidates for these positions are usually nominated by their own organizations and appointment from the Presidency would be in the form of confirmation. As such, the AAZK President has the authority to remove a liaison from an appointed position within AAZK and the authority to request another Association replace their appointment of a liaison to the AAZK Board of Directors.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>3.01-1</b>        | Page 1<br>of 1                    |
|  | Effective Date:<br>30 April 1993  |
| Subject:<br><b>Part Time Professional<br/>Animal Keeper Qualifications</b> | Reviewed/ Revised:<br>21 May 2013 |

**Board Administrative Directive**

**PURPOSE**

To confirm the status of salaried, part-time professional animal keepers for the purpose of qualifying them for professional membership status in the American Association of Zoo Keepers (AAZK).

**POLICY**

AAZK shall herein define a permanent, part-time professional member as a monetarily-compensated position in a recognized zoo, aquarium or related animal care facility as an individual who works a minimum of twenty (20) hours per week and less than forty (40) hours per week in the animal care professional field as a zoo (animal) keeper, aquarist, veterinary or research technician and other personnel directly connected with the display, care and feeding of captive exotic animals and who is recognized by their USDA licensed, aviary or reptile facility as a "part-time" zoo keeper, or animal care staff member.

Part-time, for purpose of this Directive **shall not** refer to seasonal employees.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>3.01-2</b> | Page 1<br>of 3                            |
|   | Effective Date:<br>10 October 1991        |
| Subject:<br><br><b>Lifetime Membership</b>                          | Reviewed/ Revised:<br><br>August 12, 2014 |

## Board Administrative Directive

### PURPOSE

To establish a criteria for the **Lifetime Achievement Award** within the American Association of Zoo Keepers (AAZK).

### POLICY

Those Members or Non-members of AAZK who have by their actions and deeds significantly contributed to the animal care profession are eligible for **Lifetime Achievement Award**. The Lifetime Achievement Award shall be conveyed in two (2) categories:

#### **AAZK Professional Service Award**

To recognize an individual's dedicated commitment to the animal care profession over the course of the nominee's career with significant contributions to the entire zoological community. The nominee must have demonstrated impeccable character, and a distinguished record of honorable service to AAZK and/or their institution throughout his or her career.

#### **Qualifications**

- The nominee shall be a member of AAZK in good-standing at the time of nomination.
- The nominee shall be or shall have been a Professional Member of AAZK for a *minimum* of 10 years.
- The nominee shall have acquired 20 years of professional service within their career.

For keepers who have moved into other zoological roles, combined service in the zoo or aquarium profession is acceptable, provided initial employment at the professional keeper/aquarist level was for a minimum of ten years, with subsequent supervisory, management, educational or specialized employment, for an additional years achieving a minimum of twenty years combined service in the animal care profession.

The nominee shall be nominated by two of his or her peers who have also been employed at that same zoo, aquarium or related facility. Supporting nominations may be submitted by personnel from the institution(s) where the nominee has been employed.

A recipient of the AAZK **Professional Service Award** shall receive Lifetime Membership with AAZK with a subscription to the Animal Keepers' Forum.



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|--|-------------------|------------------------------|------------------------------------|----------------|
| Subject:<br><b>Lifetime Membership</b> | Number:<br>3.01-2 | Rev.<br>18 September<br>2016 | Effective Date:<br>October 10 1997 | Page 2<br>of 3 |
|--|-------------------|------------------------------|------------------------------------|----------------|

The Awards Committee shall entertain nominations for the **Professional Service Award** in AAZK from the membership only when the nomination is forwarded to the AAZK Awards Committee, in writing and in detail, outlining the accomplishments of the nominee.

The AAZK Board of Directors shall also have the power to nominate persons of merit from outside the AAZK membership that have made significant contributions to the Association.

All nominations for the Lifetime Achievement Award shall be reviewed for merit by the AAZK Awards Committee and ratified by resolution of the AAZK Board of Directors.

Conveyance of the **Professional Service Award** by the AAZK Awards Committee and ratified by the AAZK Board of Directors to the nominee, shall result in presentation of Award to the delegates at the AAZK National Conference in the year of nomination and a gratis **Lifetime Membership** with a lifetime subscription to the *Animal Keepers' Forum*.

Subscription to the Animal Keepers' Forum is not transferable.

### **Meritorious Service Award**

To recognize outstanding service or contribution with significant contributions to the entire zoological community; recognition of specific or continued contribution to the American Association of Zoo Keepers.

### **Qualifications**

- The nominee shall be strongly committed to education, conservation, science, and the welfare of animals, and actively involved in furthering these causes within the zoo and aquarium profession or field of conservation.  
And/or
- The nominee shall have made outstanding contributions to the zoo and aquarium profession, AAZK, conservation, science or technology, as represented by scholarly publications and presentations, institutional and association leadership, and/or other tangible and measurable achievements.

### **Additionally**

- The Award may be presented to an AAZK Member serving in the role of Committee Chair or Program Manager for a minimum ten year period of continuous service. The Award shall be conveyed upon their separation of service to AAZK.

Members in good standing with AAZK may petition the Board of Directors of the American Association of Zoo keepers in writing to champion the merits of an individual or program in consideration for recognition in the category of **Meritorious Service**.

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|--|-------------------|------------------------------|------------------------------------|----------------|
| Subject:<br><b>Lifetime Membership</b> | Number:<br>3.01-2 | Rev.<br>18 September<br>2016 | Effective Date:<br>October 10 1997 | Page 3<br>of 3 |
|--|-------------------|------------------------------|------------------------------------|----------------|

The nominee shall be nominated by a majority of the Board of Directors of the American Association of Zoo Keepers.



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| <b>American Association<br/>of Zoo Keepers</b>  | Page 1<br>of 2                    |
|   | Effective Date:<br>7 July 2004    |
| Subject:<br><br><b>Institutional Membership</b> | Reviewed/ Revised:<br>21 May 2013 |

**Board Administrative Directive**

**PURPOSE**

To establish a criteria for Institutional (facility) membership in the American Association of Zoo Keepers (AAZK). AAZK is not a regulatory or accrediting authority.

**POLICY**

Applicants for AAZK Institutional Membership may require the majority vote of the AAZK Board of Directors and shall be defined as follows:

- Any zoological park or aquarium with a valid Class C USDA Exhibitor’s License, free from outstanding or unresolved USDA violations, open to the public; or a USDA licensed private animal preserve or USDA licensed animal sanctuary; or the Canadian equivalent.

Applicants for AAZK Institutional Membership shall complete the Membership Application Form found in Appendix A. Current members of the American Zoo and Aquarium Association and the Zoological Association of America are exempt from the application process.

Applicants for AAZK Institutional Membership shall not be involved in or condone inhumane or invasive animal research, as defined by AAZV, at their facilities or the facilities in which their animals are housed.

Applicants for AAZK Institutional Membership shall not sell, trade, loan, or donate their surplus animals to animal auctions or dealers who will dispose of them in an inhumane or illegal manner.

Applicants for AAZK Institutional Membership will house, feed and maintain animals in such a manner as to ensure their well being as defined by the Animal Welfare Act.

AAZK Institutional Members shall not have the power of vote or the right to hold elective office within AAZK.

The membership fees in this category shall be set by the AAZK Board of Directors. Institutional Members in this category may place employment announcements, or notice of educational events in AAZK media at no cost to the Institutional Member.

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|--|-------------------|---------------------|--------------------------------|----------------|
| Subject:<br>Criteria for Organization or<br>Institutional Membership | Number:<br>3.01-3 | Rev.<br>21 May 2013 | Effective Date:<br>7 July 2004 | Page 2<br>of 4 |
|--|-------------------|---------------------|--------------------------------|----------------|

AAZK is not a regulatory or accrediting authority and an Institutional Member of AAZK shall make no claims or implications of Institutional Membership within AAZK holds such authority. The category of Institutional Member shall remain and be subject to the discretion of the AAZK Board of Directors. The AAZK Board of Directors shall have the sole power of interpreting the standards of this and all AAZK membership categories and may terminate membership within the Association at any time.

Charges of malfeasance regarding membership operation in this category may result in the Board's appointment of the Ethics Ad Hoc Committee to investigate any charges.

Termination of Institutional Membership shall be by majority vote of the AAZK Board of Directors and shall not result in the refund of Institutional Membership fees paid to AAZK.

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| Subject:<br>Criteria for Organization or<br>Institutional Membership | Number:<br>3.01-3 | Rev.<br>21 May 2013 | Effective Date:<br>7 July 2004 | Page 3<br>of 4 |
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### INSTITUTIONAL MEMBERSHIP APPLICATION

Please return application with all supplemental attached forms and e-mail to [Ed.Hansen@aazk.org](mailto:Ed.Hansen@aazk.org) or send by direct mail to:

American Association of Zoo Keepers  
8476 E. Speedway Blvd.  
Suite 204  
Tucson, AZ 85710-1728

Name of Facility:

Address:

City:

State/Province:

Zip/Postal Code:

Webpage URL:

**Description of Facility:**

Zoological Park  
 Aviary

Aquarium  
 Sanctuary/Preserve

Open to the Public:

Yes       No

Do you provide Animal Outreach Programs?

Yes       No

**Collection Information:**

|               |                 |   |
|---------------|-----------------|---|
| Mammals       | # _____ Species | # _____ Total Mammals                     |
| • Primates    | # _____ Species | # _____ Total Primates                    |
| Birds         | # _____ Species | # _____ Total Birds                       |
| Fish          | # _____ Species | # _____ Total Fish (Approximate)          |
| Reptiles      | # _____ Species | # _____ Total Reptiles                    |
| • Venomous    | # _____ Species | # _____ Total Venomous                    |
| Amphibians    | # _____ Species | # _____ Total Amphibian (Approximate)     |
| • Venomous    | # _____ Species | # _____ Total Venomous                    |
| Invertebrates | # _____ Species | # _____ Total Invertebrates (Approximate) |

|  |                   |                     |                                |                |
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| Subject:<br>Criteria for Organization or<br>Institutional Membership | Number:<br>3.01-3 | Rev.<br>21 May 2013 | Effective Date:<br>7 July 2004 | Page 4<br>of 4 |
|--|-------------------|---------------------|--------------------------------|----------------|

- Venomous # \_\_\_\_ Species # \_\_\_\_ Total Venomous

**Staff** # \_\_\_\_ Animal Care Staff # \_\_\_\_ Total Staff

### Liability Information

Please list any negative public or staff animal interactions for the previous three (3) years:

# \_\_\_\_ animal escapes from enclosures for the past three (3) years

# \_\_\_\_ injuries caused by an animal to a member of the public or staff in the past three (3) years.

Explanation (Optional):

### Veterinarian of Record for the Facility\* (Name and Address):

List the Contact Information for the Veterinarian of Record

\*Institutional members will house, feed and maintain animals in such a manner as to ensure their well-being as defined by the Animal Welfare Act.

### Animal Acquisition/Disposition Policies\*

List or attach the animal acquisition/disposition policies for your facility:

\*Institutional members shall not sell, trade, loan, or donate their surplus animals to animal auctions or dealers who will dispose of them in an inhumane or illegal manner.

### Safety Policy/Program and Emergency Response Program for the Facility

List or attach the Safety Policy/Program and the Emergency Response Program for your Facility:

### Keeper Training Program

List or attach the Animal Keeper Program staff must complete prior to working with the animal collection:

### Behavioral Enrichment Program

List or attach the behavioral or environmental enrichment programs currently employed at your facility:

For facilities that house primates, completion of the above section is mandatory. Listing primates in the collection and failure to complete this section assumes violation of the Animal Welfare Act and is grounds for rejection of the application.

Application Submitted by: Title:

I hereby attest that the information I have provided to the AAZK, Inc. in this application is complete and truthful. Failure to disclose any information requested in this application or the discovery of misinformation within the application revealed at any point during the processing of the application may warrant rejection of the application by AAZK.

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Signature



## INSTITUTIONAL MEMBERSHIP APPLICATION

Please return application with all supplemental attached forms and e-mail to [Ed.Hansen@aazk.org](mailto:Ed.Hansen@aazk.org) or send by direct mail to:

American Association of Zoo Keepers  
8476 E Speedway Blvd  
Suite 204  
Tucson, AZ 85710-1728

Name of Facility:

Address:

City:

State/Province:

Zip/Postal Code:

Webpage URL:

### Description of Facility:

Zoological Park

Aviary

Aquarium

Sanctuary/Preserve

Open to the Public:

Yes       No

Do you provide Animal Outreach Programs?

Yes       No

### Collection Information:

Mammals # \_\_\_\_\_ Species

• Primates # \_\_\_\_\_ Species

Birds # \_\_\_\_\_ Species

Fish # \_\_\_\_\_ Species

Reptiles # \_\_\_\_\_ Species

• Venomous # \_\_\_\_\_ Species

# \_\_\_\_\_ Species

• Venomous # \_\_\_\_\_ Species

Invertebrates # \_\_\_\_\_ Species

• Venomous # \_\_\_\_\_ Species

# \_\_\_\_\_ Total Mammals

# \_\_\_\_\_ Total Primates

# \_\_\_\_\_ Total Birds

# \_\_\_\_\_ Total Fish (Approximate)

# \_\_\_\_\_ Total Reptiles

# \_\_\_\_\_ Total Venomous Amphibians

# \_\_\_\_\_ Total Amphibian (Approximate)

# \_\_\_\_\_ Total Venomous

# \_\_\_\_\_ Total Invertebrates (Approximate)

# \_\_\_\_\_ Total Venomous

**Staff** #\_\_\_\_\_Animal Care Staff #\_\_\_\_\_Total Staff

**Liability Information**

Please list any negative public or staff animal interactions for the previous three (3) years:

#\_\_\_\_\_animal escapes from enclosures for the past three (3) years

#\_\_\_\_\_injuries caused by an animal to a member of the public or staff in the past three (3) years.

Explanation (Optional):

**Veterinarian of Record for the Facility\* (Name and Address):**

List the Contact Information for the Veterinarian of Record

\*Institutional members will house, feed and maintain animals in such a manner as to ensure their well-being as defined by the Animal Welfare Act.

**Animal Acquisition/Disposition Policies\***

List or attach the animal acquisition/disposition policies for your facility:

\*Institutional members shall not sell, trade, loan, or donate their surplus animals to animal auctions or dealers who will dispose of them in an inhumane or illegal manner.



**Safety Policy/Program and Emergency Response Program for the Facility**

List or attach the Safety Policy/Program and the Emergency Response Program for your Facility:

**Keeper Training Program**

List or attach the Animal Keeper Program staff must complete prior to working with the animal collection:

**Behavioral Enrichment Program**

List or attach the behavioral or environmental enrichment programs currently employed at your facility:

For facilities that house primates, completion of the above section is mandatory. Listing primates in the collection and failure to complete this section assumes violation of the Animal Welfare Act and is grounds for rejection of the application.

Application Submitted by:

Title:

I hereby attest that the information I have provided to the American Association of Zoo Keepers. in this application is complete and truthful. Failure to disclose any information requested in this application or the discovery of misinformation within the application revealed at any point during the processing of the application may warrant rejection of the application by AAZK.

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Signature



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>3.01-4</b> | Page 1<br>of 2                       |
|   | Effective Date:<br>28 September 2007 |
| Subject:<br><br><b>Criteria for<br/>Commercial Membership</b>       | Reviewed/ Revised:<br>21 May 2013    |

**Board Administrative Directive**

**PURPOSE**

To establish a criteria for Commercial Membership in the American Association of Zoo Keepers (AAZK).

**POLICY**

Commercial membership shall require the majority vote AAZK Board of Directors and shall be defined as follows:

- Any company that produces a product or service and intends to offer that product or service for sale or use by the membership of AAZK.

Applicants for AAZK Commercial Membership shall not be involved in or condone inhumane or invasive animal research, as defined by AAZV, at their facilities or the facilities in which their animals are housed.

Applicants for AAZK Commercial Membership shall not sell, trade, loan, or donate any animal or animal byproduct to animal auctions or dealers who will dispose of them in an inhumane or illegal manner.

AAZK Commercial Members shall not have the power of vote or the right to hold elective office within AAZK.

AAZK Commercial Membership fees shall be set by the AAZK Board of Directors. AAZK Commercial Members in this category shall be entitled to advertise merchandise, materials or educational events at the current member advertising rate set by the AAZK Board of Directors.

AAZK Commercial Membership shall remain and be subject to the discretion of the AAZK Board of Directors. The AAZK Board of Directors shall have the sole power of interpreting the standards of this and all AAZK membership categories. Charges of malfeasance regarding membership operation in this category may result in the AAZK Board's appointment of the Ethics Ad Hoc Committee to investigate charges. Termination of AAZK Commercial Membership shall be by majority vote of the Board of Directors/AAZK.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 2                       |
|  | Effective Date:<br>29 September 2007 |
| Subject:<br><b>Conservation Partner</b>        | Reviewed/ Revised:<br>22 May 2013    |

**Board Administrative Directive**

**PURPOSE**

To establish criteria for membership in the category of Conservation Partner within the American Association of Zoo Keepers (AAZK). The application process for Conservation Partner is referenced in Administrative Directive 3.01-5A.

**POLICY**

An application for membership as an AAZK Conservation Partner shall require the majority vote of the AAZK Board of Directors. An AAZK Conservation Partner is defined as follows:

- Any group established for the sole purpose of conserving animal species, animal habitat or for promoting the value of education of exotic animal keepers. While incorporation within the United States as a 501 (c) (3) non-profit entity adds credence to the conservation group, and is encouraged for membership as a Conservation Partner with AAZK, it is not a prerequisite for membership.

Applicants for an AAZK Conservation Partners shall not be involved in or condone inhumane or invasive animal research, as defined by AAZV, at their facilities or the facilities in which their animals are housed.

Applicants for an AAZK Conservation Partners shall not sell, trade, loan, or donate any animal or animal byproduct to animal auctions or dealers who will dispose of them in an inhumane or illegal manner.

AAZK Conservation Partners shall not have the power of vote or the right to hold elective office within AAZK. AAZK Conservation Partners shall be represented by a Liaison appointed by the Conservation Partner to report/communicate with the AAZK Board of Directors.

The membership fees in the category of AAZK Conservation Partner shall be set by the AAZK Board of Directors. AAZK Conservation Partners shall be entitled to advertise merchandise, materials or events according to the member benefits delineated in Administrative Directive 3.01-6.

The AAZK Conservation Partner category shall remain and be subject to the discretion of the AAZK Board of Directors. The AAZK Board of Directors shall have the sole power of interpreting the standards of this and all membership categories. Charges of malfeasance

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|---|-------------------|----------------------|------------------------------------|----------------|
| Subject:<br><b>Conservation Partner</b> | Number:<br>3.01-5 | Rev.<br>May 12, 2013 | Effective Date:<br>January 1, 1997 | Page 2<br>of 2 |
|---|-------------------|----------------------|------------------------------------|----------------|

regarding membership operation in this category will result in the termination of AAZK Conservation Partnership membership at determined by majority vote of the AAZK Board of Directors.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>3.01-5A</b> | Page 1<br>of 2                        |
|  | Effective Date:<br>5 November 2001    |
| Subject:<br><br><b>Conservation Partnership Application</b>          | Reviewed/ Revised:<br>14 October 2014 |

**Board Administrative Directive**

**PURPOSE**

To establish a policy by which any recognized<sup>1</sup> national or international conservation group may solicit the Board of Directors of the American Association of Zoo Keepers (AAZK) for membership as an AAZK Conservation Partner.

**POLICY**

All recognized conservation organizations, associations or groups shall petition the Chief Executive/Financial Officer (CEO/CFO) and/or AAZK Board of Directors in writing with a request for Conservation Partnership. An AAZK Board member shall be chosen to sponsor the formal application by the Conservation Partner candidate. The application shall be reviewed and processed in a partnership between the CEO/CFO and the sponsoring AAZK Board Member. Membership as an AAZK Conservation Partner shall conform to the established and ratified Bylaws of AAZK. Membership criteria for Conservation Partner is referenced in Administrative Directive 3.01-5 of the Operations Manual of AAZK.

It shall be immediately established by the CEO/CFO and the AAZK Board Sponsor as to whether a petition is for endorsement and recognition of the group by means of logo/name sharing (Conservation Partner) or if the petition contains a solicitation for funding from AAZK. Under most circumstances, AAZK as a recognized non-profit entity, that has established in-situ conservation projects, does not provide additional conservation funding outside of the AAZK Conservation Resource or Education Grants. Requests for funding are considered by the AAZK Board of Directors on a case-by-case basis.

**For the purpose of this policy, requests for funding due to a recognized emergency or natural disaster are exempt.**

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<sup>1</sup> For the purpose of this Directive, a recognized Conservation Organization shall be one that is listed on the International or Federal Register of 501 (c) (3) non-profit entities and/or investigated by the CEO/CFO or designee and found to be reputable through the process employed while compiling background information on the Membership application.

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|---|--------------------|----------------------------|------------------------------------|----------------|
| Subject:<br><b>Conservation Partnership Application</b> | Number:<br>3.01-5A | Rev.<br>October 4,<br>2016 | Effective Date:<br>January 1, 1997 | Page 2<br>of 2 |
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Conservation Partnership Applicants shall be informed within 10 days that the matter is under advisement by AAZK and request more support information, if needed. The CEO/CFO will inform the President of AAZK, by electronic communication of the pending application within 10 days.

Supportive information shall include, but not be limited to the following items:

1. Articles of Incorporation
2. Names of the current Board of Directors
3. Financial Statement for current fiscal year
4. Published literature
5. References
6. Documentation of current conservation programs

For International applicants the AAZK Board Sponsor shall collect all supportive materials to the initial application within thirty (30) days. A package of all materials and the initial petition from ***international organizations*** shall be forwarded to the AAZK President for review, investigation and comment. The Association President may elect to consult with the International Congress of Zoo Keepers (ICZ) on international petitions. The President shall include any recommendation of the ICZ in the formal proposal to the AAZK Board of Directors regarding acceptance or denial of the application from an international organization. Board vote on the application shall be taken by electronic mail and the results returned by electronic mail to the CEO/CFO. This process shall be complete within 45 days of the initial application.

Upon acceptance or denial of the Conservation Partner application by the AAZK Board of Directors, notification of the acceptance or denial of the application will be made by the CEO/CFO or Board Sponsor to the applicant.

Members of this Association may place simple notices of events, Links or program information in the *Animal Keepers' Forum* or on the AAZK webpage. AAZK will not publish requests for funds or monetary support from the membership. Advertisement of trips or the availability of memberships in Conservation Partner group shall require the placement of paid advertisement by the Conservation Partner in accordance with the current member advertisement rates established by the Media Production Editor/AKF.

The AAZK Board of Directors may petition the Conservation Partner for a seat on their Board of Directors, should a request for funding be granted. The AAZK Board of Directors may also solicit a liaison position to the group and shall require access to financial statement (Annual Report) for tax purposes associated with the operation of a 501 (c) (3) tax exempt entity.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 4                          |
|  | Effective Date:<br>September 22, 2008   |
| Subject:<br><b>Membership Benefits</b>         | Reviewed/ Revised:<br>25 September 2014 |

**Board Administrative Directive**

**PURPOSE**

To outline the benefits of membership for each category within the American Association of Zoo Keepers (AAZK).

**DEFINITIONS**

***Non-member Rate:*** The full rate of financial payment set by the AAZK Board of Directors for various events, publications and merchandise.

***Member Rate:*** The discounted rate of financial payment set by the AAZK Board of Directors for various events, publications and merchandise.

***Conservation Rate:*** The further discounted rate of fifty percent (50%) from the Member Rate financial payment approved by the AAZK Board of Directors for Conservation Partners when advertising in the *Animal Keepers' Forum* or when offering merchandise for sale at an AAZK National Conference.

**POLICY**

**An AAZK Professional Member shall:**

- Receive an AKF Subscription
- Be eligible to vote in Board Elections
- Be eligible to vote on Association Bylaws
- Be eligible vote for Conference Host
- Be eligible to hold elected office at a National Level
- Be eligible to hold appointed Committee Chair Positions and Committee Positions
- Be eligible to hold appointed Project or Program Manager Positions
- Be eligible to hold Office at Chapter level
- Receive Member Rates for AAZK Conferences or Conservation Partner events
- Receive Member Rates for AAZK Publications and Products

**An AAZK Affiliate Member shall:**

- Receive an AKF Subscription
- Be eligible to vote for Conference Host
- Be eligible to hold Committee Chair Positions and Committee Positions
- Be eligible to hold appointed Project or Program Manager Positions

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|--|-------------------|----------------------------|--|----------------|
| Subject:<br><b>Membership Benefits</b> | Number:<br>3.01-6 | Rev.<br>October 4,<br>2016 | Effective Date:<br>September 22,<br>2008 | Page 2<br>of 4 |
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- Be eligible to hold Office at Chapter level (if approved by Chapter Bylaws/Constitution)
- Receive Member Rates at AAZK Conferences or Conservation Partner events
- Receive Member Rates for AAZK Publications and Products

**An AAZK Student Member will:**

- Receive an AKF Subscription
- Be eligible to vote for Conference Host
- Hold local office on the Chapter level at the discretion of a duly chartered AAZK Chapter as per the local Chapter Constitution; or
- Hold local office on the Student Chapter level in a duly chartered AAZK Student Chapter under direct coordination of a Student Advisor in the form of an educational facility faculty member;
- Serve on AAZK National Committees.
- Receive Member rates at AAZK Conferences of Conservation Partner events
- Receive Member Rates for AAZK Publications and Products

**An AAZK Contributing Member will:**

- **Retain** their benefits under the base qualifications set forth in the Professional, Affiliate/Associate, Student category; *or*,  
**Shall not retain** any membership benefits if the Contributing Member does not meet the base qualification set forth in the Association Bylaws for Professional, Affiliate/Associate, Student, Institutional or Commercial member and it is therefore assumed by the Association that the Contributing Member wishes to support the Association by donation
- Receive an AKF Subscription
- Be entitled to take a charitable donation (for monies donated above the base membership, if any)

**An AAZK Conservation Partner will:**

- Receive an AKF subscription
- Receive the **Conservation Rate** (50% of Member's Rate) to advertise in AKF. Conservation Partners are required to advertise in AKF when offering for sale any membership, merchandise, or travel opportunity, including internships or externships in where the applicant shall render out-of-pocket costs for travel and lodging expenses
- Be eligible to post Notice of Upcoming Events on the AAZK Webpage
- Receive an AAZK Web Page Link
- Receive Member Rates at AAZK Conferences for registration and lodging
- Receive Member Rates for AAZK Publications and Products
- Receive the **Conservation Rate** (50% of Member's Exhibitor Rate) to exhibit at an AAZK National Conference
  - Exhibitor Rates are set by the Host Conference
  - AAZK Conference Platinum, Gold and Silver Sponsors are exempt from Exhibitor Rates



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- Be eligible to supply informational literature and/or promotional items to the Conference Host for inclusion in Conference Packets for delegates
  - All promotional items shall include CP name and/or logo
  - Promotional items shall be included in delegate packets at the discretion of Conference Host and shall be supplied to the Conference Host at no cost. Rejected promotional items shall be returned to the Conservation Partner, COD.
  - Conservation Partner are responsible for all costs associated with production and mailing of materials to Conference Host and promotional material due to Conference Host 45 days prior to Conference.
  - Unused material shall not be returned to CP unless they are contracted Exhibitors in attendance at the National AAZK Conference.

**An AAZK Chapter will:**

- Receive scheduled electronic communication from the AAZK President and/or the Chief Executive/Financial Officer (CEO/CFO)
- Be eligible to communicate with other AAZK Chapters via AAZK electronic communication (internal email) for approved AAZK events or projects as per Administrative Directive 8.02-11
- Receive the **Conservation Rate** (50% of Member's Rate) to advertise merchandise for sale to the membership of AAZK in AKF
- Receive the **Conservation Rate** (50% of Member's Exhibitors Rate) to reserve a Conference Exhibitor's Table
- Be eligible for group discount membership for Chapter Members to AAZK Online
- Chapter Offices will be enrolled in AAZK Online
  - Exhibitor Rates are set by the Host Conference.
  - The Host Conference shall reserve the right to exchange Exhibitor Space to AAZK Chapter(s) in exchange for Conference Sponsorship

**An AAZK Commercial Member will:**

- Receive an AKF Subscription
- Receive a 50% Member Advertising Discount rate in AKF
- Be eligible for Advertisement placement options for AKF
- Receive an AAZK Web Page Link
- Receive Member Rates at Conferences for registration, lodging and exhibition
  - Exhibitor Rates are set by the Host Conference
  - AAZK Platinum, Gold and Silver Conference Sponsors are exempt from Exhibitor Rates with Platinum and Gold Sponsorship levels receiving complimentary Conference Registration
- Receive Member Rates for AAZK Publications
- Be eligible for Priority Opportunities to Sponsor and Exhibit at AAZK Conferences

**Institutional Membership will:**

- Receive an AKF Subscription

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- Be eligible to post Job Opportunities or Internship Opportunities on the AAZK Webpage at no charge
- Receive Member Advertising Rates for AKF  
Institutional Members are required to advertise in AKF when offering for sale any commercial merchandise, or travel opportunity
- Receive Member Rates for AAZK Publications
- Exhibit at AAZK Conferences at Member Rates



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>3.01-7</b> | Page 1<br>of 2                       |
|   | Effective Date:<br>23 September 2009 |
| Subject:<br><br><b>Criteria for<br/>Student Membership</b>          | Reviewed/ Revised:<br>22 May 2013    |

**Board Administrative Directive**

**PURPOSE**

To establish a criteria for Student Membership in the American Association of Zoo Keepers (AAZK).

**POLICY**

Student Membership as defined by the current, ratified Bylaws of the Association, Article IV, Section 2

- A person interested in the animal care profession who is currently registered as a student in college, high school or middle school level. Proof of current student identification (copy) is required when submitting the application for membership in the Association. Student members shall not be entitled to vote or hold elective or appointed office on a national level within the Association and on a local level as a member of a local Chapter only at the discretion of local Chapter Bylaws and Constitution, unless a Chapter is formed and duly chartered at the local level, consisting primarily of Student members. An AAZK Student Chapter may only be formed at the College level.

The membership fees in the AAZK Student Membership category shall be set by the AAZK Board of Directors.

AAZK Student Members **are not** eligible to vote in AAZK National Elections or hold AAZK National Committee Chair or Vice-chair positions.

AAZK Student Members participating in AAZK Conference events shall provide legal identification to the Conference Host during registration for the AAZK Conference. Student Members identified as minors, under legal age for an adult, shall be identified in manner selected by the Conference Host for the expressed purpose of prohibiting consumption of alcohol during sanctioned and non-sanctioned AAZK Conference events.

The AAZK Student Membership category shall remain and be subject to the discretion of the AAZK Board of Directors. The AAZK Board of Directors shall have the sole power of interpreting the standards of this and all membership categories. Charges of malfeasance regarding membership operation in this category will result in the AAZK Board appointment of

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| Subject:<br>Student Membership | Number:<br>3.01-7 | Rev.<br>22 May 2013 | Effective Date:<br>23 September 2009 | Page 2<br>of 2 |
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the Ethics Ad Hoc Committee to investigate those charges. Termination of membership in the AAZK Student Membership category shall be by majority vote of the AAZK Board of Directors.



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|  | Effective Date:<br>23 April 2014        |
| 3.01-8   | Reviewed/ Revised:<br>26 September 2015 |
| Subject:<br><b>Member Contact Policy</b>       |   |

**Board Administrative Directive**

**PURPOSE**

To establish a policy for internal (Member and Chapter) and Commercial Member access to membership data.

**POLICY**

Membership in the American Association of Zoo Keepers (AAZK) is defined by the current, ratified Bylaws of the Association.

AAZK shall endeavor to hold its' membership information private to any entity outside of the AAZK membership rolls unless by decree or decision of the AAZK Board of Directors that the release of membership information may have direct benefit to the membership.

AAZK shall hold private the electronic mail address of an individual Chapter Member. AAZK shall only utilize the electronic mail address of an individual member to communicate directly with said member in matters of membership profile update, membership renewal notifications, communication from the AAZK President, professional member communication from contracted third parties under the authority of AAZK and emergency notification of events deemed to be of interest to the membership by the President and/or CEO and membership[ contact to those individuals registered for an AAZK National Conference in matters pertaining only to the Conference Program.

AAZK shall not release member contact information to an individual.

Requests from the Media for AAZK membership information are subject to the limitations and regulations as defined under any applicable law(s) adopted and ratified by the State of Arizona.

Upon formal request to the Chief Executive Officer (CEO) of AAZK, Membership information will be only released in the following formats:

- 1. AAZK Chapter request to verify Chapter Membership.**  
AAZK shall release the names and category of membership only to the Chapter for all members residing in the State(s) or shall verify the membership status of individuals when provided with a list of names by the requesting Chapter.

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| Subject:<br><b>Member Contact Policy</b> | Number:<br>3.01-8 | Rev.<br>26 September<br>2015 | Effective Date:<br>April 23, 2014 | Page 2<br>of 3 |
|--|-------------------|------------------------------|-----------------------------------|----------------|

**2. AAZK Chapters request for names of AAZK Members in the region with intention of recruitment.**

AAZK shall release the name, address, city, state, zip/postal code only of the AAZK Members within the state or region defined by the request.

**3. AAZK Commercial Member request to contact AAZK Membership regarding marketing, promotion or sales.**

AAZK shall only release the contact information for AAZK Institutional Members only, unless by decree or decision of the AAZK Board of Directors that the release of membership information may have direct benefit to the membership and/or the Association.

**4. AAZK Conferences – Delegate Information.**

AAZK, under the name of the Conference Host, shall only contact registered delegates to release Professional surveys or questionnaires directly from the Host Chapter or from a Workshop or Professional Certificate Course Instructor who has obtained permission from the Conference Manager.

Disclosure of personal information from an AAZK delegate attending an AAZK Conference shall be completely voluntary and the Host Chapter shall fully disclose to any delegate how and when delegate information will/intends to be shared with any other entity.

**5. Conservation Partner request for AAZK membership contact information.**

AAZK **shall not** release the contact information for AAZK Members to a Conservation Partner unless by decree or decision of the AAZK Board of Directors that the release of membership information may have direct benefit to the membership and/or the Association.

**6. Learning Partner request for AAZK member contact information.**

AAZK **shall not** directly release the contact information for AAZK Members to a Learning Partner. AAZK reserves the right to provide a Learning Partner with electronic mail address, for the sole purpose of account creation and management under the authority of the Learning Partner. AAZK shall only release electronic mail address of a member when the Learning Partner is under contractual obligation to AAZK and therefore under the authority of AAZK and bound by Memorandum of Agreement to hold all AAZK member electronic mail addresses confidential.

**7. Other Association request for AAZK membership contact information.**

AAZK **shall not** release the contact information for AAZK Members to another Association unless by decree or decision of the AAZK Board of Directors that the release of membership information may have direct benefit to the membership and/or the Association.

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#### **8. Survey Requests.**

AAZK **shall not** release the contact information for AAZK members to an outside entity requesting a member survey. Instead, AAZK shall offer to post a link to Board-approved survey on AAZK sites that in effect allows the member to voluntarily participate in the survey and control their own personal or professional information that may be a component of the survey.

The AAZK Board of Directors shall have the sole power of interpreting the standards of this Directive. Complaint and/or appearance of violation of this policy may result in the AAZK Board appointment of the Ethics Ad Hoc Committee to investigate the circumstances of complaint or apparent violation which may result in loss of Membership or Chapter Charter as determined by majority vote of the AAZK Board of Directors.



**Board Administrative Directive**

**PURPOSE**

To define Personal Gain as directed by the adopted and ratified Bylaws of the American Association of Zoo Keepers (AAZK), as per Article IV, Section 1.

**POLICY**

No member, may use AAZK, its Committees or Administration, the resources, inventory or finances, for their personal gain. Personal gain shall be defined as use of money, property, personnel or AAZK offices or facilities for non-AAZK business. Such use may constitute grounds for membership suspension or termination as per Article V, Section 1 and 2 of the AAZK Bylaws. This is exclusive of educational or recreational activities as approved by a majority vote of an AAZK Chapter membership.

AAZK Members may be compensated for the sale of a product or service to AAZK or its' membership, provided all legal business practices are completed and fulfilled by the seller, at the discretion and approval of the national or local governing authority which is the AAZK Board of Directors or the local AAZK Chapter Board of Directors. Advertisement of the product or service in AAZK media shall be at the current member rates set by the AZK Board of Directors.

Members are not allowed to utilize funds from the AAZK Chapter or AAZK National treasury for personal use or loans of any type.

Utilization of AAZK Chapter property for job related research or projects (Example: computer time/space on an AAZK Chapter computer for a research paper) must receive approval from the membership on an AAZK Chapter level.

**PERSONAL GAIN EXEMPTIONS**

- Reimbursement for reasonably incurred expenses;
- Employees of the Association (salary, 401(k) retirement);
- Board of Directors reasonably incurred expenses, travel and lodging reimbursement, indirect compensation for AAZK Conference registration;
- Program Manager - indirect compensation in the form of AAZK Conference registration;
- IOC Program Chair – reimbursement of travel and lodging (full or partial) expenses directly associated with representation of the AAZK Board of Directors at an ICZ



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| Subject:<br><b>Personal Gain - Definition</b> | Number:<br>4.01-1 | Rev.<br>25 September<br>2015 | Effective Date:<br>October 10, 1991 | Page 2<br>of 2 |
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Steering Committee Meeting held only in conjunction with an International Congress on Zoo Keeping (Conference) event.

- AAZK Committee Chair(s) – indirect compensation in the form of AAZK Conference Registration;
- Designated PDC Members – gratis Conference Registration
- Travel and Lodging expense reimbursement for a Board of Director or AAZK Member representation at a Meeting or Conference. Requires nomination by the President of AAZK, approval of budget by the Chief Executive/Financial Officer (CEO/CFO) and ratification by the Board of Directors;
- Bowling for Rhinos – Trip Winners. Note: Trip Winners shall be required to submit IRSW9 verification of Social Security Number so that AAZK may issue IRS1099 – Report of Miscellaneous Income on the value of the air and ground transportation expenditure paid by AAZK to the Trip Winners. In turn – the IRS1099 – Report of Miscellaneous Income is forwarded to the IRS.
- Anna Merz Rhino Champion - Honorary Trip Winner – Bowling for Rhinos. Note: the Honorary Trip Winner shall be required to submit IRSW9 verification of Social Security Number so that AAZK may issue IRS1099 – Report of Miscellaneous Income on the value of the air and ground transportation expenditure paid by AAZK to the Honorary Trip Winner. In turn – the IRS1099 – Report of Miscellaneous Income is forwarded to the IRS.
- Use of equipment such as a computer or other communication tool purchased by AAZK or a local Chapter as identified by the Board or Chapter as having a **direct** benefit to AAZK on a National level or local level;
- Board-approved membership surveys that directly benefit an AAZK member in their pursuit of an advanced degree in the field of animal science.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 3                    |
|  | Effective Date:<br>3 October 1993 |
| Subject:<br><b>4.01-2</b>                      | Reviewed/ Revised:<br>23 May 2013 |
| <b>Position Statements:<br/>Animal Welfare</b> |                                   |

**Board Administrative Directive**

**PURPOSE**

To establish a viewpoint on behalf of the membership and the Board of Directors of the American Association of Zoo Keepers (AAZK), that reflects the AAZK member stand on the rights of animals under our care. This viewpoint shall be the official response to all inquiries on the subject of Animal Welfare from entities outside of AAZK.

**POLICY**

The Board of Directors of AAZK shall maintain a written viewpoint on the subject of Animal Welfare. The viewpoint has been published before the AAZK membership for comment and shall be the official statement from AAZK when asked for a position on the rights of exotic animals in captivity.

The AAZK Board of Directors will review this Position Statement on an annual basis for current content and application. Any revisions to the Statement shall be cause for publication, followed by a membership comment period.

The current Position Statements of AAZK on Animal Welfare, adopted by the membership, is attached to his directive:

- Animal Exhibition
- Animal Surplus

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|------------------------|-------------------|---------------------|-----------------------------------|--------|
| Subject:<br>Appendix A | Number:<br>4.01-2 | Rev.<br>23 May 2013 | Effective Date:<br>October 3 1993 | Page 2 |
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### **Animal Exhibition**

Exhibition of animals to the public or the housing of animals for the purpose of conservation, education, reproduction or reproductive research, shall be carried out with the highest regard for the animals' health and well-being. The minimum standards for cleanliness and care accepted by the United States Department of Agriculture (USDA) and the Canadian Council on Animal Care (CCAC) shall be followed for all animals housed in zoos, aquariums and related facilities.

Special attention shall be given, by the keepers, regarding exhibit maintenance - in order to simulate the animals' natural habitat, to present an aesthetically pleasing enclosure and to meet the mental and physical requirements of the animals in their charge.

Animals shall receive veterinary care from an appropriately licensed veterinarian under the procedures set forth in the Guidelines for Zoo Veterinary Medical Programs and Veterinary Programs prepared by the Veterinary Standards Committee of Zoo Veterinarians (AAZV) (rev. 2012).

### **Surplus Animals**

AAZK endorses the American Zoo and Aquarium Association (AZA) Acquisition/Disposition Policy (current) for live animal surplus:

The AZA Acquisition/Disposition Policy (A/D) was created to help (1) guide and support member institutions in their animal acquisition and disposition decisions, and (2) ensure that all additions and removals are compatible with the Association's stated commitment to "save and protect the wonders of the living natural world." More specifically, the AZA A/D Policy is intended to:

1. ensure that the welfare of individual animals and conservation of populations, species and ecosystems are carefully considered during acquisition and disposition activities;
2. maintain a proper standard of conduct for AZA members during acquisition and disposition activities; and
3. ensure that animals from AZA member institutions are not transferred to individuals or organizations that lack the appropriate expertise or facilities to care for them.
4. support the goal of AZA's cooperatively managed populations and associated programs [Species Survival Plans (SSPs), Population Management Plans (PMPs), and Taxon Advisory Groups (TAGs)].

The AZA Acquisition/Disposition Policy will serve as the default policy for AZA member institutions. Institutions may develop their own A/D Policy in order to address specific local concerns. Any institutional policy must incorporate and not conflict with the AZA acquisition and disposition standards.

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| Subject:<br>Appendix A | Number:<br>4.01-2 | Rev.<br>23 May 2013 | Effective Date:<br>October 3 1993 | Page 3 |
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## V. DISPOSITION REQUIREMENTS

Successful conservation and animal management efforts rely on the cooperation of many entities, both within and outside of AZA. While preference is given to placing animals within AZA member institutions, it is important to foster a cooperative culture among those who share the primary mission of AZA accredited facilities. The AZA draws a strong distinction between the mission, stated or otherwise, of non-AZA member organizations and the mission of professionally managed zoological parks and aquariums accredited by the AZA. An accredited AZA member balances public display, recreation, and entertainment with demonstrated efforts in education, conservation, and science. While some non-AZA member organizations may meet minimum daily standards of animal care for wildlife, the AZA recognizes that this, by itself, is insufficient to warrant either AZA membership or participation in AZA's cooperative animal management programs. When an animal is sent to a non-member of AZA, it is imperative that the member be confident that the animal will be cared for properly.

Animals may only be disposed of from an AZA member institution's collection if the following conditions are met:

1. Dispositions must meet the requirements of all applicable local, state, federal and international regulations and laws.
2. The Director or Chief Executive Officer of the institution is charged with the final authority and responsibility for the monitoring and implementation of all dispositions.
3. Any disposition must abide by the Mandatory Standards and General Advisories of the AZA Code of Professional Ethics (see Appendix I). Specifically, "a member shall make every effort to assure that all animals in his/her collection and under his/her care are disposed of in a manner which meets the current disposition standards of the Association and do not find their way into the hands of those not qualified to care for them properly."
4. Non-domesticated animals shall not be disposed of at animal auctions. Additionally, animals shall not be disposed of to any organization or individual that may use or sell the animal at an animal auction. In transactions with AZA non-members, the recipient must ensure in writing that neither the animal nor its offspring will be disposed of at a wild animal auction or to an individual or organization that allows the hunting of the animal.
5. Animals shall not be disposed of to organizations or individuals that allow the hunting of these animals or their offspring. This does not apply to individuals or organizations which allow the hunting of only free-ranging game species (indigenous to North America) and established long-introduced species such as, but not limited to, white-tailed deer, quail, rabbit, waterfowl, boar, ring-necked pheasant, chukar, partridge, and trout. AZA distinguishes hunting/fishing for sport from culling for sustainable population management and wildlife conservation purposes.
6. Attempts by members to circumvent AZA conservation programs in the disposition of SSP animals are detrimental to the Association and its conservation programs. Such

|                        |                   |                     |                                   |        |
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| Subject:<br>Appendix A | Number:<br>4.01-2 | Rev.<br>23 May 2013 | Effective Date:<br>October 3 1993 | Page 4 |
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action may be detrimental to the species involved and is a violation of the Association's Code of Professional Ethics. All AZA members must work through the SSP program in efforts to de-acquisition SSP species and adhere to the AZA Full Participation policy.

7. Domesticated animals are to be disposed of in a manner consistent with acceptable farm practices and subject to all relevant laws and regulations.
8. Live specimens may be released within native ranges, subject to all relevant laws and regulations. Releases may be a part of a recovery program and any release must be compatible with the AZA Guidelines for Reintroduction of Animals Born or Held in Captivity, dated June 3, 1992 (<http://www.aza.org/AboutAZA/reintroduction/>).
9. Detailed disposition records of all living or dead specimens must be maintained. Where applicable, proper animal identification techniques should be utilized.
10. It is the obligation of every loaning institution to monitor, at least annually, the conditions of any loaned specimens and the ability of the recipient to provide proper care. If the conditions and care of animals are in violation of the loan agreement, it is the obligation of the loaning institution to recall the animal. Furthermore, an institution's loaning policy must not be in conflict with this A/D Policy.
11. If live specimens are euthanized, it must be done in accordance with the established policy of the institution and the Report of the American Veterinary Medical Association Panel on Euthanasia (Journal of the American Veterinary Medical Association 218 (5): 669-696, 2001). [Renamed "The AVMA Guidelines on Euthanasia", current edition June 2007].
12. In dispositions to non-AZA members, the non-AZA member's mission (stated or implied) must not be in conflict with the mission of AZA, or with this A/D Policy.
13. In dispositions to non-AZA member facilities that are open to the public, the non-AZA member must balance public display, recreation, and entertainment with demonstrated efforts in conservation, education, and science.
14. In dispositions to non-AZA members, the AZA members must be convinced that the recipient has the expertise, records management practices, financial stability, facilities, and resources required to properly care for and maintain the animals and their offspring. It is recommended that this documentation be kept in the permanent record of the animals at the AZA member institution.
15. If living animals are sent to a non-AZA member research institution, the institution must be registered under the Animal Welfare Act by the U.S. Department of Agriculture Animal and Plant Health Inspection Service. For international transactions, the receiving facility should be registered by that country's equivalent body with enforcement over animal welfare.
16. No animal disposition should occur if it would create a health or safety risk (to the animal or humans) or have a negative impact on the conservation of the species.

|                        |                   |                     |                                   |        |
|------------------------|-------------------|---------------------|-----------------------------------|--------|
| Subject:<br>Appendix A | Number:<br>4.01-2 | Rev.<br>23 May 2013 | Effective Date:<br>October 3 1993 | Page 5 |
|------------------------|-------------------|---------------------|-----------------------------------|--------|

17. Inherently dangerous wild animals or invasive species should not be dispositioned to the pet trade or those unqualified to care for them.
18. Under no circumstances should any primates be dispositioned to a private individual or to the pet trade.
19. Fish and aquatic invertebrate species that meet ANY of the following are inappropriate to be disposed of to private individuals or the pet trade:
  1. species that grow too large to be housed in a 72-inch long, 180 gallon aquarium (the largest tank commonly sold in retail stores)
  2. species that require extraordinary life support equipment to maintain an appropriate captive environment (e.g., cold water fish and invertebrates)
  3. species deemed invasive (e.g., snakeheads)
  4. species capable of inflicting a serious bite or venomous sting (e.g., piranha, lion fish, blue-ringed octopus)
  5. species of wildlife conservation concern
20. When dispositioning specimens managed by a PMP, institutions should consult with the PMP manager.
21. Institutions should consult WCMC-approved RCPs when making disposition decisions.

**AAZK POSITION:**

The manner of animal surplus should be in the best interest of the specimens, the species, the zoological facilities and the public they serve. All legal permits and restrictions should be met by the facilities involved to ensure timely completion of the transaction. Furthermore, AAZK recommends the following guidelines for animal surplus:

- a. The recipient shall adhere to the AZA, ZAA and AAZK codes of professional ethics with regards to animal care.
- b. Specimens will not be sold, loaned, traded or donated to institutions involved with inhumane or invasive animal research.
- c. Specimens will not be sold, traded, loaned or donated for the purpose of animal auction.
- d. Specimens will be transported according to USDA mandates and guidelines set forth by the institutions involved in the transaction.

Institutions and keepers shall make every effort to ensure the health and safety of the animal during transport by following the recommended USDA and International Animal Transport Association (IATA) guidelines regarding crate dimensions, ambient temperatures, ventilation and the number of animals per crate. AAZK encourages all institutions to investigate the use of a standardized permanent marking system which would allow lifetime tracking of specimens.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>4.01-3</b>   | Page 1<br>of 2                    |
|   | Effective Date:<br>4 October 1993 |
| Subject:<br><b>Position Statement:<br/>Minimum Job Qualifications</b> | Reviewed/ Revised:<br>23 May 2013 |

**Board Administrative Directive**

**PURPOSE**

To establish a viewpoint on behalf of the membership and the Board of Directors of the American Association of Zoo Keepers (AAZK), that reflects the AAZK position on the issue of Minimum Job Qualifications for animal keepers. This viewpoint shall be the official response to all inquiries on the subject from entities outside of AAZK.

**POLICY**

The AAZK Board of Directors shall maintain and have on file, a written viewpoint on the subject of Minimum Job Qualifications or Standards for potential animal keepers. These standards, which can be used as a reference document for facilities soliciting keepers for employment, are the official viewpoint of the Association and its Board of Directors.

These Standards have been published before the membership for comment.

These Standards shall be reviewed for current and appropriate content, by the Board of Directors on a yearly basis. Any revisions to the Standards shall be cause for publication followed by a membership comment period.

The current viewpoint of Minimum Job Standards for the Association, adopted and ratified by the membership, is attached to this directive.

|                        |                   |                     |                                    |        |
|------------------------|-------------------|---------------------|------------------------------------|--------|
| Subject:<br>Addendum A | Number:<br>4.01-3 | Rev.<br>23 May 2013 | Effective Date:<br>October 4, 1993 | Page 2 |
|------------------------|-------------------|---------------------|------------------------------------|--------|

The American Association of Zoo Keepers, Inc. (AAZK) recognizes the rights of every institution to set its own minimum standards of educational and experience requirements for job applicants in the field of animal keeping. Along with the United States Fair Labor Standards Act (FLSA) and the Canadian Labour Law recommendations regarding hiring standards and equal opportunity employment AAZK. recommends the following requirements be met by the applicant:

**Position Statement:**

Zoo Keeper or Animal Care Technician is a **skilled** position involved in maintaining zoo animals and display areas in healthful and sanitary conditions.

**Minimum Qualifications:**

College degree in an animal related field *or* a high school diploma supplemented by college level courses in Animal Science, Wildlife Management or Animal Husbandry, *or* an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.





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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>4.01-4</b>              | Page 1<br>of 1                    |
|  | Effective Date:<br>3 October 1992 |
| Subject:<br><b>Position Statement:<br/>Euthanasia of Zoo or Aquarium Animals</b> | Reviewed/ Revised:<br>23 May 2013 |

**Board Administrative Directive**

**PURPOSE**

To establish a policy on behalf of the membership and Board of Directors of the American Association of Zoo Keepers (AAZK) that reflects the AAZK position of the Euthanasia of exotic animals. This viewpoint shall be the official response to all inquiries on the subject from entities outside of AAZK.

**POLICY**

The AAZK Board of Directors shall maintain a written viewpoint on the subject of Exotic Animal Euthanasia. This viewpoint has been published before the AAZK membership for comment and shall be the official statement from AAZK when solicited for a position on this issue from agencies outside AAZK.

The AAZK Board of Directors will review this Position Statement on an annual basis for current content and application. Any revisions to the viewpoint shall be cause for publication followed by membership comment and ratification.

**Euthanasia**

The American Association of Zoo Keepers (AAZK), endorses euthanasia as a management tool when administered according to the guidelines set forth by the American Veterinary Medical Association (AVMA) Panel on Euthanasia (2013) and/or Guidelines for the Euthanasia of Nondomestic Animals (2006 – AAZV). Conditions under which animal euthanasia is acceptable are as follows:

- a. Animals unresponsive to medical treatment.
- b. Animals unable to maintain minimal biological functions.
- c. Animals with significant congenital defects.
- d. Animals suffering from traumatic injury deemed not repairable by a licensed veterinarian.
- e. Animals with contagious diseases which pose a serious health threat to any other species.

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|--|-------------------|----------------------------|-----------------------------------|----------------|
| Subject:<br><b>Position Statement: Euthanasia<br/>of Zoo or Aquarium Animals</b> | Number:<br>4.01-5 | Rev.<br>October 5,<br>2016 | Effective Date:<br>October 3 1992 | Page 2<br>of 2 |
|--|-------------------|----------------------------|-----------------------------------|----------------|

AAZK recognizes that euthanasia may be employed for population management, but should be used only as a last resort. In most circumstances, responsible population management can be accomplished by the administration of a program consisting of proven birth control methods and stock manipulation. AAZK understands that once these options have been considered and/or exhausted, animal euthanasia is an administrative decision and the responsibility for such action rests with zoo management.

AAZK expects the courtesy of zoo management to consult with keeper(s) regarding the animal(s) under consideration for euthanasia. Open discussion of the euthanasia issue, along with an education program on euthanasia as an animal management tool, should result in a more productive working environment for the professional zoo keeper.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>4.01-5</b>                                 | Page 1<br>of 3                    |
|   | Effective Date:<br>3 October 1991 |
| Subject:<br><b>Position Statement:<br/>Code of Professional Ethics and<br/>Whistleblower Policy</b> | Reviewed/ Revised:<br>23 May 2013 |

### Board Administrative Directive

#### PURPOSE

To establish a **Code of Professional Ethics** for the American Association of Zoo Keepers (AAZK). This document shall serve to form the basis for all conduct and disciplinary action within AAZK.

To establish a **Whistleblower Policy** that shall serve to protect members who bring forth charges of illegal or unethical behavior against a fellow member of AAZK or against the AAZK Board of Directors and their agents.

#### POLICY

The **Code of Professional Ethics** of the AAZK and the Mandatory Standards contained within, have been adopted and ratified by the membership of AAZK.

Deviation by a member or chapter from the AAZK Code of Professional Ethics or any AAZK Bylaw, resolutions or Directives contained in this Operations Manual, deemed either willful or negligent, or any member or chapter of AAZK whose conduct and/or actions is considered detrimental to AAZK, employees or the profession, shall be considered unethical. Said member or Chapter shall be subject to investigation by a Board-appointed Ethics Committee and, if warranted, to disciplinary action by the AAZK Board of Directors. The AAZK Code of Professional Ethics shall set forth the basis for disciplinary action.

The Code of Professional Ethics shall not apply to non-members of AAZK but shall set forth examples of ethical conduct expected of zoo keeping professionals and non-professionals. The Code of Ethics shall be applied equally to all AAZK members and Chapters. The AAZK Code of Professional Ethics makes no attempt to prescribe disciplinary action, referring that action to the AAZK Ethics Committee and the AAZK Board of Directors. Each infraction shall be evaluated on the attendant circumstances and each reported infraction shall be handled as a separate instance.

The AAZK Board of Directors shall have sole power of interpreting the AAZK Code of Professional Ethics. The decision of the AAZK Board of Directors shall be considered final, subject to the provisions of the current membership adopted Bylaws. The AAZK Ethics Committee shall recommend action to be taken in disciplinary matters, subject to review by the AAZK Board of Directors.

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|---|-------------------|----------------------------|------------------------------------|----------------|
| Subject:<br><b>Code of Professional Ethics<br/>and<br/>Whistleblower Policy</b> | Number:<br>4.01-5 | Rev.<br>October 5,<br>2016 | Effective Date:<br>October 3, 1991 | Page 2<br>of 3 |
|---|-------------------|----------------------------|------------------------------------|----------------|

## **AAZK CODE OF PROFESSIONAL ETHICS**

### **MANDATORY STANDARDS**

1. A member shall make no false statements in their application for membership in AAZK.
2. A member shall not use AAZK, its Committees or Administration for their personal gain.
3. A member shall not falsely represent them self as an appointed representative of AAZK or enter into any contractual agreement over \$1000.00 (US) without prior consent of the AAZK Board of Directors or their agent, or any contractual agreement at the AAZK Chapter level without authority granted by that governing level.
4. A member shall conduct himself/herself in a legal and professional manner, in accordance with the local governing law and adopted AAZK Bylaws, when handling, conducting, or administering AAZK funds and assets.
5. A member shall not knowingly participate in illegal activities involving animals as defined by local, state, federal or international laws.
6. A member shall not engage in conduct detrimental to the animal keeping profession, AAZK, or that which is prejudicial to the concepts of our profession.
7. A member shall not knowingly falsify or alter an animal record or transaction document.
8. A member shall not falsify data or plagiarize published data when compiling material for publication, or represent themselves falsely in the presentation to any professional membership in the presentation of their data.

### **CODE OF PROFESSIONAL ETHICS**

As a member of the American Association of Zoo Keepers, I pledge to:

1. Realize the moral and ethical responsibilities to the animals under my care.
2. Display the highest integrity possible and utilize the best professional skills in the execution of my duties.
3. Deal fairly with my fellow professionals in the dissemination of advice and information.
4. Issue no false statements to the press or public.
5. Promote the interests of AAZK.
6. Aid in the professional development of all those who enter the zoo profession by assisting them to understand the duties and responsibilities of their profession.
7. Make every effort to ensure that the animals under my care are afforded quality veterinary care and are subject to responsible management practices.

A member shall bring forth any violation(s) of the Mandatory Standards to the attention of the Board of Directors/AAZK Inc., in writing, as specified in the adopted Bylaws of this Association. Board actions on a violation of the Code of Professional Ethics will be available for publication in the *Animal Keepers' Forum*, in accordance with the adopted Bylaws of this Association.

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|---|-------------------|----------------------------|------------------------------------|----------------|
| Subject:<br><b>Code of Professional Ethics<br/>and<br/>Whistleblower Policy</b> | Number:<br>4.01-5 | Rev.<br>October 5,<br>2016 | Effective Date:<br>October 3, 1991 | Page 3<br>of 3 |
|---|-------------------|----------------------------|------------------------------------|----------------|

## **WHISTLEBLOWER POLICY**

If any member or employee reasonably believes that a policy, practice, or activity of the AMERICAN ASSOCIATION OF ZOO KEEPERS (AAZK) is in violation of law, Bylaw or Directive, a written complaint may be filed by that individual with the AAZK Board of Directors and the Chief Executive/Financial Officer (CEO/CFO) or any AAZK Board Member if deemed necessary in the case of the alleged misconduct involving the CEO/CFO.

It is the intent of AAZK to adhere to all laws and regulations that apply to AAZK, and the underlying purpose of this Policy is to support AAZK's goal of legal compliance. The support of all members and employees is necessary to achieving compliance with various laws and regulations. The member or employee is protected from retaliation only if he/she brings the alleged unlawful activity, policy, or practice to the attention of the AAZK Board of Directors and/or the CEO/CFO and provides them with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members and employee that comply with this requirement.

AAZK will not retaliate against an individual who, in good faith, has made a protest or raised a complaint against some practice of AAZK or an individual AAZK member, AAZK Chapter or entity with whom AAZK has/had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of AAZK policy.

AAZK will not retaliate against an individual who discloses or threatens to disclose to a public body any activity, policy, or practice of AAZK that the individual reasonably believes is in violation of a law, policy, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>4.01-6</b> | Page 1<br>of 1                        |
|   | Effective Date:<br>September 25, 2015 |
| Subject:<br><b>Position Statement:<br/>Conflict of Interest</b>     | Reviewed/ Revised:                    |

### Board Administrative Directive

#### PURPOSE

To establish a policy regarding **Conflict of Interest** for the individual members of the American Association of Zoo Keepers (AAZK) to meet regulations for 501 (c)(3) Federal non-profit entities as set forth by the Internal Revenue Service (IRS)

To reasonably define **Conflict of Interest** for the Board of Directors, Staff, Committee Chairs, Program Managers, and Program or Committee members and to integrate allegations of Conflict of Interest into the AAZK Code of Professional Ethics (4.01-5) and its' investigative structure as defined in Directive 6.01-1 – Member Conduct.

The **Conflict of Interest** policy of AAZK and the Mandatory Standards contained within, have been adopted and ratified by the Board of Directors of AAZK.

Deviation by a member or chapter from the AAZK Code of Professional Ethics or any AAZK Bylaw, resolutions or Directives contained in this Operations Manual, deemed either willful or negligent, or any member or chapter of AAZK whose conduct and/or actions is considered detrimental to AAZK, employees or the profession, shall be considered unethical. Said member or Chapter shall be subject to investigation by a Board-appointed Ethics Committee and, if warranted, to disciplinary action by the AAZK Board of Directors. The AAZK Code of Professional Ethics shall set forth the basis for disciplinary action.

The AAZK Board of Directors shall have sole power of interpreting the AAZK Conflict of Interest Policy. The decision of the AAZK Board of Directors shall be considered final, subject to the provisions of the current membership adopted Bylaws. The AAZK Ethics Committee shall recommend action to be taken in disciplinary matters, subject to review by the AAZK Board of Directors.

#### POLICY

AAZK shall prohibit persons of Authority (Directors, Staff, Program Managers and Committee Chairs) from holding positions with any entity directly associated with and financially supported by AAZK that may influence or have the appearance to influence revenue distribution, or may directly or indirectly benefit financially from their position within AAZK.

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|---|-------------------|------|--|----------------|
| Subject:<br><b>Conflict of Interest</b> | Number:<br>4.01-6 | Rev. | Effective Date:<br>September 25,<br>2015 | Page 2<br>of 2 |
|---|-------------------|------|--|----------------|

AAZK shall prohibit persons of Authority (Directors, Staff, Program Managers and Committee Chairs from receiving direct or indirect compensation, gratuities or gifts from any entity directly associated with and financially supported by AAZK, excepting incidental gifts (value less than \$50.00 US) that promote a joint conservation partnership. Any offer of direct or indirect compensation, gratuity or gift valued over \$50.00 (US) shall require approval by the AAZK Board of Directors.

AAZK shall prohibit persons of Authority (Directors, Program Managers and Committee Chairs) from applying for AAZK Grant opportunities in any form.

AAZK shall prohibit members of AAZK Programs or Committees from applying for any AAZK Grant opportunity within the span of control of the Program or Committee on which they serve.

*Example:*

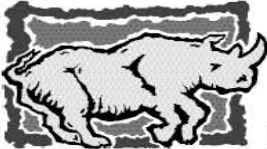
*A member of the Professional Development Committee shall be prohibited from applying for a Professional Development Grant.*

AAZK shall prohibit a Member sitting on any Grant Review Committee from applying for an AAZK Grant under their span of application review.

*Example:*

*A member of the Conservation Committee who reviews and votes on the applications submitted for a Conservation Grant shall be prohibited from applying for an AAZK Conservation Grant.*

AAZK shall attempt to control by policy the monetary donation of funds raised by a subordinate Chapter of AAZK to any entity where a Person of Authority for the subordinate Chapter (President, Vice-president, or Officer) holds a Position of Authority with any non-profit entity directly associated with and financially supported by the subordinate Chapter that may influence or have the appearance to influence revenue distribution *unless* the monetary donation is voted upon and approved by a simple majority of the subordinate Chapter membership and documented for the record.

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| <br><b>AMERICAN ASSOCIATION of ZOO KEEPERS</b> | <b>American Association of Zoo Keepers</b><br><b>4.01-7</b> | Page 1<br>of 2   |
|   | Subject:<br><b>Position Statement:<br/> Job Posting</b>     | Effective Date:<br>26 September 2015<br>Reviewed/ Revised: |

## Board Administrative Directive

### **PURPOSE**

To define the policy of the American Association of Zoo Keepers (AAZK) on the acceptance of Member and Non-member Job Postings on the AAZK Website under limited authority granted by the AAZK Board of Directors to the CEO/CFO of AAZK.

### **DEFINITIONS**

#### **AZA Accredited Zoos and Aquariums**

Represent zoological parks or aquariums that maintain both a professional staff and a more-than-token collection of wildlife, providing the collection with appropriate care, exhibiting them in an aesthetic manner on a regularly scheduled, predictable basis. Accredited Institution members have as their primary business the exhibition, conservation, and preservation of the earth's fauna in an educational and scientific manner.

#### **AZA Certified Related Facilities**

Represent facilities that maintain both a professional staff and a more-than-token collection of wildlife, providing the collection with appropriate care, but is not open to the public on a regularly scheduled, predictable basis. This includes, but is not limited to, wildlife parks, wildlife refuges, rehabilitation centers, research organizations, sanctuaries, survival centers, educational organizations, and nature centers.

#### **USDA Class A License**

This license allows you to breed "exotic" animals and sell them to the public as pets.

#### **USDA Class B License**

This license allows wholesalers to broker animals and sell them through wholesale channels.

#### **USDA Class C license**

This license allows you to exhibit animals displayed to the public or to conduct performances featuring animals.

#### **ZAA Public Facility**

A Public Facility must hold an animal collection and be open to the public on a scheduled basis. It shall have regular and predictable hours that are convenient to the general public and which constitute more than a token opening.

#### **ZAA Private (Non-public) Facility**

A Non-public facility must hold an animal collection and not be open to the public on a scheduled basis



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|--------------------------------|-------------------|------|--------------------------------------|----------------|
| Subject:<br><b>Job Posting</b> | Number:<br>4.01-7 | Rev. | Effective Date:<br>September 26 2015 | Page 2<br>of 2 |
|--------------------------------|-------------------|------|--------------------------------------|----------------|

## **POLICY**

Gratis Employment (Job) Posting is a Member Benefit of AAZK.

Non-member Employment (Job) Posting is a service offered by fee payment and executed at the sole discretion of AAZK.

The AAZK CEO/CFO shall seek approval from the AAZK Board of Directors on Non-member Job Postings not defined within this policy.

### **Member Job Postings**

AAZK Member Institutions may post free, unlimited, online job listings as a member benefit. Primary contacts from the AAZK Institutional membership category are eligible to receive a password to post employment opportunities.

Individual AAZK members may not post jobs.

### **Non- AAZK Member Job Postings**

AZA-accredited zoos or aquariums, ZAA-accredited Facilities (Public or Private only), AZA Certified Related Facilities, and Public or Private Facilities holding a valid Class C Exhibitor's License granted by the United States Department of Agriculture (USDA) for the expressed purpose of public display or private sanctuary, may post Non-AAZK Member online job listings for \$50.00 per job posted.

Primary Contacts from these non-AAZK member facilities, are eligible to submit a job posting and payment to AAZK for review and approval.

Non-members job postings will be reviewed prior to posting. AAZK *shall not* accept non-member job postings from facilities performing invasive or non-invasive animal testing or research. AAZK retains sole discretion to reject or accept job postings. In the event a Non-member Job Posting is not accepted or due to validated member complaint, the Non-member Job Posting is removed from the website, AAZK will refund payment for the Non-member Job Posting.

Individual AAZK members may not post jobs on behalf of the Non-member Facility.

### **Disclaimer**

All job listings are posted at the discretion of AAZK.

AAZK will not post jobs that appear to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, disability status, sexual orientation or gender. AAZK also reserves the right to refuse to post jobs that do not support the mission and vision of the Association.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 1                     |
|  | Effective Date:<br>10 October 1991 |
| Subject:<br><b>Annual Meeting</b>              | Reviewed/ Revised:<br>23 May 2013  |

**Board Administrative Directive**

**PURPOSE**

To establish an official policy regarding the holding of an **Annual Meeting** in conjunction with an American Association of Zoo Keepers (AAZK) Conference event.

**POLICY**

As per the adopted and ratified Bylaws of AAZK, the Board of Directors shall convene an Annual Meeting. This Meeting shall be held in conjunction with the AAZK Annual Conference, at a site selected by the AAZK Board of Directors and ratified by the membership. The meeting may be conducted in three (3) sessions; at the direction and discretion of the AAZK Board of Directors:

1. **Executive Session:** (Reference 5.01-3)
2. **Study Session:** (Reference 5.01-6)
3. **Annual Business Meeting:** (Reference 5.01-4)

The purpose of such meeting(s) shall be to consider the adoption of annual budget, reports and recommendations of AAZK Committee Chairs, actions by AAZK staff and other appropriate business.

Excepting a Call to the Audience as part of the AAZK Business Meeting; AAZK Members, AAZK Chapter Officers or concerned individuals wishing to petition the Board of Directors, AAZK to be heard on any matter pertaining to the Statement of Purpose of the Association, or scheduled AAZK Board of Director agenda item, shall do so, in writing, to the Chief Executive/Financial Officer (CEO/CFO), not less than 45 days prior to the meeting. The petition should include a summation of the topic to be discussed as to allow for the AAZK Board to assemble any pertinent background information. Any matter before the AAZK Board shall be first heard in Executive Session. The petitioner may be requested by the AAZK Board of Directors to appear in person before the Board to offer additional information.

The Annual Meetings shall be conducted under Roberts Rules of Order.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>5.01-2</b> | Page 1<br>of 1                     |
|   | Effective Date:<br>10 October 1991 |
| Subject:<br><b>Mid-Year Meeting</b>                                 | Reviewed/ Revised:<br>23 May 2013  |

**Board Administrative Directive**

**PURPOSE**

To establish policy for scheduling a **Mid-Year Board of Director’s Meeting** of the American Association of Zoo Keepers (AAZK).

**POLICY**

As per the adopted and ratified Bylaws of AAZK, Article 1, Section 3, the AAZK Board of Directors shall have the **option** of convening a Mid-Year Meeting, to be held at the site of the Administrative Offices of AAZK, **or** at a site to be determined by majority vote of the AAZK Board of Directors. This meeting shall be convened approximately six (6) months prior to the Annual Meeting.

Excluding the AAZK Executive Officers (President and Vice President), Director attendance at the AAZK Board of Director Midyear Meeting shall be at the option of the AAZK President and unless excused by the AAZK President shall include the Chief Executive/Financial Officer (CEO/CFO). A meeting of the Executive Officers is held in Study Session. A quorum of Directors is required for any voting action before the AAZK Board of Directors. In cases where voting action is required on any item under consideration of the Executive Officers, an electronic meeting of the AAZK Members may be convened, and shall be held under Executive Session.

The agenda of the Mid-Year Meeting shall be set by the President of AAZK Board of Directors in conjunction with the CEO/CFO and shall be distributed to the AAZK Board of Directors.

AAZK Members, AAZK Chapters or concerned individuals wishing to petition the AAZK Board of Directors to be heard on any matter pertaining to the AAZK should do so, in writing, to the CEO/CFO, not less than forty-five (45) days prior to the scheduled meeting. The petition should include a detailed summation of the topic and a request for action by the Board of Directors



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 1                     |
|  | Effective Date:<br>10 October 1991 |
| Subject:<br><b>Executive Session</b>           | Reviewed/ Revised:<br>23 May 2013  |

**Board Administrative Directive**

**PURPOSE**

To outline the circumstances of the Executive Session Meetings conducted annually by the Board of Directors of the American Association of Zoo Keepers (AAZK).

**POLICY**

The AAZK Board of Directors shall meet in Executive Session at a date to be set by the President of the Association. The Executive Session shall be held in conjunction with the AAZK Annual Conference and shall be documented for meeting minutes intended for publication to the AAZK Membership.

Executive Session is mandatory for all AAZK Board of Directors and the Chief Executive/Financial Officer (CEO/CFO). A Director or AAZK Staff may be excused from Executive Session with permission from the President of the AAZK Board of Directors. Permission to be excused from Executive Session must be submitted in writing to the President of the AAZK Board of Directors.

A quorum, equaling one member over a simple majority of the duly elected Board, is needed to vote on any agenda item placed before the AAZK Board of Directors.

5 Members – Quorum = 4 Board Members

7 Members – Quorum = 5 Board Members

The CEO/CFO shall serve as the Agenda Coordinator for the AAZK Board of Directors. Minutes of the Executive Session shall be taken by the Vice President of the Board or a designated Board Member appointed by the AAZK Board Vice President. All minutes of the Executive Session are public knowledge and open to the AAZK membership upon written request.

Executive Session shall be held in private and open to the membership by invitation or summons by the Board of Directors.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 3                    |
|  | Effective Date:<br>1 May 2005     |
| Subject:<br><b>Rules of Order</b>              | Reviewed/ Revised:<br>23 May 2013 |

**Board Administrative Directive**

**Purpose**

To create a policy under which the Annual Board of Director Meeting and the Annual Business Meeting (herein called the Meeting) of the American Association of Zoo Keepers (AAZK) shall be conducted. For the purpose of this policy AAZK Board of Director Midyear Meetings shall follow the Board Meeting policy.

**Policy**

**Board Meeting**

- 1. Call to Order**
- 2. AAZK Board of Directors Role Call**
- 3. Acceptance of Minutes from Previous Meeting**
- 4. Consent Agenda – Committees, Project or Program Managers**

Explanation – A Consent Agenda item allows the AAZK Board of Directors to review the written report and approval of the requested budget, without explanation from the AAZK Committee Chair, Project or Program Manager. The President of AAZK in direct consultation with the Chief Executive/Financial Officer (CEO/CFO) will set the meeting Agenda, including consent items, soliciting input from the AAZK Board Oversight

Without a request for AAZK Board of Director action, the report will become a Consent Agenda Item, requiring one single vote of approval from the AAZK Board of Directors, for the entire consent agenda.

With a request for AAZK Board of Director action from the Committee Chair or Program Manager; the Committee Chair or Program Manager shall be required to detail any request to the AAZK Board of Directors for direction that cannot be determined by the AAZK Board Oversight *or* for budget justification. The request on the report will become an Action Item on the AAZK Board of Director agenda.

- 5. Voting Agenda – Committees, Program Manager Action Items**

Items that the President or CEO/CFO place before the AAZK Board of Directors for ratification or receive from the Board Oversight that are identified in the reporting process that request AAZK Board action at the AAZK Committee or Program Manager

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| 2Subject:<br><b>Rules of Order</b> | Number:<br>5.01-5 | Rev.<br>16 September<br>2013 | Effective Date:<br>May 1, 2005 | Page 2<br>of 3 |
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level. The AAZK Board will have the report from the AAZK Committee or Program Manager. The Board Oversight will present a synopsis of the request. The AAZK Board may provide simple direction to the Board Oversight in the form of clarification.

For budget requests exceeding prior year allotment, and for direction outside of simple clarification the AAZK Board will then entertain a motion from the Board Oversight regarding the action or the request for direction and a second. The AAZK Board will vote on the item and the vote will be recorded for the minutes.

## **6. New Business – Proposals to the AAZK Board**

- Proposals to create a new AAZK Committee, Project or Program.
- Proposals to the Board from the AAZK Membership or AAZK staff.
- Proposals from with the AZK Board of Directors

These items are outside the scope of Committee, Project or Program Manager Action Items. New Business items will be addressed to the Board by formal, written proposal. The President will compile New Business items for Board of Director consideration. If a vote is required, the AAZK Board will entertain a formal motion from a Director and a second and then complete the vote on the item. The results of a vote will be recorded for the minutes.

## **7. Continuance**

Continuance items allow the Board to postpone a vote on Committee or Program Action Items and New Business Items. Continuance shall be granted until a specific time noted by the AAZK Board or until the next scheduled meeting of the Board of Directors. Continuance shall be granted upon a motion of a Director and a second. This will allow Directors time to discuss issues during/after the Conference that are identified by the BOD as needing further clarification. Absent a second the motion will expire and the item must be resolved.

## **Business Meeting**

The Business Meeting shall be conducted in one (1) meeting or may be divided into many formats before the AAZK conference delegates and shall be administered by the President of the Association or their appointed representative and the CEO/CFO. The minimum agenda of the total Business Meeting Agenda shall consist of the following items:

- Introduction  
Board, CEO/CO and AAZK Staff in attendance by the AAZK President
- AAZK President - Message to the Membership  
The President shall have the option of discussing any issues/items of interest with the membership.
- Bylaw Ratification  
The President or their designate shall read and explain Bylaws revisions to the membership quorum and ratification of Bylaws by voice vote.

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- CEO/CFO – State of the Association  
The CEO/CFO or designee shall be required to present an oral report on the membership statistics and finances of the Association.
- Call to the Audience/For the Good of the Order – The President or designee shall ask for comments from the membership.

### **Continuance Items**

Prior to adjournment the AAZK Board of Directors shall adjourn to Study Session to consider any item identified as requiring additional information by the conclusion of the Meeting. The item shall be closed out before adjournment or shall be tabled for future action. Items under discussion in Study Session that are subject to a motion by a Director shall cause the AAZK Board of Directors to return to Executive Session to entertain a second on the motion. Lacking a second, the item shall expire. Receiving a second, a vote shall be taken. The results of any action taken during Executive Session shall be entered into the minutes of the meeting.

### **Adjournment**

The President shall adjourn the Meeting and conclude the operational business of AAZK during the Banquet. The President shall direct the person appointed to take minutes of the Board of Directors Meetings to produce the minutes of said meeting by a deadline set by the AAZK President not to exceed thirty (30) days from adjournment



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 1                       |
|  | Effective Date:<br>23 September 2009 |
| Subject:<br><b>Study Session</b>               | Reviewed/ Revised:<br>28 May 2013    |

### Board Administrative Directive

#### **PURPOSE**

To outline the circumstances of the Study Session Meetings conducted annually by the American Association of Zoo Keepers (AAZK) Board of Directors.

#### **POLICY**

The Board of Directors of AAZK may elect to convene a Study Session as a component of Executive Session.

Study Sessions are limited to a specific topic of discussion in a format where AAZK Board Members can review information presented to the Board of Directors by Staff, in confidence. Formal votes or ratification of proposals are prohibited during Study Session and Minutes are not required to be kept during Study Session.

Study Session shall be added to the published agenda and shall denote items (by title) for discussion. Emergency Study Sessions may be called at any point during Executive Session and shall be entered into the official Minutes as such.

Study Session shall be called by any member of the sitting Board of Directors in attendance during Executive Session, by motion and second. A Motion lacking a second shall cause the Motion to die. A Board Member shall not be compelled by an Executive Officer of AAZK to participate in Study Session, but non-participation shall be noted for the official minutes. The Chief Executive/Financial Officer may only participate at direct invitation from the President of the AAZK Board of Directors or if the President dissents by majority vote of the AAZK Board of Directors.

At the conclusion of Study Session, the Board of Directors shall return to Executive Session. Return to Executive Session mandates open forum discussion by all Board Members, documented business practices (Minutes), and is required to complete vote or ratification (motion and second) of any issue requiring decision before the Board as discussed during Study Session. At this time, any AAZK Board Members not participating in Study Session may voice objection and/or opinion for the minutes of record.





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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>6.01-1</b> | Page 1<br>of 1                     |
|   | Effective Date:<br>10 October 1991 |
| Subject:<br><b>Membership Conduct</b>                               | Reviewed/ Revised:<br>28 May 2013  |

**Board Administrative Directive**

**PURPOSE**

To establish a policy regarding membership conduct that will ensure professionalism by all members of the American Association of Zoo Keepers (AAZK).

**POLICY**

Every member of AAZK shall endeavor to conduct him or herself in a manner that is in accordance with the **Code of Professional Ethics - Mandatory Standards, Bylaws, Resolutions and Directives** of AAZK.

Willful violations of the above by a member of AAZK shall subject said member to disciplinary action outlined in the Bylaws of the Association, Article V, Sections 1, 2 and 3.

**For the purpose of this Administrative Directive and all actions contained in any Ethical Charge, Hearing or Action, the term member shall also include chapter.**

Chapter conduct and Chapter membership conduct is referenced in Directive 8.02-7.

The AAZK Board of Directors will refer and adhere to the guidelines established in the Code of Professional Ethics 4.01-5 and Ethics Committee 7.01-1 in the matter of all ethics charges.

The Board of Directors will refer to and adhere to the guidelines established in Directives 6.01-2 (Notification), 6.01-3 (Hearings), and 6.01-4 (Appeals), in their administration of any disciplinary action. The Board of Directors will adhere to the Bylaws of AAZK when administering any action against a member or chapter of AAZK.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>6.01-2</b>               | Page 1<br>of 1                     |
|   | Effective Date:<br>10 October 1991 |
| Subject:<br><b>Notification Procedure:<br/>Violations of Professional Conduct</b> | Reviewed/ Revised:<br>28 May 2013  |

**Board Administrative Directive**

**PURPOSE**

To establish a policy and expand on Article V, Section 1 of the American Association of Zoo Keeper (AAZK) Bylaws regarding notification to the membership of any willful and knowledgeable violation of a ratified Bylaw, Mandatory Standard, Resolution, Directive or the Code of Professional Ethics.

**POLICY**

Any member or Chapter of AAZK, purported to be in potential violation of an established AAZK Bylaw, Member Standard, Resolution, Directive or Ethical Code of Conduct shall be subject to the **Standard Policy of Notification**.

With the exception of Chapters failing to Re-charter, any such AAZK member shall be notified of the charge(s) and pending investigation by the President of AAZK by certified mail.

The **Standard Policy of Notification** shall include:

- Member or Chapter Name
- Purported Violation
- Date(s) of Purported Violation
- Notice of Preliminary Investigation by AAZK
- Expectation of Member Response
- Copies – AAZK Bylaws, AAZK Code of Professional Ethics, applicable AAZK Directives
- Notice of Potential Hearing Date

The AAZK Member shall understand that the conclusion of the investigation may result in referral of the matter to the AAZK Ethics Committee, but in cases where violation legal statute has or may have occurred, unless immediately resolved, the matter shall be referred to local legal jurisdiction for potential prosecution. Prosecution of an AAZK Member for violation of a legal statute shall result in suspension of AAZK membership. AAZK Members found guilty of violating a legal statute by local jurisdiction are subject to immediate and permanent membership termination. Recommendation for membership termination shall cause an Ethics Hearing to be convened.

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| Subject:<br><b>Notification Procedure:<br/>Violations of Professional<br/>Conduct</b> | Number:<br>6.01-2 | Rev.<br>28 May 2013 | Effective Date:<br>October 10, 1991 | Page 2<br>of 2 |
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Failure to acknowledge the certified **Letter of Notification** shall result in the members' forfeiture of a formal hearing on the charges and their membership or charter shall be terminated without said Hearing. In cases where violation legal statute has or may have occurred, the matter shall be referred to local legal jurisdiction for potential prosecution.

AAZK Chapters that fail to maintain charter shall have received the two (2) notices from the CEO/CFO of AAZK. A formal notice of **Intent to Place on Probation** shall be forwarded to the last known address of the Chapter from AAZK. After the conclusion of the 30-day probationary period, the CEO/CFO shall forward a notice of **Intent to Dissolve**. AAZK Chapters failing to maintain charter and entered into dissolution by the AAZK shall be subject to asset collection as referenced in Article 7, Section 8 of the Bylaws.

All matters resulting in membership termination or revocation of Chapter charter are subject to member or Chapter appeal as per AAZK Directive 6.01-4.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 1                      |
|  | Effective Date:<br>October 10, 1991 |
| Subject:<br><b>Investigation and Hearings</b>  | Reviewed/ Revised:<br>28 May 2013   |

**Board Administrative Directive**

**PURPOSE**

To establish a policy by which the Board of Directors of the American Association of Zoo Keepers (AAZK) shall perform or refer investigations regarding AAZK member or Chapter ethical conduct.

To establish a policy by which the AAZK Ethics Committee shall convene a hearing before the AAZK Board of Directors.

To establish a policy by which the AAZK Board of Directors shall convene a Hearing with the expressed intent to review evidence and listen to testimony presented to the AAZK in the form of an Appeal to any disciplinary action duly ratified and conveyed by the AAZK Board of Directors.

**POLICY**

The Board of Directors of AAZK may cause any AAZK Member or AAZK Chapter and their Chapter Officers to be investigated regarding purported violation of AAZK Professional Ethics, Mandatory Standard, Bylaw, Directive or Resolution. Preliminary investigation to determine circumstances of purported violations shall be conducted by the Chief Executive/Financial Officer (CEO/CFO) of AAZK.

**Criminal/Civil Action**

Matters of purported violation of a legal statute by an AAZK member or AAZK Chapter shall be investigated by the CEO/CFO. Matters that appear substantiated by that preliminary investigation, that cannot be immediately reconciled, shall cause the matter to be referred to local legal jurisdiction for further investigation and potential prosecution of the AAZK member or AAZK Chapter at the local level.

An AAZK member or AAZK Chapter admitting complicity in violation of a legal statute is subject to member termination or Chapter charter revocation. An AAZK member or AAZK Chapter under investigation for violating a legal statute is subject to membership suspension. An AAZK member or AAZK Chapter adjudged guilty of violation a legal statute shall be terminated as an AAZK member on a permanent basis.

Any judgment against an AAZK member or AAZK Chapter resulting from a civil lawsuit shall be cause for preliminary investigation by the CEO/CFO and may cause the AAZK member or AAZK

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| Subject:<br><b>Investigation and Hearings</b> | Number:<br>6.01-3 | Rev.<br>28 May 2013 | Effective Date:<br>October 10, 1991 | Page 2<br>of 2 |
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Chapter to be referred to an AAZK Ethics Committee hearing on the matter for potential disciplinary action up to and including termination of membership.

### **Ethical Conduct**

Matters of Ethical Conduct (et al) shall cause the CEO/CFO to recommend to the AAZK Board of Directors the empaneling of the AAZK Ethics Committee for the expressed intent of further investigation by peer professionals.

Results of an investigation by the AAZK Ethics Committee may result in a recommendation of membership termination which shall an Ethics Hearing. The AAZK Member or AAZK Chapter shall be called to appear before the AAZK Ethics Committee, in person, or by/with representation, for a hearing duly convened and empaneled by the AAZK Board of Directors.

The AAZK Board shall endeavor to hold any hearing in conjunction with an Annual or Mid-Year Meeting of AAZK and shall endeavor not to place an undue financial burden on the AAZK member or AAZK Chapter. The intent of such hearings is to allow the AAZK member or AAZK Chapter to present evidence or witness in defense of any charges or refute evidence or question witnesses gathered by any entity acting at the direction of the AAZK Board of Directors.

Such AAZK Ethics Committee hearings shall be convened following Letter of Notification to the AAZK member or AAZK Chapter in accordance with Directive 6.02-1. The Hearing shall be chaired and conducted by the Vice President of AAZK as Chair of the Ethics Committee. The members of the AAZK Ethics Committee in attendance shall be allowed to question any witness following recognition under Roberts Rules of Order. The charged AAZK member or AAZK Chapter representative (or legal representation of either) shall be allowed the same privilege.

The Ethics Committee Hearing shall be conducted in Executive Session restricted to the participants and any witnesses; meaning the hearing is on record. The AAZK member or AAZK Chapter may petition the AAZK Board of Directors to hold the Hearing in Study Session; meaning the Hearing shall not be transcribed for the record, but findings of the hearing shall be entered into the permanent record.

Any disciplinary action occurring as the result from a violation of a legal standard or judgment resulting from lawsuit against an AAZK member or AAZK Chapter in Civil court; or as the result of an AAZK Ethics Committee hearing, shall be subject to member appeal, following the appeal process referenced in Directive 6.01-4.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 1                     |
|  | Effective Date:<br>October 10 1991 |
| Subject:<br><b>Appeal Process</b>              | Reviewed/ Revised:<br>28 May 2013  |

**Board Administrative Directive**

**PURPOSE**

To provide further definition of the **Appeal Process** outlined in Article 5, Section 3 of the adopted and ratified Bylaws of the American Association of Zoo Keepers (AAZK).

**POLICY**

An AAZK Member or AAZK Chapter has the right to appeal any decision of the AAZK Board of Directors or the AAZK Ethics Committee.

Member appeals regarding the result of an AAZK Ethics Hearing or AAZK Member termination or AAZK Chapter charter revocation resulting from a violation of criminal or civil statute shall be heard by the AAZK Board of Directors.

The right to appeal is contingent upon AAZK policy. The AAZK Member or AAZK Chapter shall:

1. Provide written notification to the AAZK Board of Directors of an Appeal within thirty (30) calendar days of the conveyance of disciplinary action by the AAZK Board of Directors or AAZK Ethics Committee.
2. The Appeal shall be forwarded by certified mail to the Chief Executive/Financial Officer (CEO/CFO) of AAZK.
3. The Appeal shall be confined to specific areas of procedural violation by the AAZK Ethics Committee, the AAZK Board of Directors or the CEO/CFO of AAZK. The Appeal may only address evidence and testimony as presented during the course of the Hearing.

Additional evidence shall be cause for review by the Board and a decision as to another hearing.

The CEO/CFO of AAZK in receipt of the Appeal, will acknowledge receipt of the appeal to the AAZK Member or AAZK Chapter member within fifteen (15) calendar days.

The CEO/CFO will forward the Appeal to the AAZK Board of Directors. Based upon the merit of the Appeal, the President of the AAZK Board of Directors shall:

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- Reverse the Appeal
- Reject the appeal
- Modify any disciplinary action

Or

- Hold a formal hearing on the Appeal

The Appeal to the Board of Directors shall not alter any disciplinary action (suspension, termination) and any other action taken by the Board of Directors shall remain in effect until the appeal process is complete.

No action shall be taken by the AAZK Board during the course of an Appeals Hearing. The Board shall take all matters of the Appeals Hearing into Study Session for consideration.

The Board will then convene Executive Session and render a decision to the member within thirty (30) days of the hearing.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>7.01-1</b> | Page 1<br>of 2                          |
|   | Effective Date:<br>1 January 1990       |
| Subject:<br><b>Committee Chair Responsibilities</b>                 | Reviewed/ Revised:<br>18 September 2016 |

## Board Administrative Directive

### POLICY

This Directive will establish the procedure for the appointment and duties of a Committee Chair and Committee Vice Chair for the American Association of Zoo Keepers (AAZK) and to develop the minimum standards for participation and management of AAZK Committees by each Committee Chair.

This Directive will establish procedure for the appointment of Committee Members to serve on an AAZK Committee.

### PROCEDURE

All AAZK Committee Chairs and Vice Chairs are appointed by the President of AAZK, based upon nomination from the Board Oversight and are ratified and serve at the discretion of the AAZK Board of Directors. The Committee Chair and Vice Chair shall meet the following minimum qualifications:

- Be eligible for membership with AAZK in the base category of Professional or Affiliate.
- Be in physical attendance at an AAZK Annual Conference at least one (1) time every two (2) years. Two consecutive absences from an AAZK Annual Conference will require prior permission from the AAZK Board of Directors.

**Absences:** The AAZK Board of Directors will accept a written petition for an absence prior to the Annual Conference from a Committee Chair. The AAZK Board will review the petition for absence and grant or deny the petition based upon the work performance and active participation of the Chair for the previous two (2) years. Two consecutive *unexcused* absences from the Annual Conference shall result in removal from the Chair position.

- Follow any specified requirements set forth in the AAZK Committee Chair job description.
- Maintain electronic communication with the AAZK Board Oversight as requested or directed.
- File all required Annual and Mid-year Reports with the AAZK Board Oversight by the published deadline. Templates of Annual and Mid-year Reports are available for download at the webpage of the Association ([www.aazk.org](http://www.aazk.org)) or are available from the AAZK Board Oversight. All correspondence shall be filed in electronic format (email). Failure to file the Annual or Midyear Reports or file the reports after deadline is grounds



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for formal review of the event by the AAZK Board of Directors and may be cause for removal from the Chair position.

- Retain electronic copies of correspondence for at least two (2) years.
- Maintain a current list of committee contact information and include current committee contact information in all AAZK Reports

### **Direct Compensation**

AAZK Committee Chairs or Vice Chairs shall receive a budget to conduct business and are therefore are entitled to direct compensation for any reasonably incurred office-related expense.

### **Indirect Compensation**

AAZK shall provide AAZK Committee Chairs gratis full or day Conference Registration. In the event of excused absence of the Committee Chair approved by the Board Oversight, the Vice Chair of the Committee shall receive gratis full or day Conference Registration.

AAZK Committee Chairs (or Vice chair in absence of the Committee Chair) shall, if seeking institutional funding to attend the AAZK Conference, disclose to their respective institution the fact that Conference Registration is paid by AAZK.

AAZK Committee Chairs or Vice Chairs shall not be eligible for travel assistance provided by AAZK Granting opportunities.

### **Chair Vacancies**

Committee Chair vacancies shall be filled by the Vice Chair. In cases where the Vice Chair declines the appointment to Chair, the vacancy shall be advertised *within* the Committee and shall be solicited and appointed from current Committee Members in good standing.

Under the following circumstances:

- New AAZK Committee, or
- No Committee Members remain, or
- An application for Chair from a current Committee Member has been rejected by the Board Oversight, or
- Vice Chair and Committee Members have been formally surveyed by the Board Oversight and no interest in holding the Committee Chair position is indicated;

Advertisement for an AAZK Committee Chair shall be made to the general membership in the appropriate AAZK media.

All Chair candidates will be required to submit a Letter of Interest and résumé to the AAZK Board Oversight.

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### **Committee Member Vacancies**

The Committee Chair may advertise for the position, along with a job description, in the appropriate AAZK media. Appointments to the Committee are made at the discretion of the Committee Chair, with input from the AAZK Board Oversight. All Committee Member candidates will be required to submit a Letter of Interest to the AAZK Committee Chair.

The AAZK Committee Chair shall notify the person selected for the position as to their appointment and also inform those that were not selected and thank them for their interest in serving on the Committee.

In the event of an absence of an AAZK Committee Chair, the Committee Vice Chair, in direct communication with the Committee Oversight shall make appointments to the committee and all other necessary correspondence relative to the selection process.

### **Reports**

Midyear and Annual Reports are due to the AAZK Board Oversight approximately thirty (30) days before the meeting. Each AAZK Committee Chair will receive official notice and deadline from their AAZK Board Oversight.

### **Resignation**

AAZK Committee Chairs and Vice Chairs are expected to file a letter of resignation or report formally on the resignation event in the Annual or Midyear Report. Copies of all reports and electronic correspondence kept on file for the two (2) years shall be forwarded to the Administrative Office.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 7                    |
|  | Effective Date:<br>7 October 1991 |
| Subject:<br><b>Ethics Committee</b>            | Revised<br>29 May 2013            |

**Board Administrative Directive**

**PURPOSE**

To establish the framework upon which the Ethics Committee shall be established, formulated and executed under the general responsibility of the Chief Executive/Financial Officer (CEO/CFO) and where warranted by formal charge, under the direct Oversight of the Vice President for the American Association of Zoo Keepers (AAZK).

**POLICY**

The Board of Directors of AAZK, in accordance with the adopted and ratified Bylaws of AAZK, shall cause to stand on demand, an Ethics Committee.

The AAZK Ethics Committee shall consist of professional membership in good standing. There shall be four (4) Committee Members and four (4) alternates. The AAZK Ethics Committee selection process will only commence when a formal charge is filed with the Board of Directors of AAZK by an AAZK Member or under the recommendation of the Chief Executive/Financial Officer (CEO/CFO).

The CEO/CFO shall be charged with randomly selecting eight (8) professional members utilizing the database for the general membership, under the supervision of the AAZK President. The first four (4) names shall be the principle members of the Ethics Committee, with the final four names serving as the alternate members of the Ethics Committee. The principle members may elect to resign, should there be a conflict of interest in the subject of the Ethics matter, or if their professional status in the Association should change during the course of the investigation or if the selected member can demonstrate that participation in an Ethics investigation and Hearing would impact personal or professional life. At that time, the first alternate (fifth selected member) shall move forward to serve, and so forth.

An empaneled Ethics Committee Member is entitled to reimbursement of reasonably incurred business expenses including travel and lodging (only) associated with an Ethics Hearing.

This AAZK Ethics Committee shall be chaired by the Vice President of AAZK. Should the Vice President be in conflict of interest, the Immediate Past-president of AAZK, should they be in good standing, shall fill the Ethics Chair. In the event that the designated Chair of the Ethics Committee

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| Subject:<br><b>Ethics Committee</b> | Number:<br>7.01-2 | Reviewed<br>October 5,<br>2016 | Effective Date:<br>October 7 1991 | Page 2<br>of 8 |
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is the subject of any ethical charges, the President shall appoint a Chair to the Ethics Committee from the current AAZK Board of Directors. The Ethics Committee shall not have a Vice Chair.

The format under which the Board of Directors operates for notification, submission of materials and witnesses is detailed in Article V Sections 1, 2 and 3 of the adopted and ratified AAZK Bylaws. The CEO/CFO of AAZK shall perform a preliminary investigation into any formal, written complaints and/or violations of the Code of Professional Ethics, Bylaws, Resolutions or Directives contained in this Operations Manual with the intent of determining violation of law. Absent violation of law and where preliminary determination of unethical conduct may have occurred, the CEO/CFO will make a recommendation to the President of the AAZK Board of Directors to convene an AAZK Ethics Committee with the intent of investigation by the peers of an AAZK Member or AAZK Chapter.

Upon formation of the AAZK Ethics Committee, the Committee members shall be provided with background information of the specific complaint and be given a time frame in which to operate, by the Chair of the Ethics Committee. The Ethics Chair shall then coordinate the distribution of information to the Committee. Communication shall be in the form of confidential communication unless otherwise directed by the Ethics Chair. The Ethics Chair shall work diligently to ensure that both sides of the complaint are presented in a fair and impartial manner to the AAZK Ethics Committee. The complainant(s) shall be given the opportunity to contribute their supporting evidence to the materials available to the Ethics Committee.

The Ethics Committee, upon completion of their investigation shall forward the complete results of their investigation, including all notes and materials, to the Ethics Chair. The AAZK Ethics Committee by motion, second and recorded vote shall include a recommendation to the AAZK Board of Directors as to the disposition of the charges as per the adopted and ratified Bylaws of the Association, Article V, Sections 1, 2 and 3. The AAZK Ethics Committee shall:

- Reject the complaint of unethical AAZK member or AAZK Chapter behavior, stating reason for findings, or
- Find the AAZK member of AAZK Chapter complicit in the complaint of unethical behavior making recommendation to the AAZK Board of Directors for the conveyance of disciplinary action. Disciplinary action shall include:
  - Board Censure
  - Membership Probation
  - Membership Termination

Where a recommendation for membership termination is placed before the AAZK Board of Directors, the AAZK Board of Directors shall cause the AAZK Ethics Committee to conduct a formal Hearing in the matter to review evidence and to allow AAZK member or AAZK Chapter testimony in final defense of the charges

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Ethics Hearings shall be held in conjunction with the AAZK Annual Conference or the Board of Director's Midyear meeting. The Chair of the Ethics Committee shall notify the AAZK Member or AAZK Chapter of the date and time of the Hearing. At this Hearing the Ethics Committee shall call members and witnesses to offer testimony before the Committee in person or to submit their testimony in writing, any individuals the Ethics Committee deems pertinent to the complaint. Participation in the Hearing is at personal discretion and not mandatory to their rights as an AAZK member.

Where an AAZK member or AAZK Chapter waives their rights to an Ethics Hearing the Ethics Hearing shall be suspended and the AAZK Membership or AAZK Chapter Charter shall be terminated by the AAZK Board of Directors according to the AAZK Bylaws. Absent an appeal from the AAZK member or AAZK Chapter, the matter shall be considered closed.

Expenses associated with an Ethics Investigation and/or Ethics Hearing shall be documented by the CEO/CFO and the Ethics Chair. Requests for any monetary reimbursement shall be submitted by Memorandum to the CEO/CFO with copies to the AAZK President and Ethics Chair.

## **ETHICS HEARING**

### **EXECUTIVE SESSION (AD 5.01-3)**

Executive Session will precipitate a formal Ethics Hearing. The Executive Session shall be conducted before the AAZK Board of Directors by the AAZK President with the intent of outlining the responsibilities, format and conduct of the Ethics Committee during the Hearing. Questions from the Board of Directors and CEO/CFO shall be drafted in writing and submitted to the Ethics Chair (Vice President). Attendance at this session by the AAZK Member or AAZK Chapter under investigation is not mandatory.

### **ETHICS HEARING**

Any Ethics hearing shall be conducted by the Vice President of AAZK and shall be conducted in Executive Session, unless the Member or Chapter under investigation requests the matter be heard in Study Session. The Ethics Hearing shall be conducted before the Ethics Committee, AAZK Board of Directors, the CEO/CFO of AAZK and witnesses or individuals called to testify by either party. Witnesses or individuals presenting testimony may be excluded from viewing the proceedings prior to testimony at the discretion of either AAZK Ethics Committee or the AAZK Member or AAZK Chapter. Only the Ethics Committee and the Member under charge shall be allowed to question any witness.

### **STUDY SESSION (AD 5.01-6)**

The Ethics Chair may call the AAZK Ethics Committee into Study Session during the Ethics Hearing to discuss testimony, formulate questions for witnesses, or to deliberate the matter before the Ethics Committee. The AAZK Ethics Committee is prohibited from voting or rendering official decision during any Study Session.

### **DETERMINATION**

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The AAZK Ethics Committee is charged with reviewing evidence presented to the Ethics Committee during the investigation and additional evidence revealed at the Ethics Hearing, and to reaffirm, refine or retract the initial recommendation of the AAZK Ethics Committee to the AAZK Board of Directors regarding action, if warranted. The Determination may take place in Executive Session before those present at the Hearing or the Ethics Committee members may elect to provide a written ballot and recommendation for any disciplinary action, to the AAZK Board of Directors.

#### **CONVEYANCE OF DISCIPLINARY ACTION**

The final determination of AAZK Ethics Committee shall cause the AAZK Board of Directors to return to Study Session to determine disciplinary action. The CEO/CFO shall serve to consult with the Board on options for disciplinary action. The AAZK Board of Directors shall return to Executive Session to Convey Disciplinary Action and shall do so by motion, second and vote before the Ethics Committee and Member. The AAZK Board of Directors shall then verbally convey disciplinary action against an AAZK Member, and any disciplinary action shall be memorialized in writing within thirty (30) days and delivered to the Member.

#### **APPEAL**

It is the right of every AAZK Member or AAZK Chapter to appeal the decision of the AAZK Board of Directors in the matter of an Ethics Hearing. An Appeal shall follow the process referenced in Administrative Directive 6.01-4.

#### **CONCLUSION**

At the conclusion of the Ethics Hearing and conveyance of discipline, the Ethics Committee shall be dissolved and its Committee Members discharged from duty.

#### **NOTICE TO THE MEMBERSHIP**

The Board of Directors, after any appeal, shall cause to be published in the *Animal Keepers Forum* final notification to the AAZK Membership regarding the findings of the AAZK Committee and the disciplinary action executed by the Board of Directors against the Member.

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### ***Confidentiality Statement***

Confidentiality is a hallmark of professionalism. THE AMERICAN ASSOCIATION OF ZOO KEEPERS (AAZK), Ethics Committee Members:

1. Ensure that all information arising from an AAZK Ethics Committee investigation that is confidential, privileged or that is not publicly available is not disclosed inappropriately.
2. Ensure that all nonpublic information about other Members or Chapters of the AMERICAN ASSOCIATION OF ZOO KEEPERS is not disclosed inappropriately.
3. Ensure that all information that is confidential regarding personnel with outside firms on behalf of THE AMERICAN ASSOCIATION OF ZOO KEEPERS is treated as confidential and not disclosed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### ***AAZK ETHICS COMMITTEE - GUIDELINES OF OPERATION***

The AAZK Ethics Committee initiated by the AAZK Board of Directors for the purpose of serving as an Ethics Review Board shall adhere to the following guidelines of operation:

- All alleged violations of the AAZK Code of Professional Ethics, Mandatory Standards, Bylaws, Directive or Resolutions will be handled in accordance with objective and standards of AAZK.
- Any alleged violation reported to the AAZK Board of Directors, in writing by a member or non-member of this Association, shall be preliminarily investigated by the CEO/CFO of AAZK with expressed intent of determining whether violation of established law or unethical member

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behavior has occurred. The determination of the initial investigation shall be presented to the Executive Officers of the AAZK Board of Directors.

- When warranted the AAZK CEO/CFO shall make every attempt in representing the AAZK Board of Directors and the AAZK membership to seek negotiated resolution of the complaint. Matters of unethical behavior are subject to investigation by the AAZK Ethics Committee while matters of documented illegal activity shall be reported to the AAZK Board of Directors in order to make determination of continued member status and legal prosecution.
- Prior to proceeding with a formal Ethics complaint and empaneling of the AAZK Ethics Committee for impartial investigation, the individual filing an ethics charge shall be provided with a copy of the AAZK Whistleblower Policy.
- The CEO/CFO shall serve as counsel to the AAZK Ethics Chair and members of Ethics Committee.
- In the course of investigation, additional matters called to the attention of the CEO/CFO and/or the AAZK Ethics Committee regarding ethical violations shall be documented in writing and added to the original complaint. The individual(s) shall be notified of additional charges, as noted above.
- The AAZK Ethics Committee members shall sign a Confidentiality Statement for file. AAZK Ethics Committee members shall at all times maintain the integrity of the individuals concerned and shall not disclose the nature of an investigation to co-workers or other members/non-members of AAZK.
- The AAZK Ethics Committee shall fully understand that they have no authority to administer disciplinary action. The sole function of the AAZK Ethics Committee is to investigate the complaint and if warranted conduct An Ethics Hearing. The Ethics Committee shall submit a detailed report to the AAZK Board of Directors, including a recommendation for action. The AAZK Board of Directors shall convey any disciplinary action on the matter.

The AAZK Ethics Committee shall utilize the following documents in guiding them through the process of investigation:

- Association Bylaws – Article V, Section 1 and 2, and Article VII Section 5
  - Administrative Directive 4.01-5
  - Administrative Directive 6.01-2
  - Administrative Directive 6.01-3
  - Administrative Directive 7.01-1
1. After being empaneled by the AAZK Board of Directors, the AAZK Ethics Committee Chair shall gather the original written complaint, reviewing the complaint to determine what other evidence, documents, or witness statements shall be obtained.
  2. Within ten (10) calendar days, the Ethics Chair shall contact the AAZK member or AAZK Chapter named in the complaint. The Ethics Chair shall provide a copy of the complaint to the individual(s) or chapter charged in the complaint. The Ethics Chair shall provide a copy of the AAZK Whistleblower Policy to the AAZK Member or AAZK Chapter. The Ethics Chair shall seek a written rebuttal to the charges.



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3. In the absence of a written rebuttal, the Ethics Committee shall assume the ethics complaint is valid and shall administer a written recommendation for the Executive Officers of the AAZK Board of Directors. If termination of AAZK membership is the recommendation from the Ethics Committee an Ethics Hearing shall be scheduled.
4. After receipt of the rebuttal(s), the Ethics Chair shall contact or attempt to contact all individuals, witnesses named in the complaint, rebuttal, or through investigation of the complaint, are found to have additional knowledge of the complaint. The Ethics Chair shall require all witnesses or pertinent individuals to supply written statements of the event in question.
5. The Ethics Chair shall be responsible for distributing copies of the original letter of complaint and other pertinent documents and supportive data to the members of the AAZK Ethics Committee. All correspondence or electronic correspondence regarding the matter of ethics violations shall be marked "Personal and Confidential". The Ethics Chair shall direct the Ethics Committee to review the materials and render a written decision, if possible, on the materials presented.
6. After ten (10) days, the Ethics Chair shall individually poll each AAZK Ethics Committee Member on the evidence of the complaint and render a decision of complicit or non-complicit ethical behavior. The Ethics Chair shall document the vote.
7. After the initial vote, the Ethics Chair shall review the recommendations by members of the AAZK Ethics Committee and shall proceed with one of the four (4) options:
  1. Move for dismissal of all charges;
  2. Request additional evidence or documentation;
  3. Recommend disciplinary action;
  4. Request the Board to enact the Bylaw section regarding termination of AAZK membership or Chapter charter which allows for an Ethics Hearing to convene.
8. If the AAZK Ethics Committee requests additional evidence and/or documentation, the Ethics Chair shall endeavor to supply the requested materials within ten (10) calendar days. The process of evidence review as delineated above shall be repeated.
9. Once the AAZK Ethics Committee has referred its recommendation to the Executive Officers of the AAZK Board of Directors or the complaint has been settled, or if the AAZK Ethics Committee recommends dismissal of all charges, such action shall be taken and the involved parties notified within ten (10) calendar days.
10. Where investigation has determined complicit unethical behavior and recommends membership termination an Ethics Hearing shall be convened. The President of the Board of Directors will notify the AAZK Ethics Committee membership and the parties involved within ten (10) days. The Vice President of AAZK as the Ethics Chair shall represent the Ethics Committee in the Ethics Hearing. Ethics Committee Members may be asked to voluntarily attend the formal Ethics Hearing. If the AAZK Ethics Committee is compelled to convene by the AAZK Board of Directors, travel and any associated expenses shall be negotiated with the CEO/CFO of AAZK.

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11. At the conclusion of the Ethics Hearing all materials regarding the Ethics Hearing and communication from the AAZK Ethics Committee members shall be forwarded to the Ethics Chair, at the expense of the Association.
12. The Ethics Chair shall forward a written report to the AAZK Board of Directors, and shall be called to verbally report before the AAZK Board of Directors at the next scheduled meeting of the AAZK Board of Directors. The report shall cover all facets of the investigation process, decision of the AAZK Ethics Committee and any recommendations for policy change within AAZK. The report shall also contain a detailed and documented vote for recommendations on all charges brought to the AAZK Ethics Committee.
13. All AAZK Ethics Committee material, excluding the final report, shall be boxed, sealed and mailed to the Administrative Offices of AAZK at the conclusion of the AAZK Ethics Committee investigation.



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| <b>7.01-3</b>                                  |               | Effective Date:<br>15 October 1994      |
| Subject:                                       | <b>Awards</b> | Reviewed/ Revised:<br>18 September 2016 |

### Board Administrative Directive

#### **PURPOSE**

To outline the duties of the Awards Committee of the American Association of Zoo Keepers (AAZK) and to direct the membership to the complete source for information regarding this Committee.

#### **POLICY**

AAZK shall maintain an Awards Committee that will annually review the merits of individuals and chapters associated with AAZK.

The Awards Committee shall consist of a Committee Chair, a Vice Chair and a number of members to be determined by the Chair. Nominations for vacancies on this Committee may be advertised in the *Animal Keepers' Forum* or other AAZK media or appointed at the discretion the Award Committee Chair with concurrence from the AAZK Board Oversight.

The Award Committee Chair is eligible for indirect compensation from AAZK in the form of gratis full or day registration to the annual AAZK Conference. Should the Chair be excused from attendance by the Board Oversight, the Committee Vice Chair is eligible for Conference Registration.

The Awards Committee shall maintain an Awards Manual that will detail the award types, qualifications, nomination procedures, methods of scoring and notification procedures. This Awards Manual will be reviewed annually by the Committee and updates will be circulated by the Committee Chair. This manual shall contain a historical listing of all Awards conveyed by the Committee.

The Awards Committee shall be granted a budget by the AAZK Board of Directors to execute the printing of certificates, plaques and associated award material on an annual basis and to include the Monetary Awards in each category administered and financed by AAZK. Monetary awards administered by AAZK shall not exceed five hundred dollars (\$500.00) per award. Request for reimbursement associated with creation of award materials shall be submitted to the CEO/CFO of AAZK by Memorandum for file documentation with copies to the Awards Committee Board Oversight attached to electronic mail. The Awards shall be transported to the AAZK Annual

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Conference by the Awards Chair or shall be shipped to the site of the AAZK Conference to be distributed by the Vice Chair of the Awards Committee or designee.

AAZK Membership may petition the Awards Committee Chair to establish awards in any category they deem applicable. The Awards Chair shall forward any petition for the creation of an Award to their AAZK Board Oversight for consideration and ratification by the AAZK Board of Directors. The Board of Directors will act on any formal request during the Executive Session of the AAZK Annual Conference.

The Awards Chair shall execute a notice to the AAZK membership regarding Award Nominations, approximately 6-9 months prior to the AAZK Annual Conference. This Notice shall appear in all AAZK media.

All Awards to be conveyed to the Membership of AAZK shall be formalized in a Memorandum to the Board Oversight under the signature of the Awards Chair. The AAZK Awards shall be ratified by the Board of Directors. Upon ratification, monetary Awards shall be conveyed to the winners in the appropriate category, by US Mail. The Award Chair shall provide contact information in the form of mailing address to the CEO/CFO of the Association.

Any and all notification of AAZK Award shall be executed under AAZK letterhead, signed by the President of AAZK. The Notification letter may be sent electronically as an attachment to electronic mail.

The Awards Chair shall copy the Board Oversight into all correspondence (electronic or other) and shall forward all completed awards in draft format to the Oversight of the Committee for proofreading.

The Awards Chair shall create a **Nomination Presentation** (MS PPT© or similar) for the delegates of the Association for presentation prior to the Awards ceremony. The **Nomination Presentation** will play in a “loop” prior to the Award Ceremony.

This **Nomination Presentation** presentations shall include:

- Each Award Category of AAZK by slide w/a list of nominations for each Award Category and shall include mention of any monetary reward for an Award (where no nomination was received – nominations will be listed as NONE).  
Winners will be announced in the Award Ceremony Presentation.
- Each Journalism Award category of AKF by slide.  
Winners will be announced in the Award Ceremony Presentation.
- Chapter Recognition of Duty Obligation contributions by category – this list will be provided to the Awards Chair by the AAZK CEO.
- A list of the AAZK Grants and funds available. Each slide will advertise the available Grant – followed by a Slide that lists the Grant Winner for the year of the Presentation.

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The Awards Chair shall create a **Nomination and Winner Presentation** (MS PPT© or similar) The **Nomination** (by name) slide shall appear as the Award is announced. The **Winner** Slide by name and photograph) shall appear as each Award Winner is announced to the Membership.

The Awards Chair or their designee shall compose a script to match the **Nomination and Winner Presentation** for the President of the Association who shall present Awards during the Awards Ceremony in conjunction with the AAZK Annual Conference. This script shall concisely cover the Award winners in a logical order of media presentation and synopsise the Award presented and match the **Nomination and Winner Presentation** listing the winner of each conveyed Award. This script shall be provided to the President of the Association electronically prior to the beginning of the AAZK Conference.

The Awards Chair shall coordinate presentation of Association awards with the Editor of the *Animal Keepers Forum* who shall also provide a script synopsizing the Awards in Journalism by the President of the Association. The Award Chair shall match the Journalism Award script to the **Nomination and Winner Presentation** listing the winner of each Award in Journalism. This script shall be combined with the Association Awards and shall be provided to the President of the Association electronically prior to the beginning of the AAZK Conference.

The time and place of the Awards Ceremony is at the discretion of the Host Chapter but shall be communicated to the Awards Chair by the Board Oversight.

Conveyance of Certificates of Recognition for the Host Facility, Host Chapter and Conference Chairs of the AAZK National Conference shall be conveyed at the Annual Banquet of the Conference.



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|  | Effective Date:<br>1 October 1993       |
| Subject:<br><b>Grants</b>                      | Reviewed/ Revised:<br>September 18 2016 |

**Board Administrative Directive**

**PURPOSE**

The purpose of this policy is to outline the facets of the American Association of Zoo Keepers (AAZK) Grants Committee and to direct the membership to the complete source of information regarding this Committee.

**POLICY**

In effort to promote research and education as per the Association Statement of Purpose, AAZK shall endeavor to maintain a Grants Committee. The sole purpose of this Committee is to endow monetary grants and scholarships in the name of AAZK, in the following disciplines:

- AAZK Professional Travel Grant
- AAZK Professional Development Grant
- AAZK Conservation, Preservation and Restoration Grant
- AAZK Research Grant
- AAZK/BFR Conservation Resource Grant (Administrated by the AAZK Conservation Committee)
- AAZK/PBI Conservation and Research Grants, et. al.

Grant award amounts and frequencies are to be set by the AAZK Grants Committee in direct consultation and with the approval of the AAZK Board of Directors. In the event of financial instability of the Association, Grants may be withdrawn by AAZK before availability of application.

The Grants Committee shall consist of a Committee Chair, a Vice Chair and a number of members to be determined by the Chair. Nominations for vacancies on this Committee may be advertised in the *Animal Keepers' Forum* or other AAZK media or appointed at the discretion the Grants Committee Chair with concurrence from the AAZK Board Oversight. The Grant Committee Chair may also retain members of the animal profession community to review grant applications. The AAZK Board of Directors shall ratify and endow all grant applications by majority vote.

The Grants Committee Chair is eligible for indirect compensation from the AAZK in the form of gratis full or day registration to the annual AAZK Conference. Should the Chair be excused from attendance by the Board Oversight, the Committee Vice Chair is eligible for Conference Registration.

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AAZK shall prohibit persons of Authority (Directors, Program Managers and Committee Chairs) from applying for AAZK Grant opportunities in any form.

AAZK shall prohibit members of AAZK Programs or Committees from applying for any AAZK Grant opportunity within the span of control of the Program or Committee on which they serve.

*Example:*

*A member of the Professional Development Committee shall be prohibited from applying for a Professional Development Grant.*

AAZK shall prohibit a Member sitting on any Grant Review Committee from applying for an AAZK Grant under their span of application review.

*Example:*

*A member of the Conservation Committee who reviews and votes on the applications submitted for a Conservation Grant shall be prohibited from applying for an AAZK Conservation Grant.*

The Grant Committee Chair shall create and maintain Grant applications that solicit all pertinent information from the applicant. Application for AAZK Grants shall be made to the Grant Committee Chair through Grant Application forms posted on the Webpage of AAZK. Any revisions to the Grant application shall require AAZK Board of Director approval. The Grant Committee Chair shall be responsible for the monitoring of all awarded Grants and the reporting time frames.

All applicants shall receive an electronic communication (email) noting receipt of the application packet. All applications rejected for technical reason shall be returned to the applicant with specific direction from the Grant Committee Chair for correction and resubmission.

In any case where an AAZK member submits a Grant application in multiple categories or submits multiple applications in one category, the AAZK Grant Committee shall only award one (1) AAZK Grant per applicant in a Grant year.

Every applicant not selected by the Grant Review Committee shall receive a letter from the Committee Chair notifying them of Board decision.

Upon affirmation vote by the Board of Directors, all Grant awardees shall receive a letter of confirmation under AAZK letterhead from the Grant Committee Chair, with copy to the Board Oversight. This letter shall be sent electronically as an attachment to electronic mail to the Grant Award recipient.

Request for Grant fund release in the form of a check made out to the recipient shall be made to the CEO/CFO by Memorandum for file documentation. The Memorandum may be attached to an electronic mail. The Memorandum shall contain:

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Name of the Grant Recipient (as should be written on the check)

Name of the Grant

Name of the Facility

Preferred Address

The Grant Committee Chair and Board Oversight shall receive shall a copy of the issued Grant check by electronic mail from the CEO/CFO.

**Any applicant who is awarded an AAZK Grant in any published category shall forfeit eligibility to apply any AAZK Grant in any category for the next Granting period (1 year).**

Upon the completion of the grant, publication of the material in the *Animal Keepers' Forum* is required as per the rules of application and final financial reconciliation can be made.

**AAZK BFR Conservation Resource Grant**

The AAZK Conservation Committee shall be responsible for the evaluation of conservation projects and programs submitted to the Association for funding generated by segregating two percent (2%) of the AAZK BFR funds generated annually as defined in Administrative Directive 7.01-8. The AAZK BFR Conservation Resource Grant is established to fund conservation projects and programs, targeting in situ conservation that have direct and tangible ties to either African or Asian rhino conservation or species that co-exist within the same ecosystem.

The funding base shall be established on 15 December of the previous calendar year. The funds to be awarded shall be obtained from the BFR events from the previous calendar year and segregated by line item and administrated by the chief Executive/Financial Officer (CEO/CFO) of AAZK.

The AAZK Conservation Committee shall establish and maintain an application form to be web-posted for electronic submission or downloaded for manual completion and return by surface mail, that lists the categories of award and the criteria for application as delineated in Administrative Directive 1.01-8 – AAZK BFR Conservation Resource Grant. The application form (or web link) shall be included in all advertisement.

The AAZK Conservation Committee shall meet the timeframe established for solicitation of conservation projects and programs following the criteria established by the AAZK Board of Directors delineated in Administrative Directive 1.01-8.

The AAZK Conservation Committee shall establish scoring criteria for conservation projects and programs, following the criteria established by the AAZK Board of Directors delineated in Administrative Directive 1.01-8 and shall review proposals in the form of conservation project or conservation program funding requests, determining eligibility and selecting a maximum of five (5) proposals and creating a synopsis of each selected proposal by the deadlines established in Administrative Directive 1.01-8. The AAZK Conservation Committee shall include written justification for their selection and place those fund requests before the AAZK Chapters that



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participated in the prior years' Bowling for Rhinos program for a majority vote and selection of one (1) AAZK BFR Conservation Resource Grant Award.

### **AAZK/PBI Conservation and Research Grants**

The Conservation Committee shall provide assistance in the evaluation of applicants for AAZK/PBI Grants in Research and Conservation when solicited by the Grants Committee. The funds for these Grants are administered by Polar Bear International.

### **AAZK Trees for You and Me**

Trees for You and Me (TFYM) is a conservation fund raising project designed for elective AAZK Chapter participation based upon Climate Change and Carbon Offset measures.

AAZK shall manage funds generated from TFYM and distribute funds raised in the form of a Grant Award in direct partnership with the AAZK Grant Committee. Financial management of the project shall be the responsibility of AAZK and shall be subject to annual 3<sup>rd</sup> party accounting and reconciliation.

AAZK in direct partnership with Polar Bears International (PBI) shall promote TFYM under the current MOA ratified by the AAZK Board of Directors. Financial management of the project shall be the responsibility of AAZK and shall be subject to annual 3<sup>rd</sup> party accounting and reconciliation.



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|  | Effective Date:<br>1 June 2008          |
| Subject:<br><b>Conservation</b>                | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

To outline the methodology for the operation of the American Association of Zoo Keepers (AAZK) Conservation Committee which is formulated to provide membership with the opportunity to engage in green practices and to provide educational resources for members, chapters and animal care facilities regarding environmentally responsible practices.

To outline the procedure in which the members of the AAZK Conservation Committee in conjunction with the AAZK Grants Committee shall evaluate and select conservation grants for AAZK funding. Conservation grants shall be funded annually with revenue generated and segregated from the annual Bowling for Rhino events and from AAZK Conservation Partners.

To outline the procedure in which duly chartered Chapters and members of AAZK may participate in the AAZK Program Trees for You and Me by group fund raising and personal donation to combat Climate Change and decrease the global Carbon Footprint.

To outline the procedure in which the members of the AAZK Conservation Committee in conjunction with the AAZK Grants Committee shall evaluate and select the Nico van Strien Leadership in Conservation Award. The award shall be funded annually by the International Rhino Foundation.

**POLICY**

The Conservation Committee shall consist of a Committee Chair, a Vice Chair and a number of members to be determined by the Chair. Nominations for vacancies on this Committee may be advertised in the *Animal Keepers' Forum* or other AAZK media or appointed at the discretion the Conservation Committee Chair with concurrence from the AAZK Board Oversight. The Conservation Committee Chair may also solicit members outside the membership of AAZK to serve as advisors to the projects.

The Conservation Committee Chair is eligible for indirect compensation from the AAZK in the form of gratis full or day registration to the annual AAZK Conference. Should the Chair be excused from attendance by the Board Oversight, the Committee Vice Chair is eligible for Conference Registration.

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### **Conservation**

A primary function of the AAZK Conservation Committee is to promote conservation at the member and Chapter level, generating and publishing ideas, concepts tips and promoting conservation practices through alternative methods. Conservation projects generated through AAZK Conservation Partners, shall have the oversight of this Committee

### **Green Resources**

The AAZK Conservation Committee shall establish “green practices” for AAZK and work with the AAZK Conference Host Chapters to establish green practices at the annual AAZK Conference.

The Conservation Committee shall generate and publish a conservation column in the *Animal Keepers’ Forum* (AKF) on a regular basis, in coordination with the Editor of the AKF. The Conservation Committee shall also establish web-based information regarding in situ conservation projects that have been researched and verified, coordinating and publishing notice of volunteer opportunities for those projects.

### **AAZK BFR Conservation Resource Grant**

The AAZK Conservation Committee shall be responsible for the evaluation of conservation projects and programs submitted to the Association for funding generated by segregating two percent (2%) of the AAZK BFR funds generated annually as defined in Administrative Directive 7.01-8. The AAZK BFR Conservation Resource Grant is established to fund conservation projects and programs, targeting in situ conservation that have direct and tangible ties to either African or Asian rhino conservation or species that co-exist within the same ecosystem.

The funding base shall be established on 15 December of the previous calendar year. The funds to be awarded shall be obtained from the BFR events from the previous calendar year and segregated by line item and administrated by the chief Executive/Financial Officer (CEO/CFO) of AAZK.

The AAZK Conservation Committee shall establish and maintain an application form to be web-posted for electronic submission or downloaded for manual completion and return by surface mail, that lists the categories of award and the criteria for application as delineated in Administrative Directive 1.01-8 – AAZK BFR Conservation Resource Grant. The application form (or web link) shall be included in all advertisement.

The AAZK Conservation Committee shall meet the timeframe established for solicitation of conservation projects and programs following the criteria established by the AAZK Board of Directors delineated in Administrative Directive 1.01-8.

The AAZK Conservation Committee shall establish scoring criteria for conservation projects and programs, following the criteria established by the AAZK Board of Directors delineated in Administrative Directive 1.01-8 and shall review proposals in the form of conservation project or conservation program funding requests, determining eligibility and selecting a maximum of five (5) proposals and creating a synopsis of each selected proposal by the deadlines established in Administrative Directive 1.01-8. The AAZK Conservation Committee shall include written justification for their selection and place those fund requests before the AAZK Chapters that

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participated in the prior years' Bowling for Rhinos program for a majority vote and selection of one (1) AAZK BFR Conservation Resource Grant Award.

### **AAZK/PBI Conservation and Research Grants**

The Conservation Committee shall provide assistance in the evaluation of applicants for AAZK/PBI Grants in Research and Conservation when solicited by the Grants Committee. The funds for these Grants are administered by Polar Bear International.

### **AAZK Trees for You and Me**

Trees for You and Me (TFYM) is a conservation fund raising project designed for elective AAZK Chapter participation based upon Climate Change and Carbon Offset measures.

AAZK shall manage funds generated from TFYM and distribute funds raised in the form of a Grant Award in direct partnership with the AAZK Grant Committee. Financial management of the project shall be the responsibility of AAZK and shall be subject to annual 3<sup>rd</sup> party accounting and reconciliation.

AAZK in direct partnership with Polar Bears International (PBI) shall promote TFYM under the current MOA ratified by the AAZK Board of Directors. Financial management of the project shall be the responsibility of AAZK and shall be subject to annual 3<sup>rd</sup> party accounting and reconciliation.

### **Nico van Strien Leadership in Conservation Award**

The purpose of this award is to recognize outstanding AAZK member-initiated contributions to the conservation of wildlife and their habitats. It will be presented to an individual AAZK member or a team of AAZK members in good standing who have showed a dedication to the stewardship of the natural world through the creation, continuation, and/or promotion of a conservation project that is not the primary part of their job. AAZK members must often find pockets of their own personal time to nurture personal conservation efforts. These selfless efforts make a positive difference to local ecosystems and inspire communities to action, are a fundamental part of a zoo professional's philosophy.

The first-place recipient(s) of this award receives the Leadership in Conservation Award plaque and \$500.00. Second and third place applicants will be identified during the review process and will be given Certificate of Recognition in Conservation Award certificates with a description of their program. The Award is endowed by the International Rhino Foundation.

### **Qualifications**

- The nominees shall be AAZK-members in good-standing associated with a North American Zoological Institution, aquarium or related facility.
- The project identified in the application shall protect, study, and/or promote stewardship of the natural world.
- The nominee shall be nominated by his or her peers who have witnessed first-hand the nominee's dedication to the associated conservation project.

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- The nominee shall not be AAZK staff, program managers, committee chairs or current members of the AAZK Board of Directors.

### **Nomination Procedure**

- Applications to the Certificate of Leadership in Conservation Award are due May 1 of each calendar year.
- The nominator shall supply the nominee's name, position, institution's name, address, email address, and years of service of the nominee in the field.
- In 200 words or less, describe why this individual deserves this recognition
- List the name and phone number of the nominating member and the nominee's immediate supervisor for the verification of these facts.

### **Selection Procedure**

- The AAZK Conservation Committee will review each nominee. The top three nominees will be discussed in a conference call and voted on within the AAZK Conservation Committee. The Board Oversight for Conservation will vote in the instance of a tie.



**Board Administrative Directive**

**PURPOSE**

To outline the process for submission and approval for conservation projects initiated by AAZK Membership

**POLICY**

Conservation projects proposed by the AAZK membership shall be submitted in writing to the Conservation Committee Chair for distribution, review and confirmation by the AAZK Conservation Committee by completing the application form found in **Appendix A**. Upon confirmation by the Conservation Committee, a copy of the project proposal shall be distributed to the President of AAZK for distribution to the Board of Directors and the CEO/CFO for final notification and formal adoption. Upon approval by the Board of Directors, a Memorandum of Understanding (Appendix B) shall be generated and signed by both parties.

A Conservation Project shall either be deemed “Continuous” or “Termed” and shall be noted as such in the submission packet. If the Conservation Project is termed, the termination or end date of the Project shall be clearly noted.

For Conservation Projects that are intending to generate revenue, Project Leaders shall be responsible for identifying and securing a financial resource that will track funds. These funds shall be secured by one of the following means:

- Affiliation with an AAZK Chapter Account
- Establishment of a Business Account in the name of the Project
- Affiliation with a Facility or Society bank account

All AAZK Chapter bank accounts are registered by Bank Name, Account type and number. When an affiliation is made with an AAZK Chapter Account, permission shall be solicited in writing from the Project Leader and included with the written proposal package submitted to the AAZK Conservation Committee.

The AAZK Chapter shall create a separate line item in said account and shall be monitored by the Chapter Treasurer. These funds, while considered separate from AAZK Chapter funds, shall be

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reported to AAZK during the Re-charter process. Revenue and fund dispersal shall be noted on the AAZK Chapter Re-charter Materials in:

- Section 3 and Section 5 of the AAZK Income/Expense Worksheet
- Line 6 and Line 11 of the Financial Report Section

If the Project is “Continuous” the reporting process will continue with each AAZK Chapter Re-charter renewal. Should the AAZK Chapter dissolve or move to Inactive Status, funds held in the segregated Line Item shall be forwarded directly to the Project Leader.

If the Project Leader establishes a business account in the name of a “Continuous” project, revenue and fund dispersal shall be reported to the AAZK Conservation Committee in January of each calendar year. If the Project is “Termed” the Project Leader will summarize the project and accounting at the conclusion of the Project and file a final report with the Conservation Committee within sixty (60) days of project conclusion.

If the Project Leader establishes an affiliation with a zoo, zoological society, or conservation entity for a “Continuous” project, and deposits funds in the account of the zoo, zoological society, or conservation entity, revenue and fund dispersal shall be reported to the AAZK Conservation Committee in January of each calendar year. If the Project is “Termed” the Project Leader will summarize the project and accounting at the conclusion of the Project and file a final report with the Conservation Committee within sixty (60) days of project conclusion.

Project Leaders of both “Continuous” and “Termed” projects will also file midyear and annual reports to the AAZK Conservation Committee Chair.

Members and Chapters of AAZK in good standing are held to the Ethical Rules of Conduct established by the Association. Violation of a Mandatory Standard subjects the member or Chapter to Ethics charges and if warranted by theft or malfeasance of donated or generated funds, criminal prosecution.

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## Appendix A

### AAZK CONSERVATION PROJECT APPLICATION FORM

This **Application Form** is to be used to submit project ideas originating from AAZK Chapters to the AAZK Board of Directors. It must be filled out completely and forwarded to the appropriate person(s) for consideration, notification, and/or approval.

**NAME OF PROJECT:** \_\_\_\_\_

**AAZK PROJECT LEADER:** \_\_\_\_\_

Contact Person/Treasurer \_\_\_\_\_  
 Name, Affiliation \_\_\_\_\_  
 Address, Phone \_\_\_\_\_  
 Email address \_\_\_\_\_

**GIVE A BRIEF DESCRIPTION OF PROPOSAL (attach pages as needed):**

**TIME FRAME:**  Termed

Continuous

**RESOURCES PROVIDED BY AAZK MEMBERS OR CHAPTER**

1. Manpower:
2. Materials:
3. Services:
4. Funding:

**RESOURCES/PARTNERSHIPS OTHER THAN AAZK:**



|   |                    |                              |                                |                |
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1. Manpower:
2. Materials:
3. Services:
4. Funding:

PROJECTS REQUIRE A REVENUE TRACKING SOURCE (INCOME/OUTLAY); PROVIDE FINANCIAL INFORMATION:

Bank: \_\_\_\_\_  
Location: \_\_\_\_\_  
Account Number(s): \_\_\_\_\_

**On approval of the AAZK Board of Directors, a Memorandum of Participation and Agreement will be forwarded to the member for completion with any associated parties.**

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## Appendix B



### MEMORANDUM OF AGREEMENT

This agreement is entered into on this \_\_\_\_\_ by and between the **American Association of Zoo Keepers (AAZK)** a non-profit corporation, licensed in the State of Kansas and Arizona \_\_\_\_\_.

AAZK shall endeavor to partner with \_\_\_\_\_ to create and support \_\_\_\_\_. This partnership agreement is hereby known as \_\_\_\_\_. The partnership agreement shall commence on \_\_\_\_\_ and shall expire on \_\_\_\_\_. The partnership agreement shall receive final approval from the current Board of Directors of the American Association of Zoo Keeper's.

Therefore, be it known, AAZK owns and controls all rights in and to the trademark AAZK, in written form and in design logo and \_\_\_\_\_ owns and controls all rights to the name \_\_\_\_\_ and its' associated materials. AAZK shall retain all rights to current and past logo design materials.

Therefore, AAZK has the power and authority to grant the \_\_\_\_\_ the right, privilege and use of the trademark or logo to use in publication or documentation of the sponsorship agreement.

Now, therefore in consideration of the above statements and by promise and agreements set forth herein, the parties each intending to be legally bound, hereby do promise and agree as follows:

### **LICENSE GRANT**

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AAZK hereby grants \_\_\_\_\_ the right and license to utilize all AAZK trademarks and logos (collectively, the "Trademark") for any lawful purpose, including the advertisement marketing and promotion of the grants and fund services.

### **TERM**

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The term of this agreement between AAZK and the \_\_\_\_\_ shall be \_\_\_\_\_ from the date first written above. Modifications or amendments to this agreement shall be submitted in writing to the CEO/CFO of AAZK (or representative) for review. Either party may terminate this agreement at any time, with or without cause, upon written notification to either party. Termination of this agreement shall result in removal of AAZK trademark from any promotional materials, in a reasonable amount of time, not to exceed 180 calendar days. Termination of this agreement shall render any and all financial obligation(s) void, after completion of the current year grant award cycle.

## HISTORY

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The American Association of Zoo Keepers is incorporated as a non-profit entity in the State of Kansas and authorized to operate in the State of Arizona. The foundation of incorporation is based upon education of the membership through material disbursement and conservation of natural resources and wildlife in a worldwide arena, through membership participation and revenue donations from private and public sources.

The \_\_\_\_\_ is a project created, designed and managed by \_\_\_\_\_.

## COMPENSATION

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The terms of this agreement allow for \_\_\_\_\_:

## OBLIGATIONS

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## WARRANTIES

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AAZK shall assume no liabilities or responsibilities for any consequences resulting from injury, death, disease or dismemberment that may occur as a result of the travel associated with the grant award.

## INTELLECTUAL PROPERTY RIGHTS

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AAZK shall seek and maintain, in its own name and at its own expense, appropriate trademark protection for the Trademark in all countries. Should AAZK not seek protection for the Trademark in a foreign country, \_\_\_\_\_ may be entitled to such protection in the name of AAZK. Notice of intention to seek an international trademark protection and the associated cost shall be communicated to AAZK in writing, within thirty (30) days. AAZK represents and warrants that the Trademark does not and will not infringe the intellectual property rights of any party, and AAZK hereby agrees to defend and indemnify \_\_\_\_\_ and its affiliates against any claim or suit alleging such infringement.

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## **GOVERNING LAW**

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This agreement shall be governed by the laws of the State of Arizona.

## **CONFIDENTIALITY**

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The parties agree that during the term of this agreement that there may be occasions where one party discloses to the other information or material of the confidential or proprietary nature. Such disclosure shall remain confidential. AAZK shall declare confidential its membership list and shall hold said list separate from this Agreement.

**IN WITNESS WHEREOF**, the parties herein, intending to be legally bound by this Agreement shall signify by signature and the date indicated.

### **AAZK**

**By:** \_\_\_\_\_

**Title:** CEO/CFO

**Date:**

\_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



|   |   |
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|   | Effective Date:<br>1 January 2009       |
| 7.01-7  | Reviewed/ Revised:<br>18 September 2016 |
| Subject:<br><b>Professional Development Committee</b> |   |

## Board Administrative Directive

### PURPOSE

To outline the methodology for the operation of the American Association of Zoo Keeper's (AAZK) Professional Development Committee (PDC) within AAZK and to define the PDCs' role in the Conference Program for the Annual Conference of AAZK.

This Directive shall set policy for expense reimbursement for **Professional Certificate Course (PCC)** Instructors where requested by authorized PCC Instructors.

### POLICY

The AAZK Professional Development Committee shall consist of a Committee Chair, a Vice Chair and a number of members to be determined by the Chair. Nominations for vacancies on this Committee may be advertised in the *Animal Keepers' Forum* or other AAZK media or appointed at the discretion the PDC Committee Chair with concurrence from the AAZK Board Oversight.

The PDC Chair and Vice Chair shall come from within the PDC and shall be nominated by the Board Oversight. Host Chapters shall be represented on the AAZK PDC Committee by a Host Chapter Conference Program Representative and shall participate in PDC Meetings during the year prior to the Conference. Future Host Representatives may attend the meetings at the discretion of the PDC Board Oversight.

The PDC Chair and Vice Chair are eligible for indirect compensation from AAZK in the form of gratis full or day registration to the Annual AAZK Conference at the expense of AAZK. Designated members of the PDC, normally the Conference Program (Paper, Topical Workshop, Poster and Proceedings) Coordinators and the Professional Certificate Course Coordinators per the PDC Team Structure are eligible for indirect compensation from AAZK in the form of gratis full registration to the Annual AAZK Conference at the expense of AAZK.

### DEFINITION

**Topical Workshop:** is a type of interactive training where participants carry out a number of training activities rather than passively listen to a lecture or presentation. In the Conference format Topical Workshops shall come in two (2) forms:

Open – Normally held in the Main Ballroom and open to the delegates.

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Limited – Only open to delegates by pre-registration with attendance capped by a limit not to exceed fifty (50-75) delegates.

## **Conference Responsibilities**

AAZK PDC is tasked with coordination of the AAZK Conference Program. Coordination shall include:

### **Papers, Posters and Topical Workshops**

- Setting of standard Abstract submission deadlines
- Notification of all Abstract selection
- Collection of Author's Release of Content for Publication or Use in AAZK Media from ALL Authors/Presenters
- Notification of all Abstract rejection
- Solicitation, selection and scheduling of Papers, Posters and Topical Workshops
- Compilation of Program Schedule
- Communication of Program Schedule to the Host Chapter PDC Liaison
- Cancellation and/or substitution of a presentation where any commitment to AAZK is unfilled.

### **Professional Certificate Courses (PCC)**

- Administration of Professional Certificate Courses
- Coordination of Subject Matter Experts (SME) for Professional Certificate Courses with Host Chapter PDC Liaison
- Collection of Author's Release of Content for Publication or Use in AAZK Professional Certificate Course Library
- Solicitation of PCC Sponsorship in direct consultation with Host Chapter
- Acknowledgement of PCC Sponsorship
- Communication of PCC Sponsorship to the Host Chapter

### **Proceedings**

- In direct communication with the Host Chapter PDC Liaison, collection of presented Papers, Poster Abstracts and presented Topical Workshop Power Point content for .pdf conversion and publication in AAZK Media by the published deadline.

### **Meeting Space**

AAZK PDC shall work directly with the Host Chapter PDC Liaison to secure optimum presentation space for Papers (1), Posters (1) and Breakout Rooms (4) of appropriate size for presentations.

- Ballroom – 350 delegates (estimated) in Classroom (preferred) or Rounds Seating for Opening Session, Papers, and Open Topical Workshops
- Posters – A secure room or area of the Hotel for mounting of Posters on some type of display panels for delegate viewing

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- Limited Topical Workshops (1) 50-75 delegates in Classroom Seating
- Professional Certificate Courses (3) – Maximum of 50 delegates each in Classroom Seating

### **Audio Visual Equipment**

AAZK may provide projectors for presentations, subject to the contract and limitations provisions of the Hotel in negotiation with the Host Chapter. AAZK PDC shall communicate to the Host Chapter PDC Liaison any further AV requirements for any presentation.

### **Paper Sessions**

The PDC shall designate a Conference Paper Coordinator who shall solicit, select and schedule Paper presentations for the AAZK Annual Conference based upon content. The Paper Coordinator shall create and maintain communication with Paper Authors to ensure professional content, receive the Author's Release of Content for Publication Form (Appendix B) and to inform the presenter of the time for scheduled presentation. The Paper Coordinator will forward a list of Abstracts and Authors to the CEO of AAZK for *Author* approval. The Paper Coordinator shall work directly with the Host Chapter PDC Representative to ensure the Host Chapter has selected and instructed moderators for the Paper Sessions. The Paper Coordinator shall obtain all Paper Presentations by the submission deadline for publication in AAZK Media or shall cancel the presentation and substitute another Paper, if possible.

The Paper Coordinator shall work directly with the Board Oversight for Conservation or their designee to compile the AAZK Bowling for Rhinos (BFR) Conservation slate. While "pre-approved", **abstract submission is still required** in order to reaffirm the Audio/Visual requirements for the slate, to publicize the order and Author of the Presentations to the AAZK Conference delegates and to publish the Papers in AAZK Media. The BFR Conservation slate of papers shall be moderated by the Conservation Committee Board Oversight or their designee.

### **Poster Presentations**

The PDC shall designate a Conference Poster Coordinator who shall solicit, select and schedule Poster presentations for the AAZK Annual Conference based upon content. The Poster Coordinator shall create and maintain communication with Poster Authors to ensure professional content, receive the Author's Release of Content for Publication Form (Appendix B), to inform the presenter of the time to hang the Poster and a time for any scheduled presentation to the delegates. The Poster Coordinator shall work directly with the Host Chapter PDC Liaison to ensure the Host Chapter has selected and instructed a moderator for any Poster presentation to the delegates, which may be the PDC Poster Coordinator. The Poster Coordinator shall obtain all Poster Abstracts by the submission deadline for publication in AAZK Media or shall cancel the Poster presentation.

The PDC Board Oversight and PDC shall develop criteria for the judging of posters for award recognition during the Conference. The PDC Members in attendance at the National Conference shall judge the Posters in private according to the drafted criteria and shall convey simple awards (ribbon or other) prior to Author presentation to the delegates.

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### **Topical Workshops**

The PDC shall designate a Topical Workshop Coordinator who shall solicit, select and schedule Open and Limited Topical Workshops in two (2) hour time blocks for the AAZK Annual Conference based upon content. The Workshop Coordinator shall create and maintain communication with Workshop Presenters to ensure professional content, receive the Author's Release of Content for Publication Form (Appendix B), to inform the presenter(s) of the Topical Workshop schedule. The Workshop Coordinator shall select moderators for Open and Limited Topical Workshop presentation to the delegates and instructed said moderators on keeping strict timeframes. The Coordinator shall obtain all Topical Workshop PPT© slides and paper handouts by the submission deadline for publication in AAZK Media or shall cancel the Topical Workshop presentation and substitute a Topical Workshop (if available).

### **Behavioral Husbandry Committee Topical Workshop**

Similar to the Conservation slate of papers dedicated to BFR Partners, the AAZK Board of Directors has dedicated space in the Conference Program for a Topical Workshop dedicated to the Behavioral Husbandry Committee (BHC). Unless suspended by the Board of Directors, The PDC Topical Workshop Coordinator shall liaison with the BHC Chair or Board Oversight to ensure that an abstract for a BHC Topical Workshop is submitted to PDC by the deadline. While "pre-approved", BHC **abstract submission is still required** in order to reaffirm the Audio/Visual requirements for the BHC Workshop, and to publicize the content and presenter of the BHC Workshop to Conference delegates. The Coordinator shall obtain all BHC Topical Workshop PPT© slides and paper handouts by the submission deadline for publication in AAZK Media.

**Note:** A member of the PDC who submits a Paper, Poster or Topical Workshop abstract for presentation at an AAZK National Conference shall be recused from scoring their submission.

### **Professional Certificate Courses (PCC)**

AAZK PDC shall endeavor to build a library of Professional Certificate Courses for utilization during AAZK Conferences. Course instruction shall be measured in a minimum of twelve (12) hours of Student Contact time in course subjects (Modules) to be determined by the Course presenter(s). Courses shall allow for a Professional Certificate to be awarded to each attendee. AAZK PDC *may* elect to institute a post-course testing process with a passing test score. Courses may also include non-mandatory Wet Labs, held during Zoo Day. Wet Labs are in addition to the twelve (12) hours of classroom instruction and held at the discretion of the Course Instructor(s) in direct coordination with the Host Facility PDC Liaison. Due to requirements of the Fair Labor Standards Act (FLSA) attendance at all Wet Labs held on Zoo Day are not to be mandatory for registered PCC delegates. Questions regarding insurance requirements for Wet Lab participation may be directed to the CEO/CFO of AAZK.

Each Professional Certificate Course adopted or accepted for use by AAZK PDC in the Course Library shall include Course Modules and materials that reflect current and adopted animal care techniques for keepers and aquarists. The teaching and learning principles obtained by the Instructor(s) shall be from current animal management techniques of the American Zoo and Aquarium (AZA) Taxonomic Advisory Groups (TAGs), AZA Species Survival Plan (SSP), AZA



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Animal Husbandry Manuals, USDA Animal Welfare Guidelines, and other published references. Foundation Course materials shall include:

- Learning Objectives for the Professional Certificate Course
- Teaching Objectives for each module of the Course
- A Terminal Objective for the Course
- For a Taxon-specific Course, dedicated Modules on Husbandry, Nutrition and Welfare
- Sample Foundation text slides of teaching principles for each Module of instruction
- Sample True/False or Multiple Choice Test Questions from each Course Module

The AAZK PDC shall select, up to three (3) years in advance, a slate of three (3) Professional Certificate Courses (PCC) from previously taught and adopted Course material or shall solicit in direct communication with the Host Chapter PDC Liaison, PDC Board Oversight and PDC Chair(s), new Course(s) to be presented at the designated AAZK National Conference and be adopted into the AAZK Professional Certificate Course Library for the use of foundation material during future AAZK Conferences.

The PDC shall designate a Manager for each Professional Certificate Course (3), per year. Each PCC Manager in direct communication with the PDC Oversight and PDC Chair(s) shall review existing Learning Objectives for an adopted Course or draft **new** Learning Objectives for each proposed Professional Certificate Course, targeting a minimum of twelve (12) hours of classroom instruction.

Each PCC Manager shall work in direct communication with the Host Chapter PDC Liaison, PDC Board Oversight and PDC Chair(s) to identify and select a Subject Matter Expert (SME) to coordinate a selected or proposed Professional Certificate Course from the Host Chapter Facility staff. The PDC may request a Curriculum Vitae (CV) that verifies their SME credentials to the satisfaction of PDC Chair(s). For each Course the existing or draft Learning Objectives will be communicated in writing to the identified SME(s) for Course Outline compilation. A Course shall have one (1) SME as the primary contact and instructor but may have multiple Instructors teaching modules of subject matter in accordance with the Teaching and Learning Objectives.

Professional Certificate Courses shall be scheduled in four (4) hour blocks over the course of three (3) days or similar. This is exclusive of a Zoo Day Wet Lab. Each PCC Manager shall liaison directly with the Host Chapter PDC Liaison and Course SME to ensure Course content is aligned with the Teaching and Learning Objectives, receive the Author's Release of Content for Publication Form (Appendix B – Note: Release of Content is not for publication but for release of foundation material for adoption into the AAZK Library of Professional Certificate Courses), to inform the instructor(s) of the Course schedule and to convey instructor identification (Conference badge) to each module instructor.

Each PCC Manager shall moderate their Course to ensure break schedules are achieved and document delegate attendance by roll call or similar. Each PCC Manager shall obtain all Workshop PPT© slides and paper handouts by the submission deadline to for AAZK use in creating post workshop Study Guides.

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Professional Certificate Course attendance shall be set at both a minimum and maximum number appropriate for instruction in the discipline, not to exceed fifty (50) delegates. The AAZK PDC shall make the final call on proceeding with a Course if minimum delegate numbers cannot be reached and shall work with the Host Chapter PDC representative to develop a waiting list for attendees once the maximum number of attendees has been exceeded.

### **Professional Certificate Course Lesson Plan**

The Professional Certificate Course Managers shall convey to the selected SMEs adopted or drafted foundation Teaching and Learning Objectives for each Course. Each SME may have additional Teaching or Learning Objectives to be incorporated into their specific Course presentation. The final Teaching and Learning objectives shall be included in the **PCC Lesson Plan**. The Lesson Plan is the snapshot document that details the subject of the Professional Certificate Course, the method of instruction, resources and requirements of Instructors to teach the Course. The PCC Lesson Plan shall include (at a minimum):

- Mission Statement
- Course Teaching and Learning Objectives
- Course Terminal Objective
- Module Objective(s)
- Method of Conveyance (Lecture, Interaction, Media)
- Bibliography
- Web Resources
- Instructor List and *CV*
- AV Requirements
- Classroom Equipment Requirements

Per the signature(s) on the Author's Release of Content for Publication or Use, the instruction materials become the intellectual property of AAZK. Facility photographs may be redacted. Use is primarily limited to the distilling information taught into student study guides for post testing and the retention of foundation teaching principles for inclusion in the AAZK Professional Certificate Course Library for future Course use by AAZK.

### **Professional Certificate Course Honorariums**

Under limitations defined herein, AAZK will offer financial assistance for Professional Certificate Course Module Instructors (only) in the form of an Honorarium.

A PCC Module Instructor that is **not employed by the Host Facility** or that **does not receive any financial assistance from their institution, salary or other assistance from AAZK** may request an Honorarium which is based upon the length of the teaching module (in hours) and the PCC Instructor's travel commitments.

PCC Instructors receiving limited financial support from their institution may file a calculated Honorarium, a reimbursement of *partial* expenses not covered by their host institution, according to the length of the workshop and the PCC Instructor's travel commitments. Honorariums will only

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be paid to a PCC Instructor and are not intended to reimburse the PCC Instructor's facility for incurred expenses.

A PCC Module Instructor is considered to be living **within** the host city if they reside within 60 miles of one-way travel. Conveyance of any Honorarium shall be dependent upon submission of PCC materials including PPT© slides, student handouts and workshop materials and submission of the Financial Assistance Worksheet found in Appendix C of this Directive.

An approved PCC Instructor *residing outside* the host city and teaching Module(s) within the Course **greater** than four (4) hours total shall receive a Standard Honorarium of Conference Registration, travel expenses with lodging equivalent to the teaching responsibilities, not to exceed four (4) nights.

An approved PCC Instructor *residing outside* the host city and teaching a PCC Module within the Course **less** than four (4) hours shall receive a Standard Honorarium of Day Conference Registration, travel expenses with lodging equivalent to the teaching responsibilities not to exceed two (2) nights.

An approved PCC Instructor *residing within* the host city presenting a PCC Module less than four (4) hours shall receive a Standard Honorarium of Day Conference Registration and any expense reimbursement associated with travel (Mileage and Day Parking, public or private transportation fee).

It is the responsibility of the PCC Manager to verify whether an Honorarium is available from AAZK, requested by the Instructor and to forward the Financial Assistance Worksheet to the PCC Instructor, secure its' return, verify receipts and to forward the completed Worksheet to the CEO of AAZK for reimbursement at the conclusion of the Conference. Reimbursement shall be remitted to PCC Instructors within ten (10) days of the receipt of the worksheet.

### **Professional Certificate Course Sponsorship**

The AAZK PDC shall, in direct communication with the Host Chapter, attempt to solicit sponsorship for the each Professional Certificate Course (3). Sponsorship shall be primarily solicited from the AAZK Commercial Membership list and shall come in the form of monetary support in exchange for Program Time during a Professional Certificate Course.

The PDC Communication Team shall draft a letter of invitation to each potential Professional Certificate Course sponsor on AAZK/PDC letterhead. The letter shall match the benefits offered to potential Conference Sponsors and follow the guidelines for Conference Sponsorship defined in **Administrative Directive 7.03-9 - Conference Sponsorship** at the **Silver Level**. The potential PCC sponsor shall have a product or service that is directly connected to the subject of the Professional Certificate Course.

#### **Silver**

##### ***Professional Certificate Course Sponsor***

- 1/2 page gratis advertisement in the Conference Program

|   |                   |                           |                                   |                 |
|---|-------------------|---------------------------|-----------------------------------|-----------------|
| Subject:<br><b>Professional Development</b> | Number:<br>7.01-7 | Rev.<br>18 September 2016 | Effective Date:<br>1 January 2009 | Page 8<br>of 12 |
|---|-------------------|---------------------------|-----------------------------------|-----------------|

- 50% discount on Exhibitor space – Member Rate
- Display product, define services and distribute literature, not to exceed ten (10) minutes within the Course presentation
- AAZK Member registration rates for Conference Registration
- AAZK Member rates at the Conference Hotel

The PDC Communication Team member responsible for Sponsorships will communicate to the Host Chapter, the secured sponsorship for a Professional Certificate Course and coordinate all Sponsorship benefits to ensure PCC sponsors received benefits and recognition equal to Conference Sponsors.



### PDC Team Structure

| Team                                   | Area of Responsibility (AOR) | Member |
|--|------------------------------|--------|
| <b>Programs</b>                        |                              |        |
| Direct Report:                         | Papers                       |        |
| Chair                                  | Posters                      |        |
|  | Proceedings                  |        |
|  |                              |        |
| <b>Workshop Team</b>                   |                              |        |
| Direct Report:                         | Manage Paperwork             |        |
| Chair                                  | Instructor Liaison           |        |
|  | Workshop Schedule            |        |
|  | Host Chapter Liaison (PDC)   |        |
|  |                              |        |
| <b>PDC Communications</b>              |                              |        |
| Direct Report:                         | Networking Liaison           |        |
| Vice Chair                             | SM Content Research          |        |
|  | Sponsorship Management       |        |
|  |                              |        |
|  |                              |        |
| <b>Professional Certificate Course</b> |                              |        |
| Direct Report:                         | Current Year                 |        |
| Vice Chair                             | Following Year               |        |
|  | Third Year                   |        |

|   |                   |                           |                                   |                  |
|---|-------------------|---------------------------|-----------------------------------|------------------|
| Subject:<br><b>Professional Development</b> | Number:<br>7.01-7 | Rev.<br>18 September 2016 | Effective Date:<br>1 January 2009 | Page 10<br>of 12 |
|---|-------------------|---------------------------|-----------------------------------|------------------|



## Author's Release of Content for Publication or Use in AAZK Media

Every presenter/author must submit this Release Form, prior to or in conjunction with, submission of authored materials for an American Association of Zoo Keepers (AAZK) Event by the published deadline. Release is required for all submitted Papers, Posters, Certificate and Topical Workshop content. Please submit the form to:

American Association of Zoo Keepers  
Professional Development Committee  
8476 E Speedway Blvd. Suite 204  
Tucson, AZ 85710-1728  
FAX (520) 298-9688  
Email: [pdcaazk.org](mailto:pdcaazk.org)

|                           |  |
|---------------------------|--|
| Title of Presentation     |  |
| Primary Author's Name     |  |
| Primary Author's Facility |  |

This certifies that the above presentation, as submitted to the American Association of Zoo Keepers, is the intellectual property of and has been created by, the Author(s) and that the content herein is released by the Author(s) for publication in or posted within, AAZK media, with credit due to the Author(s) and Facility(ies) listed. The Author further agrees to the following:

- Follow the Teaching and Learning objectives supplied by the Professional Development Committee of AAZK. Submission content shall reflect general principles or information directly associated with the Teaching and Learning objectives and not necessarily reflect on practices within the Author's facility(ies).
- Allow for compilation of Study Guide and Test Questions from the submission for Professional Certificate Course Content.
- Understand that no compensation is offered for the Author's Work – excepting those Author's eligible and requesting compensation for Professional Certificate Course Module(s) in conjunction with an AAZK Conference Event.
- To meet the submission deadline for publication or understand the presentation shall be canceled and any agreement for compensation shall be withdrawn by AAZK.
- Accept responsibility for the accuracy of the information included in the submission and that the Author has not libeled or slandered any individual, facility or entity within the submission.
- Has obtained facility permission for publication of the submitted material in AAZK Media – Note photographs deemed proprietary by the Author's facility(ies) may be removed from the submission, but content in itself is not deemed proprietary.
- Understand that the submission will be made available to delegates via AAZK Media in electronic format including posting of Presentation on AAZK Online.

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Facility: \_\_\_\_\_

### Appendix C



#### AAZK Professional Development Committee Professional Certificate Course Honorarium



#### Contact Information

|                      |  |
|----------------------|--|
| Name                 |  |
| Facility             |  |
| Facility Address     |  |
| City                 |  |
| State                |  |
| Zip Code/Postal Code |  |
| Phone                |  |
| Email Contact        |  |
| Conference           |  |

#### Professional Certificate Course Information

|                           |  |
|---------------------------|--|
| Title:                    |  |
| Date(s) Instructing:      |  |
| Check the Appropriate Box |  |
| Module(s) Length          | <input type="checkbox"/> 4 Hours or Less <input type="checkbox"/> Greater than 4 Hours |

#### Honorarium

|  |    |
|--|----|
| Airline Fare   | \$ |
| Airport Shuttle or Taxi Service (Roundtrip)  | \$ |
| Mileage @ \$0.32 per mile  | \$ |
| Parking  | \$ |
| Lodging - Instructors are allotted up to 4 nights lodging for PCC Instructor based upon teaching hours | \$ |
| <b>Total</b>   | \$ |

I certify that this Honorarium is utilized for the intended purpose of reimbursement of Professional Certificate Course instructor expenses such as travel, lodging associated with the Annual Conference of the American Association of Zoo Keepers. By signature I declare that I have received zero financial assistance or limited assistance from my employer and this Honorarium represents a factual account of the actual expenses I have incurred.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Appendix D



| Professional Certificate Course Title: |                   |                 |              |                  |
|--|-------------------|-----------------|--------------|------------------|
| Date:                                  |                   |                 |              |                  |
| PCC Manager:                           |                   |                 |              |                  |
|  |                   |                 |              |                  |
| <i>Last Name</i>                       | <i>First Name</i> | <i>Facility</i> | <i>email</i> | <i>Signature</i> |
| 1.                                     |                   |                 |              |                  |
| 2.                                     |                   |                 |              |                  |
| 3.                                     |                   |                 |              |                  |
| 4.                                     |                   |                 |              |                  |
| 5.                                     |                   |                 |              |                  |
| 6.                                     |                   |                 |              |                  |
| 7.                                     |                   |                 |              |                  |
| 8.                                     |                   |                 |              |                  |
| 9.                                     |                   |                 |              |                  |
| 10.                                    |                   |                 |              |                  |
| 11.                                    |                   |                 |              |                  |
| 12.                                    |                   |                 |              |                  |
| 13.                                    |                   |                 |              |                  |
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| 20.                                    |                   |                 |              |                  |
| 21.                                    |                   |                 |              |                  |
| 22.                                    |                   |                 |              |                  |
| 23.                                    |                   |                 |              |                  |
| 24.                                    |                   |                 |              |                  |
| 25.                                    |                   |                 |              |                  |





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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 3                          |
|  | Effective Date:<br>1 January 2009       |
| Subject:<br><b>7.01-8<br/>Communication</b>    | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

To outline and qualify the operational framework for the American Association of Zoo Keepers (AAZK) by establishing a Communication Committee with the intention of streamlining and formalizing communication practices. Primary objectives are improved communication between:

- Board to Board Member
- Board and Member
- Committee Operation
- Committee/Program and Member
- Member to Member

**POLICY**

AAZK shall maintain a Communications Committee that is tasked with maintaining the integrity and consistency of AAZK communication practices.

The Communication Committee shall consist of a Committee Chair, a Vice Chair and a number of Task Force Teams to be determined by the Chair. Nominations for vacancies on this Committee may be advertised in the *Animal Keepers' Forum* or other AAZK media or appointed at the discretion the Communication Committee Chair with concurrence from the AAZK Board Oversight.

The Communication Committee Chair is eligible for indirect compensation from AAZK in the form of gratis full or day registration to the annual AAZK Conference. Should the Chair be excused from attendance by the Board Oversight, the Committee Vice Chair is eligible for Conference Registration.

The Communication Committee shall be granted a budget by the AAZK Board of Directors to secure and facilitate communication software and maintain other accounts as required and approved by the AAZK Board of Directors. Request for reimbursement associated with purchase or maintenance of communication software accounts shall be submitted to the Chief Executive/Financial Officer (CEO/CFO) of AAZK by Memorandum for file documentation with copies to the Communications Committee Board Oversight attached to electronic mail.

The Communications Committee Board Oversight shall liaison directly with other AAZK Board Oversights to establish notification timelines and deadlines for all AAZK Committees and

|                                  |                   |                           |                                  |                |
|----------------------------------|-------------------|---------------------------|----------------------------------|----------------|
| Subject:<br><b>Communication</b> | Number:<br>7.01-8 | Rev.<br>18 September 2016 | Effective Date:<br>July 27, 2013 | Page 2<br>of 3 |
|----------------------------------|-------------------|---------------------------|----------------------------------|----------------|

Programs. The Communications Committee Chair shall maintain all timelines and deadlines in a manner that will allow for posting of notice on AAZK Social Media sites and outlets within the appropriate timeframe. Such notice shall be limited to information specific to the AAZK Program or Committee.

Where appointed by the President of the AAZK Board of Directors, the Communication Committee Chair shall have the discretion and authority to create Teams to manage AAZK Communication. The Communication Committee currently maintains the following Teams:

- Social Media Team
- Association Information Team
- Networking Team

### **Social Media Team**

The Social Media Team shall be assigned responsibilities to create and maintain an Information Management Software to facilitate the dissemination of information on a scheduled basis.

To ensure the mission and goals of AAZK are being met and adhered to, the following guidelines shall be followed:

AAZK is a national resource and network of professionals, and to ensure AAZK reputability as such, AAZK shall abstain from posting/promoting materials that are not from AAZK partners. It is important that all AAZK social media only share information from sources that support its mission and that AAZK itself fully supports. If there are any questions about sharing information from other organizations, please contact the Communication Committee Social Media Team and/or Communication Committee Chair.

The Social Media Team shall assist AAZK Committees and Program Managers in the promotion of their Committee or Program on the AAZK Facebook© site by editing and posting information and notices submitted by the Committee Communication Liaison or their designate and AAZK Program Managers or their designate.

The Facebook material posted content shall be original, meaning, should come directly from the AAZK organization. If the Committee or Program FB Administrator chooses to share an interesting resource, image or graphic on an AAZK affiliated Facebook page, it shall originate from an organization in Conservation Partnership with AAZK (Example: Lewa Wildlife Conservancy, Polar Bears International, International Rhino Foundation, Foundation for the Conservation of Salamanders, or any Board-approved conservation appeal/project championed by an AAZK Chapter) or, the content shall be attributed to a reputable news source (i.e.: BBC, CNN, etc) after the AAZK Committee of FB Administrator fact checks it across several news sources.

The Social Media Team shall be responsible for researching and posting animal-related news and information on Social Media sites or release of information through Twitter©, YouTube, LinkedIN, Pinterest, Google+ or similar.

|                                  |                   |                           |                                  |                |
|----------------------------------|-------------------|---------------------------|----------------------------------|----------------|
| Subject:<br><b>Communication</b> | Number:<br>7.01-8 | Rev.<br>18 September 2016 | Effective Date:<br>July 27, 2013 | Page 3<br>of 3 |
|----------------------------------|-------------------|---------------------------|----------------------------------|----------------|

The Social Media Team shall promote AAZK Products through AAZK Social Media outlets. The Social Media Team shall liaison directly with the CEO/CFO of AAZK to develop and implement and advertisement program for AAZK Products.

The Social Media Team shall provide assistance to the Program Manager for National Zoo Keeper Week to promote the event through selected Social Media sites.

### **Networking Team**

The Networking Team shall secure and facilitate a format for electronic meetings (Go-To-Meeting or similar) on behalf of the AAZK Board of Directors and AAZK Committees.

AAZK shall create an electronic mail account(s) under the responsibility of the Communications Committee Networking Team. The Networking Team shall respond to requests triaged by the CEO/CFO of the Association and/or respond to a request by forwarding the email to the proper AAZK Staff, AAZK Board or Committee.

### **Association Information Team**

The Association Information Team shall serve as a clearing house for AAZK Breaking News events as generated by the Executive Officers and/or the CEO/CFO of the Association. Electronic Alerts are referenced in AD 9.02-3.

Association Information Team shall maintain a bulk electronic mail list of the membership for scheduled communication. Current electronic mail contact information may be obtained from the CEO/CFO of the Association.

The Association Information Team shall create and maintain a standardized calendar of events/deadlines/and electronic mailings for publication on a scheduled basis.

The Association Information Team shall assist the Professional Development Committee in the solicitation of monetary sponsorship for Professional Certificate Courses (3) held in conjunction with the AAZK National Conference.

The Communications Committee Chair shall appoint a member of the Communications Committee to promote AAZK Products through AAZK Social Media, web and print outlets. This individual shall liaison directly with the CEO/CFO of AAZK to develop and implement and advertisement program for AAZK Products.



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|---|---|
| <b>American Association<br/>of Zoo Keepers</b>      | Page 1<br>of 1                          |
|   | Effective Date:<br>25 September 2015    |
| Subject:<br><b>International Outreach Committee</b> | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

To provide resources and opportunities for training and continuing education in the international community primarily through electronic resources available through AAZK Online, the AAZK Conservation Committee and AAZK National Conferences.

To provide support and assistance to the International Congress of Zoo Keepers and their international programs, primarily concentrating on the countries of Mexico, and those within Central America and South America.

**POLICY**

AAZK shall maintain an International Outreach Committee that is tasked with creating and developing continuing educational opportunities for the international community of animal keepers. AAZK shall seek to develop continuing educational materials for distance learning through AAZK Online.

AAZK shall provide support to the International Congress of Zoo Keepers and their international outreach committees and programs in the development of keeper training materials.

The AAZK International Outreach Committee shall work in direct partnership with the AAZK Conservation Committee to develop and maintain opportunities for international internships and field research opportunities.

The International Outreach Committee shall consist of a Committee Chair, a Vice Chair and a number of members to be determined by the Chair. Nominations for vacancies on this Committee may be advertised in the *Animal Keepers' Forum* or other AAZK media or appointed at the discretion the Communication Committee Chair with concurrence from the AAZK Board Oversight.

The International Outreach Committee Chair(s) is eligible for indirect compensation from AAZK in the form of gratis full or day registration to the annual AAZK Conference. Should the Chair be excused from attendance by the Board Oversight, the Committee Vice Chair is eligible for Conference Registration.

The International Outreach Committee shall be granted a budget by the AAZK Board of Directors to facilitate production of projects defined and executed by the Committee.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 2                          |
|  | Effective Date:<br>25 September 2015    |
| Subject:<br><b>Safety Committee</b>            | Reviewed/ Revised:<br>18 September 2016 |

### Board Administrative Directive

#### PURPOSE

To provide resources and opportunities for safety and health training with continuing education in keeper safety primarily through electronic resources available through AAZK Online, and through workshops and certificate courses held during AAZK National Conferences.

#### POLICY

AAZK shall maintain a Safety Committee that is primarily tasked with creating and developing continuing educational opportunities in the field of safety and health for animal care professionals.

AAZK shall seek to work in partnership with the Safety Committee of the American Zoo and Aquarium Association and with the Zoological Association of America in the development and exchange of resources to promote safety and health in the zoo and aquarium profession.

The AAZK Safety Committee shall consist of a Committee Chair a Vice Chair and a number of Task Force Teams to be determined by the Chair. Nominations for vacancies on this Committee may be advertised in the *Animal Keepers' Forum* or other AAZK media or appointed at the discretion the Communication Committee Chair with concurrence from the AAZK Board Oversight.

The Safety Committee Chair is eligible for indirect compensation from AAZK in the form of gratis full or day registration to the annual AAZK Conference. Should the Chair be excused from attendance by the Board Oversight, the Committee Vice Chair is eligible for Conference Registration.

The AAZK Safety Committee is primarily tasked with development and maintenance of AAZK Safety materials and resources under the following Task Forces:

- Hazard Recognition - General Safety for Keepers and Aquarists
- Crisis Management
- Emergency Management (Continuity of Operations) for Non-AZA facilities
- Zoonotic Disease

The Chair(s) of the AAZK Safety Committee shall have extensive knowledge of Federal Regulations as promulgated by the Occupational Safety and Health Administration (OSHA) and AAZK reserves the right to have the AAZK Committee Safety Chair(s) obtain and/or maintain

|                                     |                    |                           |                                      |                |
|-------------------------------------|--------------------|---------------------------|--------------------------------------|----------------|
| Subject:<br><b>Safety Committee</b> | Number:<br>7.01-10 | Rev.<br>18 September 2016 | Effective Date:<br>25 September 2015 | Page 2<br>of 2 |
|-------------------------------------|--------------------|---------------------------|--------------------------------------|----------------|

OSHA 501 Authorized Training Credentials for General Industry required to convey OSHA training.

The AAZK Safety Committee shall be granted a budget by the AAZK Board of Directors to facilitate production of safety and health training materials defined and executed by the Committee.



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|--|---|
| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 2                          |
|  | Effective Date:<br>1 June 1998          |
| 7.01-11  |   |
| Subject:<br><b>Behavioral Husbandry</b>        | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

To outline the methodology for the operation of the American Association of Zoo Keepers (AAZK) Behavioral Husbandry Committee (BHC) which is formulated to provide membership with the up to date information regarding animal welfare to engage in current enrichment and training practices and to provide educational resources for members, chapters and animal care facilities regarding responsible practices to comply with the United States Department of Agriculture (USDA) Animal Welfare Act (AWA).

To develop resources and continuing training and education in where the members of the AAZK BHC in conjunction with the American Zoo and Aquarium Association (AZA) shall partner to provide those resources and educational opportunities to the membership of both Associations.

The Chair of the BHC, with approval of the President of the Association and at the direct appointment from the AZA Animal Welfare Committee, serve as the AAZK liaison to said Committee.

**POLICY**

The BHC shall consist of a Committee Chair, a Vice Chair and a number of members to be determined by the Chair. Nominations for vacancies on this Committee may be advertised in the *Animal Keepers' Forum* or other AAZK media or appointed at the discretion the BHC Committee Chair with concurrence from the AAZK Board Oversight. The BHC Chair may also solicit members outside the membership of AAZK to serve as advisors to the projects, with permission from the Board Oversight and ratification from the AAZK Board of Directors.

The BHC Chair is eligible for indirect compensation from the AAZK in the form of gratis full or day registration to the annual AAZK Conference. Should the Chair be excused from attendance by the Board Oversight, the Committee Vice Chair is eligible for Conference Registration.

The BHC shall develop and maintain a Mission and Vision Statement for the Committee.

The BHC Committee shall endeavor to provide a minimum of one (1) Topical Workshop at the AAZK Annual Conference on the subject of Animal Welfare. The BHC, while guaranteed a time slot for the Topical Workshop shall be required to submit an abstract to the AAZK Professional

|   |                    |                           |                                |                |
|---|--------------------|---------------------------|--------------------------------|----------------|
| Subject:<br><b>Behavioral Husbandry</b> | Number:<br>7.01-11 | Rev.<br>18 September 2016 | Effective Date:<br>1 June 2008 | Page 2<br>of 2 |
|---|--------------------|---------------------------|--------------------------------|----------------|

Development Committee (PDC) and to follow all guidelines, deadlines and procedures for presentation of the Topical Workshop as defined by the PDC.

The BHC shall maintain a Professional Certification Course on the subject of Animal Welfare to be presented in concurrence with the AAZK National Conference at a location selected by the PDC in direct consultation with the Host Chapter.

The BHC Committee shall maintain with frequent review and revision, resources on the AAZK website for use by AAZK membership. The resources, including all Links to other websites shall be reviewed annually for content and the Links tested and verified.

The BHC Committee shall develop additional resources for the AAZK membership on the subject of Animal Welfare, enrichment and behavioral training. All developed resources shall be reviewed and approved by the Board Oversight for BHC prior to publication in AAZK media.

The BHC shall maintain a liaison with the AAZK Communication Committee (Com<sup>2</sup>) to facilitate frequent (scheduled) posts on AAZK Social Media.





|  |                                      |
|--|--------------------------------------|
| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 2                       |
|  | Effective Date:<br>18 September 2016 |
| Subject:<br><b>AAZK Resource Committee</b>     | Reviewed/ Revised:                   |

## Board Administrative Directive

### PURPOSE

To provide member resources in an organized and centrally located section of the Association Webpage. To create resources for Chapter Operation and to direct potential Chapters to AAZK Administration for Chapter Charter applications.

To provide members a platform for informational and chapter product exchange at the National Conference or through other AAZK media at the discretion of the Conference Host and Communications Committee Chair.

A component of the AAZK Resources Committee (ARC) is the AAZK Program National Zoo Keeper Week, referenced in Administrative Directive 7.02-6

### POLICY

AAZK shall maintain a Resource Committee that is primarily tasked with creating and developing resources for the membership, specifically targeting Chapter operations.

ARC will provide resources for frequently asked questions and emerging topics, and materials to convey information between the AAZK leadership and membership.

ARC is composed of members and advisors whose goals are to:

- Create, maintain, and distribute a living database of resources for chapters, members, and intuitions that aim to explore both frequently asked questions and emerging issues.
- Promote the work of animal care professionals and zooquaria institutions year round, including annually during National Zoo Keeper Week.
- Surveying and analyzing zooquaria demographics in order to better serve the membership and professional community.
- Create public awareness of AAZK and the zooquaria field's dedication to conservation and wildlife.
- Communicate the necessity for zooquaria by way of promoting animal care professionalism, research, and fundraising efforts.

The AAZK Resource Committee (ARC) shall consist of a Committee Chair a Vice Chair and a number of Task Force Teams to be determined by the Chair. Nominations for vacancies on this

|   |                    |      |                                      |                |
|---|--------------------|------|--------------------------------------|----------------|
| Subject:<br><b>AAZK Resources Committee<br/>(ARC)</b> | Number:<br>7.01-12 | Rev. | Effective Date:<br>18 September 2016 | Page 2<br>of 2 |
|---|--------------------|------|--------------------------------------|----------------|

Committee may be advertised in the *Animal Keepers' Forum* or other AAZK media or appointed at the discretion the ARC Chair with concurrence from the AAZK Board Oversight.

The ARC Chair is eligible for indirect compensation from AAZK in the form of gratis full or day registration to the annual AAZK Conference. Should the Chair be excused from attendance by the Board Oversight, the Committee Vice-chair is eligible for Conference Registration.

The ARC shall be granted a budget by the AAZK Board of Directors to facilitate production of member resource materials defined and executed by the Committee.

The ARC Chair shall report directly to the Board Oversight and shall file Annual and Midyear Reports. The ARC Chair shall copy the Board Oversight into all correspondence (electronic or other)



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|---|---|
| <b>American Association<br/>of Zoo Keepers</b><br><br><b>7.02-1</b> | Page 1<br>of 2                          |
|   | Effective Date:<br>12 June 2013         |
| Subject:<br><b>Program Managers</b>                                 | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

This Directive will establish the procedure for the appointment and duties of a Program or Project Manager and Vice Program Manager (herein called: Manager) for the American Association of Zoo Keepers (AAZK) and to develop the minimum standards for participation and management of AAZK Program for each Manager.

For the purpose of this Directive when so deemed by the President of the Association, a Program Manager title may be changed to Project Manager when a short-term assignment is conveyed and approved by the Board of Directors. The minimum performance standards shall not be altered for a Project Manager.

A Manager serves at the discretion of the AAZK Board of Directors.

**Definitions**

**Program:** Adopted and ratified by the AAZK Board of Directors, an AAZK Program is a long term commitment to a Conservation or Educational program that utilizes AAZK member and financial Resources and is adopted within the Statement of Purpose to further demonstrate AAZK’s commitment to providing outlets for Conservation fundraising and advancing Zoo Keeper education.

**Project:** means a termed task with a timelines and step-by-step instructions given under supervision of the AAZK Board of Directors or Chief Executive/Financial Officer (CEO/CFO) managed by a Project Manager until the task is competed to the satisfaction of supervision.

**POLICY**

All AAZK Managers shall be appointed by the President of AAZK based upon nomination from a Board Director and/or the Chief Executive/Financial Officer (CEO/CFO) of AAZK.

Nominations are ratified by vote of the AAZK Board of Directors. The Manager shall meet the following minimum qualifications:

- Be eligible for membership with the Association in the base category of Professional or Affiliate.

|                                    |                   |                           |                                 |                |
|------------------------------------|-------------------|---------------------------|---------------------------------|----------------|
| Subject:<br><b>Program Manager</b> | Number:<br>7.02-3 | Rev.<br>18 September 2016 | Effective Date:<br>12 June 2013 | Page 2<br>of 2 |
|------------------------------------|-------------------|---------------------------|---------------------------------|----------------|

- Be in physical attendance at an AAZK National Conference at least one (1) time every two (2) years. Two (2) consecutive absences from AAZK Annual Conference will require prior permission from direct report of the Manager.  
**Absences:** The direct report will accept a written petition for an absence prior to the National Conference from a Manager. The direct report will forward the petition to the AAZK Board will review the petition for absence and grant or deny the petition based upon the work performance and active participation of the Manager for the previous two (2) years. Two consecutive *unexcused* absences from the AAZK Annual Conference shall result in removal Manager from their position.
- Follow any specified requirements set forth in the Manager job description.
- Maintain electronic communication with the direct report as requested or directed.
- File all required Annual and Mid-year Reports with the direct report by the published deadline. Templates of Annual and Mid-year Reports are available for download at the webpage of AAZK ([www.aazk.org](http://www.aazk.org)) or are available from the direct report. All correspondence shall be filed in electronic format (email). Failure to file the Annual or Midyear Reports or file the reports after deadline is grounds for formal review of the event by the Board of Directors and may be cause for removal from the Manager position.
- Retain electronic copies of correspondence for at least two (2) years.

A Program Manager will direct report to an AAZK Board Oversight. A Project Manager will direct report to the CEO/CFO of AAZK. In cases where a Project Manager is designated to perform duties within an AAZK Committee, the Project Manager will be a direct report to the Board Oversight and Committee Chair or their designate.

AAZK currently maintains (or may maintain) the following Program Manager positions:

- Bowling for Rhinos
- \*Bylaws
- Trees for You and Me
- \*\*National Zoo Keeper Week

### **Direct Compensation**

AAZK Managers shall receive a budget to conduct business and are therefore are entitled to direct compensation for any reasonably incurred office-related expense.

### **Indirect Compensation**

AAZK shall provide AAZK Managers gratis full or day Conference Registration. In the event of excused absence of the Program Manager approved by the Board Oversight, the Vice Manager of the Program shall receive gratis full or day Conference Registration.

AAZK Managers (or Vice Managers in absence of the Program Manager) shall, if seeking institutional funding to attend the AAZK Conference, disclose to their respective institution the fact that Conference Registration is paid by AAZK.

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| Subject:<br><b>Program Manager</b> | Number:<br>7.02-3 | Rev.<br>18 September 2016 | Effective Date:<br>12 June 2013 | Page 3<br>of 2 |
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AAZK Managers shall not be eligible for travel assistance provided by AAZK Granting opportunities.

\*The AAZK Bylaws Manager is not covered under Indirect Compensation Policy unless Bylaw Revisions are to be presented to the delegates of the AAZK National Conference.

\*\*The AAZK NZKW Coordinator reports directly to the Chair of the AAZK Resource Committee and is not eligible for Indirect Compensation.

### **Vacancies**

A Program (Project) Manager position shall be filled from within current associated Program assignments unless a vacancy opportunity occurs under the following circumstances:

- New AAZK Program or Project; or
- An application for Manager from a current Program Member has been rejected by the Board Oversight; and/or
- Program Members have been formally surveyed by the Board Oversight and no interest in holding the Program Manager position is indicated.

Advertisement for a Manager(s) shall be made to the general membership in the appropriate AAZK media.

All Manager candidates shall be required to submit a letter of interest to the Board Oversight or direct report.

The direct report shall notify the person selected for the position as to their appointment and also inform those that were not selected and thank them for their interest in serving as a Manager.

### **Reports**

Midyear and Annual Reports are due to the direct report approximately thirty (30) days before the meeting. Each Manager will receive official notice and deadline from their direct report.

### **Resignation**

Managers are expected to file a letter of resignation or report formally on the resignation event in the Annual or Midyear Report. Copies of all reports and electronic correspondence kept on file for the two (2) years shall be forwarded to the Administrative Office.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 1                          |
|  | Effective Date:<br>1 May 1995           |
| Subject:<br><b>Bylaws</b>                      | Reviewed/ Revised:<br>26 September 2015 |

### Board Administrative Directive

#### PURPOSE

To review the Bylaws of the American Association of Zoo Keepers (AAZK) submitted by the Chief Executive/Financial Officer (CEO/CFO) *and* at the direction and discretion of the AAZK Board of Directors, review the existing AAZK Bylaws to ensure the AAZK Bylaws follow the Mission Statement of AAZK.

#### POLICY

The Board of Directors of AAZK, in accordance with the adopted and ratified Bylaws of the Association, shall cause to stand permanently a methodology for which amendments may be drafted to the standing AAZK Bylaws or verbiage from the standing AAZK Bylaws may be stricken from the adopted and ratified Bylaws.

The AAZK Bylaws Manager shall be a professional member of AAZK. At the discretion of the Bylaws Manager an AAZK Bylaw Committee may be formed as an Ad-Hoc Committee and shall only be empaneled to review and revise the AAZK Bylaws at the direction of the AAZK Board of Directors or at the written request of an AAZK Professional Member.

The Bylaws Manager is only eligible for indirect compensation from AAZK in the form of gratis full or day registration to the annual AAZK Conference **but only when** revisions to the Bylaws are to be presented to the membership of AAZK **or when** the Manager is requested to appear before the Board of Directors in person to report on Committee progress.

When empaneled, the AAZK Bylaws Committee shall be under the AAZK Bylaws Manager who shall now assume the temporary position of Committee Chair. The AAZK Bylaws Committee shall consist of a minimum of four (4) members, two (2) of which shall be members of the current AAZK Board of Directors. Appointments to the AAZK Bylaws Committee are at the discretion of the Association President. The Bylaws Committee shall take direction from a Board Member designated by the President of the AAZK Board of Directors and in direct consultation from the CEO/CFO of the Association when crafting Bylaw language.

New Bylaws may be adopted or Bylaws may be changed or revoked by a majority vote of the eligible voting membership at any Annual Meeting or Special Meeting. This is provided that the membership is notified of the amendments or repeals forty-five (45) days in advance of the Annual Business Meeting held during the Annual Conference. *The Animal Keepers' Forum*

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| Subject:<br><b>Bylaws</b> | Number:<br>7.02-2 | Rev.<br>26 September<br>2015 | Effective Date:<br>May 1 1995 | Page 2<br>of 2 |
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shall be the medium for disseminating such information, but a special notice may also be utilized.

Modifications to the text and grammar, not the content, of the proposed published Bylaws shall be allowed at either the Midyear Board Meeting or the Annual Conference. During the Business Meeting of the AAZK Annual Conference, motions regarding the modifications to the text or grammar may be entered (motion and second) from the floor following Robert's Rules of Order. After which the Board President disseminates written notification to the membership of the Board of Director vote on the motion

The AAZK Board of Directors is empowered to enact Emergency Legislation to amend the Bylaws in the event that it is necessary to protect AAZK from harm. If such an emergency occurs during an Annual Meeting, all attending delegates will be notified by posting and eligible voting members will be allowed to vote before the end of the Annual Meeting. If such Emergency Legislation occurs at any other time of the year, the membership will be notified in writing and eligible voting members shall ratify the legislation during the next Annual Meeting.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 11                       |
|  | Effective Date:<br>1 March 2007       |
| Subject:<br><b>Bowling for Rhinos</b>          | Reviewed/ Revised:<br>1 December 2016 |

**Board Administrative Directive**

**PURPOSE**

This Directive will establish the procedure for reporting and management of the American Association of Zoo Keepers (AAZK) for Bowling for Rhinos (BFR). AAZK shall serve as the resource for all local BFR events hosted by Facilities of AAZK Chapters, including direct solicitation of donations on the AAZK website. Per AAZK policy a long term commitment to a Conservation or Educational program that utilizes AAZK member and financial Resources categorizes BFR as an **AAZK Program**.

To establish a policy on the annual distribution of funds raised by a Bowling for Rhinos (BFR) event and to set a policy for the payment of funds to each designated entity.

To establish rules and procedures by which members of AAZK shall qualify and shall be conveyed as a winner of a sponsored trip to a foreign country, as the result of fundraising for an annual AAZK BFR event.

To clarify to the membership that an AAZK BFR event is an exclusive event and shall not be combined, co-joined, or held concurrently with any other AAZK Chapter fund raising event and all profits from an AAZK BFR Event shall be forwarded to AAZK for distribution to the AAZK BFR Program Partners.

**POLICY**

The BFR Program shall be managed by a Program Manager, and a Vice Manager and any number of Task Force Members to be determined by the Manager. Nominations for vacancies within this Program may be advertised in the *Animal Keepers' Forum* or other AAZK media or appointed at the discretion the AAZK Board Oversight.

The BFR Program Manager shall report directly to the AAZK Conservation Board Oversight. The AAZK BFR Program Manager is eligible for indirect compensation from AAZK in the form of gratis full or day registration to the annual AAZK Conference. Should the Manager be excused from attendance by the Board Oversight, the Vice Manager is eligible for Conference Registration.

Bowling for Rhinos (BFR) was established and recognized by the AAZK as an international fundraiser in 1990. Funds are raised by an AAZK Chapter or animal facility using an associated Federal Tax Exempt Non-profit number that have established contact and registered their intent



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| Subject:<br><b>Bowling for Rhinos</b> | Number:<br>7.02-3 | Rev.<br>1 December 2016 | Effective Date:<br>1 March 2007 | Page 2<br>of 11 |
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to hold a BFR event in a calendar year. While BFR is primarily a bowling event, the BFR title is inclusive of all non-bowling, fundraising events held in the spirit of BFR, with the intent to support AAZK designated conservation entities. AAZK shall hold Trademark to BFR Events in any name (Winos for Rhinos, Wii© for Rhinos, Curling for Rhinos, Rockin for Rhinos, Rummage for Rhinos, et, al).

BFR events are to be organized, sanctioned, held and administrated by AAZK Chapters or approved groups (Reference Administrative Directive 7.02-3A – BFR Sanction) so that 100% of all profits realized shall be dedicated to rhino conservation strategies and distributed to the approved entities as defined in this Directive. For general accounting purposes and for the specific purpose of determining Trip Winners, sanctioned BFR Event funds or donations are tabulated and reported in the Country of the event. A rate of exchange to US currency is not applied, nor is the difference in currencies the responsibility of AAZK. AAZK shall underwrite all banking, wire transfer and processing fees incurred from the AAZK Operational Account.

Sanctioned Event Holders shall retain the right to recoup any and all approved expenses incurred in hosting a BFR event. Examples of approved expenses are limited to:

- Lane Rental
- Additional Insurance above the policy available and provided by AAZK.
- Advertisement
- Event Supplies
- Entertainment
- Procurement of Auction Item(s)
- T-Shirt Printing

Sanctioned Event Holders are permitted to fully direct or split the proceeds from a Live or Silent Auction, Raffle, commemorative photographs or T-shirt sales, *provided:*

1. The direction or split is solely intended to recoup all or part of the expenses associated with the production of the Bowling for Rhinos event.
2. The direction or split is clearly advertised and promoted to any and all participants, including those who donate items or services to the auction, raffle, or sale.

Additional event policies, rules, regulations and information can be found on the AAZK web page ([aazk.org/bfr](http://aazk.org/bfr)).

### **CONSERVATION RESOURCE GRANT PARTNERSHIP – BFR FUNDING**

AAZK shall hold and annually review a Memorandum of Understanding with each conservation entity and/or each entity shall file a report with AAZK regarding the financial operation of the entity.

AAZK shall have the option to solicit exclusive naming rights to the AAZK event “Bowling for Rhinos” in exchange for a fee and shall establish a Memorandum of Understanding with the

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event sponsor in exchange for an annual fee. The fee received for the naming rights shall be distributed according to negotiated agreement from the donor, or at the discretion of the AAZK Board of Directors and shall not be affected by the following policy.

AAZK identifies the following entities that shall benefit from an annual BFR event:

Lewa Wildlife Conservancy  
PO Box 10607, 00100 Nairobi, Kenya  
Tel: (+254-64) 31405 Tel: (+254-20) 607197 Fax: (+254-20) 607893  
E-Mail: info@lewa.org

U.S. 501(c) (3) Non-profit and Tax Exempt Organization N<sup>o</sup>: 87-0572187 & U.K. Registered  
Charity N<sup>o</sup>: 1069800 & Canadian Business Information Number: 86187 6357 RR0001

International Rhino Foundation  
201 Main Street, Suite 2600  
Fort Worth TX 76102

The International Rhino Foundation is a non-profit, tax-exempt charitable organization under  
Section 501(c) (3) of the Internal Revenue Code. Donations are tax-deductible.

Action for Cheetahs in Kenya  
PO Box 1611  
Sarit Center  
Nairobi, Kenya, 00606, Africa  
cheetah@africaonline.co.ke  
www.resaf.org/ACK or [www.actionforcheetahs.org](http://www.actionforcheetahs.org)  
Telephone + 254733997910

American Association of Zoo Keepers, Inc.  
Conservation Resource Grant  
8476 E. Speedway Suite 204  
Tucson, AZ 85710

All BFR Funds received, *excepting* those funds donated and then directed by the donor to the specific BFR partner shall be split in according to the following percentage:

|                                      |     |
|--------------------------------------|-----|
| Lewa Wildlife Conservancy            | 45% |
| International Rhino Foundation       | 45% |
| Action for Cheetahs in Kenya         | 08% |
| AAZK BFR Conservation Resource Grant | 02% |

All funds are to be held on account in the name of AAZK BFR, separated from AAZK Operational Funds, and are restricted from distribution to any other means. Monies on deposit shall be forwarded to the adopted entity in a manner specified by the conservation entity which may be a third party, and disposition of funds shall be subject to a full and complete financial annual accounting report forwarded to AAZK by the recipient.

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AAZK shall retain two percent (2%) of the BFR funds raised on deposit until June of the year following the BFR events. During that time, AAZK shall advertise in AAZK media the availability of conservation funds for distribution in grant format to recognized conservation projects. Affiliation or partnership with AAZK is not required, but preference may be given to AAZK Conservation Partners. Preference for funds distribution shall be given in the following manner:

- In-situ Rhino Conservation and Research
- In-situ Community, Educational or Medical Programs (Africa or Asia)
- In-situ Species Conservation (targeted)
- Ex-situ Rhino Conservation and Research (restricted)

Criteria for the AAZK BFR Conservation Resource Grant is referenced in Administrative Directive 1.01-8

All AAZK BFR Grant funds shall be distributed by vote of the AAZK Board of Directors, with recommendation and research performed by the AAZK Conservation Committee, from the AAZK BFR account by June 30 of each calendar year. If AAZK does not receive any grant funding application(s), does not choose to fund any application(s), or if funds remain on account in the calendar year, those dedicated funds will returned to the BFR Operating account and divided between the three (3) BFR Conservation Partners in equal shares.

### **Trips**

AAZK, in conjunction with Lewa Wildlife Conservancy (LWC) and the International Rhino Foundation (IRF), shall endeavor to support the Bowling for Rhinos conservation program by coordinating overseas trips to LWC sanctuaries in Kenya (2) and to IRF sanctuaries located in Indonesia (2).

Funds for the LWC trips (2) are specified by contractually agreed amount and segregated from the LWC share of BFR payout and are applied directly to the travel (land and air) expenses associated with the Trip. LWC shall be responsible for any and all lodging expenses. Any unspent funds from the travel expenses are returned to the LWC share of the BFR payout. Trip winners (2) shall sign a Hold Harmless Agreement with AAZK. LWC travel arrangements are facilitated by the AAZK BFR Trip Coordinator.

In agreement with the IRF and when financially feasible two (2) overseas trips to Indonesia sanctuaries shall be funded in totality at the expense of the IRF. Trip Winners (2) shall sign a Hold Harmless Agreement with AAZK. IRF travel arrangements are coordinated solely by IRF.

The trip winners shall be identified as the top four (4) fundraisers of an annual Bowling for Rhinos event as defined by the Chapter on the BFR Financial Statement.

The **top two** (2) fundraisers shall have their choice of trip destination (Africa or Indonesia). Once the top two (2) fundraisers have selected their trip destination, the third trip winner may select or be awarded a trip to the remaining destination (Africa or Indonesia). The fourth trip winner will be awarded the remaining destination (Africa or Indonesia).

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In case of a tie in where more than two (2) winners are identified, AAZK shall fund one (1) additional winner from the AAZK Conservation Resource Grant in the amount specified by the CEO/CFO and BFR Program Manager.

Winners of the trip to Lewa Wildlife Conservancy shall have the option of having one (1) guest accompany them, at the winner's (or guest's) expense. Guest expenses normally consist of round-trip airline and ground transportation. The guest must be able to lodge in the same room as the trip winner. Guests are not normally accommodated to Indonesia sanctuaries.

All Lewa trip winners shall;

- Be members in good standing with the AAZK;
- Be requested to contribute an article regarding the trip to AAZK Media, within one (1) year of trip completion;
- Be responsible for payment of Federal, State and local income taxes on the BFR monies retained to fund the air and ground transportation portion of the Trip;
- Complete and return to AAZK National the IRSW9 Form to ascertain the trip winners Social Security number;
- Complete and return to AAZK National the AAZK Hold Harmless Agreement.

All IRF Trip winners shall:

- Be members in good standing with the AAZK;
- Be requested to contribute an article regarding the trip to AAZK Media, within one (1) year of trip completion;
- Complete and return to AAZK National the AAZK Hold Harmless Agreement.

AAZK Chapter or facilities shall disclose to the BFR Program Manager, any BFR fundraising strategy that may potentially benefit a member by utilizing funds raised by the facility, group or Chapter and co-mingled, combined, earmarked or similar, in the name of an individual. The facility or Chapter shall be able to document and justify such strategy in the following manner:

1. The individual has participated in a minimum of three (3) prior BFR events, or;
2. The individual has served as event coordinator for the current or past BFR event(s), or;
3. The individual can document raising at least twenty-five percent (25%) of the total funds raised from the current BFR event funding through an individual effort, or;
4. The individual can document they have secured at least twenty-five percent (25%) of items (in number or value) utilized as door prizes, raffle or auction items for the current BFR event, or;
5. A combination of items 3 and 4 that equal at least twenty-five percent (25%) of the funds raised or items secured to benefit the current BFR vent.

### **Definitions**

Current: The year during which the BFR event, funds raised, and winner eligibility are one in the same.

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Individual: The actual highest fund raiser or designated beneficiary of the AAZK Chapter fundraising strategy.

Trip winners who receive the benefit of combined, co-mingled, earmarked or designated funds shall be exempt from AAZK Administrative Directive 4.01-1 – Personal Gain, due to the continuing commitment to an AAZK-approved conservation program, with documented approval from facility or Chapter, and in meeting the above requirements.

All Trip Winners to either Africa or Indonesia shall travel to each destination together. For Lewa travel is typically scheduled in February or March of the calendar year **following** award. For Indonesia travel is typically scheduled in May of the calendar year **following** award and is coordinated by IRF. For Lewa travel Air and Ground transportation shall be negotiated, reserved and purchased typically September - December in the year the award based upon best available airline rates.

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## Appendix A Anna Merz Rhino Champion Award

### Policy

AAZK shall endeavor to honor the efforts of an individual that who contributed to the Bowling for Rhinos Program or events by conveying the Anna Merz Rhino Champion Award through a qualification and random selection process.

AAZK and LWC shall award one (1) expense paid trip to the Lewa Wildlife Conservancy by a random selection process from the top fundraisers at each AAZK chapter meeting the established and published deadline for submission. AAZK Chapters holding a valid charter with the Association and who hold a fundraising event(s) with the intention of donating the proceedings to AAZK BFR program *or* who donate Chapter funds to AAZK's BFR program may provide a single candidate into the random selection process, provided;

- The Chapter registers the fund raising event with AAZK or donate to AAZK BFR;
- The Chapter pays the required registration fee and receives BFR sanction;
- The Chapter meets all established and published deadlines for submission by postmarked or timestamped date of midnight August 1 of each calendar year;
- The Chapter notes the designee in writing to AAZK in the manner defined.

*Note: The Chapters associated with the top four (4) fundraising individuals described previously are not eligible for entry into the Anna Merz Rhino Champion Award random selection process in the same calendar year.*

Travel (air and ground) shall be covered by funds retained from the LWC share of the BFR payout at a rate contractually agreed between AAZK and LWC. Any unspent funds to cover the transportation expenses of the AMR Champion Award shall be returned to the LWC share of the BFR payout.

Lodging expenses for the AMR Champion Award shall be covered by the Lewa Wildlife Conservancy. The Award winner shall have the option of asking one (1) guest to accompany them on the trip to Lewa Wildlife Conservancy with the provision that the guest shall cover all travel expenses associated with their share of the trip to Lewa Wildlife Conservancy and shall be able to share the same lodging accommodations as the AMR Champion Award winner. Travel typically takes at the discretion of the Lewa Wildlife Conservancy in consultation with the AMR Champion Award winner.

The AMR Champion Award winner shall be responsible for payment of Federal, State and local income taxes on the BFR monies retained to fund the air and ground transportation portion of the Trip and shall complete and return to AAZK National the IRSW9 Form to ascertain the trip winners Social Security number, along with the AAZK Hold Harmless Agreement.

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Nomination and voting results may be held confidential until the annual conference of the Association, where the results of the AMR Champion Award shall be conveyed to the membership during a specified conference function.

### **Anna Merz Rhino Champion Award Description**

The purpose of this award is to randomly select an individual AAZK member whose passion and drive for the AAZK signature conservation project, Bowling for Rhinos emanate the values of the late Lewa Co-founder and Rhino Champion, Anna Merz. This individual may have mastered "the power of one"- where the ideas, passion, and drive of one person can reach out to others and involve them in those wishes to save a species from extinction.

The Chapter-nominated individual may be the highest fundraiser within the Chapter's BFR Event, an individual who coordinates a Bowling for Rhinos event year after year, or be an ever-present, reliable AAZK Chapter member always ready to volunteer and fundraise.

### **Qualifications**

- The Chapter nominee **shall be an AAZK member in good standing** involved with Bowling for Rhinos for at least three (3) years.
- The Chapter nominee shall be nominated by his or her peers who have witnessed their dedication to Bowling for Rhinos through the same AAZK Chapter, zoo, aquarium or related facility.
- The nominee **may not** be a previous recipient of the Anna Merz Rhino Champion Award (formally – AAZK Honorary Trip) or have been awarded a previous BFR Lewa or IRF trip as one of the highest fund raisers.
- The nominee shall not be Committee Chair or Vice Chair, Program Manager or Vice Manager, members of the AAZK Conservation Committee or a current member of the AAZK Board of Directors.

### **Nomination Procedure**

- Each qualified AAZK Chapter may nominate one (1) individual for the AMR Champion Award.
- Nominations open 1 January and close at midnight 1 August of each calendar year.
- Chapter nominations may be sent by electronic mail to the Conservation Committee at [Conservation@AAZK.org](mailto:Conservation@AAZK.org) or by US Mail to the AAZK Administrative Office.

### **Selection Procedure**

- The Conservation Committee shall submit all qualified Chapter nominees to the AAZK Board of Directors.
- The AAZK BFR Program Manager in conjunction with the AAZK CEO/CFO shall determine the four (4) highest fundraisers through the funds submitted to AAZK BFR by

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the established deadline and eliminate those Chapter nominees from the random selection process.

- The AAZK Board of Directors shall select one (1) AMR Champion Award winner through a random selection process.
- The AMR Champion Award winner will be announced at the Rhino Rally held in conjunction with the AAZK National Conference.
- The AMR Champion Award winner will be contacted by the Program Manager of AAZK BFR regarding the Award.
- The AAZK BFR Trip Coordinator will contract the AMR Champion Award Winner to coordinate travel



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**Appendix B**  
**Funding of Yearly Trip Winners (2)**  
**Funding of Anna Merz Rhino Champion Award (Trip)**

**Purpose**

To clarify the responsibilities and the mechanism for funding the two (2) selected trip winners and the Anna Merz Rhino Champion Award winner resulting from the gross receipts of the current year Bowling for Rhinos event.

**Policy**

The allocated funds are designated to pay for air and ground-associated travel and lodging expenses are to be segregated from the Lewa Wildlife Conservancy share of the BFR payout. Lewa trips shall be funded by the retention of BFR funds in a contractually agreed upon amount. Any unspent funds allotted for the travel expenses shall be returned to the LWC share of the BFR payout. LWC agrees to pay all lodging expenses associated with the Trip Winners.

The two (2) of the four (4) individuals identified with the highest fund raising totals shall be eligible to be awarded an all-expense paid trip to the Lewa Wildlife Conservancy (LWC) in Kenya.

The Anna Merz Rhino Champion Award winner to LWC shall be conveyed by the random selection process defined within this Directive.

Once an individual has been awarded **any** expense paid trip to LWC in Kenya they are declared ineligible from winning any future trip to LWC.

AAZK in conjunction with the LWC shall review the allocated funds on a yearly basis to account for inflation and/or economic issues that will affect airline and ground travel expenses and may affect lodging expenses. Adjustments to the allocated funding shall be made accordingly and ratified by the Board of Directors of AAZK.

Current allocation is set at \$6750.00 to fund three Lewa (3) trip winners or \$2250.00 for each winner.

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Subject:

**Bowling for Rhinos  
Event Sanction**

Effective Date:  
26 September 2015

Reviewed/ Revised:  
18 September 2016

**Board Administrative Directive**

**PURPOSE**

This Directive will establish the procedure for sanctioning American Association of Zoo Keepers (AAZK) Bowling for Rhinos (BFR) events.

Bowling for Rhinos is a trademarked program of AAZK and for the purposes of this policy all events utilizing the trademark *Bowling for Rhinos*, including such events titled under a different name (Rockin, Rummage, Wii©, Curling, et. al.) that are events held by subordinate Chapters of AAZK shall be governed by this policy.

AAZK BFR is an exclusive event and shall not be combined, co-joined, or held concurrently with any other AAZK Chapter fund raising event.

AAZK shall serve as the resource for all sanctioned BFR events hosted by AAZK Chapters. BFR events are to be organized, held and administrated so that 100% of all profits realized shall be dedicated to Rhino Conservation strategies and distributed to the approved entities as defined under Directive 7.02-3 – Bowling for Rhinos.

**POLICY**

All Bowling for Rhinos events shall be sanctioned **annually** by AAZK, based upon valid Chapter Charter with a valid Federal Non-profit Tax Identification number, through the AAZK Program Manager/BFR. Chartered Chapters in Canada, the Chapter shall be registered with Revenue Canada as a charitable entity. Failure to follow BFR event rules or supply required BFR financial documentation shall result in loss of future sanction and may result in loss of Chapter Charter.

Animal keeper groups interested in forming an AAZK Chapter and who can provide a Federal Non-profit Tax Identification number from and associated zoo support entity to AAZK will be receive a one-time Sanction (Fee waived) to hold a BFR Event and to allow use the of the Trademarked term and logo of Bowling for Rhinos. Sanctioned BFR Event Holders may provide a single candidate into the Trip Winner random selection process.

Upon expiration of the Sanction at the conclusion of the BFR Event the group of keepers shall seek and secure a Chartered Chapter with AAZK. Absent a Chapter Charter, **any future event**

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| Subject:<br><b>Bowling for Rhinos<br/>Event Sanction</b> | Number:<br>7.02-3A | Rev.<br>18 September 2016 | Effective Date:<br>September 26 2015 | Page 2<br>of 4 |
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held by the group of keepers will not be allowed to use the Trademarked Bowling for Rhinos or the Trademarked logo of Bowling for Rhinos in any event. Unsanctioned events, while welcome as a donation to AAZK's BFR, **shall not** be eligible to provide a single candidate into the 4<sup>th</sup> Trip Winner random selection process.

Any individual, group, zoo, aquarium, sanctuary or school **absent** Federal Non-profit Tax Identification not seeking AAZK sanction may hold a bowling event or their own fund raising event with the **intent to donate** to AAZK's Bowling for Rhinos but **shall not** utilize the AAZK Trademark name **Bowling for Rhinos** as the title of the event. Fund raising events of this manner shall advertise their event by event name stating that all proceeds of the event will be donated to the American Association of Zoo Keeper's Bowling for Rhinos Program.

Keepers associated with an international facility (outside North America) may inquire with AAZK regarding obtaining BFR Sanction through a Memorandum of Agreement with AAZK to abide by the published BFR Event Guidelines and to follow all applicable regulations regarding the operation of a Charitable Event in the Country of said Event. A Sanctioned International BFR Event Holder operating under approved MOA may provide a single candidate into the random selection process.

Former or Inactive Chapters of AAZK, are not eligible for sanction.

Petitions for approval to hold an AAZK BFR event internationally shall be handled on a case-by-case basis.

### **BFR Event Sanction**

In order to hold a **sanctioned** AAZK BFR event all AAZK BFR events shall be subject to a \$25.00 (US) Registration Fee, payable online (Chapters Only) or in check executed to AAZK. Chartered Chapters that are first-time event holders are exempt from the registration fee but are still required to be sanctioned by AAZK by verification of a Chapter Charter.

Once funds have been submitted and cleared and a valid EIN (Tax ID#) or charitable standing has been verified, AAZK shall sanction the event and the Program Manager of AAZK BFR shall issue an AAZK BFR Event Kit for the year of sanction. The AAZK BFR Event Kit is referenced in Directive 7.02-B.

Failure to pay the annual registration fee of \$25.00 (US) to register an AAZK BFR event shall cause AAZK not to sanction the local event as an AAZK BFR event and in the case of an AAZK Chapter holding an AAZK BFR event that is not sanctioned would subject the Chapter to investigation of unethical conduct under Directive 6.01-1 Member Conduct.

A private individual or entity utilizing the AAZK Trademarked name Bowling for Rhinos and/or associated logos, holding a BFR event not sanctioned by AAZK shall be required to cease and desist such event and may be subject to legal action, including reporting to the IRS.

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Where a fundraising event is advertised that funds (proceeds) are to be donated to AAZK's program Bowling for Rhinos and receipt of those funds cannot be verified, that event may be reported to local authorities for legal action.

Appendix A references how AAZK BFR Registration funds are applied to offset AAZK BFR Program expenses.

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## Appendix A

Full disclosure of how AAZK BFR Registration Fees are applied to offset AAZK BFR Program expenses. Expenses in excess of BFR Registration Fees are covered by AAZK membership dollars.

All AAZK BFR Registration Fees are applied to cover expenses associated with the management of the AAZK BFR Program to ensure that 100% of the funds raised in a sanctioned AAZK BFR Event are distributed to AAZK BFR partners as defined in Directive 7.02 – Bowling for Rhinos.

AAZK BFR Registration Fees are applied to cover the following Program expenses:

- To cover credit/debit card transaction fees charged against the AAZK BFR Donation Platform by the payment gateway provider, currently 2.5% + \$.30 (US) per transaction.
- To cover credit/debit card transaction fees charged against the AAZK BFR Registration Fee Platform by the payment gateway provider, currently 3.5% per transaction.
- To cover fees charged to AAZK BFR by Online Donation/Giving Programs approved and sanctioned by AAZK directly associated with the AAZK BFR Program. Expenses vary from \$0, flat fee or a percentage of the total donation.
- To cover fees charged by banks for wire transfer of international donation funds. Fees are normally \$12.00 (US) for each transaction, and may be charged by the issuing and receiving financial institutions.
- To cover Program expenses (postage, supplies, etc.) incurred by the Program Manager of BFR.
- To cover fees charged by the Certified Public Accountant contracted by AAZK to perform forensic accounting and documentation of the AAZK Program Bowling for Rhinos to ensure compliance with IRS Regulation. This fee is integrated with all AAZK accounting for tax filing with the IRS. The accounting fee is \$1500-\$2000 (US) annually.



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**7.02-3B**

Subject:

**Bowling for Rhinos  
BFR Event Kit**

Effective Date:  
26 September 2015

Reviewed/ Revised:

**Board Administrative Directive**

**PURPOSE**

This Directive will establish the procedure for compiling the necessary documents required to effectively host and American Association of Zoo Keepers (AAZK) Bowling for Rhinos (BFR) event.

Bowling for Rhinos is a trademarked program of AAZK and for the purposes of this policy all events utilizing the trademark *Bowling for Rhinos*, including such events titled under a different name (Rockin, Rummage, Wii©, Curling, et, al.) that are events held by subordinate Chapters of AAZK shall be governed by this policy.

AAZK BFR is an exclusive event and shall not be combined, co-joined, or held concurrently with any other AAZK Chapter fund raising event.

AAZK shall serve as the resource for all sanctioned BFR events hosted by AAZK Chapters and other entities sanctioned by submission of a valid Federal Non-profit Tax Identification number. BFR events are to be organized, held and administrated so that 100% of all profits realized shall be dedicated to Rhino Conservation strategies and distributed to the approved entities as defined under Directive 7.02-3 – Bowling for Rhinos.

**POLICY**

Once sanctioned by AAZK all AAZK BFR event holders shall be provided with an AAZK BFR Event Kit for the calendar year in which the event is sanctioned. The AAZK BFR Event Kit shall include:

- The AAZK BFR Financial Statement Excel© Spreadsheet. The BFR Financial Spreadsheet is the financial accounting summary required by AAZK to document the income, expenses and donations associated with an AAZK BFR sanctioned event for the Internal Revenue Service (IRS). The Spreadsheet is required to be completed by every AAZK BFR sanctioned event and returned to AAZK with the event payment for the sanctioned event. Failure to include the AAZK BFR Financial Spreadsheet with event payment shall cause AAZK not to sanction any future AAZK BFR events for the entity until the AAZK BFR Financial Statement is filed with AAZK.

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|---|--------------------|------|--------------------------------------|----------------|
| Subject:<br><b>Bowling for Rhinos<br/>BFR Event Kit</b> | Number:<br>7.02-3B | Rev. | Effective Date:<br>September 26 2015 | Page 2<br>of 2 |
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- The AAZK BFR Donation Tracking Spreadsheet (Excel©) for each BFR year for those participating in any AAZK BFR event in any format. The AAZK BFR Donation Tracking Spreadsheet is intended to document all donations (at Chapter discretion) but targets documentation of donations in excess of \$250.00 which may require formal acknowledgement and **IRS reportable donations**. The donation income information on the Spreadsheet is required to be transferred to the AAZK BFR Financial Form. The Sanctioned Event Holder shall retain the AAZK BFR Donation Tracking Spreadsheet for a period of three (3) years for IRS audit.
- Detailed instructions contained in Directive 7.02-C – AAZK BFR Event Financial Management on how the AAZK BFR sanctioned event will negotiate, accept and document donations for an AAZK BFR sanctioned event. All donations may be documented and all **IRS reportable** donations shall be documented on the BFR Donation Tracking Spreadsheet and shall be included in the AAZK BFR Financial Statement (Spreadsheet) and would include IRS reportable monetary donations, donations of Goods or Services and Quid Pro Quo donations.
- The Official AAZK BFR Thank You Letters and Receipt which may be issued to donors or event participants in exchange for monetary donations, donations of Goods or Services in-kind or Quid Pro Quo donations or to acknowledge payment for event participation, raffle or auction prizes. Chapters may also use their own form of acknowledgment but shall be cognizant that the Official AAZK documents contain recognized IRS language.
- The Official AAZK BFR Formal Donation Acknowledgement Letter required by the IRS for any monetary donation, donation of Goods or Services, In-kind or Quid Pro Quo donations valued at \$250.00 and above when *requested* by the Donor. Chapters may also use their own form of acknowledgment but shall be cognizant that the Official AAZK documents contain recognized IRS language.
- Links to AAZK BFR Sanctioned Event Resources which include access to AAZK and BFR Trademarked Logos, Promotional Videos, Sample Donation Solicitation Letters, Sample Press Releases, etc.





**Board Administrative Directive**

**PURPOSE**

This Directive will establish the policy and procedure for documenting income and expenses directly associated with a sanctioned AAZK BFR event and reporting the income, expenses and profit to AAZK.

This Directive will establish policy and procedure for documenting and tracking monetary donations, donations of Goods or Services, In-kind and Quid Pro Quo donations that are tracked by the Internal Revenue Service (IRS) and/or are reportable to the IRS.

This Directive will establish policy and procedure for sanctioned AAZK BFR Event Holders to execute payment of profits from BFR Events to AAZK.

Bowling for Rhinos is a trademarked program of AAZK and for the purposes of this policy all events utilizing the trademark *Bowling for Rhinos*, including such events titled under a different name (Rockin, Rummage, Wii©, Curling, et, al.) that are events held by subordinate Chapters of AAZK shall be governed by this policy. AAZK BFR is an exclusive event and shall not be combined, co-joined, or held concurrently with any other AAZK Chapter fund raising event.

AAZK shall serve as the resource for all sanctioned BFR events hosted by AAZK Chapters or other entities providing a valid Non-profit Tax Identification number. Sanctioned BFR events are to be organized, held and administrated so that 100% of all profits realized shall be dedicated to Rhino Conservation strategies and distributed to the approved entities as defined under Directive 7.02-3 – Bowling for Rhinos.

**POLICY**

Sanctioned AAZK BFR event holders shall be required to complete and file a detailed accounting of each AAZK BFR event with AAZK. Financial accounting shall be detailed on the **AAZK BFR Financial Statement** Excel© Spreadsheet.

The **BFR Financial Statement** for the sanctioned BFR event and is the financial accounting summary required by AAZK to document the income, expenses and donations associated with an AAZK BFR sanctioned event for the Internal Revenue Service (IRS).

|  |                    |      |                                      |                |
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| Subject:<br><b>Bowling for Rhinos<br/>Event Financial Management</b> | Number:<br>7.02-3C | Rev. | Effective Date:<br>September 26 2015 | Page 2<br>of 2 |
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The **BFR Donation Tracking Spreadsheet** (Excel©) is the documentation of monetary donation, donations of Goods or Services, In-kind donations and Quid Pro Quo donations of \$250.00 and greater made to a sanctioned AAZK BFR event. Sanctioned event holders may list all donations for documentation but are **required** to track all donations over \$250.00 (US). Donation income is to be transferred to the **AAZK Financial Statement**. The sanction BFR Event shall retain the BFR Donation Tracking Spreadsheet for three (3) years in order to comply with IRS audit.

Note: The policy for acceptance of Donations and reporting of income derived from Donations is referenced in Directive 7.02D – Bowling for Rhinos Donation and Reporting.

The **BFR Financial Statement** is required to be completed by every AAZK BFR sanctioned event and returned to AAZK (mail, email, fax) with the event payment by check or money order (payment by credit/debit card is not accepted) for the sanctioned event and either attached to the spreadsheet or mailed separately.

*Failure to file the AAZK BFR Financial Spreadsheet with event payment shall cause AAZK not to sanction any future AAZK BFR events for the entity until the AAZK BFR Financial Statement is filed with AAZK.*

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|  | Effective Date:<br>26 September 2015    |
| Subject:<br><b>Bowling for Rhinos<br/>Donations Reporting and<br/>Gaming</b> | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

This Directive will establish the policy and procedure for documenting monetary donations, donations of Goods or Services, In-kind and Quid Pro Quo Donations directly associated with an AAZK BFR event and reporting the donations to **AAZK**.

This Directive will establish policy and procedure for documenting and tracking monetary donations, donations of Goods or Services, In-kind and Quid Pro Quo donations directly associated with a sanctioned AAZK BFR event that are tracked by the **Internal Revenue Service (IRS)** may be **reportable to the IRS**.

This Directive will establish policy and procedure for formal and informal acknowledgement of monetary donations, donations of Goods or Services from a sanctioned AAZK BFR Event back to the Donor.

**DEFINITIONS:**

***Monetary Donation***

A donation of cash, check or credit card to the sanctioned AAZK BFR event in where there is no expectation from the donor of receiving a tangible benefit other than the opportunity to claim a Federal or State tax deduction in return.

Note that AAZK maintains an opportunity for potential donors to execute a monetary donation electronically by credit/debit card on the AAZK website (aazk.org) which if executed correctly by the donor will be credited to a sanctioned AAZK BFR event holder, thereby reducing the tracking documentation performed by the AAZK BFR event holder.

***Donation of Goods or Services***

A donation of tangible Goods **normally offered for sale** (Example: Artwork, Food, Books, Travel, Appliance etc.) or Services (Example: Tour, Lesson(s), Cosmetology, oil change, Car Wash, etc.) from a business to the sanctioned AAZK BFR event for the purpose of Auction, Raffle or Door Prize, etc., in where there may be an expectation from the donor claim a Federal tax deduction in return for the donation. The value of tangibles Good or Service may be set by the Donor or the sanctioned BFR event holder based upon the stated or determined value (sale price) of the donation.

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A donation of a **personally owned or created** tangible Goods (Example: Artwork, photograph, Book, Jewelry, Craft, Quilt, etc.) from a Person where there is or may be an expectation from the donor claim a Federal tax deduction in return for the donation. The **value** of a personal donation may only be determined by the donor.

A donation of **intangible** Goods where either the donor cannot be determined (anonymous donation) or the donated intangible goods have unsubstantial value (Example: Animal-generated paintings).

### ***Donation of In-kind Services***

A donation of Services (Example: Food, Beverage, Bowling Alley or similar) to the sanctioned AAZK BFR event in where the only expectation of the Donor is to be promoted as a contributing sponsor of a sanctioned AAZK BFR event.

Note: A donation of In-kind Services does not require documentation on the AAZK BFR Financial Spreadsheet as this type of Service is intended for promotion and not income generation for a sanctioned AAZK BFR Event.

### ***Quid Pro Quo Donation***

A monetary donation of cash, check or credit card; a donation of Goods and Services, a donation of In-kind Services in where there is a direct and negotiated expectation of reward to the donor in exchange for the donation. A donation of this type may alter (reduce) the amount of the donation that can be claimed by the donor as a Federal or State tax deduction.

Example: A donor gives the sanctioned AAZK BFR event \$1000.00 in exchange for naming rights (sponsorship) to the sanctioned AAZK BFR event. Sponsorship has zero value so the value of the donation is not reduced.

Example: A donor gives the sanctioned AAZK BFR event a piece of artwork valued at \$500.00 in exchange for ten (10) tickets to the sanctioned AAZK BFR event. If your tickets are valued at \$25.00 per ticket x 10 tickets = \$250.00. The value of the donation is altered from \$500.00 to \$250.00.

Where the Quid Pro Quo donation is over \$75.00 (US) the IRS requires a **Statement of Disclosure** regarding the value given in exchange so the Donor may determine the appropriate tax deduction. The Disclosure Statements are found on BFR Blank Receipts and BFR Quid Pro Quo Donation Acknowledgment Letter

### ***Acknowledgment***

The informal acknowledgement of any donation in any form to a sanctioned AAZK BFR through cancelled check, credit card receipt issuance of a receipt, Thank You letter or electronic mail.

### ***Auction***

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In most states an Auction in any form is normally known as a Sale of Goods and is not subject to the same reporting to IRS as to gambling or games of chance. It is incumbent upon sanctioned BFR Event Holders to determine the local regulations and sales tax requirements (if any) regarding auctions within their State.

### ***Formal Acknowledgement***

Per IRS regulation when *requested* by a donor all monetary donations over \$250.00 shall be acknowledged by a **Formal Letter of Acknowledgement** from the sanctioned AAZK BFR event holder by the amount of donation under signature of a representative of the sanctioned AAZK BFR event holder.

### ***Raffle (Gaming)***

Per IRS regulation “Raffle” Defined: In general, a raffle is considered a form of lottery (gambling). As such, a raffle generally refers to a method for the distribution of prizes among persons who have paid for a chance to win such prizes, usually determined by the numbers, or symbols, on tickets drawn.

## **POLICY**

Bowling for Rhinos is a trademarked program of AAZK and for the purposes of this policy all events utilizing the trademark *Bowling for Rhinos*, including such events titled under a different name (Rockin, Rummage, Winos, Wii©, Curling, et, al.) that are events held by subordinate Chapters of AAZK shall be governed by this policy. AAZK BFR is an exclusive event and shall not be combined, co-joined, or held concurrently with any other AAZK Chapter fund raising event.

AAZK shall serve as the resource for all sanctioned BFR events hosted by AAZK Chapters or other entities that have provided a Federal Non-profit Tax Exempt number to AAZK. Sanctioned BFR events are to be organized, held and administrated so that 100% of all profits realized shall be dedicated to Rhino Conservation strategies and distributed to the approved entities as defined under Directive 7.02-3 – Bowling for Rhinos.

AAZK BFR event holders shall be require to complete and file a detailed accounting of each AAZK BFR event with AAZK. Financial accounting shall be detailed on the **AAZK BFR Financial Statement** Excel© Spreadsheet.

**The BFR Financial Spreadsheet** is the documentation of monetary donation, donations of Goods or Services, In-kind donations and Quid Pro Quo donations.

Where the sanctioned AAZK BFR event holders hold an event in where the attendee is charged an admission fee, the sanctioned AAZK BFR event holder shall disclose the portion of the admission price that the attendee may claim on their personal income tax as a taxable donation. Note: This is an IRS regulation when the donation fee is greater than \$75.00 (US).

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An AAZK sanctioned event should acknowledge every donation in any amount by a form of acknowledgment. Acknowledgment consists of cancelled check, credit/debit card receipt, issuance of an Official AAZK BFR Receipt, AAZK Thank You letter or electronic mail.

Every Monetary Donation or in the case of Goods or Services, In Kind or Quid Pro Quo donations where the value is known or determined to be \$250 or greater is subject to IRS **Formal Acknowledgment** regulation when **requested** by a Donor so those donations are required to be tracked. AAZK requires donation tracking by the sanctioned BFR event holder in the following manner:

1. Retain a copy of all Business Donation Thank You letters issued
2. Retain a copy of all Personal Donation Thank You letters issued
3. Retain a copy of all Formal Acknowledgement Letters issued
4. Retain a copy of all In-Kind/Quid Pro Quo Donation Letters issued
5. Retain copies of all BFR Donation Receipts issued
6. Ledger entry of all donations of \$250.00 or greater into the AAZK Donation Tracking Spreadsheet

Donations of Goods or Services are normally offered by the donor and accepted by the sanctioned AAZK BFR event with the intention offering said donation to the attendees of the sanctioned AAZK BFR event as a Door Prize, Raffle item, Silent or Live Auction or similar in where an attendee has paid for entry into the sanctioned AAZK BFR event or had paid for a ticket (chance) to win a prize or bids in a dollar amount during an auction item during the sanctioned AAZK BFR event.

*Note: It is the direct responsibility of the sanctioned AAZK BFR event holder to determine the legal requirements (if any) for holding an auction, raffle, lottery, game of chance, etc., within their State by contacting the appropriate governing authority, normally the Secretary of State or similar.*

Where a donated item with a value of \$600.00 or greater is raffled or awarded to a person or persons who have paid for a chance to win that or any item valued at over \$600.00 the actual assigned value of the item shall be reported to the IRS.

Per IRS Regulation, a person receiving gambling winnings must furnish the sanctioned AAZK BFR Event a statement on IRS Form 5754 made under penalties of perjury stating his or her identity and the identity of any others entitled to the winnings (and their shares of the winnings.) When the person receiving winnings is not the actual winner, or is a member of a group of two or more winners on a single ticket, the recipient must furnish the sanctioned AAZK BFR event with the information listed on IRS Form 5754, *Statement by Person(s) Receiving Gambling Winnings*, and the sanctioned AAZK BFR event shall file Forms W-2G based on that information. The sanctioned AAZK BFR event shall keep Form 5754 for four (4) years and make it available for IRS inspection. (See the specific instructions for IRS Form 5754 for more information.)

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The sanctioned AAZK BFR event shall file Forms W-2G with the IRS by the last day of February of the year after the year of the raffle. Use Form 1096, *Annual Summary and Transmittal of U.S. Information Returns*, to transmit Forms W-2G to the IRS. The sanctioned AAZK BFR event shall also issue Forms W-2G to prize recipients by January 31 of the year after the year of the raffle.

AAZK Bylaws requires it subordinate Chapters to receive approval from the Association prior to entering into any contract or negotiation of \$1000.00 or greater. This applies directly to sanctioned AAZK BFR event holders who are offered and are entertaining the acceptance of a donation of Goods or Services with a value of \$1000.00 or greater. Approval is gained by contacting the CEO/CFO of AAZK with a description of the donation and intended use of the donation.

Note: AAZK Chapters are prohibited from **holding** title to real estate or vehicles.

Violation of an AAZK Bylaw (unintended or willful) shall be cause for an Ethics Investigation into the matter per Directive 6.01-1 Member Conduct and may include further disciplinary action against the Chapter up to and including termination of the Chapter Charter.

Per IRS regulation monetary donations of \$5,000 or greater made to a sanctioned AAZK BFR event may be reported to the IRS. IRS reporting of a monetary donation of \$5,000.00 or greater may cause the Subordinate AAZK holding the sanctioned AAZK BFR event to file IRS 990EZ where the donation is reported on a supplemental IRS Form and attached to the Chapter's tax filing.





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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 2                          |
|  | Effective Date:<br>July 31 2013         |
| Subject:<br><b>Trees for You and Me</b>        | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

This Directive will establish the procedure for the operation of the American Association of Zoo Keeper (AAZK) Program Trees for You and Me (TFYM) under the direct supervision of an appointed Program Manager. Per AAZK policy a long term commitment to a Conservation or Educational program that utilizes AAZK member and financial Resources categorizes TFYM as an **AAZK Program**.

**POLICY**

The TFYM Program Manager is eligible for indirect compensation from AAZK in the form of gratis full or day registration to the annual AAZK Conference. Should the Manager be excused from attendance by the Board Oversight, the Program Vice Manager is eligible for Conference Registration.

The TFYM AAZK Program Manager shall report directly to the Conservation Board Oversight of AAZK and shall file Midyear and Annual Reports with the AAZK Conservation Board Oversight.

Per resolution of the AAZK Board of Directors, AAZK shall seek to maintain the AAZK Program Trees for You and Me (TFYM). This Program originated from an Agreement with Polar Bears International (PBI) and AAZK, and has since been deeded directly to AAZK. A Memorandum of Agreement shall be maintained that defines the relationship with PBI and AAZK regarding TFYM confined to co-promotion of the Program and marketing materials.

TFYM is an annual Conservation Program normally operating from 1 January of each calendar year, concluding on 1 November of each calendar year.

Accounting shall be maintained by the Chief Financial Officer (CFO) of AAZK. Funds generated by TFYM shall be forwarded to AAZK Administration and deposited in the AAZK General Operating Account, segregated for TFYM Grant Opportunities.

Funds from donations to TFYM shall be calculated and consolidated by line item into one (1) AAZK TFYM Grant Opportunity to fund emergency or other reforestation projects. The total amount of funds to be awarded is determined at the conclusion of the annual program on 1 November of each calendar year. The TFYM Reforestation Grant Requirements and Application Form are posted on the AAZK Webpage.

|   |                   |                           |                                 |                |
|---|-------------------|---------------------------|---------------------------------|----------------|
| Subject:<br><b>Project or Program Manager</b> | Number:<br>7.02-5 | Rev.<br>18 September 2016 | Effective Date:<br>12 June 2013 | Page 2<br>of 2 |
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The AAZK Program Manager in direct consultation with the AAZK Conservation Committee and AAZK Grants Committee shall be the authorities in judging the applications for the TFYM Reforestation Grant per adopted and ratified judging matrix and shall coordinate any reporting of the awarded grant funds to AAZK. The TFYM Reforestation Grant award shall be ratified by the AAZK Board of Directors.

The Program Manager of TFYM shall convey to the CEO of AAZK the TFYM Reforestation Grant Award Winner in writing. The CEO shall execute the Grant Award to the winning applicant in the form of a check executed from the AAZK Operating Account on or about 1 December of each calendar year.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>7.02-6</b> | Page 1<br>of 1                          |
|   | Effective Date:<br>July 31 2013         |
| Subject:<br><b>National Zoo Keeper Week</b>                         | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

This Directive will establish the procedure for the promotion, marketing and coordination of the American Association of Zoo Keeper (AAZK) Program National Zoo Keeper Week (NZKW) under the direct supervision of the Committee Chair for the AAZK Resource Committee (ARC).

Per AAZK policy a long term commitment to a Conservation or Educational program that utilizes AAZK member and financial Resources categorizes NZKW as an **AAZK Program** operating under a Committee format.

**POLICY**

Per resolution of the AAZK Board of Directors, AAZK shall seek to promote and market the AAZK Program National Zoo Keeper Week (NZKW). This Program was developed by AAZK and is solely promoted by AAZK as an event that occurs in the third (3<sup>rd</sup>) week in July of each calendar year.

The NZKW AAZK Coordinator shall report directly to the Chair of the AAZK Resource Committee and ultimately a Board Oversight of AAZK and shall be a component of the Midyear and Annual Reports filed by the AAZK Resource Committee with the AAZK Board Oversight.

The Coordinator for NZKW week shall distribute to inquiring AAZK Chapters and Facilities any and all materials associated with NZKW and shall coordinate any media interviews, statements, or Press Releases through the AAZK President or the Chief Executive/Financial Officer (CEO/CFO) of AAZK.

The NZWK Coordinator shall liaison directly with the Communication Committee to promote National Zoo Keeper Week through AAZK Social Media outlets.



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| <b>American Association<br/>of Zoo Keepers</b>            | Page 1<br>of 2                     |
|   | Effective Date:<br>9 July 2004     |
| Subject:<br><b>Annual Conference – Letter of Interest</b> | Reviewed/ Revised:<br>3 April 2017 |

### Board Administrative Directive

#### PURPOSE

To establish the process by which the American Association of Zoo Keepers (AAZK) shall recruit AAZK Chapters to host a Conference for the Association.

#### POLICY

The Board of Directors through the Chief Executive/Financial Officer (CEO/CFO) of AAZK shall recruit chartered Chapters in good standing to host an AAZK Conference for on behalf of AAZK. Recruitment of Chapters to host shall be based upon interest demonstrated to the Board of Directors, coupled with a Letter of Interest Packet addressed to AAZK.

All chartered Chapters of AAZK are eligible to host an AAZK Regional or Annual Conference. In order to establish the qualifications of the AAZK Chapter(s), a Letter of Interest Packet with specific Chapter and potential Host Facility documents shall be submitted to the CEO/CFO of the AAZK. For the purpose of this Directive the Annual Conference may also reference a regional event. The required Packet documents are listed herein:

1. A Letter of Interest (LOI) to host an AAZK Annual Conference designated by stated year shall contain:
  - The LOI shall be signed by the current AAZK Chapter Officers.
  - The LOI shall list AAZK Chapter Officers by title in the Chapter and their membership status within the Association.
  - The LOI should also address the number of conferences the officers of the Chapter and/or the potential Conference Committee have previously hosted and/or attended.
  - The LOI should also contain all current and pertinent contact information for the Chapter Officer signing the Letter.
2. A list of current AAZK Chapter members.
3. A current bank account statement from the financial institution detailing the funds on account and held by the AAZK Chapter.
4. A letter of support from the potential Host Institution(s), signed by the CEO or equivalent. This document shall detail the intended financial support of the host facility(ies) for the AAZK Annual Conference. A commitment of financial resources in the form of a promissory amount or in-kind services, in writing, is strongly encouraged. The document should state whether the host facility will allow Chapter

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|---|-------------------|----------------------|---------------------------------|----------------|
| Subject:<br><b>Annual Conference – Letter of Interest</b> | Number:<br>7.03-1 | Rev.<br>3 April 2017 | Effective Date:<br>July 9, 2004 | Page 2<br>of 2 |
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- fundraising to benefit the AAZK National Conference, to occur on Facility grounds in a time period preceding the AAZK National Conference.
5. Letters of support from any other recognized organization within your community, pertinent to the hosting of a conference (Chamber of Commerce or similar entity).
  6. An estimate of cost associated with lodging (per night) projected for the calendar year of the AAZK National Conference.

The completed packet of materials should be mailed or electronically mailed to the CEO/CFO of the Association at the current address of the Association on or before March 1, in the current year in which the Letter of Interest Packet is filed.

The materials will be reviewed by the CEO/CFO and the Conference Manager of the Association and if warranted by the receipt of multiple Chapter Packets; a formal recommendation for award may be made to the AAZK Board of Directors for affirmation. The AAZK Chapter(s) submitting the Packet shall be kept apprised of the Board affirmation process.

Under circumstances of multiple Packets submitted by qualifying AAZK Chapters and in the financial interest of AAZK; AAZK reserves the right to make an offer to a qualifying AAZK Chapter to host an AAZK Annual Conference in an alternate year. In circumstances where multiple Packets remain under consideration, the AAZK Board of Directors shall repeat the review and selection process.

After affirmation of the AAZK Board of Directors, the AAZK Chapter's nomination to Host an AAZK Annual Conference shall be placed before the Professional Membership for ratification vote by representation of the Professional Membership in attendance at the Annual Conference a minimum of four (4) years prior to award.



**7.03-2**

Subject:  
**Annual Conference  
Member Ratification**

Effective Date:  
1 January 1991

Reviewed/ Revised:  
3 April 2017

**Board Administrative Directive**

**PURPOSE**

To establish the parameters for how the Membership shall ratify the Host Chapter for an American Association of Zoo Keepers (AAZK) Conference.

**POLICY**

As per the adopted and ratified Bylaws of AAZK the Board of Directors will convene an AAZK Annual Conference. The AAZK Conference shall be hosted by an AAZK Chapter in good standing at site selected recommended by the Chief Executive/Financial Officer (CEO/CFO) and the AAZK Conference Manager to the AAZK Board of Directors. AAZK Conference site selection shall then be ratified by the AAZK Membership.

The Host Chapter will be selected by the Board of Directors per the recommendation of the CEO/CFO of AAZK and the AAZK Conference Manager as the direct result of a selection process referenced in Administrative Directive 7.03-1. Only chartered AAZK Chapters that have filed a Letter of Interest Packet shall have their petition to host an AAZK Annual Conference placed before the Board for selection. The site of the AAZK Annual Conference will be targeted a minimum of four (4) years prior to the event.

Ratification of the AAZK Host Chapter and AAZK National Conference shall be by performed by the membership representation present at an AAZK Annual Conference four (4) years prior to the event in a voting process monitored by the CEO/CFO of the Association.

The Chapter selected by the Board of Directors to host an AAZK Annual Conference is required to submit to this Association, materials in the form of promotion to the Professional Membership of AAZK. Promotional media can be professionally produced by the host facility or facilities, or may be produced by the Chapter membership. Promotional digital media (video) shall not exceed five (5) minutes. Presentation schedules will be set by the CEO/CFO or the AAZK Conference Manager of the Association and shall not exceed seven (7) minutes total.

Ratification votes shall be cast by Chapter and Member representation in attendance at the Annual Conference of the Association will be tracked and counted by the Association and the final results

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| Subject:<br><b>Annual Conference<br/>Member Ratification</b> | Number:<br>7.03-1 | Rev.<br>3 April 2017 | Effective Date:<br>1 January 1991 | Page 2<br>of 2 |
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of the ratification vote for the Annual Conference will be announced during the AAZK Annual Conference.

Host Chapters, duly ratified by the membership to hold an Annual Conference shall sign the **Memorandum of Agreement, Chapter Responsibilities to Association - Annual Conference**, referenced in Administrative Directive 7.03-4, within thirty (30) days of the awarded bid.

Host Chapters shall report directly to the Conference Manager of AAZK and the designated Host Chapter Conference Chair(s) shall file both Annual and Mid-year reports, regarding the progress of the Conference Committee with the Conference Manager of AAZK.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 1                    |
|  | Effective Date:<br>1 January 1991 |
| 7.03-3   | Reviewed/ Revised:<br>6 May 2013  |
| Subject:<br><b>Annual Conference Award</b>     |                                   |

## Board Administrative Directive

### PURPOSE

To establish the guidelines of notification to the Host Chapter selected by the American Association of Zoo Keepers (AAZK) Board of Directors and ratified by the AAZK Membership host an Annual AAZK Conference.

### POLICY

The AAZK Chapter that is selected by the AAZK Board of Directors and ratified by the AAZK Membership to host the AAZK Annual Conference shall be notified within thirty (30) days of selection by the Chief Executive/Financial Officer (CEO/CFO) of AAZK or the AAZK Conference Manager. The notification will include the official proclamation of the Award by the Board of Directors of AAZK. The notification will also include the following documents:

#### **Administrative Directives:**

- 7.01-5 Conservation Committee**
- 7.01-9 Professional Development Committee**
- 7.03-4 Conference Host Responsibilities to the Association - Memorandum of Agreement**
- 7.03-5 Registration Fees and Auction Monies**
- 7.03-6 Music Union Contracts**
- 7.03-7 Zoolympics**
- 7.03-8 Program**
- 7.03-9 Conference Sponsorship**
- 7.03-10 Green Conference Guidelines**

Host Chapters that have been selected to present an AAZK Annual Conference shall liaison with the Administrative Offices of the Association to obtain direction and assistance in the financial accounting of the Conference process.





**7.03-4**

Effective Date:  
1 January 1991

Subject:

Reviewed/ Revised:  
13 June 2013

**Conference Host  
Responsibilities to the Association**

**Board Administrative Directive**

**PURPOSE**

To establish the minimum responsibilities each Host Chapter has to the membership, staff and to the American Association of Zoo Keepers (AAZK) while planning for and hosting an AAZK Conference. With AAZK Board of Director approval this policy may also apply for AAZK Chapters granted the permission to host an AAZK Regional Conference.

**POLICY**

Each Host Chapter, upon the award to present an AAZK Annual Conference, shall sign and file a **Memorandum of Understanding (MOU) and Agreement; Chapter Responsibilities to the Association in Hosting an Annual Conference**. A Draft Agreement will be forwarded to the Host Chapter by the Chief Executive/Financial Officer (CEO/CFO) and the Conference Manager of AAZK. The Draft MOU Agreement shall be negotiated between the Host Chapter and CEO/CFO and finalized. The finalized MOU shall be signed by Officers of the Host Chapter and returned within 30 days of receipt.

This MOU Agreement is a binding document. The MOU may only be voided by vote of the AAZK Board of Directors. Host Chapters failing to live up to the MOU Agreement are subject to disciplinary actions detailed in Article V, Sections 1, 2, and 3 of the adopted and ratified Bylaws of the Association.

In addition to signing this agreement, chapters shall also file copies of the following documents with the AAZK representatives within 30 days of MOU Agreement signature:

- Draft Hotel Contract and Room Block**
- Draft Transportation Contracts**
- Draft Entertainment Contracts**

The Host Chapter will form a **Conference Committee**. This Committee shall be chaired by a current Member or Members of both the Chapter and AAZK. Any change in the position of Conference Chair(s) shall be communicated to the Conference Manager, in writing, within fifteen (15) days of the event. It is suggested by AAZK, that the Committee Chairs consist of, but not be limited to, the following:

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|--|-------------------|--------------------------------|-----------------------------------|----------------|
| Subject:<br><b>Conference Host – Responsibilities to the Association</b> | Number:<br>7.03-4 | Reviewed<br>October 6,<br>2016 | Effective Date:<br>1 January 1991 | Page 2<br>of 3 |
|--|-------------------|--------------------------------|-----------------------------------|----------------|

- Conference Program Representative to the AAZK Professional Development Committee (PDC) – Required
- Hotel/Catering
- Treasurer - Budget/Finance/Fundraising
- Transportation
- Pre/Post Conference trips
- Registration

Appointments to Conference Chair(s) shall be documented by Member name in the required Annual and Mid-year Conference Report to the AAZK Conference Manager.

Additional Host Chapter representatives may be assigned to tasks that are normally associated with an AAZK Conference.

The Conference Chair shall appoint a Treasurer(s) whose responsibilities shall include professional management of all funds collected, raised and tendered during the three year period surrounding an AAZK Annual Conference. At the request of the AAZK Conference Manager, the Conference Treasurer may be subject to obtaining an insurance bond. All financial records shall be maintained in a professional manner and subject to review by the CFO of the Association, upon request.

The Host Chapter shall establish a separate account for the AAZK Conference and shall register that account with the CEO/CFO of the Association. AAZK maintains policy of two signatures on all checks issued by the Host Chapter; *or* a documented approval and verification process for the utilization of debit cards and credit cards. This policy shall also be mandatory on the Host Chapter Conference account. The December copy of the account shall be included in the Host Chapter’s Re-charter Packet - Yearly Financial Statement and submitted by the deadline of 15 February of each calendar year.

Upon conclusion of the AAZK Conference, all monies realized from the AAZK Conference that are the property of AAZK shall be forwarded to the CEO/CFO of the Association within forty-five (45) days. A complete financial report shall accompany the funds, submitted by the Host Chapter, signed by the Conference Treasurer shall accompany any funds. After all accounts have been settled, the Host Chapter Conference Account can then be terminated and remaining profits transferred into the general operating account of the Host Chapter.

The Host Chapter shall endeavor to ensure that AAZK shall not be held liable for outstanding debts or legal action associated with the AAZK Conference. It is the responsibility of the Host Chapter to employ fund raising strategies, or secure gap funding from the Host Facility combined with adequate delegate attendance to insure no financial liability on behalf of AAZK.

Student Members participating in AAZK Conference events shall provide accepted and legal identification to the Host Chapter during registration. Student Members identified as Minors

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| Subject:<br><b>Conference Host – Responsibilities to the Association</b> | Number:<br>7.03-4 | Reviewed<br>October 6,<br>2016 | Effective Date:<br>1 January 1991 | Page 3<br>of 3 |
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under legal age (21) shall be identified in manner selected by the Conference Host *for the expressed purpose* of prohibiting purchase or consumption of alcohol during sanctioned and non-sanctioned AAZK Conference events.

The Host Chapter shall have the opportunity of marketing the AAZK Conference to the membership starting in November of the calendar year prior to their AAZK Conference. The *Animal Keepers' Forum* (AKF) shall provide the Host Chapter with advertisement space for the conference, in a format detailed in the Memorandum of Understanding and Agreement. The Host Chapter shall meet the specified deadlines of the AKF Editor for advertisement. Marketing of the conference shall be done in a professional manner.

Contests and/or give away items held in conjunction with the advertisements shall receive prior approval from the AAZK Conference Manager. Advertisement content, in the form of drawings, photographs, cartoons or similar subject matter, shall receive prior approval from the AAZK Conference Manager. The Conference Committee is urged to advertise the conference in other Animal Related Publications such as AZA, CAZPA, AAZV and AVT Publications, or similar.

Beginning any time after the conclusion of the year's prior conference the Host Chapter shall create and manage a webpage that promotes the upcoming AAZK Conference. This webpage shall be created and managed independently from the AAZK web site and accessible via a Link to the AAZK website. The Host Chapter shall cover all expenses associated with the maintenance and updating of the webpage. The webpage shall eventually contain an electronic registration feature and/or a downloadable registration form for the membership. Any Link established on the webpage shall only be accepted per AAZK policy.

At a time designated by the Conference Manager (normally March 1) – the registration process on the webpage for the Annual Conference shall “go live”. The Host Chapter shall provide a methodology for delegate registration and registration for Professional Certificate Courses, and Limited Topical Workshops. The PC Course and Limited Topical Workshops shall have registration capped at a number set by the PDC and the Conference Manager. A wait list shall be established for all closed Courses and Limited Workshops.

The Host Chapter shall provide a direct web link to the selected Conference Hotel for delegate registration.

The Host Chapter shall establish and maintain electronic communication with the membership, in the form of an email address. The email shall be checked daily, and membership questions answered promptly.

The CEO/CFO and the Conference Manager shall provide the Host Chapter with a list of meeting space needs for the Board, no later than 90 days prior to the start of conference.

A complete report on the conference is to be filed with the Conference Manager of AAZK by 1 January of the calendar following the Conference.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>7.03-5</b> | Page 1<br>of 2                          |
|   | Effective Date:<br>4 October 1991       |
| Subject:<br><b>Registration Fees and Auction Monies</b>             | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

To set a policy by which the Board of Directors of the American Association of Zoo Keepers (AAZK) shall negotiate and set registration fees for the Annual Conference with the Host Chapter.

To set a policy by which Host Chapter may grant complimentary or gratis registrations to Host Chapter Members, Host Facility Staff Members and Guests and to clarify where the Host Chapter's responsibility to remit the AAZK surcharge (AAZK portion of each Conference Registration Fee) applies.

To set a policy by which each Conference Delegate will pay a mandated surcharged fee, set by the AAZK to offset the Carbon Footprint of each conference delegate creates while traveling to attend the AAZK Conference.

To set a policy by which a percentage of the profits from the Live and Silent Auctions, held in conjunction with the Annual Conference, are divided between the Host Chapter and AAZK.

**POLICY**

As stated in the Association Bylaws the Board of Directors of the AAZK shall set the registration fees for the Annual Conference, two (2) years prior to the Conference. The Board of Directors shall solicit input from the Host Chapter Conference Committee when finalizing Registration Fees. The Registration Fee should represent a figure that will cover all costs of hosting an AAZK Conference. The Registration fees (full and day) are subject to a split (share) between the Host Chapter and AAZK for the benefit of the AAZK general operating fund.

The Host Chapter shall set the non-AAZK member fees and Late Registration Fees at a minimum of **\$100.00** over the Member and early Registration Fee agreed upon in the Memorandum of Understanding signed between the Host Chapter and AAZK Inc.

The AAZK Board of Directors, Chief Executive/Financial Officer (CEO/CFO), AAZK Staff, AAZK Committee Chairs and AAZK Program Managers are eligible for indirect compensation in the form of gratis Conference registration, paid by AAZK. The exact number will be determined by the AAZK Conference Manager. The Host Chapter will supply a "code" or similar to allow for gratis electronic registration of the designated individuals.

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| Subject:<br><b>Bloodborne Pathogens Program</b> | Number:<br>IH-002 | Rev.<br>October 6,<br>2016 | Effective Date:<br>January 1, 1997 | Page 2<br>of 4 |
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In return, a check in the amount of the Host Share for each registration will be executed by the Administrative Offices of AAZK and paid to the Host Chapter by 1 July. As not to negatively impact the Host Chapter budget, the Host Chapter shall not be responsible to remit to AAZK the “share” of the registration costs for the designated AAZK Staff and Members.

### **Host Chapter Committee Members and Host Facility(ies) Staff**

#### **Discussion**

AAZK is very cognizant of the monetary or in-kind support offered by the Host Facility and nearby facilities to the Host Chapter in support of the AAZK Annual Conference. AAZK is also cognizant that Host Chapter Members put forth a massive effort into the organization of an AAZK Annual Conference, while some Host Facility staff do not participate or support the process.

It sometimes becomes a point of contention or concern within the Host Chapter whether to allow or control access to the AAZK Conference for Host Facility staff members that are not members of the Host Chapter. Therefore, AAZK has set the following **guidelines** for Host Chapters to review before selecting *one option* which best fits the current economic and political climate of their Host Facility.

#### **Guidelines**

Host Chapters shall have four (4) options for registering Host facility staff members to attend an AAZK Conference. A staff member is an individual that is employed by the Host Facility in any capacity and is not an AAZK Host Chapter member or while they may be a member of the Host Chapter they are not a paid member of AAZK. AAZK policy is that only registered delegates may attend an AAZK function, including admission to the Hospitality Suite. Exceptions to this policy shall be made for events held on the Host Facility property and for guests invited by the Chapter or Host Facility to the Ice Breaker or Banquet events.

- **Option 1 - Full Fee:** An individual staff member from the Host Facility may be charged full conference or day Registration Fees set by the Host Chapter and AAZK in the Memorandum of Understanding and Agreement.
- **Option 2 - Reduced Fee:** An individual staff member from the Host Facility may be charged a reduced Fee for full or day registration that is fully inclusive of the AAZK surcharge as delineated in the Memorandum of Understanding and Agreement. The Host Chapters may add *and retain* any additional amount to the reduced fee to cover the Host Chapter’s expense outlay.
- **Option 3 - Bulk Fee:** The Host Chapter (or Host Facility) may pay a bulk fee of \$300.00 to AAZK that shall cover Registration Fees for all Host Facility staff that may wish to attend an AAZK event for the duration of the AAZK Conference.
- **Option 4 – No Fee:** The Host Chapter may waive full or day Registrant Fees for all staff members from the Host Facility.

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### **Identification**

Regardless of gratis, reduced, or bulk fee option, Host Chapter Members and Conference attendees from the Host Facility shall be identified by valid conference identification at all times while in attendance at a Conference event.

### **Keynote Speaker**

AAZK shall waive the AAZK share of Registration Fee for one (1) Keynote Speaker for the AAZK Conference effectively allowing the Host Chapter to waive the registration fee for a focal Keynote. Should additional Keynote Speakers be desired by the Host Chapter, the Host Chapter shall be responsible for remitting the AAZK surcharge fee (full or day) for the individual back to the Association.

### **Person of Merit**

In addition to the circumstances described above, the Host Chapter has the discretion to offer gratis registration (fee waiver) to any delegate, staff member or selected guest based upon merit identified by the Host Chapter.

In addition, AAZK reserves the right to identify a Person of Merit and to pay a reduced registration fee, which excludes the AAZK surcharge, but covers the Host Chapter's expenses for the delegate.

### **Reporting**

When reporting delegate attendance figures to the CEO/CFO of the Association and in the final written report the Host Chapter shall list the registration numbers for:

- Full Conference Registrants
- Day Conference Registrants
- \*Gratis Registrants (includes Board of Directors, AAZK Staff, Committee Chairs, Program Managers and focal Keynote Speaker)
- \*Host Chapter Members
- \*\*Host Facility Staff Members
- \*\*\*Person(s) of Merit (includes additional keynote speakers, full or day registrants)

\* Indicates there is no AAZK surcharge fee due to the Association

\*\* Where No Fee option is selected, there is no AAZK surcharge fee due to the Association

\*\*\* Indicate each individual by name and the amount of fee paid to AAZK or by AAZK National

### **Carbon Footprint Offset**

A mandatory \$5.00 fee shall be charged to every full and day registrant that does not qualify for any of the listed exemptions granted by the Association and/or Host Chapter. This fee shall be applied directly to offset the Carbon Footprint of the Conference attendees during the course of travel and transportation associated with the AAZK National Conference Remittance of the fee to AAZK

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from the Host Chapter is included in the AAZK share of the Full or Day registration Fees due AAZK at the conclusion of Conference within 45 days.

On behalf of the Conference, AAZK shall remit all funds derived from the Carbon Offset Fee for deposit in the Trees for You and Me Emergency Reforestation Grant for reforestation programs administered within the United States and shall payout those funds in the year of the grant award.

### **Auction**

After the resolution of all conference debts, and providing the Host Chapter realizes a profit on the event, AAZK shall receive fifty percent (50%) of all auction monies, with exception noted below.

The Host Chapter may accept donation of auction items where one hundred percent (100%) of the proceeds from the sale of the item shall be donated to a specific conservation entity that is AAZK or other than AAZK. The Host Chapter shall endeavor to keep these items to a minimum as not to prolong the Live Auction, should such auction occur on the night of the banquet. The Host Chapter shall communicate the number of items, nature of items and conservation cause to the CEO/CFO of the Association prior to any items go up for bid before the membership.

This policy is referenced in the Memorandum of Understanding and Agreement, Chapter Responsibilities to AAZK for the Annual Conference, Directive 7.03-4, Section 2, Parts A and B.

### **Resolution of Fees**

All monies due AAZK, either from Registration Fees, Auction monies, or other specified Fees, shall be forwarded to AAZK, no later than forty-five (45) days after the conclusion of the conference.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>7.03-6</b> | Page 1<br>of 1                          |
|   | Effective Date:<br>4 October 1991       |
| Subject:<br><b>Music Union Contracts</b>                            | Reviewed/ Revised:<br>16 September 2009 |

**Board Administrative Directive**

**PURPOSE**

To establish a policy that will ensure compliance with the licensing agreements set forth by the various music unions regarding both live and recorded music played during the course of an American Association of Zoo Keepers (AAZK) Conference.

**POLICY**

In order to protect AAZK from liabilities associated with the playing of copyrighted live or recorded music during an AAZK Conference. AAZK shall have in place contractual agreements with Music Unions. This Agreement is **mandatory**.

The licensing agreement normally requires a flat fee, paid yearly by AAZK. In certain cases, a small fee, based upon delegate attendance and the types (live or recorded) of music played as well as the frequency, may also be assessed.

This master copy of this agreement is kept on file with the Administrative Offices of the AAZK.

AAZK Chapters shall be aware that if holding an AAZK Chapter Event where live or recorded music contracted by the AAZK Chapter and is played during the course of the Event, the Chapter may be held responsible for the Music Union Fees for such event. Chapters are responsible for determining local ordinance compliance and licensing obligations to various music unions.





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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 1                          |
|  | Effective Date:<br>1 January 1994       |
| 7.03-7   | Reviewed/ Revised:<br>16 September 2009 |
| Subject:<br><b>Zoolympics</b>                  |   |

### Board Administrative Directive

#### PURPOSE

To establish a policy of protecting the American Association of Zoo Keepers (AAZK) from any liabilities that may result from injuries received during a physical **Zoolympics** competition, held in conjunction with an AAZK Conference.

#### POLICY

Zoolympics are a semi-traditional event held during the AAZK Conference, in which zoo keepers display their athletic abilities and skills, while participating in an "Olympic like" format.

Zoolympics may also be qualified as an event that tests the mental capabilities and skills of a conference delegate.

**The Board of Directors of AAZK, by majority vote, strongly discourages the holding of a physical Zoolympics competition, in conjunction with an AAZK Conference. If a physical Zoolympic event is scheduled, the Host Chapter shall secure the following:**

- Obtain and file with the Chief Executive/Financial Officer (CEO/CFO) of AAZK, proof of insurance covering the event. This policy shall indemnify the Host Chapter for a minimum of two (2) million dollars, per injury, per event, and shall release the AAZK from potential harm, caused by injury or death of any Zoolympic participant.
- Should the Zoolympic event occur on Host Facility property, permission shall be granted from the Host Facility, in writing, and liability for any injury incurred by Zoolympic participant shall be defined in writing. or;
- Should the Zoolympic event occur on public property, permission shall be granted from the governing authority, in writing, and liability for injury incurred by a Zoolympic participant shall be defined in writing. or;
- Should the Zoolympic event occur on private property, permission shall be granted from the entity, in writing, and liability for injury incurred by a Zoolympic participant shall be defined in writing.
- In addition the host chapter shall seek a "Waivers of Injury" from Zoolympic participants, stating the known risk of injury involved in the event.

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| Subject:<br><b>Zoolympics</b> | Number:<br>7.03-7 | Rev.<br>16 September<br>2009 | Effective Date:<br>1 January 1994 | Page 2<br>of 2 |
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Recognized in any written agreement between the Host Chapter and the entity providing permission for the Zoolympic event shall be that AAZK Is “Held Harmless”.

It shall be recognized by the Host Chapter written agreements or insurance documents are seldom fully recognized by a court of law.

Documentation of Insurance or bond is **mandatory** associated with a Zoolympic event and should be filed with the CEO/CFO of the Association, thirty (30) days prior to the Zoolympic event. Notice of intent to hold a Zoolympic event shall be filed six (6) months prior to the start of the AAZK Conference. Failure to provide proof of insurance or waiver of liabilities shall result in the cancellation of the physical Zoolympic event by AAZK.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>7.03-8</b> | Page 1<br>of 3                          |
|   | Effective Date:<br>25 October 1992      |
| Subject:<br><b>Conference Program and Proceedings</b>               | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

To establish a policy by which Host Chapters empowered by the American Association of Zoo Keepers (AAZK) to present an AAZK Conference shall defer to the AAZK Conference Manager and the AAZK Professional Development Committee (PDC) regarding the format for the Conference Program which includes Paper, Poster, Traditional Workshop, Professional Certificate Courses and compilation of all materials for publication in AAZK media.

This document also reconfirms specifics functions of an AAZK Conference entitled Rhino Rally, Awards Program and AAZK Town Hall Meeting and Poster Author Presentation that are **required** elements of the AAZK Conference Program.

**POLICY**

The Host Chapter shall select a liaison to the AAZK PDC and this person shall serve as the Host Chapter Conference PDC Representative. The Host Chapter PDC Representative shall serve as an ex-facto member (ineligible to vote) of the AAZK PDC and shall remotely participate in all scheduled AAZK PDC Committee Meetings in the calendar year prior to the Host Chapter Conference.

Each Host Chapter, in consultation with the AAZK Conference Manager, may establish a theme for the AAZK Conference that centers on the exotic animal keeping profession.

**Program**

The Host Chapter shall ensure that meeting room space is available to the AAZK Board of Directors at least two (2) days prior to the beginning of AAZK Conference.

The Host Chapter in direct communication with the AAZK Conference Manager shall secure space for Paper, Poster, Traditional Workshop and Professional Certificate Courses. Normally this is one (1) large meeting space set in Classroom seating, and four (4) breakout rooms for Traditional Workshops and Certificate Courses set in Classroom seating.

The AAZK Conference Manager in direct communication with the Host Chapter shall select the Professional Certificate Courses. The AAZK Conference Manager with the PDC shall work with the Host Chapter Conference Program Representative to liaison with local subject-matter experts

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(SME) to coordinate and/or instruct Professional Certificate Courses. The Host Chapter PDC Representative **shall not** schedule or accept Traditional Workshops requests on the local level without specific direction from AAZK Conference Manager.

The AAZK PDC shall solicit professional papers, posters, and Traditional Workshops from the AAZK membership according to a pre-established timeline. The AAZK PDC shall have final approval over paper, poster and Traditional Workshop content. All paper, poster and Traditional Workshop authors (presenters) shall be approved by the Chief Executive/Financial Officer of the AAZK.

The AAZK PDC shall develop a Paper Presentation Schedule that will run independent of, or concurrent with, Traditional Workshops and Professional Certificate Courses. In order to facilitate the program schedule the Host Chapter PDC Representative shall coordinate and instruct moderators for each **Paper** presentation session, giving them specific time frames for presentation and cues to wind up a presentation.

The Host Chapter PDC Representative shall secure space and apparatus for Poster Presentations. At least once during the Conference, preferably in an evening event, the AAZK PDC shall set aside a time where Authors shall be present at their Posters to answer any questions from the AAZK Conference delegates and shall receive Awards from AAZK PDC judged by PDC criteria.

The AAZK PDC shall produce in electronic media of the day (example: Online Posting, .pdf on USB memory device, or similar) the AAZK Conference Proceedings. Any production costs shall be borne by AAZK. The method of distribution or posting shall be approved by the AAZK Conference Manager.

AAZK PDC shall establish a form of communication (e-mail) with the authors of all submitted materials to ensure the Authors that all papers and posters have been received by the AAZK PDC and are under consideration for acceptance.

All submitted Paper, Poster and Traditional Workshop abstracts shall be reviewed by the AAZK PDC for content applicable to the AAZK Conference. Papers and Poster Abstracts deemed not acceptable to the Conference shall be rejected by the AAZK PDC. The AAZK PDC shall establish a formal letter of rejection for all Paper, Poster and Traditional Workshop Abstracts deemed unacceptable to the AAZK Conference. This letter shall be mailed or emailed to the Author within a time frame not to exceed thirty (30) days after the deadline for Abstract acceptance.

All Paper, Poster and Traditional Workshop Abstracts that are deemed acceptable by the AAZK PDC shall be submitted to the AAZK Conference Manager and forwarded to the CEO/CFO of AAZK in the form author name and facility representation. The CEO/CFO shall review only the Author's name and Host Facility representation and shall render approval for presentation. The CEO/CFO or the appointed AAZK representative shall return final approval of the Authors within two (2) days of receipt from the AAZK Conference Manager.

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All authors who have received final approval from AAZK PDC shall receive a formal letter of acceptance from the AAZK PDC, by first class mail or electronic mail. This communication shall be completed within three (3) days of receiving final approval from the CEO/CFO, a minimum of 45 days prior to the deadline for paper submission.

All Authors, including Professional Certificate Course Instructors who have been selected to present materials before the membership during an AAZK Conference shall be required to sign the Author's Release of Content for Publication or AAZK Use and file an electronic copy of the completed materials with the AAZK PDC by the deadline set by the AAZK PDC. Proprietary photographs may be removed. Authors that fail to submit to the completed paper by the published deadline shall not be allowed to present during the AAZK Conference and shall be subject to additional penalties set forth by AAZK.

The Paper, Poster Traditional Workshop and Professional Certificate Course submissions shall conform to the guidelines for publication established by the Editor of the *Animal Keepers' Forum*. It is understood by the submitting Author(s) that all submitted written work shall be published in AAZK Media in some format, therefore submitted written content should not be specific or proprietary to an institution unless approved by said institution, however photographs deemed proprietary may be substituted or removed.

The Host Chapter shall be supplied with laptop computers (4) and media projectors (5) with current and applicable software and anti-virus protection, including provision to play digital media in the form of video, for Paper and Workshop presentations. AAZK PDC shall communicate to authors that presentations, including imbedded video should be saved in a "pack and play" format to ease compatibility and function issues.

The Host Chapter PDC Representative shall be responsible for additional equipment required for electronic presentation, including but not limited to; remote control devices, laser pointers, electric (extension) cords, electric cord covers, white boards and erasers, easels and pads. Above that, the Host Chapter PDC Representative shall ensure that any other reasonable requests by the Presenters for Audio/Visual or associated equipment are met.

The AAZK PDC shall post the framework (title and author) of the AAZK Conference Program electronically on the web page for the AAZK Conference, at least ninety (90) days prior to the start of AAZK Conference, including the Professional Certificate Courses scheduled for presentation.

The **Host Chapter** PDC Representative shall secure Moderators to monitor **each Paper Session**. Paper Session moderators shall be selected at the discretion of the Host Chapter PDC Representative and identification of the Paper Session Moderators shall be communicated to the AAZK PDC. Moderators shall be responsible for introducing the Presenter and enforcing the time restrictions placed on each presenter.

The **AAZK PDC** shall be responsible for presenter introduction and monitoring of all **Traditional Workshops** and **Professional Certificate Courses**.

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The AAZK PDC will collect from the provided laptop computers all Powerpoint® (PPT) presentations given by the authors.

### **Keynote**

The Host Chapter has the option of selecting a Keynote Speaker or Speakers. The Keynote Speaker(s) shall be a person associated with the care of exotic animals or shall be a person in the field of conservation, education or other related entity.

### **Bowling for Rhinos Conservation Papers**

The AAZK PDC shall work with the AAZK Conservation Board Oversight and the AAZK Conference Manager to ensure a dedicated time for presentation and discussion, normally after Welcoming Remarks, is allotted to the AAZK Conservation Partner members of the Bowling for Rhinos Program:

Bowling for Rhinos Program Manager (BFR)  
Lewa Wildlife Conservancy (LWC)  
International Rhino Foundation (IRF)  
Action for Cheetahs in Kenya (ACK)  
AAZK Conservation Committee (AAZK BFR/CRG)

A microphone(s) shall be placed in the audience so that AAZK delegates may ask questions of the presenting members.

### **Rhino Rally**

The Host Chapter shall work with the AAZK Conservation Committee Board Oversight or their designee to ensure a dedicated time on the Conference Program for the Bowling for Rhinos Rally. The Rhino Rally is a social event organized and executed by the Conservation Committee to promote past and future BFR events, ideas and concepts. AAZK **strongly suggests** that this 1-hour social event be held in the evening as a stand-alone event held just before/after another AAZK evening event (Awards Program or Town Hall Meeting) in the Ballroom. The AAZK Conservation Committee shall communicate AV requirements to the Conference Host.

### **Awards Program**

The Host Chapter shall work with the Conference Manager and the Awards Committee Chair to schedule the Awards Program to recognize the contributions of the AAZK Membership. This 90 minute social evening event shall be held in the Ballroom. At the conclusion of the Awards Program, future Conference Host Chapters have a time period on the schedule that allows for a promotional platform before the membership to make electronic presentations, speeches, and/or give away promotional materials during a selected function of the Association.

AV requirements for the Awards Program shall be communicated to the Host Chapter prior to the start of Conference by the Conference Manager and shall not exceed five (5) minutes per presentation or fifteen (15) total minutes.

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### **Town Hall Meeting**

The Host Chapter shall work directly with the AAZK Conference Manager to ensure dedicated time on the AAZK Conference Program to present a 1-hour financial and activity report to the membership of AAZK in attendance at the Conference. A call to the audience for questions and comments follows the Meeting. While an evening event is preferred, this event may also be scheduled during a provided lunch to the delegates.

### **Poster Author Presentations**

At least once during the Conference, preferably in an evening event, the AAZK PDC shall set aside a time where Authors shall be present at their Posters and to answer any questions from the AAZK Conference delegates and shall receive Poster Awards from AAZK PDC judged by PDC criteria.

### **Program Guide**

The Host Chapter shall publish an AAZK Conference Program in a format of their choice that shall allow the delegates in attendance, a brief but descriptive overview of every event and their location. The AAZK Conference Program shall include a map of the hotel or center where paper presentations, poster displays, Professional Certificate Courses and Traditional Workshops are held and shall clearly demarcate where the Exhibitors are placed. The AAZK Conference Program shall be part of the registration materials and shall be made available to each delegate as part of the registration cost.

Advertisement in the AAZK Conference Program should be limited to entities directly involved with the sponsorship of the AAZK Conference, exhibitors, sponsorship of the Host Facility, or Sponsors directly in or near the AAZK Conference Hotel.



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|  | Effective Date:<br>28 September 2007    |
| Subject:<br><b>Conference Sponsorship</b>      | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

To standardize and coordinate each Host Chapter solicitation approach to potential American Association of Zoo Keepers (AAZK) Conference Sponsors in partnership with AAZK and defining strategies with the AAZK Professional Development Committee to secure Professional Certificate Course sponsors in the acknowledgment and benefit levels for the AAZK Conference.

**POLICY**

**Recruitment of Professional Certificate Course Sponsorship**

The AAZK PDC shall only approach AAZK Commercial Members for Professional Certificate Course Sponsorship opportunities or other outside entities approved by the Conference Manager and the CEO/CFO of AAZK.

AAZK Professional Certificate Course sponsorship shall receive the **exact same benefits of Conference Sponsorship** at the **Silver** level and shall be recognized in the same manner in the Conference Program.

Once Sponsorship is secured for the Professional Certificate Courses, the Commercial Membership list, minus those Commercial Members committed to support Professional Certificate Courses shall be released to the Host Chapter for use in recruiting general Conference Sponsorship.

**Recruitment of Conference Sponsorship**

The Host Chapter shall only approach select companies or groups for monetary or service sponsorships benefiting the AAZK Conference:

- Nationally Recognized Companies
- Uncommitted AAZK Commercial Members to PCC Sponsorship
- Host Facility or Facilities
- Local Businesses
- AAZK Chapters

Provisions: AAZK understands that facilities may have established sponsorship agreements with National or Local businesses that have to be negotiated. For example: A Host Facility may have a contract with a national soft drink or animal food company, while AAZK may have a prominent



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Commercial Member from a competing company. The Host Chapter shall inform the Conference Manager of AAZK of any and all contractual commitments on a Host Facility level with regard to exclusivity.

### **Sponsorship Levels**

AAZK has established the following levels of AAZK Conference Sponsorship:

Platinum  
Gold  
Silver  
Bronze  
Copper

Intent: Each Host Chapter **should** apply a level of monetary or service contribution to the levels of Conference sponsorship, based upon the budgetary needs of the Host Chapter. It is intended, but not required, that AAZK Conference sponsorship in the Platinum category be exclusive to one donor. Should the Host Chapter solicit and award multiple sponsorships in the Platinum category, then full disclosure to all Platinum donors is required. Priority of acknowledgement shall be divulged to all parties, including the AAZK Conference Manager and CEO/CFO of AAZK.

Provisions: While the monetary amount of sponsorship may vary from Conference to Conference, the **Benefit Package** has very limited flexibility.

### **Benefit Package**

AAZK has established the following benefits to the AAZK Conference Sponsor at each level of sponsorship:

#### **Platinum Conference Sponsor**

- Banner placement in the Conference Hotel (when/where allowed by contract)
- Prominent logo placement on AAZK Conference banners and signage
- Logo placement on backdrop Powerpoint® slide(s), if/when utilized
- Sponsorship Entitlement – AAZK Conference, hosted by (Chapter Name), Sponsored by (Sponsor(s) Name) on all documents and advertisement
- Full Page gratis advertisement in the AAZK Conference (printed) Program (Program ad location chosen by sponsor)
- Gratis Exhibitor spaces
- \*Four (4) gratis AAZK Conference Registrations
- AAZK Member rates at Conference Hotel
- Sponsor introduction and acknowledgment at the Ice Breaker and/or Banquet

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- Certificate of Appreciation (plaque) presented at the Banquet at the expense of the securing entity Host Chapter or AAZK. Note: The Host Facility is recognized by plaque presented by AAZK.

Note: AAZK shall be considered a Platinum Sponsor of each AAZK National Conference. No certificate of Appreciation is required

### **Gold - Secondary Sponsorship**

*Recommended for:*

**Facility (zoo) In-kind support**

**Single Meal Sponsorship**

**Transportation Sponsorship**

**Shirt Sponsorship**

- Secondary logo placement on AAZK Conference banners and signage
- Full page gratis advertisement in the Conference (printed) Program - back cover (Additional ad locations may be identified for multiple Gold level Sponsors)
- Gratis Exhibitor space
- \*Two (2) gratis Conference registrations
- AAZK Member rates at the Conference Hotel
- Sponsor introduction and acknowledgement at the Ice Breaker and/or Banquet
- For Shirt Sponsors – Logo placement on the shirt

### **Silver**

**Includes - Professional Certificate Course Sponsorship secured by PDC**

*Recommended for:*

**Coffee Break Sponsor**

**Beverage Sponsorship**

- 1/2 page gratis advertisement in the Conference Program
- 50% discount on Exhibitor space – *Member or Non-Member Rate*
- AAZK Member registration rates for Conference Registration
- AAZK Member rates at the Conference Hotel

### **Bronze**

*Recommended for:*

**Give-Away Materials**

- Gratis advertisement in the Conference (printed) Program (Business Card size)

### **Copper**

*Recommended for:*

**Auction Items of significant value (Business or Personal Donations (excluding member donations, unless item value warrants mention))**

**Hospitality Suite Sponsors**

- Line item acknowledgement in the Conference Program

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- Acknowledgement on Auction Item
- Acknowledgement in Hospitality Suite

\* Conference (commercial) Exhibitors, excepting AAZK and all its members, are not required to register their individuals with the Host Chapter, but the individuals are issued Conference identification in the form of a badge. A commercial Exhibitor will not participate in AAZK Social functions (Ice Breaker, Meals, Auction, Zoo Day, Banquet) *unless* they pay a delegate registration fee to the Host Chapter.

A Conference or PCC Sponsor awarded gratis Conference registration as part of the **Silver** Sponsorship package shall be allowed to attend AAZK Social functions mentioned in the above paragraph.

The Host Chapter shall approach AAZK Conference sponsors for in-kind services or donations and assign a monetary value for the 5-categories of conference sponsorship. For example: If the Host Facility is sponsoring “Zoo Day”, excluding admission for delegates, with other values added (transportation, hosted bar, etc) then a monetary value is assigned to the donation and AAZK Conference sponsorship and acknowledgment is afforded accordingly.

If a Host Facility tenders an “up front” monetary donation to the Host Chapter in support of the AAZK Annual Conference, the Host Facility would qualify for sponsorship acknowledgement under the monetary values assigned by the Host Chapter.

Establishment of guidelines for AAZK Conference Sponsorship does not preclude the Host Chapter from conducting an AAZK Chapter Challenge and acknowledging the funds received from supporting AAZK Chapters.

Establishment of guidelines for AAZK Conference Sponsorship and placement of advertisement in the AAZK Conference Program does not preclude the Host Chapter from selling advertising space, including coupons, to local merchants in the vicinity of the Conference Hotel.



**Board Administrative Directive**

**PURPOSE**

To establish a list of responsible guidelines by which Host Chapters of the American Association of Zoo Keepers (AAZK) shall consider, plan and execute the AAZK Annual Conference, striving to maximize the use of recycled materials in order to minimize the environmental impact on the local community and the global environment.

**POLICY**

The following guidelines summarize AAZK's commitment to conducting conferences in a manner that stresses responsible use of natural resources and minimization of greenhouse gas emissions. These guidelines are provided for coordinators, committees, vendors and all AAZK members, and aim to educate and inspire continued alleviation of greenhouse gas emissions both within AAZK Inc. and the larger society. These guidelines should be continually evaluated as technologies and mitigation options continue to develop.

**GUIDELINES**

Being green starts with re-thinking how you live your daily life. Across the nation, many communities and workplaces are making it easier to live an environmentally friendly lifestyle by implementing green practices such as recycling and using energy efficient products. But what happens when we attend conferences? It is easy to recognize the environmental costs of travelling to and from the conference site but there are many hidden ecological expenses associated with planning and hosting a conference. The AAZK Conservation Committee is striving to make being green easy at the National AAZK conferences by compiling a list of guidelines to follow when planning a conference.

As a scientific and professional organization whose members are keenly aware of environmental and conservation issues, AAZK, Inc. strives to be in the forefront of environmental stewardship. As animal keepers, we are particularly concerned about rapidly increasing greenhouse gas concentrations and associated climate change. The following guidelines summarize AAZK's commitment to conducting conferences in a manner that stresses responsible use of natural resources and minimization of greenhouse gas emissions. These guidelines are provided for coordinators, committees, contractors and all AAZK members, and aim to educate and inspire

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continued alleviation of greenhouse gas emissions both within AAZK Inc. and the larger society. These guidelines should be continually evaluated as technologies and mitigation options continue to develop.

### **General Conference Organization and Planning**

- Determine your environmental policy plan and put it into writing. Share the policy with suppliers and speakers who will likely be eager to help you go green.
- Inform attendees in advance that the meeting will strive to minimize environmental impacts and greenhouse gas emissions. Ask attendees to respect and assist this process in the registration materials.
- Give preference to the most environmentally appropriate locally produced alternatives that are available at a reasonable price. Be willing to pay more for environmental responsibility.
- Keep printed material to a minimum. Aim to use paper with certified recycled content and avoid chlorine-bleached paper.
- Minimize gifts for participants and when provided use minimally packaged and non-toxic items.
- Provide conference materials such as abstracts and proceedings online.
- For each conference registration a \$5 carbon off set fee will be charged to be used to offset your carbon cost of attending the conference. The host chapter will need to give details how fee is used per the MOU for host chapters.
- Take steps to minimize environmental impact of transportation to the conference and during the conference.
- Provide a guide to conference attendees with tips on how to be environmentally responsible during the conference.
- Seek sponsors and donors who reflect positive environmental values and practices.

### **Hotel Selection – Check List**

- Good public transit system to venues, hotels, airports and transit hubs.
- Good pedestrian and bicycle routes.
- Recycling and composting facilities.
- Strong environmental policies or the willingness to work with the conference committee to achieve the goals of a holding a green conference.
- A commitment to environmental policies.
- Green procurement policies.
- Compact florescent lights or LED's and motion sensors for lighting.
- Programmable thermostats.
- LCD computer and TV screens.
- ENERGY STAR appliances.
- VOC paints and cleaning supplies.
- Recycled toner cartridges and paper.
- Reusable table linens, dinnerware, and beverage containers.
- Sustainable and/or recycled materials for construction and furniture.
- Low-flow plumbing fixtures.
- Local services, vendors, and product suppliers.

### **Sponsors and Donors**

- Seek sponsors, donors, vendors and exhibitors who reflect positive environmental values and practices.
- Ensure commitments to environmental policies from sponsors, donors, vendors and exhibitors.
- Encourage exhibitors to reduce environmental impact through use of reusable materials and by limiting handouts and giveaways. Ask them to collect business cards or names of those interested in receiving more

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information or product samples.

## **Communications**

- Create a website in advance to post all information and downloadable documents (registration, agenda, green tips, etc.).
- Advise participants in advance that the meeting will strive to minimize environmental impacts and greenhouse gas emissions.
- Keep printed materials to a minimum.
- Signs and banners should be generic for reuse at other events and printed on recycled content banner material with vegetable-based, non-toxic or low VOC inks. Signs can be reused by using the back and the insides of both sides.
- Limit distribution of brochures and handouts.
- Use small cards and/or partial sheets for printed materials.
- Offer conference proceedings online and/or in another electronic version (USB, etc.).
- Encourage attendees to recycle at all times, turn off lights in their rooms, use towels and sheets more than once, conserve food and water, and turn in name tags for reuse.
- Offer conference evaluation forms online and include a section for participants to comment on the environmentally-friendly practices of the conference and provide suggestions for improvement.
- Report via email or on website the event's green successes (paper, water, and energy saved, pounds of waste eliminated and recycled items donated).

## **Registration**

- Use electronic registration and take measure to eliminate paper waste at check-in.
- Provide name tags in a reusable holder or lanyards.
- Collect and send name tags with next year's conference delegates for use at the next conference. Provide plenty of reminders for attendees to return the lanyards.
- At registration, ask that participants respect and assist the goals of a green conference as they feel appropriate.
- For each conference registration a \$5 carbon off set fee will be charged to be used to offset your carbon cost of attending the conference

### **Gift Bags**

- Purchase gifts and conference bags from local fair trade organizations or a conservation group. Keep bags simple and any printing generic so they can be re-used.
- Keep gifts for participants to a minimum and focus on usable gifts. Give preference to the most environmentally-appropriate, locally-produced alternatives that are available at a reasonable price.
- Provide gifts that are minimally packaged and aim to minimize the use of toxic materials.
- Re-use leftover gifts from another event
- Donate leftover gifts and supplies to local schools, charities and non-profit organizations.

## **Programs**

- Make participants aware of their environmental impacts, waste reduction practices, and environmentally friendly opportunities during the conference with reminders in the program and throughout the conference.
- Minimize printed materials and/or use recycled content unbleached paper, vegetable-based inks and double-sided copies.
- Use dry-erase marker boards and non-toxic markers or multi-media instead of flip charts.

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## **Transportation**

- **Air**
  - Encourage conference attendees to use airline carriers with strong environmental policies such as recycling onboard and at terminals, newer fuel-efficient aircrafts and carbon offset programs.
  - Encourage attendees who fly to travel by direct flights.
  - Encourage attendees who fly to pack light.
  - Encourage attendees to store travel documents on smart phones and tablets in lieu of printing.
  - Encourage communication between conference attendees to share rides to and from the airport.
- **Ground**
  - Encourage attendees to use forms of transportation to travel to the conference site such as bus, train or carpooling.
  - Encourage the use of vehicles with the highest fuel efficiency and lowest emissions.
  - Offer attendees options for public transportation to the hotel from the airport.
- **Local**
  - Encourage conference participants and organizers to walk, bicycle, carpool or use public transit to attend meetings and events whenever possible.
  - Charter a clean-fuel bus to move large groups.
  - Check environmental policies of companies hired for transportation.
  - Train drivers to use the shortest routes, minimize idling and minimize the use of air conditioning.
  - Provide transit passes, maps and schedules for attendees.

## **Conference Site Systems**

- Place recycling and composting systems in convenient and well-marked receptacles.
- Make sure that event staff and participants are informed of the objectives and instruct them how to dispose of recyclables and waste appropriately.
- Provide receptacles at convenient locations for the return of nametag holders at the end of the conference.
- Turn off lights and other electrical equipment off when not in use.
- Set indoor climate-control systems to avoid excessive heating or cooling.
- Encourage guests to re-use the towels offered in rooms or talk to the hotel about incentives for re-using instead of laundering towels.
- Encourage guests to keep the same bedding during the conference to save on laundering

## **Food Systems**

- Make an effort to utilize food that is locally grown, organic, humanely farmed and/or sustainable. Utilize your local seafood watch cards.
- Inform hotel about avoiding the use palm oil or other RSPO foods
- Offer vegetarian meal options (they require a lot less energy to produce and prepare).
- Use reusable dishes, cutlery, straws, stir-sticks and linens for coffee breaks and meals if possible.
- If disposables are unavoidable, use biodegradable or compostable or recyclables.
- Use bulk dispensers for condiments, creamers, sweeteners, and seasonings (not individual packets).
- Confirm attendance at meals through registration or have attendees sign up to eliminate excess waste.
- Use flammable gels that use sugarcane-based fuel instead of petroleum-based fuel to keep food warm.
- Minimize packaging on foods being delivered to the venue and served to guests. Use food and beverages that are delivered in reusable containers.
- Compost food scraps and plant waste.
- Serve well or fountain drinks in reusable glasses. If unavoidable, recycle all individual bottles and cans.

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- Serve fair trade, organic, and shade-grown coffee, tea, and cocoa products.
- Donate leftovers to local food banks, charities or the zoo.
- Use local tap water in place of bottled water. Provide reusable cups or give attendees water bottles to carry. Provide reminders to bring along water bottles.
- Use reusable materials for decorating and centerpieces (ex. donated enrichment or live plants and consumables).

## **Make a recycling plan**

- Designate a recycling support person to oversee development, communications, and reporting.
- Identify venue recycling contact.
- Research recycling options in your area. Identify which items can be recycled and where to maximize the amount of trash to be recycled.
- Evaluate your anticipated waste stream.
  - Meetings - paper, cardboard, bottles and cans
  - Food - Food scraps, biodegradable food ware, compostable materials, plant material
  - Additional recyclable items - surplus electronic media (CD, DVDs), printer/copier toner cartridges, other items that can be donated to local non-profits
- Obtain recycling collection and compost containers.
  - Ideal to have 1:1 ration of trash to recycling containers.
  - Discuss composting with hotel and offer compost containers near trash containers if possible.
  - Contact local waste/recycling haulers or local non-profits for recycling container loans.
- Bin placement
  - Make sure bins are accessible and identifiable as trash, recycling, or compostable containers.
  - Use labeled “stations” with three-way trash, recycling, compostable collection containers together.
  - Set up compost stations at all food preparation and food service areas.
  - Place recycling containers directly next to trash cans wherever possible.
  - Use different colored or clear bags so collectors can identify contents to ensure proper separation at dumpsters.

### **Quick tips for a Green Conference**

- The easiest way to ensure that many of the above guidelines are addressed is to partner with a like-minded hotel/conference site. Make sure to express upfront that hosting an environmentally friendly conference is important to the organization and your business will go to the hotel that can accommodate those practices.
- Write into the conference hotel contract the above guidelines to ensure that the conference site will accommodate recycling and energy saving requests.
- Help conference attendees be more environmentally friendly by giving them options to be green.
  - Provide guidelines to point out ways to eliminate waste.
  - Communicate your desire to hold a green conference.
  - Choose a hotel that is accessible by public transportation.
  - Provide reusable gift bags and useful gifts.
  - Provide options to recycle.
- Remind the hotel and ask them to remind their staff that the organization is striving for a green conference and provide them with tips to help make this possible



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| Subject:<br><b>Annual Conference<br/>Green Guidelines</b> | Number:<br>7.03-10 | Rev.<br>18 September<br>2016 | Effective Date:<br>21 August 2012 | Page 6<br>of 7 |
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- Visit the following links for more information and resources on holding green meetings.

- <http://www.davidsuzuki.org/what-you-can-do/reduce-your-carbon-footprint/how-to-host-a-sustainable-carbon-neutral-conference-or-other-event/>
- <http://www.sustainable.org/living/responsible-buying-a-consumption/473-how-to-plan-a-sustainable-event>
- <https://www.epa.gov/p2/green-meetings>
- <https://www.terrapass.com/reducing-carbon-footprint-conference>
- <http://www.greenhotels.com/>
- <http://greenpalm.org/>

## **50 Ways to be Green at an AAZK Conference**

### **When you register:**

1. Save paper by registering online.
2. Save your confirmation as a pdf, not a printed piece of paper.

### **Making your travel arrangements:**

3. Make your travel reservations online. Store travel documents on phones or tablets instead of printing.
4. Try the train. Rail travel is much less polluting than travel by car or plane.
5. Help offset your conference-related carbon footprint through organizations such as Sustainable Travel International: <http://www.sustainabletravelinternational.org/>
6. Take light rail, bus or other public transportation between the airport and your hotel.

### **When you pack:**

7. Bring a reusable coffee mug and/or a reusable water bottle to use throughout your trip instead of disposable cups and bottled water.
8. Bring toiletries from home rather than using the little plastic bottles in your hotel room.
9. Pack light. Heavy bags burn more airline fuel.
10. Use rechargeable batteries in electronic items you bring.
11. Use a digital camera and avoid disposable cameras.
12. Bring a few "repurposed" plastic bags, which are handy for saving treats.

### **In your hotel:**

13. Brighten your room by opening your curtains.
14. When you leave your room, turn off lights and electric devices.
15. Tell hotel staff not to change your linens and towels every day.
16. Cancel your daily newspaper with the front desk if offered.
17. Save paper and energy with electronic registration and checkout.
18. Instead of taking promotional rack cards, visit websites of attractions that interest you.
19. Look for recycle bins around the hotel.
20. Save water with short showers and by turning off the water when you brush your teeth.

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**At the conference:**

21. Recognize and thank exhibitors who are minimizing waste. Ask about how they incorporate sustainability into their booths and businesses.
22. Take only the food you think you will eat. Use your plastic bags to take any uneaten food with you for a snack.
23. Recycle, recycle, and recycle.
24. Dress in layers to minimize the need for heat and air conditioning in the conference rooms.
25. Share your green ideas with others and learn what other delegates are doing at their zoos to be environmentally responsible.

**On Zoo Day:**

26. Learn about the zoo's green team or green practices in place at the zoo.
27. Look for recycling bins around zoo grounds.
28. Compost your food scraps and food-soiled paper where available.
29. Buy sustainable souvenirs to bring home.

**Getting around town:**

30. Instead of taking cabs, see the city by foot or bicycle.
31. Get around town using buses and light rail.
32. Instead of printing out directions, write them down on scratch paper.
33. Visit local websites for public transportation tips.
34. If you feel the need to rent a car, ask for a hybrid and invite others along for the ride.

**Eating, drinking and shopping:**

35. Take your reusable mug when you visit coffee shops.
36. Ask for shade-grown coffee at coffee shops around town.
37. Look for green shopping experiences— discover ecological products, locally made goods and thrift stores.
38. When shopping, bring your own bag to carry your purchases back to the hotel.
39. Look for restaurants that feature sustainably grown food.
40. Take Seafood Watch Sustainable Seafood and Sushi guides to help you make sustainable seafood choices.
41. Don't forget to bring your plastic bags for any leftovers.
42. Drink locally! Find local microbrews and local wines to enjoy.

**If you are speaking or exhibiting:**

43. Minimize paper handouts.
44. Recycle any leftover materials you don't want to take home.
45. Giveaways are great, but make sure they're useful and made to last!

**At conference end:**

46. Turn in your name badge on the last day to be used at next year's conference.
47. Take any partially used hotel toiletries home.
48. Recycle any papers you don't want to take home.
49. Take public transportation back to the airport.
50. Take home a green idea or two that you can implement at your zoo.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 1                          |
|  | Effective Date:<br>1 May 1994           |
| 8.01-1   | Reviewed/ Revised:<br>18 September 2009 |
| Subject:<br><b>Chapter Eligibility Policy</b>  |   |

**Board Administrative Directive**

**PURPOSE**

Establish criteria for forming a Chapter of the American Association of Zoo Keepers (AAZK) by providing definitions for the type of institution or facility where AAZK Chapters may be formed.

**POLICY**

Applications for Chapter Charter will be considered by AAZK Board of Directors from members of AAZK who wish to organize at recognized zoological parks and aquariums, animal care facilities or University/College. These institutions and facilities are defined as:

**Recognized Zoological Park and Aquarium** – permanent establishments open to, and administered for the public; primarily, to provide education, recreation, and cultural enjoyment through the exhibition, conservation and preservation of captive wildlife.

**Animal Care Facility** – an organized and stationary institution set up by the State or municipal government or local administrations, public trusts, or registered scientific societies which own and maintain captive wild animals under the direction of professional staff, provides appropriate care for the purpose of conservation and breeding of threatened and endangered animals, scientific studies, and exhibits to the public for the purposes of education and recreation on a regular, scheduled basis.

**University/College** - a permanent institution of higher learning providing facilities for teaching and research and authorized to grant academic degrees.



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| <b>American Association<br/>of Zoo Keepers</b>  | Page 1<br>of 2                    |
|   | Effective Date:<br>1 January 1994 |
| Subject:<br><b>Chapter Formation Guidelines</b> | Revised:<br>18 September 2009     |

### Board Administrative Directive

#### PURPOSE

To provide guidance and step-by-step procedures for American Association of Zoo Keepers (AAZK) members in good standing who are interested in forming and chartering a **Chapter of the American Association of Zoo Keepers** in any United State or Canadian Province.

#### POLICY

The following guidelines shall be followed as procedure for chapter formation:

1. Discuss with others at the institution or facility some of the reasons and goals that interest you in starting an AAZK Chapter.
2. As a professional courtesy, arrange a meeting with the facility administration at the facility to discuss the formation of an AAZK Chapter. Approaching your administration with goals and purposes will reinforce the image of professionalism and may help to develop cooperation and communication between chapter and management. For chapters intending to obtain charter at the University/College level, a Student Advisor is required.
3. Contact the Chief Executive Officer (CEO) AAZK for all pertinent materials for formulating an AAZK Chapter. Upon completion of preliminary events the proposed Executive Officers of the Chapter shall apply to AAZK Administrative Office for Chapter Charter. The application, in the form of a letter, shall be signed by the proposed Executive Officers or Student Advisor and returned to Administrative Office.
- 4.

The application letter shall include:

1. The request to form an AAZK Chapter
2. The formal (proposed) name of the AAZK Chapter
3. Contact information or the proposed Chapter: Address, Phone and email  
Note: The permanent address of the Chapter must be the facility host or a Post Office Box and cannot be a personal address of an officer
4. The primary facility associated with the proposed AAZK Chapter
5. A list of the proposed AAZK Chapter Officers and their Officer Titles  
Note: All proposed Chapter Officers shall be national members of AAZK

|  |                   |                             |                                   |                |
|--|-------------------|-----------------------------|-----------------------------------|----------------|
| Subject:<br>Chapter Formation Guidelines | Number:<br>8.01-2 | Reviewed<br>12 October 2016 | Effective Date:<br>1 January 1994 | Page 2<br>Of 2 |
|--|-------------------|-----------------------------|-----------------------------------|----------------|

The application for Charter for the AAZK Chapter may take approximately thirty (30) days to process. It is mandatory that no one in the organizing group, publicly or officially represent themselves or the group as being an official Chapter of the AAZK until the application has been approved and an official Chapter Charter is conveyed from the Administrative Office. This is to protect individuals in the organizing group, as well as, AAZK from any legal action.

5. In order for an AAZK Chapter to exist and function, it must have a Constitution which includes a Statement of Purpose and operating Bylaws. AAZK will provide a ‘boilerplate’ Constitution upon request or the new Chapter may simply adopt the AAZK National Bylaws, or create their own Constitution and Bylaws. A Constitution in any agreed form must be adopted by the Chapter membership in accordance with AAZK policy and IRS compliance. The local chapter Bylaws can be drafted and customized to meet the specific needs of the AAZK Chapter. Note the following specifics:
  - All Chapter Officers (President, Vice-president, Secretary and Treasurer) shall be national members of AAZK.
  - All members of the local chapter must be paid members of AAZK or the AAZK Chapter shall list the non-AAZK members on the Chapter Roster included in the Re-charter materials and those Chapter members shall be subject to a surcharge fee conveyed by AAZK. This includes any student advisors.
  - AAZK chapters shall abide by the Bylaws of AAZK.
  - Re-chartering and required reporting are mandatory and are the responsibility of Chapter officers.
  - Upon dissolution of the AAZK Chapter, all AAZK Chapter assets remaining after satisfying all liabilities must be forwarded, directly, to Administrative Office of AAZK within 30 days. These funds will be deposited in the Operations budget of the Association and shall be distributed to the membership in the form of Grant funding administered by the AAZK Grants Committee.
6. Chapter organizers shall elect Executive Officers following the guidelines established in the provided Constitution and Administrative Directive 8.02-1.
7. Chapter organizers may select, either by election or appointment, a Communication Liaison. The position description and duties are referenced in Administrative Directive 8.02-2.
8. Formation meetings shall operate under Robert's Rules of Order.
9. Approved and chartered AAZK Chapters shall provide and maintain with the Administrative Office of this Association electronic contact information for all officers of the Chapter. In addition, Chapters are strongly encouraged to create and monitor an electronic mail (email) address in the name of the Chapter, utilizing either the facility host network or a private email provider.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 2                          |
|  | Effective Date:<br>26 December 1990     |
| Subject:<br><b>Chapter Standardization</b>     | Reviewed/ Revised:<br>18 September 2009 |

**Board Administrative Directive**

**PURPOSE**

The intent is to help facilitate the American Association of Zoo Keepers (AAZK) efforts to monitor and operate the organization effectively and to fulfill the necessary requirements for all Chartered Chapters of AAZK efficiently by provision of a standardized organization and system for chapter operation.

**POLICY**

In regards to AAZK Chapter responsibilities and obligations, a number of essential areas will be addressed in relation to chapter formation and operation. Guidelines set forth in these areas will not interfere or disrupt chapter operation but will serve to enhance and accommodate AAZK, in general.

**Chapter Charter**

Every Chapter of AAZK is required to Charter with the Association. New Chapters are exempt from Re-charter Fees and Duty Obligation until they have been in continuous operation for one (1) calendar year. Example: If the Chapter Chartered in the month of November, re-charter materials are sent to the Chapter in January of the next year. The Chapter will complete the Re-charter Packet and return to AAZK. Re-charter Fees and Duty Obligation are not required until deadline of the following year once the Chapter has been in continuous operation for that year.

**Chapter Re-chartering**

All Chartered Chapters of AAZK will be required to re-charter at the same time every year. Applications for re-charter will be sent **electronically** to the contact email provided by the Chapter by AAZK in January of each calendar year. The re-charter application will be completed and returned to by all AAZK Chapters no later than the specified deadline normally March 15 of each calendar year. Chapters shall keep a copy of all Chapter Re-charter documents. The Administrative Offices shall retain copies of all Chapter Re-charter documents in perpetuity

Further information and requirements regarding Re-chartering is referenced in Administrative Directive 8.02-2, 8.02-3, 8.02-4, 8.02-5 and 8.02-6.

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|--|-------------------|-----------------------------|--------------------------------------|----------------|
| Subject:<br><b>Chapter Standardization</b> | Number:<br>8.01-3 | Reviewed<br>12 October 2016 | Effective Date:<br>December 26, 1990 | Page 2<br>of 2 |
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### **Fiscal Year**

All Chartered Chapters of AAZK will be required to adopt the same fiscal year as recognized by AAZK and referenced in Administrative Directive 1.01-4 which is January 1 to December 31 of each calendar year.

### **Student Chapters**

All Student Chapters of AAZK shall be supervised by a Student Advisor who is registered with AAZK by signature and contact information. The Student Advisor shall be a faculty member of the University or College and in good standing (employment) with the facility. The Student Advisor shall serve as the Executive Authority of the Student Chapter and shall be responsible for member conduct to ensure compliance with projects that are inline with the Articles of Incorporation and Statement of Purpose for the national Association. The Student Advisor shall have ultimate responsibility for the financial accounting of the Student Chapter. Any change to the Student Advisor position shall be immediately conveyed to the national Association. Operation of Student Chapters shall follow the “school year”, but financial reporting is conducted by calendar year. Student Charters will be reconfirmed during the re-charter period. All Student Chapter Officers shall be members of AAZK National in the category of Student.

### **Election of Chapter Officers**

All Chapter elections (excepting Student Chapters) for the positions of Chapter Officers or executives should occur in the final quarter (October – December) of each year, or the appropriate year, if the terms of the officers, as prescribed by Chapter Bylaw, are more than one year terms. Chapter officer terms should match the fiscal year (January – December). All Chapter Officers shall be members of AAZK National.

Chapters (excepting Student Chapters) which form in any portion of a fiscal year will retain their officers until the final quarter (October – December) at which time nominations for new officers and elections should occur. All Chapter Officers shall be members of AAZK National

### **Chapter Constitution and Bylaws**

All Chartered Chapters of AAZK will adopt a standard Constitution in a format supplied by AAZK or created by the Chapter. The Chapter Constitution will contain General Articles which shall be adopted by the AAZK Chapter membership. These Articles will include Chapter name, Statement of Purpose, officers, membership list, election process, methodology of Chapter management and Bylaw customization and amendments.

Amendments to the Articles of Bylaws shall not affect the content of the General Articles of the Chapter Constitution, nor may the General Articles be amended unless prescribed or approved by the Board of Directors of AAZK. Chapter Constitution and Bylaws, when filed with AAZK, are kept on file with the Administrative Offices in perpetuity. When a Chapter updates or modifies their Chapter Constitution or Bylaws, changes should be sent to the AAZK Administrative Offices for file.



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| <b>American Association<br/>of Zoo Keepers</b>      | Page 1<br>of 5                          |
|   | Effective Date:<br>26 December 1990     |
| Subject:<br><b>Chapter Financial Administration</b> | Reviewed/ Revised:<br>18 September 2016 |

**Board Administrative Directive**

**PURPOSE**

To establish the policy of American Association of Zoo Keeper (AAZK) chapter application for an Employer Identification Number (EIN) as per Internal Revenue Service (IRS) requirements as a subordinate entity of a tax exempt organization located within the United States. AAZK Chapters chartered within provinces of Canada shall follow regulations defined by Revenue Canada.

To convey to all Chartered Chapters of AAZK, the AAZK requirement to investigate and implement Chapter financial reporting, income reporting requirements, sales tax reporting and payment requirements and gaming operations regulations in every state and local jurisdiction.

**POLICY**

The Administrative Offices of AAZK shall apply for a Chapter Employer Identification Number (EIN) on behalf of the Chartered Chapter. This number will be issued under the authority of the Group Exemption Letter authorized by the Internal Revenue Service. A Group Exemption Letter is a ruling or determination letter issued to a central organization recognizing on a group basis the exemption under section 501 (c) of subordinate organizations on whose behalf the central organization has applied for recognition of exemption.

Each Chapter by Board ratification of Charter is authorized for inclusion with the IRS Group Exemption Letter to receive a unique EIN, commonly known as a Federal Tax ID number. This number grants each Chartered Chapter of AAZK exemption from paying Federal tax on any income generated by the Chapter. A Federal EIN or Tax Identification number will be document required by the banking entity the Chapter chooses to open any account(s) for banking services.

The AAZK CEO/CFO will notify each Chartered Chapter of its designated EIN as assigned by the Internal Revenue Service and provide a copy of the IRD Determination Letter and Tax Identification number to the Chapter. The original document shall be kept on file in the AAZK Administrative Office. The IRS Determinate Letter may list the address of the Chapter as the Offices of AAZK Administration. This is to ensure that all IRS correspondence is addressed and answered by AAZK in the name of our Subordinate Chapters. The physical address of the Chapter is included in IRS records.

The EIN assigned to each Chartered AAZK Chapter will be listed on all tax documents and accounts held by the AAZK Chapter.



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| Subject:<br><b>Chapter Financial Administration</b> | Number:<br>8.01-4 | Rev.<br>18 September 2016 | Effective Date:<br>26 December 1990 | Page 2<br>of 5 |
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Any Chartered AAZK Chapter that receives an additional or conflicting EIN number, or has received one through previous application; normally when an AAZK Chapter is dissolved and then reformed, shall notify the AAZK Administrative Offices. AAZK Administration shall act on behalf of the subordinate AAZK Chapter in communication with the IRS to resolve this any other issue with the IRS.

### **Banking**

A Chartered Chapter of AAZK may open local banking accounts utilizing the Chapter Federal EIN or Tax Identification number. A Federal Tax Identification number may not entitle the Chapter Bank account to be free on banking fees normally charged by the banking entity. The waiver of fees to a Federal Non-profit is at the discretion of the banking entity. Some financial institutions require verification from the “Parent” of the subordinate organization. AAZK will provide verification upon request.

AAZK policy requires two (2) signatory parties on each Chapter bank account. In addition, AAZK requires two (2) signatures on every check issued by the Chapter or a written policy of Chapter approval on all Debit Credit card purchases, defined within the Chapter Constitution. Chapters may hold accounts of any type (checking, savings, money market, or similar) but shall list all accounts by account number and provide an annual account statement on the AAZK Re-charter materials.

### **Re-Charter**

All Chapters shall report income and expenses of the Chapter for each calendar year by filing an AAZK Re-charter Packet. The Income and Expenses Statement is a mandatory component of the AAZK Re-charter process and determines Federal Income Tax reporting requirement for the Chapter.

### **Federal Income Tax Filing**

Chartered Chapter of AAZK are normally exempt from filing Federal Income Tax on the income generated by the Chapter during the fiscal (calendar) year. However, Chapter income is required to be reported to the IRS annually. By review of the Chapter Financial Statement a determination is made by AAZK how the Chapter Income is reported to the IRS. For Chapter with annual income normally under \$50,000.00 per year, AAZK will file Chapter Taxes electronically utilizing IRS Form 990. This process is referenced in Administrative Directive 8.02-9 – IRS Form 990.

Chapters with reporting an annual income over \$50,000.00 on the AAZK Chapter Financial Statement or accepting donations over \$5,000.00 shall be required to file their own Federal Income Tax with the IRS by completing IRS Form 990EZ and provide AAZK with a copy of the Federal Tax reporting form for file.

### **Non-profit Status**

Each Chapter of AAZK, located within the United States, shall receive a Federal Tax Identification number. This number validates each Chapter as being granted Non-profit status on the Federal level. Federal Non-profit status *may not* be conveyed at the State level. It is incumbent upon the

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Chapter to contact the Secretary of State (or equivalent within their state) to determine the requirements to be recognized as a Non-profit entity with their State. This can be accomplished by contacting the Secretary of State (website or phone) in which the Chapter physical address is located. A number of States require validation of the Federal Tax Identification number and registration with the State as a Registered Charity or similar. Recognition and/or registration may require annual reporting with the State in which the Chapter is registered. Chapters that operate (conduct fundraising events) in multiple states may be required to register in each state of operation.

### **State or Local Income Tax**

Federal Non-profit Status does not exempt the Chapter from paying State or local sales tax on item **purchased** by the Chapter. Recognized Non-profits are seldom required to hold a Business License but requirements differ from State to State and city to city. Exemption from paying sales tax is at the discretion of the State or local jurisdiction and may depend upon formal recognition of Non-profit status by the State (see above).

Federal Non-profit Status does not exempt the Chapter from the obligation to pay (charge) State or local sales tax on item **sold** by the Chapter during a fund raising event. Every AAZK Chapter is required to investigate whether their State (Province) or local jurisdiction (County, Parrish, or city) of Chapter operation requires the payment of sales tax on goods sold by a Non-profit organization. Sales tax may be required by many jurisdictions (County, Parish or city) and applied to the sale of all tangible goods sold for fund raising, including Live or Silent Auctions.

States may require monthly payment of sales tax or may require quarterly or annual payments of sales tax based upon actual or anticipated revenue from sales.

### **State Income Tax**

Federal Non-profit Status does not exempt the Chapter from having to file State or local (if applicable) Income Tax. Every AAZK Chapter is required to investigate whether their State (Province) or local jurisdiction (County, Parrish, or city) of Chapter operation requires the filing of Income Tax at the State, Province or local level.

### **Donations**

As a Federal non-profit AAZK Chapters may accept monetary donations and donations of Goods or Services from the public or a business. Donations are Chapter income and are reported on the Chapter Income and Expenses Form of the Chapter Re-charter Packet. AAZK has available the AAZK Donation Tracking Spreadsheet created to track all donations for a specific Chapter Fundraising Event. AAZK has a specific Financial Reporting Form and Donation Tracking Spreadsheet for the AAZK Event Bowling for Rhinos.

Verification of Donations made to the Chapter under \$250.00 are normally the responsibility of the donor and verified by the cancelled check, credit card transaction receipt or issuance of a receipt by the Chapter. Donations greater than \$250.00 are required to be acknowledged by the Chapter when **requested** by the Donor. Donations over \$5,000.00 are reported directly by the Chapter to the IRS

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by filing IRS Income Tax Form 990EZ, in effect meaning that AAZK cannot file IRS Tax Form 990N on behalf of the Chapter in the year of the donation over \$5000.00.

Per the Bylaws of AAZK Chapters are not permitted to enter into any negotiation of contract or acceptance of monetary donation greater than \$1000.00 without approval from the CEO/CFO of AAZK unless the Chapter is acting as the Agent of AAZK in hosting an AAZK Conference. While Chapters (with permission) may accept a donation of a Goods or Services such as vehicle or similar with the intent to raffle or auction, Chapters are prohibited from **holding the title** to real property in the form of land, dwellings, vehicles, aircraft or watercraft.

The value of a Donation of Goods or Services is assigned a Fair Market Value (FMV) by the donor. The method of acknowledgment, tracking and reporting is the same as a monetary donation, but utilizing the FMV assigned by the donor.

As a Federal Non-profit AAZK Chapters are **prohibited** from making a monetary donation directly to an individual. An AAZK Non-profit Chapter may only donate to another Federal Non-profit, Registered Charity or International Charity. A Non-profit Tax ID or Registered Charitable Organization number is required and reported on the Income and Expense Form of the Chapter Re-charter Packet. AAZK Chapters are allowed to convey Grants or administer Grants to an individual for the purpose of continuing education or research.

### **Gaming (Gambling)**

Per the Internal Revenue Service:

*Gambling income includes, but is not limited to, winnings from **lotteries, raffles, horse and dog races and casinos, as well as the fair market value of prizes such as **vehicles, houses, trips or other noncash prizes.***** Gaming normally **does not** extend to **Auctions** of any type. An Auction is normally recognized as the sale of Goods (or Services), however this may require verification by State or local jurisdiction.

AAZK Chapters shall understand that gaming activities, including Internet gaming, **are not** legal in every State. It is incumbent for all AAZK Chapters to contact the State AND local authorities to determine that gaming (of any or certain types) is legal in their State and City **and** when determining that gaming is legal in their State and City to **secure any and all permit or license** required to host or hold a gaming event.

Typical AAZK Chapter activities that are considered Gaming:

- The awarding of a Door Prize where admission is charged for the Event
- The sale of Raffle Tickets to win a Prize.
- A 50/50 Raffle. The acceptance of monetary donation in where 50% of the cash is awarded to a winner and 50% of the cash is retained by the Chapter.
- A Reverse Raffle. Where every ticket in the raffle pool is drawn and the winner of the raffle is the individual whose ticket number corresponds with the final ticket drawn from the pool.

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| Subject:<br><b>Chapter Financial<br/>Administration</b> | Number:<br>8.01-4 | Rev.<br>18 September 2016 | Effective Date:<br>26 December 1990 | Page 5<br>of 5 |
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- Bingo or Keno Games (though one-time fundraising events are sometimes exempt)

The IRS requires Chapter and individuals to report winnings from gambling that exceed \$600.00. At a minimum for Prizes valued over \$600.00, Chapters will be required to secure the tax information (Social Security number) of the winner by conveying IRS Form W2G to the winner and filing IRS Form 5754 (in its current form) reporting the award value. The Chapter may also be liable for any, or a portion of, Federal tax on the amount of monetary award or Goods.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 8                      |
|  | Effective Date:<br>26 December 1990 |
| Subject:<br><b>Chapter Constitution</b>        | Reviewed/ Revised:<br>June 20 2013  |

**Board Administrative Directive**

**PURPOSE**

To provide a “boilerplate” copy of the Standard Constitution issued to all Chartered Chapters of the American Association of Zoo Keepers (AAZK).

Further reference to Chapter Constitution is found in Administrative Directives 8.01-2, 8.01-3, 8.01-4

**POLICY**

It is the decree of the Board of Directors of the AAZK that all Chartered Chapters of AAZK shall adopt and ratify the attached model Constitution to ensure compliance with IRS requirements for tax exempt entities.

**Failure of the Chapter to adopt and ratify the model Constitution may result in disciplinary action as per the adopted and ratified Bylaws of the Association.**

A copy of the model constitution is attached in the addendum to this Directive.

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| Subject:<br><b>Addendum</b> | Number:<br>8.01-5 | Rev.<br>20 June 2013 | Effective Date:<br>26 December 1990 | Page 2<br>of 8 |
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## CONSTITUTION

\_\_\_\_\_  
Chapter Name

### AMERICAN ASSOCIATION OF ZOO KEEPERS GENERAL ARTICLES

#### *ARTICLE I - NAME*

The name of this organization shall be \_\_\_\_\_  
(Chapter Name)

#### *ARTICLE II- STATEMENT OF PURPOSE*

This Chapter is established and chartered by the American Association of Zoo Keepers (AAZK) in accordance with the procedures in the Bylaws as established by the Board of Directors and is subject to the Bylaws of the parent organization. This Chapter is a non-profit organization in accordance with the provisions made by the Internal Revenue Code of 1954 and adheres to the declaration of the Charter and subsequent Re-charter Agreements as notarized by the elected Chapter Officers.

The objects and purposes of this Chapter shall be:

##### *Section 1*

To promote and establish good relationships amongst professional animal care personnel; to promote and establish a means to stimulate incentive, greater interest and professional attitudes towards sound captive management through the zoo keeping profession; and promote greater communication with members of the profession through projects and programs that will strengthen the member's professional knowledge.

##### *Section 2*

To support and publicize our concern for all valid and deserving projects of conservation and to do our part in educating the general public to the need for worthwhile projects of preserving our natural resources and animal life.

##### *Section 3*

To establish materials beneficial to member education.

##### *Section 4*

To accept and receive property, both real and personal, by gift, grant or bequest; and to manage, hold, contract and dispose of same in accordance with the purposes of the Chapter and under the restrictions of the Bylaws of AAZK, Inc.

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| Subject:<br><b>Addendum</b> | Number:<br>8.01-5 | Rev.<br>20 June 2013 | Effective Date:<br>26 December 1990 | Page 3<br>of 8 |
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***Section 5***

Upon dissolution of this Chapter by unanimous vote of its members, a letter of resignation accompanied by a copy of the minutes of the dissolution meeting shall be sent to the Chief Executive/Financial Officer of AAZK. All funds remaining in the Chapter treasury after payment of debts shall be forwarded to the National Association for distribution through the AAZK Grants Committee.

***ARTICLE III - OFFICES***

***Section 1***

**Principal Offices for the transaction of business of the Chapter is hereby located at:**

***Section 2***

**Chapter** records shall **be kept in the possession of the Chapter**. Financial documents, records of donations shall be kept for a minimum of three (3) years. Records of winnings from gaming exceeding \$600.00 in value and reported to the Internal Revenue Service shall be kept for a minimum of four (4) years

***ARTICLE IV - MEMBERSHIP***

***Section 1***

Membership eligibility, dues, initiation fees and assessments shall be fixed by the Chapter Bylaws.

***ARTICLE V - ELECTIONS***

***Section 1***

Chapter elections shall be held in such a manner as fixed by the Chapter Bylaws, but should be held in the last quarter (Oct – Dec) of a calendar year.

***ARTICLE VI- MANAGEMENT***

***Section 1***

The re-charter date for this Chapter (excepting Student Chapters) shall be 15 March of each calendar year. The re-charter fee shall be set by the Board of Directors of AAZK. The names of the elected Chapter Officers and the Student Chapter Advisor shall be reported to Administrative Offices at the re-charter date.

***Section 2***

Failure of this Chapter to comply with fees and required reports by the annual re-charter date shall be considered in violation of Article V, Section 1 and 2 of the AAZK. Bylaws and the Chapter charter shall be subject to revocation.

***Section 3***

All Chapter monetary transactions, in any form shall require the signature of two Chapter

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officers, or a written policy for the approval of debit or credit type purchases.

#### ***Section 4***

No individual member or Chapter officer or Student Chapter Advisor may enter into any contract utilizing Chapter-generated funds or execute any instrument in the name of, or on behalf of the AAZK, without prior written application to, and consent of the Board of Directors of the AAZK. Similarly, no individual shall have any power or authority to bind the corporation by any contract or engagement, or to pledge its credit or to tender it liable for any purpose in any amount, without prior written application to, and consent of the Board of Directors of AAZK. Chapters are empowered to enter into contracts for less than \$1000.00 without the prior approval of the Board of Directors.

#### ***Section 5***

Chapters may not hold permanent title to real estate or vehicles of any kind without written application to, and consent of, the Board of Directors of AAZK **and** unless the Chapter incorporates in some form within their individual State or Province. Chapters must notify the AAZK of their intent to incorporate; the Chapter must provide the Board of Directors of AAZK with a copy of their Bylaws and their final incorporation papers. Student chapters are prohibited from incorporation unless the action of incorporation is mandated the State in which the Chapter is operating.

#### ***Section 6***

In accordance to Article VII, Section 6 of the current Bylaws of AAZK all profits made on products/projects as described in said Article and Section must be split equally between the Chapter and the National Association.

#### ***Section 7***

The fiscal year of the Chapter shall be **January 1 to December 31** inclusive.

Student Chapters, while electing/selecting officers and operating based upon the school calendar year must still report/ confirm charter based upon the calendar year.

#### ***Section 8***

Election of Chapter officers as defined and fixed in the Bylaws shall take place in the tenth through twelfth month of the current fiscal year.

Student Chapters may select officer candidates or elect officers within the school calendar year, and shall report those officers on the re-charter materials due to the Administrative Offices prior to 1 March of each calendar year.

#### ***Section 9***

Chapter officers and Student Chapter Advisors shall be responsible to the membership and to AAZK to control and manage the Chapter and its property, and to perform and comply with all duties and requirements as prescribed by the Bylaws of the Chapter and the Constitution and Bylaws of AAZK, Inc.

### ***ARTICLE VII- CHAPTER BYLAW CUSTOMIZATION/AMENDMENTS***

Subject to the limitations of this Constitution and amendments as to action which shall be authorized or approved by the Board of Directors of AAZK Chapters shall maintain the right to



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make amendments to the Articles of Bylaws and further customize them so that they will facilitate the operation of the Chapter. Amendments to the Articles of Bylaws shall not affect the content of the General Articles of this Constitution, nor may the General Articles be amended unless prescribed or approved by the Board of Directors of AAZK.

Amendments shall be passed by a majority of the voting Chapter members at any regular or special meeting called for such purpose.

All proposed amendments shall be presented in writing to the Chapter membership thirty (30) days prior to voting.

Chapters shall be required to forward a copy of the Chapter Bylaws, complete with all approved amendments, upon written request from the Administrative Offices of AAZK or the Board of Directors of AAZK within thirty (30) days of the receipt of such request.

## **ARTICLES OF BYLAWS**

### ***ARTICLE I - MEMBERSHIP***

Membership in the Chapter shall be open to any (animal keeper, attendant, handler, aquarist, trainer, other) employed by a recognized animal keeping facility (located within the State or Province of \_\_\_\_\_); associations or groups thereof; and to individuals and associations interested in the objectives and purposes of the Chapter.

The membership categories shall include the following:

- a) **Professional:** Permanent, salaried, full-time or part-time (as defined in the AAZK Operations Manual) zoo or aquariums keepers, veterinary technicians, research technicians and other personnel directly connected with the care, feeding, and educational display of captive wildlife in recognized zoological parks, aquariums, animals reserves and other animal care facilities. This also includes retired animal keepers with at least ten (10) years service prior to retirement, and who were professional members of the Association during the year previous to retirement. Only Professional members residing in the United States and Canada shall be entitled to cast a national electoral vote and hold a national elective office.
- b) **Affiliate:** Zoo and aquarium personnel employed, salaried, or in a volunteer position at a recognized zoo, aquarium or animal care facility, in a position not described in the Professional category. This includes managerial, curatorial, veterinary, non-keeper positions. Also includes; docents, provisional non-student interns, and volunteers. Affiliate members may vote and hold office on a local level at the discretion of the Chapter Constitution and Bylaws and appointed office on a national level.
- c) **Student:** A person interested in the animal care profession who is currently registered as a student in the college, high school or middle school level. Proof of current student identification (copy) is required when submitting the application for membership in the Association. Student members shall not be entitled to vote or hold elective or appointed

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office on any level within the Association, unless a Chapter is formed and duly chartered at the local level, consisting primarily of Student members. An AAZK Student Chapter may only be formed at the College level.

Chapter dues will be \$ \_\_\_ per member and will cover the period of \_\_\_ year(s) from the date of payment.

The property of the members shall be exempt from execution for the debts of the Chapter, and no member shall be liable or responsible for any debts or liabilities of the Chapter. No member shall have any rights to the property of the Chapter.

Only active Chapter Professional, Affiliate and Student members (those having contributed dues to local and National AAZK membership for the current year) shall be entitled to one vote, (chapter level) provided the right of vote is granted to the membership category at the Chapter level.

Only active Chapter members (as defined above) are eligible to hold office of President, Vice-President, Secretary, and Treasurer on the Chapter Executive. Any member is eligible to hold appointed office within the Chapter, unless prevented by the Chapter Constitution.

Any member who defaults in payment of dues for local membership shall be stricken from the rolls of the Chapter and his/her membership terminated.

Any member may terminate his/her membership in the Chapter by submitting a letter of resignation to the Chapter Secretary, but no monies shall be refunded for dues or fees previously paid.

If any member of the Chapter shall commit any illegal or prejudicial act detrimental to the conduct of the affairs of the Chapter or the AAZK or the purposes for which it was formed, such person shall be notified, in writing, to appear personally before the Chapter Executive Officers at a designated time not less than thirty (30) days after such notification and, at such time, be given a hearing. By a majority vote of all the Chapter Officers present at the meeting, the membership of such person in the Chapter may be terminated or suspended.

Membership in the Chapter shall not be transferable.

Fines or penalties are not permitted. The penalty of misconduct is suspension or termination, as provided above.

## ***ARTICLE II- ELECTIONS***

The terms of office of the members of the Chapter Executive shall be \_\_\_ year(s). Elections shall be held according to the terms of office. Each elected officer shall serve for year(s) following the election meeting. Officers of the Chapter may serve for two (2) consecutive terms; and after a year lapse, they may run for and hold office again.

Student Chapters shall elect their officers in concert or conjunction with the annual school calendar (August to May of each calendar year), or a term specified and delineated as follows:

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Any officer elected by the members may be removed by the members whenever, in its judgment, the best interests of the Chapter would be served, provided such removal be effected by a vote of the majority of voting members of the Chapter. This vote shall take place at a special meeting and shall be documented for record.

Except as otherwise provided for in these Bylaws, any vacancy in any office of the Chapter may be filled by appointment by the remaining Chapter Executive Officers for the unexpired term of such office.

### ***ARTICLE III MEETINGS***

Regular meetings shall be held at such time and place as fixed by resolution of the Chapter Executive Officers and designated in the notice of the meeting.

Special meetings of the members may be called by the Chapter President, Chapter Officers, or upon a written request signed by at least ten percent (other) of the total membership.

Any meeting of the members, whether or not a quorum is present, may be adjourned by a majority of the members present; but in the absence of a quorum, no other business may be transacted at such meetings.

The presence of at least 50% percent of the voting members of the Chapter shall constitute a quorum necessary for the business at all meetings of the members. After a quorum has once been called at any meeting, the withdrawal of members thereafter shall not defeat the quorum.

Each voting member, as defined by the Chapter Bylaws, shall be entitled to one (1) single vote on each matter submitted to a vote at a meeting of the members.

Meetings of the Chapter Executive Officers shall be attended by a majority of the Executive Officers and for Student Chapters, the Student Chapter Advisor, in order to conduct business.

### ***ARTICLE IV OFFICERS***

#### Powers

Subject to the limitations of this Constitution and amendments as to action which shall be authorized or approved by the members, and subject to the duties of Officers as prescribed by the Bylaws; all Chapter powers shall be exercised by or under the authority of, and the conduct and affairs of the Chapter shall be controlled by, the Chapter Executive Officers. A Chapter shall maintain a minimum of two (2) Executive Officers

#### Duties

The duties of the Chapter Executive Officers herein described as Officers shall be:

- a. To control and manage the Chapter and *its* property, passing upon acquisitions and disbursements with a vote of a simple majority of the membership, other than allowable operating expenses.
- b. To formulate policies, rules, and regulations in accordance with the Constitution and these Bylaws.
- c. To empower the Chapter Treasurer authority to purchase items necessary to conduct the

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business of the Chapter, without the approval of the membership, not to exceed \$ \_\_\_\_\_

- d. Officers. The Executive Officers of the Chapter shall be a President, a Vice-President, a Secretary and a Treasurer. Any number of offices may be held by the same person with membership approval.

#### Subordinate Officers

The Chapter Executive Officers may appoint such other officers as the conduct of the Chapter may require, each of whom shall have authority and perform such duties as are provided in these Bylaws or as the Chapter Executive Officers may from time to time specify.

#### Vacancies

Vacancies on the Chapter Executive Offices may be filled by a majority of the remaining officers, although less than a quorum, or by a sole remaining officer. If at any time, by reason of any cause, the Chapter should have no Executive in office, then any Chapter member may apply to the Chapter membership for a decree summarily ordering election. Each officer so elected shall hold office until a successor is elected at a meeting of the members.

#### Number and Qualification of Officers

The authorized number of officers of the Chapter shall be until changed by amendment to this Bylaw. Chapters Officers shall be members in good standing with AAZK National.

#### Removal and Resignation

An officer may be removed, either with or without cause, by a majority of the Chapter Executive Officers at the time in office, at any regular or special meeting, or by any officer upon whom such power of removal may be conferred by the Chapter Executive Officers.

#### Voting

Where four (4) Executive Officers are in place any voting of the Chapter Executive Officers shall consist of no less than three (3) consenting votes and so forth.

#### President

The President shall be the Chief Executive Officer of the Chapter and shall, subject to the control of the Chapter Executive Officers, have general supervision, direction and control of the conduct and officers of the Chapter. The President shall preside at all meetings of the membership and at all meetings of the Chapter Executive Officers. The President shall be an ex officio member of all Chapter committees, if any, and shall have the general duties and powers as may be prescribed by the Chapter Executive Officers or these Bylaws.

#### Vice-President

In the absence or disability of the President, the Vice-President shall perform all the duties of the President, and when so acting shall have the powers of, and be subject to all the restrictions upon, the President. The Vice-President shall have such other powers and perform such other duties as from time to time may be prescribed by the Chapter Executive Officers or these Bylaws.

#### Secretary

The Secretary shall keep, or cause to be kept, a book of minutes at the principal offices or other such place as prescribed by the Chapter Executive, with the time and place of holding meetings, whether regular or special, members present or represented at such meetings, and the proceedings thereof. The Secretary shall keep, or cause to be kept, a membership list, showing the names of the members and their addresses, and the number and date of memberships issued; and the date of suspension, termination or resignation of every membership surrendered for cancellation. The

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Secretary shall have other powers and perform other duties as from time to time may be prescribed by the Chapter Executive or these Bylaws.

Treasurer

The Treasurer shall deposit all monies and other valuables in the name and to the credit of the Chapter with such depositories as may be designated by the Chapter Executive Offices. The Treasurer shall disburse the funds of the Chapter as may be ordered by the Chapter Executive, shall render to the President and Chapter Officers, whenever they request it, an account of all the transactions as Treasurer and of the financial condition of the Chapter, and shall have such other powers and perform other duties as from time to time may be prescribed by the Chapter Executive or these Bylaws.

Student Chapter Advisor

Shall serve as an ex-officio member (non-voting advisor) to the Student Chapter Board and shall be directly responsible to AAZK Inc, for the timely reporting of all chapters activities as required by this document, the Administrative Directives of the Association and the ratified and adopted Bylaws of the Association, and shall directly supervise the actions of the Student Chapter Treasurer and the financial assets of the Chapter. Student Chapters are prohibiting from operation in the absence of a Student Advisor.



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| <b>American Association<br/>of Zoo Keepers</b> | Page 1<br>of 1                          |
|  | Effective Date:<br>15 April 1992        |
| Subject:<br><b>Chapter Officer Election</b>    | Reviewed/ Revised:<br>18 September 2009 |

**Board Administrative Directive**

**PURPOSE**

Establish criteria for elections and appointments of Chapter Officers in compliance with the American Association of Zoo Keepers (AAZK) Bylaws.

**POLICY**

A chartered Chapter of AAZK shall elect a slate of Officers to organize and operate the functions of that chapter.

Executive Officers of an AAZK Chapter shall be defined as President and Vice-President, Secretary and Treasurer. At the discretion of the Chapter membership, the Chapter may also have one or more Vice Presidents, Assistant Secretaries or Assistant Treasurers. Individuals may also be elected to or hold multiple offices (titles) within the Chapter.

The Chapter may appoint such other officers as the conduct of the chapter may require.

All Officers of the Chapter shall be chosen by the voting membership of the Chapter in accordance with the provisions of the Articles of Bylaws, of each chartered Chapter.

All Chapter Officers must qualify to hold office at a chapter level. Only members in good standing (current) with AAZK National, in the categories of Professional or Affiliate (if approved by Chapter Bylaws) or only members in categories prescribed by local Chapter bylaws are eligible to hold elective office at the Chapter level. Student Members in good standing may hold elected or appointed office in Student Chapters.

Each elected Executive Officer shall hold their office until their term is completed, resignation, removal or the person is otherwise disqualified to serve, or their successor shall be elected and installed.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>8.02-2</b> | Page 1<br>of 1                          |
|   | Effective Date:<br>15 January 1990      |
| Subject:<br><b>Chapter Re-Charter</b>                               | Reviewed/ Revised:<br>18 September 2009 |

**Board Administrative Directive**

**PURPOSE**

To establish annual re-charter procedures and requirements necessary for a Chartered Chapter of the American Association of Zoo Keepers (AAZK) to legally operate and function as a subordinate of AAZK.

**POLICY**

The re-charter date for all AAZK Chapters shall be 15 March of each calendar year. Applications for re-charter will be sent electronically to each AAZK Chapter by the AAZK Office in the first month of each year. This Re-charter Packet will contain three (3) parts which must be completed and returned before 15 March of each calendar year or are subject to Late Fee.

1. The Re-charter Application will be completed and signed by the current AAZK Chapter Officers responsible for the new fiscal year. This will include the name of the AAZK Chapter, facility mailing address, number of AAZK Chapter members and a list of all AAZK Chapter Executive Officers. AAZK Chapters are required to notify the Administrative Offices of AAZK by electronic mail or other means, of any Executive Officer(s) change due to resignation or replacement along with the names of the replacement Executive Officers, within thirty (30) days of the action.
2. The Re-charter Agreement is a declaration approved and signed by all current AAZK Chapter Officers. It states the required parameters and intentions of the AAZK Chapter and its relationship to AAZK, its Statement of Purpose, and IRS law.

**AAZK Chapters failing to comply with fees and required reports by the Annual Re-charter date shall be considered in non-compliance and their chapter charter subject to revocation. Such AAZK Chapters shall be declared PROBATIONARY and subject to Administrative Directive 8.02-6.**

3. An Annual Financial Report is required to be completed and signed by AAZK Chapter officers. This comprehensive report is mandatory for all AAZK Chapters and is required by IRS regulation. This report will detail the previous year's financial transactions of the AAZK Chapter (Financial Statement) as well as indicate the financial value of each AAZK Chapter (Net Worth). This Financial Report is the responsibility of the chapter officers as mandated in AAZK Bylaws, Article VII, Section 3.



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|   | Effective Date:<br>4 April 1990    |
| Subject:<br><b>Chapter Active Status</b>                            | Reviewed/ Revised:<br>25 June 2013 |

### Board Administrative Directive

#### PURPOSE

To define the terms of **Active Chapter Status** for chartered, subordinate Chapters of the American Association of Zoo Keepers (AAZK).

#### POLICY

An active Chapter of AAZK is one that is in compliance with all required criteria for holding Chapter Charter and completes AAZK Chapter re-charter application including the filing of any required financial accountability to Administrative Offices of AAZK.

The following criteria for activation will apply:

The group of members in a zoological or student facility shall complete and forward to the Administrative Office of AAZK a Charter Application, Charter Agreement and any required materials. Upon approval of the Charter Application from the AAZK Board of Directors, the newly chartered Chapter of AAZK;

- Shall be issued an Employer Identification Number (EIN) and shall be included in the Group Exemption Letter to the IRS by the Chief Financial Officer of AAZK;
- Shall have current AAZK Chapter Bylaws adopted by the AAZK Chapter membership, including the Standard Constitution/Bylaws components as required by AAZK;
- Shall have no less than two Chapter Executive Officers in place at all times who are current members of AAZK National, Student AAZK Chapters shall have a Student Advisor at all times. Any changes in AAZK Chapter Executive Officer status shall be reported, within thirty (30) days, in writing to the Office of AAZK;
- Shall have an AAZK Chapter membership that consists of each member being a current member of AAZK in a published category *or* a policy in place for non-AAZK member participation in an AAZK Chapter events and shall compensate AAZK for non-member participation in AAZK Chapters during the re-charter process;



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- Shall maintain either a **current** AAZK Chapter Executive Officer or two (2) Officers as signature agent(s) on all AAZK Chapter accounts, **and** the AAZK Chapter account **shall** have a written policy filed with the banking institution holding all AAZK Chapter Accounts that clearly defines the process for fund withdrawal, purchases (debit and credit), and fund transfer by the signatory agent(s);
- Shall keep records (in electronic or paper form) of all Donations to the Chapter for a minimum of three (3) years and records (in electronic or paper form) of conveyance of wings from gambling resulting from Chapter Fundraising for a minimum of four (4) years.

The following terms for Active AAZK Chapter status shall apply:

- Officers of the AAZK Chapter are responsible for the welfare and accountability of the AAZK Chapter including the reporting requirements to AAZK. This shall include the re-charter process, Annual Reports to AAZK and any other required or solicited reports within AAZK;
- Chapter Bylaws shall be kept current, with revisions and amendments maintained by the AAZK Chapter Secretary and made available to AAZK upon request;
- AAZK Chapters shall operate in a reasonable and professional manner including the convening of a minimum of one (1) Annual Meeting of the entire AAZK Chapter membership for the purpose of electing Executive Officers in the last quarter (Oct-Dec) of a calendar year, and reporting the financial status of the AAZK Chapter;
- AAZK Chapters shall document in the form of Meeting Minutes, AAZK Chapter meetings and meetings of the AAZK Chapter Executive Officers. Meeting Minutes shall be kept on file for a period of three (3) years and shall be made immediately available to AAZK upon request. Meeting Minutes shall be reviewed and approved by the AAZK Chapter Membership.



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|   | Effective Date:<br>4 April 1990    |
| Subject:<br><b>Inactive Chapter Status</b>                          | Reviewed/ Revised:<br>25 June 2013 |

### Board Administrative Directive

#### PURPOSE

To define the terms of **Inactive Chapter Status** for chartered, subordinate chapters of the American Association of Zoo Keepers (AAZK).

#### POLICY

An Inactive Chapter of AAZK is one that, due to various circumstances, does not function in a manner as defined by its Bylaws, or; the criteria and terms set forth under Administrative Directive 8.02-3 (Chapter Active Status) or Administrative Directive 8.02-6 (Chapter Probation), or; as set forth under AAZK Bylaws, Article VII, Section 7.

The AAZK Chapter seeking **Inactive Chapter Status** from the AAZK Board of Directors shall cease to operate, conduct its normal business, or represent itself under the name of AAZK other than to the Chief Executive/Financial Officer (CEO/CFO) of AAZK.

The chapter's **request** for Inactive Status shall be for the purpose of reorganization as per AAZK Bylaws, Article VII, Section 7.

AAZK Chapters **granted** Inactive Status from the AAZK Board of Directors shall cease to operate and conduct normal business, but *shall maintain an intention* to resume normal activity and business as a chartered AAZK chapter within a reasonable time period, *not* to exceed one year from the date of Inactive Status.

AAZK Chapters may also be **placed** on Inactive Status by the chief Executive/Financial Officer of the AAZK under negotiated agreement with the AAZK Chapter for the purpose of further discussion and/or AAZK Chapter reorganization. Student AAZK Chapters will be placed on Inactive Status in absence of a Student Advisor.

The chapter shall agree, in full, with the terms of Inactive Chapter Status as defined by AAZK.

The following terms for Inactive Status shall apply:

- Compliance with all AAZK Bylaw requirements, as set forth in Article VII, Section 7. This shall include a formal and written document for Inactive Status to AAZK Board of Directors, through the CEO/CFO of AAZK, requesting Inactive Status and an explanation of the request for reorganization;

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- AAZK Chapters shall receive a response from the Board of Directors through the CEO/CFO of AAZK, in writing, within ten (10) working days after the request is received;
- A minimum of two (2) AAZK Chapter Officers shall be retained during the inactive period. AAZK Officers must be members in good standing (current) with AAZK National;
- The AAZK Chapter Officers shall be directed by the CEO/CFO of AAZK to submit a current financial statement from the banking institutions(s) of the AAZK Chapter. The AAZK Chapter Officers shall, if they are not already, become the signatory party on all AAZK Chapter accounts and shall place a **fund hold** on those accounts with the banking institution to eliminate unauthorized withdrawal or transfer of AAZK Chapter funds.



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|   | Effective Date:<br>4 April 1990    |
| Subject:<br><b>Chapter Dissolution Policy</b>                       | Reviewed/ Revised:<br>25 June 2013 |

### Board Administrative Directive

#### PURPOSE

To establish a policy under which Chapters Directors of the American Association of Zoo Keepers (AAZK) may petition the AAZK Board of Directors through the Chief Executive/Financial Officer (CEO/CFO) of AAZK, to dissolve an Active Chapter of AAZK.

#### POLICY

AAZK Chapters in good standing (current charter) or Inactive Chapters may petition the AAZK Board of Directors through the CEO/CFO of the Association to dissolve the AAZK Chapter charter. A petition for AAZK **Chapter Dissolution** shall be signed by any remaining AAZK Chapter Officer(s) and a petition for AAZK Chapter Dissolution shall be ratified by majority vote of the current and remaining AAZK Chapter membership. AAZK Chapter Members casting their vote for Chapter Dissolution shall be documented in the petition for AAZK Chapter Dissolution by:

- Name
- AAZK Membership Status (Professional, Affiliate, Student, Contributing)
- AAZK Officer Status (Office)
- AAZK Chapter Membership Status (Member since – estimates are acceptable)
- AAZK Chapter Member Vote on Dissolution (Approve/Disapprove)

AAZK Chapters intending to dissolve are discouraged from purging the monetary accounts prior to AAZK Chapter dissolution. In the matter of ethical AAZK Chapter conduct and within the constraints of AAZK Bylaws, the disbursement of chapter monetary funds and assets is the prerogative of the AAZK Chapter. The duty of the AAZK Chapter, in all its contemplations, and at all times during its existence as an AAZK Chapter, is to maintain the highest standard of ethical conduct and performance. Furthermore, and of the utmost importance, is the legal relationship that the subordinate AAZK Chapter has to the parent organization, AAZK and in bolder terms, the incumbency for optimum and unselfish financial support of AAZK.

AAZK Chapters intending by vote of the AAZK Chapter membership declaring their intention to dissolve shall close all active banking accounts and shall by means of money order, bank check or electronic wire transfer, forward all funds to the Administrative Offices of AAZK. The AAZK Chapter shall include verification from the banking institution(s) that the account(s) have been declared closed. AAZK Chapter Officers will be held accountable for documenting any AAZK

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Chapter funds dispersed sixty (60) days prior to receipt of the petition for AAZK Chapter dissolution.

Any assets (material goods) accumulated by the AAZK Chapter are deemed the property of AAZK as the chartered AAZK Chapter is a legal subordinate entity under the regulations of the Internal Revenue Service (IRS). AAZK Chapter Executive Officers or representatives of the AAZK Chapter shall inform the CEO/CFO of any/all AAZK Chapter assets in the petition for AAZK Chapter dissolution. Chapter assets *may* be distributed to the host facility or facilities, with negotiation and permission of AAZK. AAZK maintains the legal right to retain any and all subordinate chapter assets for the sole benefit of AAZK.

All funds due AAZK from Chapter dissolution shall be deposited in the general operating account of AAZK, with the specific intent of funding selected AAZK Membership Grant opportunities. The general operating account of AAZK provides annual funding for Educational or Conservation grants within the profession or continuing education through the Professional Development Grant funding for AAZK members in good standing.

AAZK Chapters seeking reorganization should petition the AAZK Board of Directors for **Chapter Inactive Status** prior to filing a petition for AAZK **Chapter Dissolution** as an AAZK Chapter that has formally dissolved with AAZK shall be prohibited from obtaining a new charter with AAZK for a period of two (2) years.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>8.02-6</b> | Page 1<br>of 2                     |
|   | Effective Date:<br>4 April 1990    |
| Subject:<br><b>Chapter Probation</b>                                | Reviewed/ Revised:<br>25 June 2013 |

### Board Administrative Directive

#### PURPOSE

To define areas of action or activity by an American Association of Zoo Keeper (AAZK) Chapter that are inappropriate, insubordinate or undesirable to the welfare and character of AAZK and to present procedures which will be initiated against AAZK Chapters found after initial investigation to be acting such manner in form of **Chapter Probation** an action executed by the AAZK Board of Directors.

#### POLICY

AAZK Chapters shall comply with the application and re-chartering process for AAZK Active Chapter Charter as determined by the AAZK Board of Directors and as required by Internal Revenue Service (IRS) regulation.

AAZK Chapters failing to comply with this process; including incomplete application, failure to submit required documents and/or fees, and failure to meet re-charter deadline shall be considered in non-compliance and in violation of AAZK Bylaws and Policy.

In order to legally protect AAZK, any AAZK Chapter failing to comply with the re-charter process as a subordinate entity of AAZK shall be immediately placed on Probationary Status by AAZK.

**Probationary Status** shall be defined as:

An AAZK Chapter on Probationary Status - is one that, due to various circumstances and by the expressed authority and action invoked by the AAZK Board of Directors shall be prohibited from functioning under the name of AAZK and further shall be prohibited from operation in the manner as defined by its Bylaws and by AAZK, Bylaws, Article VIII, Section 13 (Chapter Probation)

Criteria for **Probationary Status**;

- The AAZK Chapter failing to comply with the re-charter process shall cease to operate and conduct its normal business under the name of AAZK, but retains the expressed intent of resuming normal activities within a reasonable time period as determined and approved by the AAZK Board of Directors;
- The AAZK Chapter under investigation by AAZK for inappropriate or illegal conduct, in whole or by any member, shall cease to operate and conduct its normal business

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|--------------------------------------|-------------------|-----------------------------|---------------------------------|----------------|
| Subject:<br><b>Chapter Probation</b> | Number:<br>8.02-6 | Rev.<br>October 12,<br>2016 | Effective Date:<br>April 4 1990 | Page 2<br>of 2 |
|--------------------------------------|-------------------|-----------------------------|---------------------------------|----------------|

- under the name of AAZK until the results of the investigation and any subsequent hearing on the matter resulting from the investigation and appeal process is complete.
- The AAZK Chapter agrees in full with the Terms of Probation as set forth by AAZK policy.

Terms for Probationary Chapters;

- The time frame for probationary status shall be set by the AAZK Board of Directors;
- AAZK Chapter Officers shall be retained in office until any determination of their status is made by the AAZK Board of Directors
- AAZK Chapter accounts activity shall be frozen and the signatory party shall be held responsible for any account activity while the Chapter is on Probationary Status.

AAZK Chapters failing to re-charter will be notified, in writing, of probationary status by the CEO/CFO on behalf of the Board of Directors. A notification letter will be generated no later than fifteen (15) days after re-charter deadline date of 15 March of each calendar year.

Upon conveyance of Probationary Status AAZK Chapters shall acknowledge in writing, the Terms and Conditions of Probationary Status regardless of interim follow-up or action on behalf of the AAZK Chapter and/or eventual intent of compliance with re-chartering application process.

The Board of Directors may extend probationary status of any AAZK Chapter for failure to re-charter or any other violation for a time period not to exceed one (1) year for the following reasons:

1. Unsatisfactory communication practices between AAZK Chapter and the AAZK Board of Directors and/or the CEO/CFO of AAZK regarding re-chartering, probation or appeal process; or any other process or function incumbent upon an AAZK Chapter;
2. Unsatisfactory performance in regard to AAZK Chapter function and operation including documentation of improper fiscal activities, financial management or other conduct unbecoming Executive Officers or Members of an AAZK Chapter;
3. Illegal activity of an AAZK Chapter as a whole or by a member or other undesirable acts or activity that may violate the AAZK Policy on Ethical Chapter Conduct (AD 8.02-7).

The AAZK Board of Directors shall offer assistance, guidance and monitoring to the probationary AAZK Chapter directly through the CEO/CFO of AAZK, in a form and direction determined and approved by the AAZK Board of Directors.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>8.02-7</b> | Page 1<br>of 1                     |
|   | Effective Date:<br>4 April 1990    |
| Subject:<br><b>Chapter Ethical Conduct and<br/>Performance</b>      | Reviewed/ Revised:<br>25 June 2013 |

**Board Administrative Directive**

**PURPOSE**

To establish a policy, by which all chartered chapters of the American Association of Zoo Keepers (AAZK) shall conduct business and interact with other AAZK Chapters, membership and the AAZK Board of Directors.

**POLICY**

All chapters of AAZK are established and chartered by AAZK and are considered by the Internal Revenue Service (IRS) as subordinate members of the National Association. Duly chartered AAZK Chapters are subject to limited supervision by, and financial control of, AAZK.

All AAZK Chapters shall abide by Federal, State and local ordinance; adopt or adhere to the Statement of Purpose of AAZK, its' Bylaws and Directives; the General Articles contained in the Standard Chapter Constitution of AAZK and the AAZK Code of Professional Ethics.

Chapters potentially in violation of the above are subject to investigation, charges of Ethical Misconduct, an Ethics Hearing, AAZK Chapter Probation and/or revocation of their AAZK Chapter Charter, pending appeal.

All AAZK Chapter Officers and Members shall review their organizational documents with the intent of becoming cognizant of the AAZK Bylaws, AAZK Policy Statements and Directives, and the AAZK Statement of Purpose as it relates to AAZK Chapter conduct as a whole or by a member. AAZK Chapter referendums shall be made and approved by the AAZK Chapter Membership, in conformance with the AAZK Articles of Incorporation and all other AAZK Policies. AAZK Chapters shall use all of their assets, efforts and intentions to advance the purposes for which AAZK is formed and operates.

In addition every AAZK chapters shall agree and adhere to the obligations as set forth in the AAZK Chapter Re-charter Agreement.





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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>8.02-8</b>                | Page 1<br>of 1                         |
|  | Effective Date:<br>15 April 1993       |
| Subject:<br><b>Chapter Communication<br/>Web Pages, Social Media, Publications</b> | Reviewed/ Revised:<br>9 September 2010 |

**Board Administrative Directive**

**PURPOSE**

To establish the policy of the American Association of Zoo Keepers (AAZK) regarding establishment, use and maintenance of AAZK Chapter Websites, AAZK Chapter Social Media sites (Facebook®, MySpace®, Twitter®, etc.) and other written or electronic publications.

To establish the Association's policy regarding the revenue or potential revenue generated from an AAZK Chapter Social Media site, Webpage or other printed or electronic material.

**POLICY**

The Board of Directors of AAZK encourages its chapters to establish websites and create social media sites, publish magazines, newsletters, or any material that promote the AAZK Chapter and AAZK. The trade-marked logo of AAZK shall appear on all AAZK chapter media, including web pages, social media sites and written publications. Establishment of a web site, social media outlet, or mass media announcement forum shall be communicated to the Chief Executive Officer (CEO) of AAZK by the listing of all media sites on the AAZK Chapter Re-charter Materials.

AAZK Chapters shall limit social media sites and networking to the announcement of events or information on a national or local level that are directly associated with the operation of the AAZK Chapter, Host Facility(ies), or AAZK.

AAZK Chapters shall monitor social media sites frequently and remove any inappropriate comment or otherwise offensive content. AAZK Chapters shall not post announcements or comments regarding the operation of their host facility(ies), unless those announcements or comments originate and are utilized with permission of the host facility(ies). AAZK Chapters shall limit the use mass media announcement forums (Example: Twitter®) to announce only events on a national or local level that are directly associated with the operation of the AAZK Chapter, Host Facility(ies), or AAZK and shall not distribute information or comment regarding the workplace environment.

Revenue generated from the sale of advertising, such as website links, website pop-up advertising, or advertising in written publications shall be the property of the AAZK Chapter providing the following terms are met:

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|--|-------------------|----------------------------------|-----------------------------------|----------------|
| Subject:<br><b>Chapter Communication<br/> Web Pages, Social Media,<br/> Publications</b> | Number:<br>8.02-8 | Reviewed.<br>October 19,<br>2016 | Effective Date:<br>April 15, 1993 | Page 2<br>of 2 |
|--|-------------------|----------------------------------|-----------------------------------|----------------|

- The advertising material content is appropriate to the Statement of Purpose and Mission of AAZK, or is inoffensive to the membership. Questions regarding appropriate content can be directed to the CEO of AAZK. It shall be noted that advertising revenue that is not directly associated with the Mission or Statement of Purpose of AAZK, may subject to taxation as Unrelated Taxable Business Income (UTBI) and reporting at the Federal and/or State level;
- The copyrighted logo of AAZK is utilized within the media;
- All AAZK Chapter Officers must be paid members of AAZK on a national level, and all AAZK Chapter members shall be either paid members on a national level or shall be accounted on the AAZK Chapter Re-charter Application as members affiliated with the AAZK Chapter and compensated by the Chapter to AAZK;
- A non-member subscription membership for written publications or electronic newsletters may be offered, but the recipient shall not be entitled to hold office on the chapter level, or shall be recognized as a chapter member in any form. Paid subscription memberships may be subject to **Unrelated Taxable Business Income (UTBI)** and noted on the annual AAZK Re-charter Application by the AAZK Chapter.

When advertising auctions, raffles, or sale of any product associated with an AAZK Chapter or AAZK National event, the AAZK Chapter Officers shall ensure that compliance with local, state, or federal taxation law(s) and gaming regarding such events is achieved, and shall report income from such events as directed by the governing authority and to AAZK on the AAZK Re-charter materials.

AAZK Chapters wishing to publish any written materials on a local level should file a copy of the material with the Administrative Office of AAZK. For newsletters or similar, a gratis copy of the subscription shall be forwarded to the AAZK Administrative Office.

AAZK Chapters wishing to publish materials that fall outside the realm of informational newsletters and magazines should seek guidance and approval from the CEO of AAZK. The AAZK Board of Directors maintain final authority over any publication utilizing the title or within the title, - AAZK, the American Association of Zoo Keepers including the name of the subordinate AAZK Chapter duly registered with the Internal Revenue Service and issued and Employee Identification Number (EIN) or the Canadian equivalency.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>8.02-9</b>                       | Page 1<br>of 2                     |
|   | Effective Date:<br>7 October 1993  |
| Subject:<br><b>Internal Revenue Service (IRS)<br/>Form 990 – Chapter Responsibilities</b> | Reviewed/ Revised:<br>25 June 2013 |

### Board Administrative Directive

#### PURPOSE

To outline the AAZK Chapter responsibilities to the Internal Revenue Service (IRS), when a duly chartered Chapter of the American Association of Zoo Keepers (AAZK) whose annual gross receipts are normally \$50,000 or less are required to electronically submit Form 990-N, also known as the *e-Postcard*, with the IRS.

To outline the AAZK Chapter responsibilities when a duly chartered Chapter of AAZK whose annual gross receipts are normally in excess of \$50,000.00 per fiscal year to the IRS, or when chapters are solicited by the IRS (regardless of income threshold) to file IRS Tax Form 990 or 990EZ and its' Schedules.

#### POLICY

As required by Internal Revenue Service (IRS) regulations, non-profit corporations and their subordinates are exempt from federal corporate income tax under Section 501 (c) (3), but are required to file **IRS Form 990-N (e-Postcard)**. IRS Form 990N will be filed by the Chief Financial Officer (CFO) of AAZK on behalf of the Chapter, *provided* the Chapter does not exceed \$50,000.00 in annual gross receipts.

An AAZK Chapter whose gross receipts exceed \$50,000 in any fiscal year, shall be contacted by the CFO of AAZK to determine the requirement to file IRS 990EZ.

To determine whether an AAZK Chapter's gross receipts are normally \$50,000 or less, apply the following test. An AAZK Chapter's gross receipts are considered normally to be \$50,000 or less if the AAZK Chapter is:

- Up to a year old and has received, or donors have pledged to give, \$75,000 or less during its first tax year;
- Between 1 and 3 years old and averaged \$60,000 or less in gross receipts during each of its first 2 tax years; or

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| Subject:<br><b>Internal Revenue Service (IRS)<br/>Form 990 - Chapter<br/>Responsibilities</b> | Number:<br>8.09-2 | Reviewed<br>October 19,<br>2016 | Effective Date:<br>January 1, 1997 | Page 2<br>of 2 |
|---|-------------------|---------------------------------|------------------------------------|----------------|

- Three years old or more and averaged \$50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which the return would be filed).

Each AAZK Chapter whose gross receipts are **normally** in **excess** of \$50,000.00 or who accept a single monetary donation or single donation of Goods valued at \$5,000 or greater shall complete and file IRS Form 990 (990-EZ) and its' schedules by the 15 day of May after the annual accounting period (fiscal/calendar year).

Each AAZK Chapter required by law to file Form 990EZ shall provide the **Group Exemption Number** (GEN) for AAZK on the return. The four-digit **GEN** for AAZK is **7155**. This **GEN** shall be entered in **Section F** on the IRS 990.

Each AAZK Chapter required by law to file Form 990EZ shall provide the nine digit AAZK **Employer Identification Number (EIN)** for the Parent Association. This **EIN** shall be entered in **Section D** of IRS 990. The AAZK EIN is: **23-7274856**.

Each AAZK Chapter is required to notify the CFO of AAZK of any changes to the AAZK Chapter's name or address, as this information is required by the IRS.

IRS 990 covers income generated by 501(c)(3) tax exempt, subordinate entities. The CFO of AAZK is available to assist AAZK Chapters in completing IRS Form 990, however in most cases, the CFO of AAZK will recommend retention of Certified Public Accountant to handle completion and filing of the IRS 990, at AAZK Chapter expense.

AAZK Chapters with income **normally** in excess of \$50,000.00 in a fiscal year, are required by law to complete IRS 990. A copy of the completed IRS 990EZ shall be forwarded to the Administrative Offices of AAZK for file.

AAZK Chapters failing to file IRS Tax Form 990 with the IRS are subject to revocation of AAZK Chapter charter and further disciplinary action as determined by the AAZK Board of Directors.

AAZK Chapters are reminded that IRS 990 Federal Income Tax Forms are required by the Internal Revenue Service **AND** Chapters must inquire within their State of operation if a Federal Non-profit entity is required to file tax on any income generated by the Chapter at the State or local level.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>8.02-10</b>    | Page 1<br>of 3                     |
|   | Effective Date:<br>1 January 2005  |
| Subject:<br><b>Chapter Finances<br/>Protection of Assets from Theft</b> | Reviewed/ Revised:<br>26 June 2013 |

**Board Administrative Directive**

**PURPOSE**

To establish a policy by which all chartered chapter of the American Association of Zoo Keepers (AAZK) shall protect their assets, whether they are financial or real property, from theft.

**DEFINITION**

**Financial** is defined as the cash assets of the AAZK Chapter. The cash assets of the AAZK Chapter can be held on account in a local banking entity, or held on account in a line item for the AAZK Chapter by a zoo/aquarium facility or society entity. Cash may also be held by the AAZK Chapter in the form of funds awaiting deposit in an AAZK chapter account or in the form of “Petty Cash”, which allow AAZK Chapters and/or their representative to purchase operating supplies or inventory.

**Real Property** is defined as gifts, equipment, supplies or inventory purchased by, or donated to, the AAZK Chapter for the purpose of income generation or to facilitate the operation of the AAZK Chapter. AAZK Chapters are forbidden by policy to hold **title** to real estate or motor vehicle unless the AAZK complies with requirements for incorporation within their State.

**POLICY**

All AAZK Chapters established and chartered by the AAZK and as a subordinate member of the parent organization are subject to the general supervision and financial control of AAZK. Monies generated from AAZK Chapter dues, or sale of merchandise, products, projects or any other activity such as Bowling for Rhinos directly or indirectly related to the operation of the AAZK Chapter are ultimately designated as property of AAZK. Real Property purchased by the AAZK Chapter or received by donation in the name of the AAZK Chapter is ultimately designated as property of the AAZK.

All AAZK Chapters shall protect from theft, monies earned or donated to the AAZK Chapter. AAZK Chapters shall keep from harm property purchased with earned funds or property donated to the chapter, from theft.

All AAZK Chapter Officers shall assume responsibility for the protection of assets, upon their election to the AAZK Chapter Office in which they hold. AAZK Chapter Officers shall protect the assets of the AAZK Chapter by performing the following duties:

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|---|--------------------|----------------------|------------------------------------|----------------|
| Subject:<br><b>Chapter Finances – Protection of Assets from Theft</b> | Number:<br>8.02-10 | Rev.<br>26 June 2013 | Effective Date:<br>January 1, 2005 | Page 2<br>of 3 |
|---|--------------------|----------------------|------------------------------------|----------------|

- Protect all cash assets by insuring that two (2) AAZK Chapter Officer signatures are present and required on all AAZK Chapter accounts and checks; **or**  
Shall have in place a written policy on AAZK Chapter approval of purchases made by debit or credit card.  
Note: Student AAZK Chapters shall require the knowledge and approval of the Student Chapter Advisor prior to any purchase or utilization of cash assets.
- Protect all cash assets by immediately depositing funds in a secure AAZK Chapter bank account.
- Protect Petty Cash assets by securing funds in a locked cash box, secured in a locked cabinet. Restrict the keys to the cash box and locked cabinet to a minimum of designated AAZK Chapter Officers.
- Protect the real property assets of the AAZK Chapter by securing any merchandise or inventory in a locked and secure area. Restrict the keys to the inventory by limiting the access to designated AAZK Chapter members.
- Report the theft of cash or property assets in the amount of \$250.00 or greater to the Administrative Office of AAZK, by phone, fax or e-mail, immediately upon discovery.

The theft of assets **up to \$250.00** shall be documented on the Yearly Financial Statement filed with the Chief Financial Officer (CFO) of AAZK in the Chapter Re-charter process. Theft of cash or inventory assets **up to \$250.00** shall result in the AAZK Chapter making documented internal corrections to money or inventory handling processes.

The Administrative Office of AAZK through the efforts of the AAZK Chapter, Chief Executive Officer (CEO) or a designated representative, shall make every effort to recover assets lost through theft or malfeasance. When the theft is in the amount of **\$250.00 or greater**, the CEO/CFO and/or the designated representative shall conduct a complete and detailed investigation of the events surrounding the loss of assets. During the investigation the CEO/CFO shall make recommendations to the AAZK Chapter regarding recovery of the funds. At the conclusion of the investigation, the CEO/CFO shall provide a summary of the events for the AAZK Board of Directors.

Theft of property or funds that is the property of a duly chartered AAZK Chapter is a crime and after consultation with the CEO/CFO of AAZK, shall be reported in the jurisdiction in which the theft occurred. Local law enforcement authorities shall be consulted and utilized in the investigation and prosecution of any criminal activity associated with theft of AAZK assets.

The institution or facility that is associated with the AAZK Chapter may be consulted regarding the theft of AAZK assets. In the event of investigation by law enforcement agents into employee(s) or contract employees of a facility, the CEO/CFO or designated individual shall notify the facility director regarding the circumstances of the investigation.

AAZK shall actively and aggressively pursue criminal prosecution and/or restitution in all matters involving theft of AAZK assets. AAZK reserves the right to pursue restitution in the form of civil action against any individual or entity formally charged with theft against the AAZK.

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| <b>Subject:</b><br><b>Chapter Finances – Protection<br/>of Assets from Theft</b> | <b>Number:</b><br>8.02-10 | <b>Rev.</b><br>26 June 2013 | <b>Effective Date:</b><br>January 1, 2005 | <b>Page 3<br/>of 3</b> |
|--|---------------------------|-----------------------------|---|------------------------|

In addition, theft or attempted theft of property or funds that are the property of a duly chartered AAZK Chapter by a member of AAZK shall be considered a violation of the AAZK Code of Conduct. Any theft or attempted theft of AAZK assets determined by investigation to have been committed by a member of AAZK, shall result in immediate revocation of membership in the AAZK at the direction of the CEO/CFO to the AAZK Board of Directors.

In the matter where any and all funds lost by AAZK due to theft by a member result in full restitution to AAZK by the member or their designate, a petition or reapplication membership may be filed with AAZK. Approval of the membership application shall be at the discretion of the Board of Directors.



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| <b>American Association<br/>of Zoo Keepers, Inc</b><br><br><b>8.02-11</b>                                      | Page 1<br>of 3                          |
|  | Effective Date:<br>1 May 2006           |
| Subject:<br><b>Chapter Solicitation of Funding<br/>for Chapter Conservation Projects<br/>or Chapter Causes</b> | Reviewed/ Revised:<br>18 September 2009 |

**Board Administrative Directive**

**PURPOSE**

To establish a policy by which all chartered Chapters of the American Association of Zoo Keepers (AAZK) are permitted to solicit funds from within the Association (fellow Chapters) or external to the Association (Zoos or general public) to support an adopted conservation project or Chapter “cause”.

**DEFINITION**

**Chapter Conservation Project** is defined as a recognized project initiated by a majority vote of the Chapter membership, or supported by the Chapter membership as the result of a majority vote of the Chapter’s membership. An example of a **Conservation Project** might be an AZA/SSP in-situ conservation effort, a species or habitat conservation project in a local community.

**Chapter Cause** is defined as an event or a need that has captured the attention of the Chapter membership and is supported by the Chapter as the result of a majority vote of the Chapter’s membership. An example of a **Cause** might be an international/local disaster relief effort or the support of an entity associated with a Conservation Project (school lunch program, women’s group, vaccination effort).

**POLICY**

All Chapters of the Association are established and chartered by the American Association of Zoo Keepers (AAZK) and are considered by law to be subordinate members of the national Association body. Chapters are subject to the general supervision and control of AAZK. Monies generated from Chapter dues, or sale of merchandise, products, projects or any other activity such as Bowling for Rhinos (Reference 7.01-8) directly or indirectly related to the operation of the Chapter are the property of said Chapter, but are ultimately the property of AAZK.

Chapters shall have the right to generate income for the benefit of their Chapter through the establishment of membership dues. Chapters may also generate income by any legal means, but should endeavor to follow the Articles of Incorporation for the Association, the Statement of Purpose for the Association, and the Directives listed in this Operations Manual. The practice of following the Incorporation Articles, when fundraising ultimately protects the Association from tax related harm associated with the operation of a 501 (c) (3), non-profit, tax exempt entity.



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| Subject:<br><b>Chapter Solicitation of Funding<br/>for Chapter Conservation<br/>Projects or Chapter Causes</b> | Number:<br>8.02-11 | Rev. | Effective Date:<br>May 1, 2006 | Page 2<br>of 3 |
|--|--------------------|------|--------------------------------|----------------|

Chapters have the right and are encouraged to financially support any conservation or education related project associated with or directly identified and tied to a 501 (c) (3) non-profit entity at the AAZK Chapter level. Chapter members have the right and are encouraged to volunteer their time to benefit another Association, a conservation project or an educational project.

AAZK Chapters **shall not** have the right to directly solicit an individual AAZK member or fellow AAZK Chapter within the Association for Project or Cause funding, without Board approval. Exemptions are listed below.

Chapters wishing to solicit any or all of the AAZK Chartered Chapter's membership, a zoo or animal related facility or the general public for a financial donation to a Chapter Project or Chapter cause shall first approach the Board of Directors of the Association for permission to proceed.

The Chapter wishing to solicit funds for a specific project or cause shall address the President of the Association by written memorandum, detailing the aspects of the project or cause. The President of the Association and the Board of Directors will have the ultimate authority in granting a Chapter's request to approach the AAZK Chapter membership, a zoo or animal related facility, or the general public for additional support funding. Permission may be granted for all or part of the anticipated request audience.

When a Chapter is approved by the President of AAZK for seeking additional funding for a project or cause from other AAZK Chapters, a zoo or related facility, or the general public, the Chapter may expect the following from the Association:

- 1 copy of the current mailing addresses for each Chartered Chapter of the Association or;
- 1 copy of each Chapter's electronic mailing address

These materials are available by request from the Administrative Offices of the Association

AAZK Chapters are encouraged to post the Conservation Project on AAZK Social Media outlets.

As a matter of adopted policy, AAZK will not:

- Post or advertise the Project or cause in the *Animal Keepers' Forum*
- Restrict appeals for funding that are part of a reviewed and accepted article, authored by an AAZK member that appears in the *Animal Keepers' Forum*
- Post or advertise the Project or cause on the Association's Web Page, other than Social Media Outlets
- Perform any mass mailing or mass electronic mailing on behalf of the Chapter Project or cause from the Administrative Offices of the Association

Chapter Re-charter fees, Chapter sponsorship or underwriting of AAZK Committees or Projects, or Chapter donations made to AAZK operations account for almost 40% of the yearly income of the

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| <b>Subject:</b><br><b>Chapter Solicitation of Funding<br/> for Chapter Conservation<br/> Projects or Chapter Causes</b> | <b>Number:</b><br>8.02-11 | <b>Rev.</b> | <b>Effective Date:</b><br>May 1, 2006 | <b>Page 3<br/> of 3</b> |
|---|---------------------------|-------------|---------------------------------------|-------------------------|

Association. Although there are a myriad of worthy projects and causes, and each may be very important to the Chapter, AAZK Chapters need to recognize and acknowledge the fact that monetary donations that leave this Association have a direct financial impact on the operation of the Association and severely limit and curtail improvements to the Association.

Therefore, an AAZK Chapter's donations to another entity are *recommended* not to exceed the amount that Chapter has donated to AAZK National for the current calendar year.

### **Exemptions**

This policy does not apply to AAZK Conference hosts and their appeals to AAZK Chapters for sponsorships that will have a direct impact on a National or Regional Conference of the Association in the form of General Donations of money or artwork, Meal Sponsorships, Hospitality Sponsorships, or "Chapter Challenges".

This policy does not subvert or curb the powers of the AAZK Board of Directors which may at any time or opportunity place before the general membership and/or Chapter membership the notice and opportunity to contribute to an AAZK supported and endorsed national project or cause, or an aspect of said project, or an issue or cause that has been determined by the Board of Directors through majority vote that has the merit to be placed before the membership.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>9.01-1</b>           | Page 1<br>of 2                     |
|   | Effective Date:<br>1 January 1990  |
| Subject:<br><b>Animal Keepers' Forum/Web<br/>Advertising Policy and Rates</b> | Reviewed/ Revised:<br>27 June 2013 |

### Board Administrative Directive

#### PURPOSE

To establish the policy for the American Association of Zoo Keepers (AAZK) on accepting advertising for publication in the *Animal Keepers' Forum* and other AAZK publications or materials and to set policy on announcements or other finite information that may appear in the *Animal Keepers' Forum* or the Web Page of AAZK.

#### POLICY

The AAZK and the monthly publication, the *Animal Keepers' Forum*, (AKF) shall only accept advertising that is animal related and conforms to the Statement of Purpose for AAZK. All advertising content will be reviewed by the Editor of AAZK. All inappropriate advertising shall be rejected. Questions regarding advertising content shall be forwarded to the Chief Executive Officer (CEO) for review and decision regarding publication. The AAZK Board of Directors shall maintain final authority over entire content of the *AKF* and other AAZK publications.

Advertising rates for the *AKF* and other publications of AAZK shall be set by the Editor of the *AKF* and ratified by the current Board of Directors.

AAZK shall not offer gratis advertisement for the *AKF* unless that request is from a Conservation Partner and where gratis advertisement is exchanged on a one-to-one (even trade) basis, and is excluding advertisement for sale of a product or service.

Advertisement rates shall be set in two (2) categories, Member and Non-member rates. Current advertisement rates are kept on file with the Administrative Offices of AAZK. In order to receive discounted or Member rate, the potential advertiser must either be a Commercial Member, Institutional Member or Conservation Partner of the Association. Members or duly chartered Chapters of the Association are eligible for the member rate and may purchase advertisement at the posted member rate.

AAZK shall not accept requests for advertisement from other Conservation organizations, unless that organization joins the Association as an Institutional Member or Conservation Partner. Conservation organizations or duly chartered Chapters of the Association that wish to place an announcement in an AAZK publication shall be accommodated at the discretion of the *AKF* Editor.

Conferences or other education meetings will be accommodated on the webpage of *AKF* under Coming Events.

|   |                   |                      |                                   |                |
|---|-------------------|----------------------|-----------------------------------|----------------|
| Subject:<br><b>Animal Keepers' Forum – Advertising Policy</b> | Number:<br>9.01-1 | Rev.<br>27 June 2013 | Effective Date:<br>1 January 1990 | Page 2<br>of 2 |
|---|-------------------|----------------------|-----------------------------------|----------------|

## **DEFINITION**

**Conservation Partners** – Board approved membership based associations whose stated purpose aligns with the Mission Statement and Statement of Purpose of the Association.

The AAZK Reciprocal Membership Conservation Partners have formally agreed to offer an exchange of membership rates for products, services or conferences.

**Advertisement** – An formal offering where the intent is to communicate to the membership the availability of an item, items, or services for purchase, rent or trade.

**Announcement** – A formal statement located within the *AKF* placed at the discretion of the AKF Editor, communicating a specific Chapter Event.

**Chapter** – Duly chartered within the Association. A duly chartered Chapter may offer incidental (logo) items for sale advertise for donations to a Chapter or Facility Project or offer special rates for travel associated with a Chapter or Facility conservation related project and the availability of such items may be advertised in *AKF* at the prevailing member rates.

**Commercial Member** – This membership category covers an entity so incorporated or licensed as to offer for sale a product or a service to the membership of AAZK.

**Institutional Member** – This membership category covers an entity whose primary intent is to conserve species through the physical housing of exotic animals, conserving animal habitat or conveying conservation principles through conservation education. An Institutional Member may offer incidental (logo) items for sale, or may offer travel opportunities to participate in conservation activities and the availability of such items may be advertised in *AKF* at the prevailing member rates.

**Member** - An individual holding membership within the Association, in one of the categories of individual membership.

The Editor of *AKF* and the CEO of AAZK shall endeavor to ensure that advertising appearing in the *AKF* shall conform to United States Postal Regulations regarding non-profit entities. Advertising that does not conform to non-profit entities and postal rates afforded non-profit corporations shall be rejected, rewritten or negotiated financially with the advertiser(s), to ensure the association is not financially harmed.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>9.01-2</b> | Page 1<br>of 1                       |
|   | Effective Date:<br>25 September 1998 |
| Subject:<br><b>AAZK Website Management</b>                          | Reviewed/ Revised:<br>25 June 2013   |

**Board Administrative Directive**

**PURPOSE**

To establish the American Association of Zoo Keeper (AAZK) policy regarding the management of a Website posted on the Internet for the benefit and advertisement of AAZK.

**POLICY**

The AAZK Board of Directors shall have the authority to create and maintain a Website for the benefit of AAZK. The AAZK CEO or their representative shall manage this Website for professional content. The actual structure and content of the site is not listed here, but shall contain such information that is consistent with the **Statement of Purpose** of AAZK.

The AAZK Board of Directors may secure a Web Designer and/or Maintenance by contract to host the AAZK Website in one (1) year increments. Should the AAZK Board of Directors determine an expansion of the contract is warranted, it may do so by majority vote. Termination of the agreement by either party can be accomplished in writing, thirty (30) days prior to the renewal date or at any time during the course of the agreement, with thirty (30) days written notice. AAZK retains all rights to the domain address through a third party owner.

Unless negotiated with the Web Master routine content management shall be the responsibility of AAZK and shall be performed by the CEO/CFO or their designate.

Advertisement, Links, Chapter Webpage and their content are referenced directives in this Manual.



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| <b>American Association<br/>of Zoo Keepers</b><br><br><b>9.02-2</b> | Page 1<br>of 2                       |
|   | Effective Date:<br>25 September 1998 |
| Subject:<br><b>AAZK Website Advertisement and<br/>External LINK</b> | Reviewed/ Revised:<br>2 July 2013    |

**Board Administrative Directive**

**PURPOSE**

To establish the American Association of Zoo Keeper (AAZK) Board of Director policy regarding requests to place advertisement "**LINKS**" on the Associations Home Page or Social Media.

**DEFINITION**

An "**Advertisement LINK**" usually comes in the form of a hyperlink or "hot button" placed at some point on the page. When the visitor "clicks" on the advertisement, they are immediately transported to the address of the advertiser.

**POLICY**

The Board of Directors shall appoint the Chief Executive/Financial Officer (CEO/CFO) to manage and control the content of the AAZK Webpage.

AAZK shall not solicit for advertisement on the Home (Splash) Page. Advertisement LINKS on any page shall be limited to one (1) per page and shall be limited sites that are of professional interest to the membership or from Conservation Partners.

Banners may be placed at the discretion of the Content Manager (CEO) and shall be limited to AAZK Commercial Membership.

Popup advertising is not allowed.

Requests for Advertisement LINKS sent to the CEO/CFO. All links to web sites shall not contain adult material or material violating the AAZK Code of Professional Ethics. Requests to establish a link with the AAZK Website shall follow these basic definitions:

- The site shall be of professional interest to the membership
- Links will not be established based upon financial benefit to AAZK, the link must fit within the AAZK Statement of Purpose
- Links shall not violate the AAZK Professional Code of Ethics
- Links will not be established to sites with adult content

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|--|-------------------|---------------------|--------------------------------------|----------------|
| Subject:<br><b>AAZK Web Page Advertisement<br/>and External LINK</b> | Number:<br>9.02-2 | Rev.<br>1 July 2013 | Effective Date:<br>25 September 2001 | Page 1<br>of 2 |
|--|-------------------|---------------------|--------------------------------------|----------------|

- All requests to establish Links shall be reviewed for content by the CEO/CFO. The AAZK Board of Directors shall ratify all Links to be included on the AAZK Webpage.
- AAZK Conference Web Links are exempt from the approval format

AAZK Conference Link from the Host Chapter site into the AAZK Webpage are granted permission, provided the Link is established directly to the Main (Splash) Page.

The following disclaimer shall appear on the Website:

This Web Site contains Links to other web sites, which are independent of this website. We make no representation or warranty as to the accuracy, value, integrity, completeness or authenticity of the information or opinions contained in any such linked website, and any link to another website shall not in any manner be construed as an endorsement by AAZK, of that website or the products or services described therein.

Furthermore, these links may lead to sites containing links that contain offensive and objectionable content or which may contain dangerous computer viruses. You assume and AAZK hereby disclaims all responsibility for any of the content on these sites or for any damage sustained by the users of these sites.



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| <b>American Association<br/>of Zoo Keepers, Inc</b> | Page 1<br>of 1                       |
|   | Effective Date:<br>22 September 2008 |
| Subject:<br><b>Electronic Alert Policy</b>          | Reviewed/ Revised:<br>2 July 2013    |

## Board Administrative Directive

### PURPOSE

To establish the American Association of Zoo Keeper (AAZK) Board of Director policy regarding execution of membership-wide electronic communication alerts (mass email or listserv) utilizing email address provided by the AAZK Membership on their AAZK membership platform.

### POLICY

The AAZK Board of Directors shall have the authority to create and maintain a listing of email addresses required and submitted by potential or renewing members when they complete their Membership Profile for the AAZK Membership. All individual email addresses shall be held confidential by the AAZK, but Chapter contact information (email addresses) may be distributed to other entities at the discretion of the AAZK Board of Directors.

The purpose of compiling and holding electronic (email) information is to provide the membership of AAZK with up-to-the-minute information on critical zoological events, events of interest to the zoological community, or AAZK events of interest to the membership. These media releases are hereby called: AAZK E-lerts

Events of interest for release in an AAZK E-lert shall be identified and approved by the President of AAZK, or their designee. Events of interest shall be limited to critical or noteworthy information only. Examples of critical or noteworthy information are listed as follows:

#### **National/International News and Updates**

- Animal Escape Events
- Animal Incident Events (Animal/Keeper/Public - Negative Interaction)
- Weather or Disaster Events and Calls for Assistance related to a Disaster Event
- Significant Animal or Facility Welfare Issues

#### **AAZK Important Information**

- AAZK Press Release
- AAZK Publication or Product Announcements
- AAZK Time-critical Announcements
- AAZK Grant Funding Opportunities
- AAZK Conservation Partners Newsletter/Publication Links
- AAZK Election Information and Voting Opportunities
- AAZK Conference Information, Conference Site Selection Opportunities, Workshop Opportunities



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|--|-------------------|---------------------|---------------------------------------|----------------|
| Subject:<br><b>Electronic Alert Policy</b> | Number:<br>9.02-3 | Rev.<br>2 July 2013 | Effective Date:<br>September 22, 2008 | Page 2<br>of 2 |
|--|-------------------|---------------------|---------------------------------------|----------------|

The AAZK Board of Directors through the AAZK Communication Committee shall coordinate the publishing of content and at times, authoring content for AAZK E-lets.

For critical events the AAZK E-lets shall include a summary notice and an electronic link to the media-authored notice of the event. AAZK shall not violate any copyright laws by “transcribing” or providing “capsulation” of any printed, video or electronic media within the AAZK E-let.

For AAZK Important Information E-lets, content may be included within the E-let communication, the reader may be directed to the AAZK web page for information, and/or there may be an external link provided.

The following content *shall not* be considered for an AAZK E-let:

Funding Requests

Job or Intern Opportunities

Notice of Institutional Member Events

AAZK Chapter Events

Travel Opportunities/Trip Announcements

Commercial Membership Advertisements