Alpaca Owners Association, Inc.
Policies and Procedures

Board of Directors
01-01 Creation of Association Policies and Procedures

ID#: AOA 01-01 | **Published Date:** February 2007 | **Revision Date:** July 2014

PURPOSE
To establish a process for creating the policies and/or procedures in this policy manual.

APPLICABLE AOA BYLAWS
Article I Section 1.1 *Statement of Purpose*
Article III Section 3.1 Classes of Members
Article XII Section 12.1 *Association Policies and Procedures*
Article XII Section 12.2 *Amendment of Policies and Procedures*

POLICY
Policies and Procedures of Alpaca Owners Association, Inc. (also referred to as the "Association" or "AOA") govern the process of registering, transferring, naming alpacas, and other Registry functions, as well as the functions related to certification of AOA shows, rules for AOA certified shows, judges' training, and marketing activities. The Association's Policies and Procedures are at all times subordinate to the Bylaws of the Association. In case of any conflict between the Association's Bylaws and its Policies and Procedures, the Bylaws shall control.

AOA policies may be created in accordance with AOA Bylaws Article XII Section 12.2 and shall become effective immediately upon passage unless otherwise provided in the policy and procedure. The Executive Director will publish notice of such policies in AOA publications and on the AOA web site.

The Board of Directors of AOA (also referred to as the "Board" or the "Board of Directors") shall at all times effect the voting membership's intent in the creation of any policies. Should any policy or procedure voted on by the membership contain contradictory or incomplete instructions, the Board must act to fully effect the voting membership's intent in the implementation of the proposed policy.

PROCEDURE
The Board of Directors may create policies and procedures at any duly called board meeting(s), subject to the stipulations outlined in the Bylaws.

Members with voting rights may request the creation of policies and procedures by petition as outlined in the AOA Bylaws. The petition shall include the current policy as published, the proposed policy language, member's name, farm name, account number and signature. The petitioner must contact the AOA office to determine the number of signatures required to comply with the Bylaws and the deadlines for submittal prior to the annual meeting. The petition should be submitted to the AOA office. The AOA office shall confirm the validity of the required number of signatures of members with voting rights. The Board of Directors will consider the petition at their next meeting. Unless otherwise prohibited by the Bylaws, a majority Board vote is required for passage. In the instances where Bylaws require a vote of the members, or when the Board fails to accept the suggestion and the Bylaws provisions are met, a ballot vote will be scheduled for the next annual election of the voting membership.

Should a policy or procedure implemented through the petition process in accordance with the Bylaws as a result of a vote the membership, the AOA Board shall not amend said policy or procedure without first obtaining the vote of the membership.

01-02 Amendment of Association Policies and Procedures

ID#: AOA 01-02 | **Published Date:** February 2007 | **Revision Date:** July 2014

PURPOSE
To establish a process for amending the policies and/or procedures maintained in this policy manual.

APPLICABLE AOA BYLAW
Article XII Section 12.2 *Amendment of Policies and Procedures*

POLICY
Policies and Procedures of the Association govern the process of registering, transferring and naming alpacas, and other Registry functions, as well as the functions related to certification of AOA shows, rules for AOA certified shows, judges' training, and marketing activities. The Association's Policies and Procedures are at all times subordinate to the Bylaws of the Association. In case of any conflict between the Association's Bylaws and its Policies and Procedures, the Bylaws shall control.

Association Policies may be amended in accordance with the Association's Bylaws Article XII Section 12.2 and shall become effective immediately upon passage unless otherwise provided in the amendment. The Executive Director will publish notice of such amendments in AOA publications and on the AOA web site.

The Board shall at all times effect the voting membership's intent in the amendment of any policies. Should any amendment to the policies voted on by the membership contain contradictory or incomplete instructions, the Board must act to fully effect the voting membership's intent in the implementation of the proposed amendments.

PROCEDURE
The Board of Directors may amend the policies and procedures at any duly called board meeting(s) subject to the stipulations outlined in the Bylaws.

Members with voting rights may request amendments to policies and procedures by petition as outlined in the AOA Bylaws. The petition shall include the current policy as published, the proposed policy language, member's name, farm name, account number and signature. The petitioner must contact the AOA office to determine the number of signatures required to comply with the Bylaws and the deadlines for submittal prior to the annual meeting. The petition should be submitted to the AOA office. The AOA office shall confirm the validity of the required number of signatures of members with voting rights. The Board of Directors will consider the petition at their next meeting. Unless otherwise prohibited by the Bylaws, a majority Board vote is required for passage. In the instances where the Bylaws require a vote of the members, or if the Board fails to accept the suggestion and the Bylaws provisions are met, a ballot vote will be scheduled for the next annual election of the membership.

01-03 Meetings of the Board

ID#: AOA 01-03 | **Published Date:** November 2003 | **Revision Date:** July 2014

PURPOSE
To establish a policy on the conduct of meetings of the Association Board of Directors

APPLICABLE AOA BYLAWS
Article V Section 5.7 Secretary
Article V Section 5.8 Regular Meetings
Article V Section 5.9 Special Meetings
Article V Section 5.10 Notice
Article V Section 5.11 Informal Action by Directors
Article V Section 5.12 Quorum and Manner of Acting

POLICY
A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board unless the act of a greater number is required by law or the Bylaws.

PROCEDURE
1. Minutes are to reflect how each board member voted on motions if they are not unanimous.
2. Minutes are to be recorded for any duly called meeting of the Board of Directors.
3. A copy of the approved minutes will kept on file in the AOA office.
4. Approved AOA minutes will be posted on the AOA web site.

ID#: AOA 01-04 | **Published Date:** February 2007 | **Revision Date:** August 2023

PURPOSE
To establish a policy on the creation and conduct of committees.

APPLICABLE AOA BYLAWS
Article VI Section 6.2 *Nominations*
Article VI Section 6.3 *Election Procedures*
Article VII Section 7.1 *Committees*
Article VII Section 7.2 *Conflict of Interest*

POLICY
By appropriate action, the Board may create and dissolve committees and may appoint and dismiss committee members or fill vacancies at will. The Board may require each committee to submit such reports and summaries of work as the Board may deem appropriate.

The Board shall annually appoint an Election Committee for the purposes of seeking members who may be interested in running for the Association Board of Directors and for conducting the annual election.

The Board shall also maintain regular standing committees that shall exist from year-to-year to consist of: Government and Industry Relations Committee, Show Rules Committee, Judge Training and Certification Committee, Judges Advisory Committee, Grievance Review Committee, Fiber & Fiber Products Committee, Alternative Products Committee, Membership Committee, Youth Committee, and Marketing Committee.

The Board shall maintain a Registry Petitions and Appeals Committee made up of Board members that shall exist from year-to-year.

PROCEDURE
Appointments; General Duties; Chairpersons
Committee members of any regular standing committee shall be appointed by a majority vote of the Board. Each committee member shall be appointed for a term of three (3) years. Unless otherwise specifically approved by the Board, an individual shall not serve more than two (2) terms consecutively on a particular committee.

Ad-hoc committees can be created and members appointed by the Board as required.

All committee members shall be Paid Members of AOA. Eligible members interested in serving on any AOA committee shall submit a committee member disclosure form, a brief biography, and a description of the member's qualifications relevant to the member's proposed service on the committee.

Committee members shall (1) use best efforts to attend all committee meetings, but in any event shall attend at least 75 percent of the meetings; (2) prepare for meetings by reviewing the agenda and all pertinent information regarding issues to be discussed at the meetings; (3) actively participate in discussions at committee meetings; and (4) follow through promptly on any assignments from the committee.

The Board will appoint the chairperson for all committees or, at the Board's discretion, the Board may allow the committee members to appoint the chairperson. The committee chairperson will lead the committee and will be responsible for (1) scheduling meetings at least 72 hours prior to the meeting date and planning the agenda for meetings, incorporating input from committee members, AOA staff, and the AOA Board; (2) ensuring that all members of the committee, as well as AOA Board liaisons, are notified of every committee meeting at least 72 hours prior to the meeting; (3) managing the meeting, encouraging open discussion, and ensuring the committee takes actions on issues; and (4) ensuring that minutes of the meeting are recorded and that reports and recommendations for action from the committee are sent to the Executive Director for dissemination to the Board.

Overarching Responsibilities
In addition to other projects specifically delegated to AOA committees by the Board, the committees are responsible for assisting the Board in focus and implementation of the organization's Strategic Plan. Each committee is responsible for developing an annual work plan for review and approval by the Board. Most committees align with specific areas of AOA's Strategic Plan and each committee's annual work plan should specifically identify which section(s) of the Strategic Plan are being addressed, if applicable. The annual work plan should include timeframes as well as all resources needed for implementation (staff time, money, etc.). Input from the Executive Director and/or Staff Liaison is essential in the development of this plan.

Progress and/or problems will be reported at least quarterly to the Board via the Board Liaison. A written report shall be prepared annually and submitted to the Board. A copy of this report will be included in the official record for the committee and made available to the membership.

Board Liaison
Each committee other than the Registry Petitions and Appeals Committee will have, as non-voting members, one or more liaison representatives from the Board. The Board Liaison will provide the Board perspective to the committee. The Board Liaison will provide input from the committee to the AOA Board. The Board Liaison will also be responsible for hearing and addressing the concerns of the committee members.

The Board may, at its option, appoint a non-voting advisor to serve on a committee. The advisor shall serve for such time as is determined by the Board.

Staff Liaison
A staff liaison will be responsible for providing support to the committee and the Executive Director concerning committee work. The staff liaison is also responsible for reporting the committee's activities to the Executive Director. Because much of the day-to-day work in implementation of the annual work plan falls on the staff, the staff liaison's role is critical in ensuring that the staff resources are available for the work to be accomplished.

Committee Meetings
Committees shall hold periodic meetings to conduct their business. Recommendations for action taken at any committee meeting shall be recorded and provided to the respective committee liaison and a copy provided for the office files. A written activity report is to be submitted to the AOA Executive Director annually. Committee meetings shall proceed as follows:

1. Committees shall generally meet via teleconference. If required, a committee may meet face to face, provided such meeting is approved in advance by the Board, after giving consideration to the proposed content of the meeting and the reasonableness of any expenses.
2. Unless otherwise provided in the resolution of the AOA Board establishing a committee, a majority of the whole committee shall constitute a quorum and any resolution voted upon shall require the affirmative vote of a majority of all of the members of the committee.
3. Committees shall maintain minutes of each committee meeting, which shall:
    A. Include the date, time and place of the meeting and note the chairperson's name, members present and absent, and other key people in attendance.
    B. Include all formal motions and passage or defeat, including vote counts.
    C. Include all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation.
    D. Provide information on the time and place of the next meeting.
    E. Be distributed to all committee members and Board liaisons and approved at the next regular meeting of the committee or via an email vote which will be ratified at the next available meeting
    F. Be forwarded to the Executive Director to be disseminated to the Board.
4. If a committee requests approval or feedback from the Board, the committee will provide a written proposal or recommendation to the Executive Director to be reviewed by the Board.
5. If requested by the Board, either the committee chairperson or another committee member shall attend an AOA Board meeting for the purpose of answering questions or providing advice or other information to the Board.

6. Committees may conduct votes via email, assuming the vote is ratified at the next teleconference or face-to-face meeting of the committee.

Communications
Following are guidelines for communications of AOA committees:

1. Committees or committee members may not issue formal announcements, place advertisements, or enact rules without the prior review and approval of the Board.
2. Committee members may develop draft brochures, handouts, and other presentations, but those items must be submitted to the AOA staff and/or Board, as appropriate, for review, revision as needed, and finalization.
3. Committee members shall not disclose information to the membership which the committee has agreed to maintain as confidential until such time as the committee has agreed to disclose the information. The committee should then inform the Board when the committee is ready to release the information, and the Board may then release it as they see appropriate.
4. It is recommended that correspondence from a committee to the membership be drafted by the committee with the committee chair's name and designation as chair, and then distributed by AOA. Each committee shall prepare articles for newsletters or other publications as requested and approved by the Executive Director or the Board.
5. Each committee member shall act in a manner consistent with the AOA Bylaws and Policies & Procedures and shall use their best efforts to communicate with AOA members in a manner which is supportive of AOA, the AOA Board, and AOA staff.

A committee may ask any individual with specific knowledge required by the committee to provide advice or serve as a consultant to the committee. If payment for such services is required, such expenditure must be presented to and approved in advance by the Executive Director or the Board.

The following committees have been established:

1. Election Committee
    A. General Information
        1. This committee will consist of at least three AOA members with voting rights, none of whom shall be a member of the Board.
        2. The AOA office will accept any nominations for Board candidates made by petition from the voting membership. Petitions from the membership will require signatures from at least two (2) percent of the voting members in good standing. The Executive Director will certify that the signatures on any petition are members with voting rights who are in good standing and that sufficient signatures exist to support the nomination. The Executive Director will forward properly validated petitions to the Election Committee.
    B. Duties & Responsibilities
        1. The Election Committee is responsible for the conduct of the annual election of members to the Board of Directors.
        2. Prior to the election, this committee will recruit and nominate at least two candidates for each open position from among the members with voting rights who are in good standing.
        3. The Board may present suggested candidate questions to the Election Committee for consideration.
        4. The committee will require each candidate to submit a statement on behalf of their candidacy. The committee will establish the format and distribution of the statement. The committee will decide what questions will be included in any statement and assure compliance with standards that may be set.
        5. All candidates are to submit a conflict of interest statement pursuant to Article VI Section 6.3 of the Bylaws (Election Procedures), and the same conflict of interest statement shall be required of Board members whose terms will be continuing.
2. Government and Industry Relations Committee
    A. General Information
        1. This committee will consist of at least five AOA members.

B. Duties & Responsibilities
    1. Responsible for maintaining contact with other industry organizations
    2. Interact appropriately with regulatory agencies in order to:
        a. Comment on proposed laws/regulations
        b. Advocate action on behalf of the alpaca industry
        c. Maintain an industry presence in the U.S. Animal Health Association (USAHA)
    3. Positively influence members to make informed comments when necessary
    4. Promote practices and regulations that support the health of our national alpaca herd
    5. Assist members with information when action is needed at the local or state level
    6. Interact with AOA standing committees as needed to educate and inform members
    7. Research and complete projects as assigned by the Executive Director or Board and present those findings as requested

3. Registry Petitions and Appeals Committee
    A. General Information
        1. This committee will consist of a minimum of three members of the Board of Directors.
        2. The AOA Executive Director will serve as a non-voting committee advisor
    B. Duties & Responsibilities
        1. Responsible for receiving, reviewing and making decisions regarding petitions and appeals.
        2. The committee must reach a unanimous decision among the committee members with regard to a particular petition or the petition shall be forwarded to the full Board of Directors for review.
        3. Petitions
            a. Current Indicated Owner(s) of live registered alpacas may request exceptions to these policies and procedures by petition.
            b. Petitions must be submitted in writing and should be sent to the Executive Director.
            c. Petitions should also include the date, petitioner's name, account number, and farm name.
            d. Where a service is to be performed as a result of a successful petition, a fee shall be levied to the petitioner consistent with the cost of this service and the petitioner shall also pay any additional costs associated with the petition.
4. Show Rules Committee
    A. General Information
        1. This committee shall consist of a minimum of 7 people, with current memberships in AOA and the AOA Show Division.
        2. There will be three non-voting advisory positions consisting of:
            a. A Halter Judge Trainer
            b. A Fleece Judge Trainer
            c. A Show Superintendent
        3. The Show System Administrator will serve as a non-voting committee advisor
    B. Duties & Responsibilities
        1. Review show system rules annually and recommend Show System Handbook updates to the Board
        2. At the request of the Show System Administrator, review and discuss waivers submitted from shows and make a recommendation to the Show System Administrator for approval or denial
        3. At the request of the Show System Administrator, review and discuss show and exhibitor issues and/or complaints and make a recommendation to the Show System Administrator, who will take action if necessary
        4. At the request of the Show System Administrator, assist in the interpretation of current AOA Show Rules

5. At the request of the Show System Administrator, meet annually with show superintendents and judges to present approved updates to show rules and discuss the rationale for those changes
6. At the request of the Show System Administrator, make recommendations for changes to AOA Show System certification forms to the Show System Administrator
7. At the request of the Show System Administrator, make recommendations for updates to show forms used by judges to the Show System Administrator
8. At the request of the Show System Administrator, coordinate on issues with the Judges Advisory Committee and Judge Training & Certification Committee as necessary
9. Research and complete projects as assigned by the Show System Administrator, Executive Director or Board and present those findings as requested

5. Judge Training and Certification Committee
   A. General Information
      1. This committee shall consist of 9 people with current memberships in AOA and the AOA Show Division.
      2. There will be two non-voting advisory positions consisting of:
         a. A Halter Judge Trainer
         b. A Fleece Judge Trainer
      3. The Show System Administrator will serve as a non-voting committee advisor
   B. Duties & Responsibilities
      1. Review Judge Training and Certification Supplement of the Show System Handbook and recommend changes to the Board
      2. At the request of the Show System Administrator, plan, schedule, and staff required judge training clinic and certification testing events.
      3. At the request of the Show System Administrator, plan, organize, develop and update certification curriculum and training resource materials for the Judge and Apprentice Judge training programs. This shall include recommending Judges and Apprentice Judges for approval to the Show System Administrator who will present the recommendation to the Board
      4. Prepare information and solicit feedback regarding the training programs and related issues
      5. Coordinate on issues with the Judges Advisory Committee and Show Rules Committee as necessary
      6. Review and discuss requests from judges and make a recommendation to the Show System Administrator
      7. Work with Show System Administrator to create and update process documents for judges and apprentice judges (Calibration form, Emphasis Guide, etc.)
      8. At the request of the Show System Administrator, meet with Judge trainers to present updates and new procedure training
      9. Make recommendations as necessary to the Board for “Distinguished Judge Award”
      10. Research and complete projects as assigned by the Show System Administrator, Executive Director or Board and present those findings as requested
6. Judges Advisory Committee
   A. General Information
      1. This committee shall consist of 7 people with current memberships in AOA and the AOA Show Division. These 7 people must be current AOA Certified Judges and shall include at least two Halter Judge Trainers and one Fleece Judge Trainer.
      2. The Show System Administrator will serve as a non-voting committee advisor
   B. Duties & Responsibilities
      1. Respond to projects disseminated from the Show Rules Committee and the Judge Training & Certification Committee
      2. Be open to input from AOA Judges and Apprentice Judges

3. At the request of the Show System Administrator, coordinate with the Show Rules Committee on issues regarding AOA Show Rules
4. At the request of the Show System Administrator, coordinate with the Judge Training and Certification Committee regarding judge training and certification
5. Identify any areas of concern and communicate those concerns with the appropriate committee, the Show System Administrator, or the Board
6. Research and complete projects as assigned by the Show System Administrator, Executive Director or Board and present those findings as requested

7. Grievance Review Committee
   A. General Information
      1. This committee shall consist of 4 people, with one member each from the Show Rules Committee, Judge Training and Certification Committee, Judges Advisory Committee, and Board of Directors.
      2. The Show System Administrator will serve as a non-voting committee advisor.
   B. Duties & Responsibilities
      1. As requested by the Show System Administrator, investigate grievances related to the AOA Show System through discussion, gathering written statements, and interviewing parties to the incident.
      2. All grievances shall be held in confidence
      3. Submit a detailed report with a recommended proposed action to the Show System Administrator who will make the final decision on outcome. The Show System Administrator will consult with the Executive Director before making a final determination.
      4. Research and complete projects as assigned by the Show System Administrator, Executive Director or Board and present those findings as requested
8. Fiber & Fiber Products Committee
   A. General Information
      1. This committee shall consist of a minimum of 7 people.
   B. Duties & Responsibilities
      1. Suggest ideas for building public awareness about alpaca fiber and fiber products, through the use of articles for printed publications which are submitted to the Executive Director for approval.
      2. Suggest ideas for projects that promote alpaca fiber finished products as a viable source of revenue, which are submitted to the Executive Director for approval.
      3. Work with AOA to develop, manage, and execute the Student Design Competition, including encouraging awareness and support from within the alpaca industry.
      4. Review and recommend updates for the Show System Handbook to the Show Rules Committee in the areas of Spin off and Auxiliary Fiber
      5. Develop projects that showcase the work of fiber artisans
      6. Work with AOA to develop and update a resource directory focused on fiber processing.
      7. Research and complete projects as assigned by the Executive Director or Board and present those findings as requested
9. Alternative Products Committee
   A. General Information
      1. This committee shall consist of a minimum of 7 people.
   B. Duties & Responsibilities
      1. Identify, research, evaluate, and document possible non-textile revenue sources from alpacas and alpaca products, including but not limited to non-textile uses of fleece, hides, pelts, leather products, manure, animal food products, food products for human consumption, and any other possible uses of alpacas and alpaca by-products.
      2. The committee will also identify individuals who are already producing, using or selling such products in order to communicate with them and glean as much information as possible about their experiences.

3. The committee will attempt to evaluate the feasibility, profitability, limitations, legal concerns, production costs, existence of markets, potential for future markets, and any other information that might be useful to AOA members that wish to pursue the possibility of non-traditional revenue sources from their alpacas.

10. Membership Committee
    A. General Information
        1. This committee shall consist of a minimum of 5 people.
    B. Duties & Responsibilities
        1. Identify, propose, and assist in the implementation of strategies to promote AOA membership, increase organizational membership, and ensure that membership benefits are appropriate to membership needs.
        2. Gather input from members periodically to determine the value of benefits.
        3. Identify ways to provide ongoing education about member benefits.
        4. Assist in AOA's annual membership renewal drive.
11. Youth Committee
    A. General Information
        1. This committee shall consist of a minimum of 5 people.
    B. Purpose Statement
        1. The purpose of the AOA Youth Committee is to build a collaborative relationship with Affiliates, 4-H and FFA to tailor a youth program focused on long-term investment in the alpaca industry.
    C. Duties & Responsibilities
        1. The AOA Youth Committee will research, discuss and help lead the staff, Affiliates and event managers to execute the following actions:
            a. Identify collaborative opportunities to integrate with affiliates and other livestock organizations to promote youth halter at AOA shows as well as County Fairs and other events and promote alpacas to 4H and FFA as viable livestock.
            b. Offer clinics to 4-H groups and through FFA chapters to move youth from seeing alpacas as pets to breeders.
            c. Outline, promote and organize a youth alpaca coaching program, based on the 4-H and FFA models, where youth can learn and prepare prior to judging events.
            d. Identify mentor farms and share with 4-H clubs and FFA chapters.
            e. Set priorities and assist with key messaging that will be used to promote youth engagement with AOA and its Affiliates.
12. Marketing Committee
    A. General Information
        1. This committee shall consist of a minimum of 5 people.
    B. Purpose Statement
        1. The purpose of the Marketing Committee is to advise the Board on marketing matters including overall customer insight, marketing strategy and capability, and the development and implementation, with staff help, of the organization's marketing plan.
    C. Duties & Responsibilities
        1. The AOA Marketing Task Force focus is two-fold:
            a. Internal Audience: To work with the staff to create, communicate, deliver and exchange offerings that support the AOA mission as we roll out programs and services to our membership.
            b. External Audience: The task force creates and reviews proposed marketing strategies to promote a lifestyle by way of alpaca ownership and works with the staff to see them through to completion.
13. Education Committee
    A. General Information
        1. This committee shall consist of a minimum of 5 people.
    B. Purpose Statement
        1. The AOA Education Committee has the responsibility to provide guidance and oversight for the development of AOA educational materials and activities. The

Committee will assist with identifying experts in the field to participate in educational offerings such as written materials, the National Education and Fiber Conference, and monthly webinars.

C. Duties & Responsibilities
    1. Scope and Key Objectives
        a. The Education Committee will explore and develop educational materials and programs in response to AOA membership needs and/or leadership and committee requests. It will evaluate current educational materials for usefulness and recommend updates to existing materials, new materials, and speakers in response to the needs of the AOA membership. In order to accomplish this objective, the Committee will:
            a. Assess AOA membership priorities for the development of educational offering
            b. Assist with identifying thought leaders in the industry to participate in various educational offerings
            c. Ensure that AOA members are aware of current educational offerings
        b. We want members and non-members to walk away with:
            a. Resources to help them with best practices in alpaca ownership
            b. Access to education that will help them in all facets of their business
            c. Easy to reference guides, as well as in-depth articles on a variety of topics.
        c. Key performance indicators:
            a. Members are accessing the AOA online educational library
            b. Members are attending monthly webinars
            c. Members and non-members are attending the National Education and Fiber Conference
            d. Non-members are accessing information in Alpaca Academy
            e. Web searches result in AOA educational materials at the top

01-05 Investigation/Action Concerning Alleged Misconduct by a Member of the Board of Directors

ID#: AOA 01-05 | **Published Date:** November 2003 | **Revision Date:** July 2014

PURPOSE

The following Policies and Procedures for Investigation of and Action Concerning Alleged Misconduct by a Member of the Board of Directors (as used in this section 01-05, the "Policies") of Alpaca Owners Association, Inc., a Colorado nonprofit corporation ("AOA") shall be applicable with respect to the investigation of and potential resulting action(s) concerning (i) an alleged violation by a member of the AOA Board of Directors ("Board Member") of the Board Member's duties as specified by AOA's Bylaws and Policies and Procedures (the "Governing Documents") or by the Colorado Revised Nonprofit Corporation Act or its successor (the "Act") or (ii) an allegation that a Board Member engaged in fraudulent or dishonest conduct, gross abuse of authority or discretion, or other misconduct.

APPLICABLE AOA BYLAW

Authorized by Colo. Rev. Stat. Section 7-128-109.

POLICY

1. **Receipt of Information**. In the event the AOA Board of Directors (the "Board") receives information (the "Information"), via a complaint or other statement from the AOA Executive Director or an AOA member or otherwise, concerning (i) an alleged violation by a Board Member of such Board Member's duties as specified by the Governing Documents or by the Act or (ii) an allegation that a Board Member engaged in fraudulent or dishonest conduct, gross abuse of authority or discretion, or other misconduct (such violation, as specified in (i), or misconduct, as specified in (ii), shall be hereafter referred to as a "Violation"), the Board shall examine such Information and make an initial determination as to whether an investigation of the facts concerning such Information is warranted. If the Board determines that such an investigation is warranted the Board shall delegate the conduct of the investigation to a committee (a "Special Committee") of AOA members who are not Board members, which Special Committee shall be formed pursuant to the Governing Documents. The Board shall undertake such efforts as the Board determines reasonable to appoint members of the Special Committee who will conduct the investigation in a fair and impartial manner. The Board Member who is the subject of the Information (i) shall not participate in any portion of a Board meeting during which the Information, the appointment of members to the Special Committee, or any related matter is discussed and (ii) shall not vote on the determination of whether an investigation of the Information is warranted, the appointment of members to the Special Committee, or any related matter.
2. **Investigation**. The Special Committee shall proceed to conduct an investigation of the facts concerning the Information in order to determine whether a Violation has occurred. The Special Committee shall examine any and all information, procured from any source, which the Special Committee determines is relevant to the investigation. If the examination of such information indicates that the subject of the investigation might also have violated the provisions of the Governing Documents relating to members or might otherwise be subject to termination, expulsion or suspension as a member of AOA, the Special Committee shall inform the Board of this finding and shall obtain the Board's guidance as to whether additional investigation should be conducted and findings made by the Special Committee in this regard. Once the investigation has been completed, the Special Committee shall present its findings, along with any recommendations of the Special Committee (including, at the Special Committee's option, recommendations about proposed Board action if a Violation is found to have occurred), to the Board so that the Board can determine whether a Notice of Violation (as defined in Section 3 below) shall be prepared. In making its determination as to whether a Notice of Violation shall be prepared, the Board shall consider the results of the investigation, any recommendations of the Special Committee, and any other matters it deems appropriate, including whether the preparation of a Notice of Violation is in the best interests of AOA.

3. **Notice of Violation**. If the Board determines that a Violation has or may have occurred, then the Board shall prepare or cause to be prepared a notice of violation (the “Notice of Violation”), which shall state (i) the name of the Board Member, (ii) in ordinary and concise language, the nature of the Violation, (iii) the supporting facts, and (iv) a Request for Response (as detailed in Section 4). If the Board determines that the Board Member who is the subject of the investigation (the “Respondent”) has or might have also violated the provisions of the Governing Documents relating to members or might otherwise be subject to termination, expulsion or suspension as a member of AOA, the Board may in its discretion include allegations about a Violation under these Policies in the Complaint to be prepared pursuant to the Policies and Procedures for Investigating and Discipline, Suspension or Expulsion of a Member by the Board of Directors (the “Member Policies and Procedures”) and shall thereafter proceed in accordance with the Member Policies and Procedures. In all other cases, the Board shall proceed in accordance with these Policies and shall cause a copy of the Notice of Violation, along with a copy of these Policies, to be served upon the Board Member who is the subject of the Notice of Violation (the “Respondent”) by any of the following means which meet the requirements for written notice under the Act: (a) first-class U.S. mail, (b) certified mail, return receipt requested, (c) overnight courier, (d) facsimile, or (e) personal delivery, addressed to the Respondent at the address last appearing on the records of AOA. Service by first-class or certified mail shall be deemed effective upon placing a copy of the Notice of Violation in the mail as stated above, service by overnight courier shall be deemed effective upon deposit of a copy of the Notice of Violation for overnight delivery with a nationally-recognized courier service, and service by facsimile shall be deemed effective upon receipt of a facsimile confirmation.
4. **Request for Response; Response**. A request for a response to the Notice of Violation (the "Request for Response") shall be included in the Notice of Violation. The Request for Response shall include (i) the date by which Respondent’s response to the Notice of Violation (the “Response”), if Respondent desires to make one, must be served upon AOA, which date shall be not less than ten (10) days after service of the Notice of Violation upon the Respondent, and (ii) the date upon which the Board shall make a determination concerning the Notice of Violation and any Response, which date shall be not less than fifteen (15) days after service of the Notice of Violation upon the Respondent. The Response shall be served upon the AOA Executive Director in the manner set forth in Section 3 above. The Response must address the alleged violation in the Notice of Violation and may contain such facts or information as the Respondent deems relevant, together with any reports, letters or writings which the Respondent wishes the Board to review.
5. **Conflicts of Board Members**. It shall be incumbent upon each member of the Board to make a determination as to whether he or she shall be able to function in a disinterested and objective manner in consideration of the matter by the Board. Any member of the Board incapable of objective and disinterested consideration of the matter shall disclose such information to the President of AOA prior to the Board’s review of the matter, and said member of the Board shall disqualify himself/herself from such review and from any vote concerning whether a Violation has occurred.
6. **Decision of the Board**. The Board shall meet to determine, based upon the Notice of Violation and in light of any Response prepared by Respondent, whether a Violation has occurred. A decision shall be made by the vote of the members of the Board (excluding the Respondent) as provided in the Governing Documents or in the Act. If the Board determines that a Violation has indeed occurred, the Board shall (i) notify the Respondent of such determination, (ii) publish such determination to the members of AOA, and (iii) either file for the removal of Respondent as a member of the Board pursuant to Section 7-128-109 of the Act (or its successor) or take such other action against Respondent available under the Governing Documents or the Act which is in the best interests of AOA.
7. **Arbitration**. In the event that, due to disqualifications pursuant to Section 5 or for any other reason, there are an insufficient number of Board members to constitute a quorum for consideration of or a decision on the matter, the matter shall be submitted to an arbitrator mutually selected by the Board and Respondent and shall thereafter proceed according to the rules established by such arbitrator. If, after reasonable efforts, the Board and Respondent are unable to agree upon an arbitrator, the Board shall appoint an arbitrator who the Board in good faith believes will be able to reach a determination in a fair and impartial manner.

8. **Miscellaneous**.
    A. Notwithstanding anything to the contrary contained in these Policies, the Board hereby reserves the right, at any time and from time to time to modify, amend or repeal these Policies, subject to any limitations placed on the Board in the Governing Documents or by applicable law.
    B. Failure by the Board or any person designated by the Board to enforce any provision of these Policies shall in no event be deemed to be a waiver of the right to do so thereafter.
    C. The provisions of these Policies shall be deemed to be independent and severable, and the invalidity of any one or more of the provisions hereof, or any portion thereof, by judgment or court order or decree, shall in no way affect the validity or enforceability of any of the other provisions, which other provisions shall remain in full force and effect.
    D. Unless the context provides or requires to the contrary, the use of the singular herein shall include the plural, the use of the plural shall include the singular, and the use of any gender shall include all genders.
    E. The captions to the Sections are inserted herein only as a matter of convenience and for reference, and are in no way to be construed to define, limit or otherwise describe the scope of these Policies or the intent of any provision hereof.

ID#: AOA 01-06 | **Published Date:** February 2007 | **Revision Date:** April 2022

PURPOSE
To establish a policy for the uniform administration of the annual election of the Board of Directors.

APPLICABLE AOA BYLAWS
Article V Section 5.2 Conflict of Interest Rules
Article VI Section 6.2 Nominations
Article VI Section 6.3 Election Procedures
Article VII Section 7.1 Committees
Article XII Section 12.2 Amendment of Policies and Procedures

POLICY
The Board shall annually appoint an Election Committee, which shall be responsible for nominating candidates for the Board of Directors and for conducting the annual election in accordance with the Bylaws and these rules.

The names of candidates for the Board, whether nominated by the Election Committee or by member petition, shall be published to the members as soon as practicable after the deadline for nominations has passed.

The AOA Executive Director shall provide the Election Committee with the candidate information/disclosure form used in the previous year's election along with any recommendations from the Board regarding the form. The Election Committee shall approve the form for the information/disclosure statements to be submitted by the candidates and shall ensure that each candidate has fulfilled all requirements before their statement is published to the members.

PROCEDURE
Following the Board's appointment of the Election Committee, the Board shall provide input to the Election Committee as to any particular expertise (such as financial experience or information technology skills) which is needed on the Board. The Election Committee shall consider such input in its efforts to nominate candidates for the Board.

As soon as practicable after the nominations for Board candidates have closed (at the close of business in the office of the Executive Director on the 90th day prior to the annual meeting date), the names of all candidates shall be published on the AOA website.

If the AOA Executive Director has received one or more petitions for the nomination of a candidate by the membership, then the Executive Director shall validate that such petition(s) have been submitted and signed by a sufficient number of Association members with voting rights in order to place the candidate on the ballot.

A member of the Election Committee may not resign from the Election Committee and then be nominated by petition as a candidate for a Board position during the same election year.

The AOA Executive Director shall provide the Election Committee with the candidate information/disclosure form used in the previous year's election along with any recommendations from the Board regarding the form. The Election Committee shall then approve the form for the information/disclosure statements to be submitted by the candidates and shall provide the candidates with clear directions for the required information and format.

Each candidate's information/disclosure statement shall include a signed statement affirming that the information provided in the statement is complete and accurate to the best of the candidate's knowledge.

The deadline set for the return of the candidates' statement to the Election Committee shall provide sufficient time for the Election Committee to thoroughly review each statement prior to the deadline for publication of the ballots and statements.

The Election Committee, assisted by legal counsel, shall review all candidate statements to ensure that each statement contains all required information and complies with the directions given to the candidates by the Election Committee. The AOA Executive Director will assist in verification of disclosure information.

If the Election Committee makes a determination that a candidate has been untruthful in their disclosure statement, the Election Committee shall, with the advice of counsel, remove such candidate from the ballot.

Once the election has been completed, the newly-elected directors will be seated on the Board at the Annual Meeting of the Board of Directors, at which time the officers of AOA shall be elected.

01-07 Executive Sessions of the Board

ID#: AOA 01-07 | **Published Date:** November 2003 | **Revision Date:** July 2014

PURPOSE
To establish a policy for the conduct of Board of Director proceedings during executive sessions of the Board.

APPLICABLE AOA BYLAWS
Article V Section 5.7 Secretary
Article V Section 5.8 Regular Meetings
Article V Section 5.9 Special Meetings
Article V Section 5.12 Quorum and Manner of Acting

POLICY
If it is in the best interests of AOA for the Board of Directors to discuss a specific matter confidentially, such matter shall be discussed during an executive session of the Board.

PROCEDURE
1. If, in the judgment of the AOA Board of Directors, it is in the best interests of the organization for a specific matter (such as a disciplinary action, confidential information concerning staff, or a legal matter) to remain confidential, such matter shall be discussed during an executive session of the Board.
2. A motion for the Board to move into executive session shall be approved by a majority vote of the Board.
3. The only individuals entitled to be present during an executive session shall be AOA Board members, any special invitees, and any AOA staff member whom the Board determines is necessary for the discussion of the matter at hand.
4. All information discussed during the executive session shall be kept confidential by all attendees.
5. Minutes of the deliberations which occur during an executive session shall not be recorded; however, any official action taken by the Board with respect to the matter discussed shall be taken after the Board moves back into regular session, and such action shall be recorded in the minutes.
6. A Board member who violates the confidentiality of an executive session may be subject to investigation and the potential resulting action(s) under AOA Policy 01-05. Anyone else permitted to be present during an executive session shall be honor-bound not to divulge anything that occurred.

01-08 Board Member Conflict of Interest

ID#: AOA 01-08 | **Published Date:** July 2014 | **Revision Date:** May 2017

PURPOSE
In their capacity as directors, the members of the AOA Board of Directors must act at all times in the best interests of AOA. The purpose of this policy is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy is intended to supplement but not replace any Colorado law or other applicable law governing conflicts of interest in non-profit organizations.

APPLICABLE AOA BYLAWS
Article V Section 5.2 Conflict of Interest Rules
Article V Section 5.13 Compensation and Reimbursement

POLICY
It is in the best interests of AOA for the Board of Directors to follow specific procedures when dealing with a potential conflict of interest.

PROCEDURE

1. Duty to Disclose. A director must disclose the existence of any Potential Conflict of Interest (as defined below) and be given the opportunity to disclose all material facts to the other directors considering a proposed transaction or arrangement or any other matter.
2. Potential Conflict of Interest Defined. A Potential Conflict of Interest is a transaction, relationship, commitment, investment, obligation, or involvement, financial or otherwise, direct or indirect, which presents or may present a conflict between a Board member's obligations to AOA and the Board member's personal, business or other interests.
3. Determining Whether a Conflict of Interest Exists. After disclosure of the Potential Conflict of Interest and all material facts, and after any discussion with the interested director, he or she shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.
4. Procedures for Addressing the Conflict of Interest. If the Board determines a conflict of interest exists, the Board will take the following steps to address it:
    a. The AOA President may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
    b. After exercising due diligence, the Board shall determine whether AOA can with reasonable efforts obtain a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
    c. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in AOA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, the Board shall make a decision as to whether to enter into the transaction or arrangement, with the affected director abstaining from the vote on such decision.
    d. If the conflict of interest relates to a matter other than a particular proposed transaction or arrangement, the Board shall take such action as is appropriate to address the matter, with the affected director abstaining from any vote regarding such matter.
5. Violations of the Conflicts of Interest Policy.
    a. If the Board has reasonable cause to believe a director has failed to disclose a Potential Conflict of Interest, the Board shall inform the director of the basis for such belief and afford the director an opportunity to explain the alleged failure to disclose.
    b. If, after hearing the director's response, the Board determines the director may have failed to disclose a Potential Conflict of Interest, the Board shall take such action as may be appropriate, including investigation and potential resulting action(s) under AOA Policy 01-05.
6. Director Acknowledgments. Each member of the Board shall annually sign a statement acknowledgment affirming that he or she (a) has received a copy of the conflict of interest policy, (b) has read and understands the policy, and (c) has agreed to comply with the policy.

ID#: AOA 01-09 | **Published Date:** May 2010 | **Revision Date:** April 2022

PURPOSE
To establish a policy for service of a continuing or former AOA Board member as the Immediate Past President of AOA.

APPLICABLE AOA BYLAW
Article V Section 5.1 Board of Directors

POLICY
If it is in the best interests of AOA for a continuing or former member of the Board of Directors to serve as Immediate Past President, the Board shall appoint the continuing or former Board member to serve in such capacity.

PROCEDURE
1. The Board of Directors may appoint the past President of AOA to serve as the Immediate Past President, even if that person does not continue their service on the Board.
2. The Immediate Past President shall provide advice and leadership to the Board of Directors regarding past practices and other matters to assist the Board in governing the Association. The Immediate Past President shall support the President on an as-needed basis. The Immediate Past President shall serve as a resource for the new President and help ensure continuity in the governance of AOA.
3. If the Immediate Past President is no longer a member of the Board of Directors, the Immediate Past President will not attend Board meetings, except by invitation, and does not have voting rights on the Board.

Membership

02-01 Association Membership

ID#: AOA 02-01 | **Published Date:** February 2007 | **Revision Date:** April 2022

PURPOSE
To establish a procedure for implementing membership rights and privileges and for changing memberships to inactive status.

APPLICABLE AOA BYLAWS
Article III Section 3.1 Classes of Members

POLICY
Association affiliation is comprised of five categories: Youth Member, Primary Member, Business Member, Corporate Member and Alpaca Owner. Voting rights are defined in Bylaws Article III Section 3.3.

The Association shall establish rights and privileges based on the category of membership. Each class of membership shall have such rights and privileges as are determined by the AOA Board of Directors.

PROCEDURE
Any individual who previously had one of the five levels of AOA membership noted above but who (i) is not currently a Paid Member, (ii) has had no activity on their AOA account for at least 12 months, and (iii) has not utilized AOA's online database for at least 12 months shall be moved from "active" to "inactive" status. While in inactive status, such individual shall not receive electronic or print mailings from AOA, provided that such individual shall have the right to move back to active status at no charge by contacting the AOA office.

02-02 Application Process for Membership in AOA

ID#: AOA 02-02 | **Published Date:** February 2007 | **Revision Date:** October 2021

PURPOSE
To establish a procedure for applying for AOA membership.

APPLICABLE AOA BYLAWS
Article III Section 3.1 Classes of Members
Article III Section 3.2 Membership Dues
Article III Section 3.3 Voting Rights

POLICY
The Association shall require members to renew their memberships on an annual basis. Membership renewals not received by December 31 will expire. An expired membership will, if eligible, revert to a status of an Alpaca Owner membership.

PROCEDURE
Alpaca owners who are eligible and wish to join as a Paid Member shall complete a membership application and submit it to the Association along with their annual dues in accordance with AOA policy 06-01.

ID#: AOA 02-03 | **Published Date:** February 2007 | **Revision Date:** April 2022

PURPOSE
To establish a procedure for identifying individual AOA members.

APPLICABLE AOA BYLAW
Article I Section 1.1 *Statement of Purpose*

POLICY
Each member shall be assigned an Account Number.

PROCEDURE
When the first contact for services is made with the Association, a computer assigned Account Number shall be issued. The Account Number will remain with the person as long as he or she is associated with AOA.

02-04 Member Use Of and Access to Association Data

ID#: AOA 02-04 | **Published Date:** February 2007 | **Revision Date:** July 2014

PURPOSE
To establish a policy on the availability of AOA data to its members.

APPLICABLE AOA BYLAW
Article IX Section 9.1 *Records and Right of Inspection*

POLICY
A member is entitled access to or a copy of any corporate records required by Colorado law to be made accessible to the member.

PROCEDURE
The requesting member must have been a member for at least three months prior to the demand to inspect or copy records. The member must submit a written request for information demonstrating that the request is made in good faith and for a proper purpose that is described, with reasonable particularity, in the request.

The requested records must be directly connected to the stated purpose for the member's request. A "proper purpose" is one that is reasonably related to the member's interest as a member. The AOA office may bill the member for expenses incurred in obtaining and sending the requested records or, alternatively, may require that the member inspect and copy the records in the AOA office or in any other reasonable location specified by AOA.

ID#: AOA 02-05 | **Published Date:** February 2007 | **Revision Date:** October 2021

PURPOSE
To establish a policy on the creation, availability and use of AOA membership mailing address and electronic mail address lists.

APPLICABLE AOA BYLAW
None

POLICY
The Association's membership mailing addresses are available for Paid Members for a one-time use per request for commercial and non-commercial use. The charges will be in accordance with the Association Fee Schedule, AOA 06-01.

The purchaser shall not sell or transfer the address information to any other individual or organization.

Mailing lists may be used for the dissemination of industry related literature including but not limited to event announcements, event invitations, political correspondence and marketing of alpacas and alpaca-related products or services.

Mailing lists may be requested for targeted groups such as farm location, farm size (i.e., number of registered animals) or animal type (i.e., suri, huacaya).

AOA does not sell or provide lists of email addresses to members. However, Business and Corporate Members may purchase an eBlast which AOA will send on their behalf to a targeted list of their choosing. The charge for the eBlast will be in accordance with the Association Fee Schedule, AOA 06-01.

AOA members may request to have their names and addresses deleted from such mailing lists by submitting such requests in writing to the AOA office.

Additionally, the AOA office may utilize the electronic mail addresses of AOA members to send a mass message for another non-profit organization if the AOA Board of Directors deems the information presented in the message to be important and relevant to the majority of AOA's membership.

PROCEDURE
Address records requests must be made in writing to the AOA office. Upon the member's completion of a Mailing List Request form agreeing to one-time use and outlining the parameters and intended use of the names, the AOA office will review the form for appropriateness of the use and, if acceptable, shall forward address labels to the requesting member.

Requests by non-profit entities for messages to be sent to AOA members via electronic mail must be made in writing to the AOA office, and such requests will be considered by the AOA Board. Such requests may be denied by the Board of Directors for any reason.

02-06 False/Inaccurate Registration Information & Other Violations

ID#: AOA 02-06 | **Published Date:** February 2007 | **Revision Date:** July 2014

PURPOSE
To establish policies and procedures regarding possible member submittal of False/Inaccurate registration information; Violations of Bylaws/Policies and Procedures.

APPLICABLE AOA BYLAWS
Article I Section 1.1 Statement of Purpose
Article III Members
Also authorized by Colo. Rev. Stat. Section 7-126-302

POLICY
1. If any of the conditions for registration or transfer of an alpaca are not met, or if information on an application for registration or transfer is determined to be false, the registration or transfer may be denied or nullified.
2. No member of the Association or other person seeking registration of an alpaca with the Registry may:
    A. refuse any reasonable request from the Board or the Executive Director for information or assistance with respect to Association data or matters;
    B. alter any official registration certificate;
    C. furnish the Association with any information that is not true and correct to the best of that person's knowledge; or
    D. knowingly violate or conspire with one or more persons to violate any Association bylaw, policy or procedure, or knowingly cooperate with or assist in any such violation.

PROCEDURE
If the Board determines, pursuant to policy AOA 02-07 *Investigating and Discipline*, *Suspension or Expulsion of a Member by the Board of Directors*, that (a) a violation of Section 2 above has occurred or (b) a member of the Association has violated the bylaws, policies or procedures of the Association and/or is otherwise subject to disciplinary action or to termination, expulsion or suspension from the Association pursuant to the Colorado Revised Nonprofit Corporation Act (or its successor) or other state or federal laws, then the Board shall determine any disciplinary measure(s) to be imposed on the member in accordance with, as applicable, policy AOA 02-07 *Investigating and Discipline*, *Suspension or Expulsion of a Member by the Board of Directors*.

02-07 Investigating and Discipline, Suspension or Expulsion of a Member

ID#: AOA 02-07 | **Published Date:** November 2003 | **Revision Date:** July 2022

PURPOSE
The following Policies and Procedures for Investigating and Discipline, Suspension or Expulsion of a Member by the Board of Directors (as used in this section 02-07, the "Policies") of the Alpaca Owners Association, Inc., a Colorado nonprofit corporation ("AOA") shall be applicable with respect to any investigatory or enforcement activities concerning an AOA member to be undertaken by the Board of Directors of AOA pursuant to (i) AOA's Bylaws and Policies and Procedures (the "Governing Documents") or (ii) the Colorado Revised Nonprofit Corporation Act or its successor (the "Act").

APPLICABLE AOA BYLAW
Authorized by Colo. Rev. Stat. Section 7-126-302.

POLICY AND PROCEDURE

1. **Receipt of Information.** In the event the AOA Board of Directors (the "Board") receives information (the "Information"), via a complaint or other statement from the AOA Executive Director or an AOA member or otherwise, that an AOA member may have violated the Governing Documents or might otherwise be subject to termination, expulsion or suspension pursuant to the Act, the Board shall examine such Information and make an initial determination as to whether an investigation of the facts concerning such Information is warranted. If the Board determines that such an investigation is warranted the Board may, in its discretion (a) conduct the investigation or (b) delegate the conduct of the investigation to a committee (a "Special Committee") of AOA members who are not Board members, which Special Committee shall be formed pursuant to the Governing Documents. If the Board determines to delegate the investigation to a Special Committee, the Board shall undertake such efforts as the Board determines reasonable to appoint members of the Special Committee who will conduct the investigation in a fair and impartial manner. The Board may, at its option, suspend the membership rights of the member during the period of time the matter is being investigated and the other procedures in these Policies are being carried out. If the Board opts to suspend the member's membership rights, the Board will notify the member of such suspension in accordance with the service requirements in Section 3 of these Policies.
2. **Investigation.** Either the Board or the Special Committee, as the case may be, shall proceed to conduct an investigation of the facts concerning the Information in order to determine whether the AOA member violated the Governing Documents or might otherwise be subject to termination, expulsion or suspension pursuant to the Act. The Board or the Special Committee, as the case may be, shall examine any and all information, procured from any source, which the Board or Special Committee, as the case may be, determines is relevant to the investigation. Once the investigation has been completed: (a) if the Board conducted the investigation, the Board shall review its findings to determine whether a Complaint (as defined in Section 3 below) shall be prepared, and (b) if a Special Committee conducted the investigation, the Special Committee shall present its findings, along with any recommendations of the Special Committee (including, at the Special Committee's option, recommendations about proposed sanctions of the member), to the Board so that the Board can determine whether a Complaint shall be prepared. In making its determination as to whether a Complaint shall be prepared, the Board shall consider the results of the investigation, any recommendations of the Special Committee, and any other matters it deems appropriate, including whether the preparation of a Complaint is in the best interests of AOA.

3. **Complaint.** If the Board determines that the AOA member violated or potentially violated the Governing Documents or might otherwise be subject to termination, expulsion or suspension pursuant to the Act, then the Board shall prepare or cause to be prepared a complaint (the "Complaint") against the member. The Complaint shall (i) name the AOA member, (ii) state, in ordinary and concise language, the provisions of the Governing Documents which are alleged to have been violated or the reason(s) the AOA member might otherwise be subject to termination, expulsion or suspension pursuant to the Act, (iii) contain supporting facts, and (iv) state the proposed action to be taken by the Board of Directors. If the person who is the subject of the Complaint (the "Respondent") is also a member of the Board of Directors and has or may have committed a Violation (as defined in the Policies and Procedures for Investigation of and Action Concerning Alleged Misconduct by a Member of the Board of Directors), the Board may in its discretion include allegations about such Violation in the Complaint and include the consideration of such Violation in the procedures detailed below. The Board shall cause a copy of the Complaint, along with a copy of these Policies, to be served upon the Respondent by any of the following means which meet the requirements for written notice of the Complaint under the Act: (a) first-class U.S. mail, (b) certified mail, return receipt requested, (c) overnight courier, (d) facsimile, or (e) personal delivery, addressed to the Respondent at the address last appearing on the records of AOA. Service by first-class or certified mail shall be deemed effective upon placing a copy of the Complaint in the mail as stated above, service by overnight courier shall be deemed effective upon deposit of a copy of the Complaint for overnight delivery with a nationally-recognized courier service, and service by facsimile shall be deemed effective upon receipt of a facsimile confirmation.
4. **Notice of Hearing; Response to Complaint.** A notice of hearing and a request for response to the Complaint ("Response") shall be served upon the Respondent at the time of service of the Complaint. The hearing on a Complaint shall be scheduled for a date not less than fifteen (15) days after service of the Complaint upon the Respondent.
    A. The notice of hearing shall include the following information, together with such other information as the Board shall determine appropriate in its discretion:
        i. The date, time and, if applicable, the place of the hearing.
        ii. If the hearing is to be conducted by telephone conference or by any other means of communication by which all persons participating in the hearing may hear each other during the hearing, a statement that the telephone number or other means of joining such meeting shall be provided to the Respondent not less than three (3) days prior to the hearing. Such telephone number and/or other contact information may be sent via electronic mail or facsimile. The Respondent shall have the affirmative duty to contact the AOA Executive Director to obtain such contact information in the event the Respondent does not receive such contact information by three (3) days prior to the hearing date specified in accordance with (A)(i) above.
    B. The request for Response served with the Complaint shall include the following information:
        i. A statement that the right to participate in the hearing on the Complaint is contingent upon the Respondent filing a Response to the Complaint with the AOA Executive Director no later than ten (10) days after service of the Complaint. The Response shall be served upon the AOA Executive Director in the manner set forth in Section 3 above.
        ii. The Response must address the alleged violation in the Complaint and may contain such facts or information as the Respondent deems relevant, together with any reports, letters or writings which the Respondent wishes the Board to review at the hearing.
        iii. If the Respondent wishes to have copies of any reports, letters or other writings considered at the hearing, such documents shall be submitted with the Response; otherwise, except as provided in Section 5, such documents shall not be admitted as evidence at the hearing.
        iv. If the Respondent shall fail to file a Response within ten (10) days after service of the Complaint, the Board may proceed at the hearing to make its determination regarding the allegations contained in the Complaint based upon those matters set forth in the Complaint and such other evidence as the Board may deem relevant.
        v. Unless the Respondent shall file a Response within ten (10) days after service of the Complaint upon the Respondent, the Respondent shall not have the right to

participate in the hearing in person, together with or by legal counsel, or by other representative.

5. **Discovery.** Upon written request to the AOA Executive Director, made not less than five (5) days prior to the date of hearing on a Complaint, the Respondent shall be entitled to obtain (a) the names and addresses of witnesses to the extent known to the Board, and (b) copies of any statements, writings and investigative reports relative to the charges contained in the Complaint which will be presented to the Board as evidence at the hearing. However, nothing in this Section or otherwise shall authorize the inspection or copying of any writing or thing which is privileged from disclosure by law or otherwise made confidential or protected, such as attorney work product. Respondent shall be entitled to use copies of any statements, writings or investigative reports obtained pursuant to this Section 5 in Respondent's presentation of evidence at the hearing.
6. **Conflicts of Board Members.** It shall be incumbent upon each member of the Board to make a determination as to whether he or she shall be able to function in a disinterested and objective manner in consideration of the matter to be heard by the Board. Any member of the Board incapable of objective and disinterested consideration of any case before the Board shall disclose such information to the President of AOA prior to the hearing on the Complaint, if possible, or, if such information is discovered by the member of the Board during the hearing, then such disclosure shall be made at the hearing, and said member of the Board shall disqualify himself/herself from all proceedings with regard to said Complaint and such disqualification shall be so recorded in the minutes of the hearing.
7. **Conduct of Hearing.** The Board may, in its discretion, designate one or more individuals ("Presenter") to present evidence at the hearing. The Presenter may, but need not, be a member of the Board, a member of the Special Committee, or a legal counsel for AOA. If the Presenter is a member of the Board, the Presenter shall not be empowered to vote as a member of the Board at such hearing except with respect to any issue(s) on which the members of the Board are deadlocked and unable to reach a decision. In such event, any Presenter who is a member of the Board shall be entitled to vote and have their vote counted with respect to the deadlocked matter. A member of the Board designated by the Board (the "Presiding Board Member") shall preside over the hearing. The hearing shall be held at the scheduled time, place (if a physical meeting is to occur) and date, provided that the Board may grant reasonable continuance(s) for good cause shown. At the beginning of the hearing, the Presiding Board Member shall explain the rules and procedures by which the hearing shall be conducted and shall introduce the matter before the Board. The general procedure for the hearing shall consist of opening statements by each party, presentation of evidence, witnesses and testimony on behalf of each party (including the opportunity to cross-examine witnesses by the opposing party), and closing statements by each party. Notwithstanding the foregoing, the Board may exercise its discretion as to the specific manner in which a hearing shall be conducted, and shall be authorized to question witnesses, review evidence, and otherwise take such reasonable action during the course of a hearing which it may deem appropriate or desirable to permit the Board to reach a just decision in the matter at hand. The Board shall have the right to reasonably limit the time and manner of any presentation of evidence. Any relevant evidence on which responsible persons are accustomed to rely in the course of serious affairs may be admitted and considered by the Board. A Respondent need not be in attendance at the hearing and any party may elect not to present evidence at the hearing. The decision(s) of the Board shall be based upon the matters set forth in the Complaint, Response and such evidence as may be presented at the hearing.
8. **Decision without a Hearing.** Upon the mutual, written agreement of the Board and Respondent, the requirement of a hearing may be dispensed with at any point prior to the hearing, in which event the Board shall consider only the written evidence submitted in the matter.

9. **Decision of the Board.** After all written evidence, testimony and other evidence have been presented to the Board, the Board shall render a decision as to (i) whether Respondent has violated the provisions of the Governing Documents and/or is otherwise subject to termination, expulsion or suspension pursuant to the Act and (ii) any disciplinary measure(s) to be imposed. Such decision shall be rendered within ten (10) days after the conclusion of the hearing (or the Board's consideration of the matter without a hearing as provided in Section 8); provided that any expulsion, suspension or termination of membership of the Respondent in AOA shall not become effective until at least five (5) days after the conclusion of the hearing (or the Board's consideration of the matter without a hearing as provided in Section 8). The decision shall be made by the vote of the members of the Board as provided in the Governing Documents or in the Act; provided that in the event of a deadlock between the members of the Board, such deadlock may be broken by the vote of a Presenter who is a member of the Board, if any. Written findings of fact and conclusions of the Board (including any disciplinary measure to be imposed on Respondent) shall be issued by the Board, a copy of which shall be served on the Respondent in the manner specified in Section 3 above for service of the Complaint, and such findings and conclusions shall be deemed to be the final decision of the Board. The Board shall determine, in its discretion, whether such findings and conclusions shall be publicized to the members of AOA. In rendering its decision in the matter, the Board may consider any factors which it deems relevant, including, but not limited to, the following:
    A. Whether the violation was temporary and/or inadvertent.
    B. Whether the violation was caused by factors beyond the Respondent's reasonable control.
    C. Whether the Respondent has taken steps which render the reoccurrence of such violation unlikely.
    D. Whether the Respondent reasonably believes that their action was not in violation of the Governing Documents.
    E. Whether the violation caused harm to any other person or to AOA.
    F. Whether the Respondent cooperated with AOA in the investigation of the violation and/or correction of the cause of the violation.
    G. Whether the Respondent has previously engaged in the same or a similar violation.
    H. Whether the Respondent acted reasonably and responsibly to avoid or prevent such violation.
    I. Whether the violation caused damage to the integrity of AOA or the accuracy and/or reliability of AOA's alpaca registry or show database.
    J. Whether the violation caused damage to third parties who relied upon the AOA's registry.
    K. Whether the violation was the result of intentional action or gross negligence.
    L. Any other factors the Board may determine appropriate.
10. **Arbitration.** In the event that, due to disqualifications pursuant to Section 6 or for any other reason, there are an insufficient number of Board members to constitute a quorum for the hearing or to reach a decision on the matter, the matter shall be submitted to an arbitrator mutually selected by the Board and Respondent and shall thereafter proceed according to the rules established by such arbitrator. If, after reasonable efforts, the Board and Respondent are unable to agree upon an arbitrator, the Board shall appoint an arbitrator who the Board in good faith believes will be able to reach a determination in a fair and impartial manner.
11. **Miscellaneous.**
    A. Notwithstanding anything to the contrary contained in these Policies, the Board hereby reserves the right, at any time and from time to time to modify, amend or repeal these Policies, subject to any limitations placed on the Board in the Governing Documents or by applicable law.
    B. Failure by the Board or any person designated by the Board to enforce any provision of these Policies shall in no event be deemed to be a waiver of the right to do so thereafter.
    C. The provisions of these Policies shall be deemed to be independent and severable, and the invalidity of any one or more of the provisions hereof, or any portion thereof, by judgment or court order or decree, shall in no way affect the validity or enforceability of any of the other provisions, which other provisions shall remain in full force and effect.
    D. Unless the context provides or requires to the contrary, the use of the singular herein shall include the plural, the use of the plural shall include the singular, and the use of any gender shall include all genders.
    E. The captions to the Sections are inserted herein only as a matter of convenience and for reference, and are in no way to be construed to define, limit or otherwise describe the scope of these Policies or the intent of any provision hereof.

Operations

03-01 Authority and Discretion of the Executive Director

ID#: AOA 03-01 | **Published Date:** February 2007 | **Revision Date:** April 2022

PURPOSE
To establish a policy on the duties of and the discretionary authority granted to the position of Executive Director.

APPLICABLE AOA BYLAW
None

POLICY
The AOA Executive Director holds primary responsibility for the implementation of the Association Policies and Procedures, except in cases where the Board of Directors has specifically assigned jurisdiction to some other person or entity or has retained jurisdiction for itself. The Executive Director also holds primary responsibility to hire and fire staff as needed to accomplish the goals and directives of the Board of Directors. No set of policies or description of procedures can fully describe the tasks and decisions required in directing the daily operations of the Association, and the Executive Director must therefore interpret and supplement these policies and procedures with their best judgment. Association members who are Indicated Owners of alpacas may challenge registration-related decisions of the Executive Director by petition *(*AOA 04-12 *Petitions and Appeals)*.

PROCEDURE
The Executive Director is responsible to accomplish the duties as outlined in policy AOA 03-02 *AOA Administrative Office Responsibilities*. The Executive Director will adhere to the policies as outlined in the AOA Policies and Procedures. The Executive Director does not have the authority to waive or alter the rules of the Association unless authorized through prior practice or through the petitions and appeals process as outlined in AOA 04-12 *Petitions and Appeals*.

The President of the Board of Directors shall serve as the liaison between the Board of Directors and the Executive Director with regard to concerns involving the Executive Director's management of the Association.

Members of the Board of Directors and/or AOA members may communicate suggestions for improvements to the daily operations of the Association or the Executive Director's implementation of the Association Policies and Procedures to the President of the Board, who shall forward these suggestions to the Executive Director for their consideration.

Any policy or procedure or past practice determined by the Executive Director to be inconsistent with best business practices should be brought to the Board of Directors as soon as possible for remedial action.

The Executive Director shall also perform such other duties as from time to time may be assigned to him or her by the Board of Directors.

ID#: AOA 03-02 | **Published Date:** February 2007 | **Revision Date:** October 2021

PURPOSE
To identify the responsibilities of the AOA Office.

APPLICABLE AOA BYLAW
Article II Section 2.1 *Principal Office*

POLICY
The AOA Office is primarily responsible for Association administration and Board of Directors and committee support.

PROCEDURE
The responsibilities of the AOA Office are outlined below and may include additional responsibilities assigned by the Board of Directors. These responsibilities may include, but are not limited to, the following duties.

1. Association Management:

- Provide efficient, polite, and responsible service to those desiring the Association's services.
- Manage human resource functions to include employment, training and development of individuals to carry out AOA Office functions. This includes the development and management of compensation and benefit programs.
- Ensure AOA is in compliance with all applicable federal, state and local laws and regulations.
- Engage and manage Association contract vendors.
- Ensure member billable services are properly controlled and reported to financial statements and the members.
- Manage the review of and payment for all contract services provided to AOA, coordinating with the AOA Treasurer to ensure fiduciary standards are met.
- Maintain, modify and design forms and systems to carry out AOA business.
- Maintain AOA records in electronic database and paper files for access and convenient retrieval by office staff and in accordance with AOA Policy 03-04 *Records Retention*. Where appropriate, facilitate member access to files via electronic methods to assist their herd management and registration or transfer process.
- Maintain all AOA corporate permanent and temporary records to include but not be limited to Articles of Incorporation, Bylaws, Policies and Procedures, tax records, contracts, employee files, financial records and correspondence, in accordance with AOA Policy 03-04 *Records Retention*.
- Assist, as necessary, with filing corporate reports with the Colorado Secretary of State and other state agencies as may be required.
- Implement AOA Policies and Procedures and communicate them to the AOA members as determined by the Board. This includes recommending revisions to the Board where appropriate.
- Provide administrative support for standing and special committees, including special support for the Election Committee and the election process.
- Purchase items necessary to run the office efficiently and professionally.
- Coordinate with other alpaca industry organizations to ensure the alpaca industry is effectively served.

2. Member Support:

- Ensure members using Association services receive assistance.
- Review and forward petitions for exceptions to Policies and Procedures to the Petitions Committee.
- Ensure members have access to appropriate Association information.
- At the direction of the Board, schedule and provide notice and agendas for annual membership meeting and special meetings if required.
- Support the annual membership meeting to include, but not be limited to, meeting planning, participant registration, and event scheduling.
- Where appropriate provide registration seminars at conferences or regional alpaca meetings.
- Working with the Board, provide the membership information on proposed bylaw changes, including an explanation of the reason for the proposed changes.
- Prepare election site with the information on the balloting process and send election ballots to all members with voting rights.
- Ensure members receive statements for billable services.

3. Board Support:

- Provide support for the Board of Directors and Board Officers.
- Assist the Board President in the preparation of agendas and dissemination of information to Board members.
- Recommend changes to the Board of Directors on Bylaws, Policies and Procedures and administrative policy when necessary.
- Implement the procedures necessary to carry out Board decisions.
- Participate in Board teleconference meetings and face-to-face meetings including annual and special membership meetings.
- Assist new Board members with Registry background information.
- Assist the Board in the preparation and distribution of materials related to proposed bylaws changes, and in the distribution of ballots and certification of results.
- Support the Board election process by providing an official list of members who have voting rights.
- Implement arrangements for an independent ballot tabulator to receive, count and certify the ballots.
- Provide support to the AOA Treasurer by maintaining a chart of accounts, balance sheets and income statements, by recording all cash flow in accounts and by reconciling monthly bank statements.
- Prepare a list of invoices that require payment with amounts exceeding the Executive Director’s approval level and present the list to the Treasurer for authorization of payment.
- Assist the Treasurer in the preparation of monthly financial reports, oversight of the annual audit, and preparation of the budget.
- Work with the Treasurer to secure the best return on investments for reserves.

ID#: AOA 03-03 | **Published Date:** April 2009 | **Revision Date:** April 2022

PURPOSE
To establish a policy for the uniform reimbursement of expenses incurred by AOA Board members, committee members, employees, and independent contractors, including expenses paid through one or more credit card accounts maintained by AOA.

APPLICABLE AOA BYLAW
Article V Section 5.13 *Compensation and Reimbursement*
Article VII Section 7.1 *Committees*

POLICY
The AOA Board of Directors recognizes that Board members, committee members, employees, and independent contractors of AOA ("Personnel") may be required to travel or incur other expenses from time to time to conduct AOA business. The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) AOA has a uniform and consistent approach is to the timely reimbursement of authorized expenses incurred by Personnel. It is AOA's policy to reimburse only reasonable and necessary expenses actually incurred by Personnel.

PROCEDURE

1. **General Guidelines.**
   When incurring business expenses, AOA expects Personnel to:
   a. Exercise discretion and good business judgment with respect to those expenses.
   b. Be cost conscious and spend AOA funds money as carefully and judiciously as the individual would spend their own funds.
   c. Report expenses, supported by required documentation, as they were actually spent.

2. **Expense Reports.**
   Expenses will not be reimbursed unless the individual requesting reimbursement submits a written expense report using the currently-approved expense reimbursement form. Expense reports must be submitted to the AOA headquarters office within 90 days from the date the expense was incurred or the expense will not be reimbursed.

3. **Receipts.**
   Except as specified in Section 13, no expense in excess of $25 will be reimbursed unless the individual requesting reimbursement submits with the expense report documentary evidence of each expense. Documentary evidence includes itemized receipts, itemized paid bills, credit card receipts, or similar evidence and will usually be considered adequate to support and expenditure if it shows the amount, date, place and essential character of the expenditure.

4. **General Travel Requirements.**
   a. **Travel by Board Members.** Unless otherwise approved by the AOA Board of Directors or the AOA President in advance, expenses will be paid or reimbursed for Board member travel only in connection with a duly called meeting of the Board of Directors or an AOA conference or other event during which a duly called meeting of the Board of Directors or the Annual Meeting of the AOA members is held. For AOA conferences or other events where no such meeting is held, expenses will be paid or reimbursed only for the AOA President (or another Board member designated by the Board if the President will not be in attendance).
   b. **Travel by Others.** All travel must be authorized in writing in advance of the trip. Travel by the AOA Executive Director must be approved in advance by the President of the Board. Travel by any other AOA employee must be approved in advance by the AOA Executive Director. Travel relating to judge training clinics and other business of the Judge Training and Certification Committee ("JTCC"), including travel by JTCC members and judge training instructors, must be approved in advance by AOA's Show System Administrator.

c. **Necessity of Travel.** In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which AOA will benefit from the travel and weigh those benefits against the anticipated costs of the travel. Less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

d. **Personal and Spousal Travel Expenses.** Individuals traveling on behalf of AOA may incorporate personal travel or business with their AOA-related trips; however, Personnel shall not arrange travel involving greater expenses to AOA in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by AOA. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by AOA.

5. Air Travel.

a. **General.** Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. AOA will reimburse only the cost of the lowest coach class fare actually available from the airport nearest the individual's home to the airport nearest the destination. Where possible, air travel reservations will be made and tickets paid for directly by the AOA headquarters office.

b. **Frequent Flyer Miles and Compensation for Denied Boarding.** Personnel traveling on behalf of AOA may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

6. Lodging.

Personnel traveling on behalf of AOA may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels.

During AOA events, where a block of rooms is secured at a host hotel, the reimbursed rate for anyone not staying at the host hotel will be the rate secured in the block.

Lodging reservations may be made directly by the AOA headquarters office. In that case, billing shall be direct to AOA for the room and tax. Incidental expenses shall be the responsibility of the individual.

Spouses and/or other guests may share a room with Personnel; however, Personnel shall be responsible for paying any additional costs beyond the cost of a single occupancy room.

7. Out-Of-Town Meals.

Personnel traveling on behalf of AOA may be reimbursed for the reasonable and actual costs of meals (including tips), subject to a maximum per diem meal allowance of $50 per day or such other amount as is specified by AOA for the particular travel. Expenses will be paid directly by AOA for group meals held in conjunction with official AOA business (such as Board of Directors' meetings which take place during meal times).

When rental cars are approved, AOA will reimburse at the small sedan rate unless pre-approved in accordance with Section 4.a. above. Otherwise, upgrades are the responsibility of the renter.

8. Ground Transportation.

Taxi, bus, and airport shuttle fares incurred while conducting official AOA business shall be reimbursed. Personnel shall use the mode of public transportation that results in the lowest practical cost to AOA. Rental cars shall not be used unless advance approval is obtained in accordance with Section 4.a. above.

9. Personal Vehicles.

Personnel may be compensated for use of their personal vehicles when used for AOA business. When individuals use their personal vehicle for such travel, mileage will be reimbursed at the currently-approved IRS rate per mile.

In the case of individuals using their personal vehicles to take a trip that would normally be made by air, mileage will be allowed at the currently-approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round-trip coach airfare. This fare will be determined more than one month prior to the scheduled travel whenever possible.

10. **Parking/Tolls.**
    Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on AOA business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of Personnel and will not be reimbursed. On-site airport parking is permitted for short trips. For extended trips, Personnel should use off-site parking facilities when available.

11. **Conference/Training Fees.**
    When Personnel are required to attend conferences or training sessions on AOA's behalf or in furtherance of their AOA duties, basic conference registration or training fees shall be reimbursed.

12. **Other Expenses.**
    Personnel may be reimbursed for other reasonable and necessary expenses (such as photocopying costs or long-distance phone charges) actually incurred by Personnel while conducting AOA business.

13. **Use of AOA Credit Cards.**
    AOA employees who are authorized to do so may pay expenses through the use of credit cards maintained by AOA. For expenses paid through AOA credit cards, documentary evidence of an individual expense shall not be required unless the amount of the expense exceeds $50.00, provided that such expense is reasonable and is necessary to the conduct of AOA's business.

ID#: AOA 03-04 | **Published Date:** September 2006 | **Revision Date:** July 2015

PURPOSE
To establish a policy for the systematic retention and disposition of AOA's records.

APPLICABLE AOA BYLAW
Article IX Section 9.1 *Records and Right of Inspection*

POLICY
The AOA Board of Directors recognizes that proper maintenance of AOA's documents and records is critical to the organization from both management and legal aspects. The maintenance of AOA's records for sufficient time periods is necessary to ensure AOA's preparedness for financial or IRS audits, inspections by members, legal or governmental agency actions, insurance claims and other organizational needs.

PROCEDURE
In general, AOA shall retain records for the period of their immediate or current usefulness unless longer retention is necessary for historical reference or to comply with contractual or legal requirements.

Records and documents covered by this policy include paper and electronic files, because courts and governmental agencies do not differentiate between records existing in hard copy form and those existing in electronic form.

AOA's Executive Director shall be responsible for ensuring compliance with the retention and destruction of AOA's records in accordance with the following schedule.

TYPE OF RECORD	RETENTION PERIOD
Accounting	
A/P Invoices	7 years
Bank Statements/Deposit Slips	7 years
Credit Card Slips	2 years
Auditors' Report/Annual Financial Statements	Permanent
Treasurer's Reports/Periodic Financial Statements	3 years
Cancelled Checks	7 years
General Ledger	Permanent
Fixed Asset Records (Invoices, Payment, Depreciation)	Permanent
Budgets	3 years
Tax Returns (Form 990's)	Permanent
Application for Tax-Exempt Status	Permanent
IRS Determination Letter	Permanent

Human Resources	
Employment Applications & Resumes (Hired Employees)	3 years after termination

	Employment Eligibility Verifications (I-9 Forms)	2 years after termination
	Plan Documents/Notes re: Benefits Programs	Permanent
	Employee Handbooks/Manuals	Permanent
	Personnel Files	7 years after termination
	Workers' Compensation Files	7 years
	Unemployment Files	7 years
	Time Cards/Daily Time Reports	7 years
	Expense Reimbursement Reports/Records	7 years
Legal		
	Board Meeting Minutes and Resolutions of Board	Permanent
	Minutes of Member Meetings	Permanent
	Articles of Incorporation	Permanent
	Bylaws	Permanent
	Policies & Procedures	Permanent
	Patent/Trademark/Copyright & Related Papers	Permanent
	Contracts & Leases	7 years after conclusion
	Correspondence re: Legal Matters	Permanent
	Member Petitions	3 years
General Operations		
	Annual Reports	Permanent
	Insurance Policies & Related Documents (Claims, Reports)	7 years
Payroll		
	Payroll Records - Detail/Summary Reports	7 years
	Paychecks, W-2s, W-4s, 1099 Forms	7 years
	Payroll tax Returns	7 years

Registry Files		
	Animal Files (Hard Copy)	Until Digitized
	Animal Files (Digital Copy)	30 years
	Owner Files (Hard Copy)	Until Digitized
	Owner Files (Digital Copy)	10 years
	Registry Database	Permanent
	Screening Documents	7 years
	Member Correspondence	3 years
	DNA Blood Cards	20 years
Show Files		
	Application for Competition Certification (Hard Copy)	Until Digitized
	Application for Competition Certification (Digital)	10 years
	Certified Show Results (Hard Copy)	Until Digitized
	Certified Show Results (Digital)	10 years
	End of Show Documentation (Hard Copy)	Until Digitized
	End of Show Documentation (Digital)	10 years
	Judge Score Cards (Hard Copy)	Until Digitized
	Judge Score Cards (Digital)	10 years
	Show Results Database	Permanent

The suggested retention time period for the above records generally begins at the end of the fiscal year in which the record was created.

Because AOA is a tax-exempt organization, federal law requires that certain records must be maintained and made available for public inspection upon request. These include AOA's annual information returns (Form 990s), original application for tax-exempt status, and IRS determination letter.

Even if destruction is permissible under the above schedule, records relating to any ongoing legal dispute or lawsuit may not be destroyed. Purging of documents with the intent to destroy evidence is illegal, even if such documents are scheduled to be purged in accordance with this policy. Additionally, federal law makes it a crime to intentionally destroy any records or documents that are involved in (or could be involved in) a federal government investigation or prosecution.

03-05 Communications to Members

ID#: AOA 03-05 | **Published Date:** November 2007 | **Revision Date:** April 2022

PURPOSE
To establish a policy regarding communications to AOA members.

APPLICABLE AOA BYLAWS
Article V Section 5.4 *President*
Article VII Section 7.1 *Committees*

POLICY
Communications published to AOA members as a group shall require appropriate authorization from either the President or the Board of Directors.

Additionally, AOA Board members who communicate personally with members shall follow the guidelines for that communication set forth below.

PROCEDURE

1. The AOA office shall facilitate the publication of eBlasts and other member-wide communications, provided that such communications shall require appropriate approval prior to their publication to members, as follows:
   - Communications to members regarding operational matters shall be approved by the AOA President.
   - Communications to members in the form of a President's Message shall be approved by the AOA Board of Directors.
   - Board or Committee announcements or reports to members shall be approved by the AOA Board of Directors.

   eBlasts and other member-wide communications shall contain only information which concerns AOA members or the alpaca industry as a whole, rather than information which pertains only to individual AOA members.

2. An AOA Board member answering a question from a member about an AOA policy, procedure, Bylaw, or position who is answering such question in their capacity as an AOA Board member may do so through one-on-one written (digital or paper) or verbal communication with that member; however, the Board member shall not post to a public forum or provide an answer en masse without following the procedures outlined in Section A above.

3. An AOA Board member who wishes to communicate their opinion or position about an AOA or industry issue as an individual (rather than in their capacity as an AOA Board member), either through one-on-one communication or en masse, may do so through written (digital or paper) or verbal means, but shall be required to abide by the following guidelines:

   - Communications shall not disclose any information that the AOA Board has not yet released to the general membership.
   - Written (either online or paper) communications shall contain the statement "This is a personal viewpoint and does not represent the position of AOA" within the communication. Additionally, these communications should not contain a signature line which indicates that the writer is a member of the AOA Board of Directors.
   - In verbal communications, it is the responsibility of the Board member to notify the other parties that the Board member's thoughts and opinions do not necessarily represent the position of Alpaca Owners Association, Inc. or the other members of the AOA Board of Directors.

03-06 Social Media

ID#: AOA 03-05 | **Published Date:** August 2017

PURPOSE

1. Gain valuable member/potential member insights
2. Increase AOA awareness and loyalty
3. Promote AOA Certified shows; affiliate, educational, and other alpaca industry events
4. Increase website traffic and search ranking
5. Disseminate content faster and easier
6. Build relationships
7. Allows instantaneous feedback and conversation from audience
8. Share alpaca industry news and information

POLICY

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PROCEDURE

1. Familiarize yourself with and follow the Alpaca Owners Association Code of Conduct.
2. Employees that will have access to posting will be assigned by the Executive Director.
3. Employees must keep AOA related social media accounts separate from their personal accounts.
4. Although not an exclusive list, some specific examples of prohibited social media include content or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
5. Employees are not to publish, post, or release any information that is considered confidential. If there are questions about what is considered confidential, employees should check with the Executive Director.
6. Social media networks, blogs, and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the Executive Director.
7. Do not argue with public posters. If the poster has something wrong or misunderstands a post, gently correct. If a situation becomes antagonistic, consult the Executive Director.
8. AOA reserves the right to remove posts and, if necessary, block posters if they use the site on an ongoing basis as an outlet to attack the association or other posters.
9. Social media posts are visible to all. Do not post anything you don't want to read in the headlines the following day.

ID#: AOA 03-07 | **Published Date:** November 2018

PURPOSE
To establish a policy regarding the management and investment of AOA's financial assets.

APPLICABLE AOA BYLAWS
Art V Section 5.6 *Treasurer*
Art IX Section 9.3 *Restrictions on Expenditures*

POLICY

General Background
Alpaca Owners Association, Inc. ("AOA") is a membership-based organization with the primary purposes of promoting awareness of alpacas and alpaca products, maintaining an official DNA validated genealogical registry system, administering an alpaca show system, and providing member education and support for the benefit of the alpaca industry. AOA's Board of Directors is elected by the membership and has a direct oversight role regarding all decisions impacting AOA's assets—including its funds to be invested. The AOA Board delegates responsibility for the management of funds to the Treasurer and Executive Director. This statement of investment policy will provide the basis, objectives, guidelines, and procedures to assist the Treasurer, the Executive Director, and any manager(s) or advisor(s) retained by AOA in carrying out their responsibilities for the management of AOA's investments and the review of investment performance.

Overview
This statement of objectives and guidelines is intended to provide meaningful guidance in the management of AOA assets and not to be overly restrictive, given changing economic, business, and investment activities of AOA. The Board of Directors recognizes that this responsibility is best performed by relying on professional investment manager(s) and advisor(s), rather than acting without professional or expert competence and guidance. The assets are to be invested in a balanced portfolio composed of equity, fixed income, cash equivalent securities, and other investments as determined by the Treasurer and the Executive Director working in conjunction with the investment manager(s) and advisor(s). The portfolio is intended to be more aggressive than short to intermediate fixed income-oriented portfolios and less aggressive than equity-only oriented portfolios.

Investment Objectives
- To preserve the real purchasing power of the principal, adjusted to inflation; and
- Provide a growing stream of income that keeps pace with or exceeds the rate of inflation. The income is to ensure sustainability of AOA and provide resources for capital or large project investments to improve or enhance the organization.
- The investment goal of the total return fund is to achieve a total return (income and appreciation) of 5% after inflation and management fees, over a full market cycle of 5 to 8 years.

Risk Tolerance
AOA seeks investments that are properly diversified between money market funds, equities, and fixed income. A limited allocation in alternative investments can be added at the discretion of the manager(s) or advisor(s).

Investment Guidelines
In order to achieve the objectives of AOA's portfolio, assets may be invested in a mix of common stocks, preferred stocks, corporate bonds, U.S. Treasury and Government Agency Obligations, commercial paper, bank certificates of deposit, and regulated investment companies that invest in any combination of the instruments, and to include mutual funds and exchange traded funds.

1. The Executive Director, in coordination with the Treasurer, shall establish annually, or more often, the investment mix between common stock, debt obligations, and cash. Below is an outline of acceptable ranges:

   Money Market Funds: Minimum 5%; Maximum of 45% of total assets.
   Equities: Minimum 20%; Maximum 65% of total assets.
   Fixed Income: Minimum 25%; Maximum 75% of total assets.
   Alternatives: Maximum 5% of total assets.

   Domestic: 70% to 85% of total assets.
   International: 15% to 30% of total assets.

2. Mutual fund investments must not have a sales charge, front or back end. The investments may be in global international funds, if the fund manager(s) or advisor(s) has a consistent track record in such an investment.

3. Not more than 20% of the value of the total assets may be invested in securities on any one industry as categorized by Standard & Poor's.

4. All cash held for short term purposes must be kept in money market funds, bank deposits, or invested in other short-term investments. The money market fund must be open for daily investment and redemption and must not carry any fee charges for investment or redemption.

5. The Executive Director, in coordination with the Treasurer and investment manager(s) and/or advisor(s) will conduct regular reviews and monitor rebalancing of the portfolio to ensure allocation percentages are within target ranges. The rebalancing should take place annually at a minimum or more often as determined by the Executive Director and Treasurer.

Withdrawal Policy
Written approval of both the Executive Director and Treasurer will be required for withdrawal of funds exceeding 1% of the total value of the portfolio. Any withdrawals of 15% or more of the total value of the portfolio will require approval by a written resolution of the full Board of Directors of AOA.

Performance Evaluation
The Executive Director and Treasurer will meet semi-annually with the investment manager(s) and/or advisor(s) to review the investment results on a total consolidated basis. The review and results will be reported to the AOA Board of Directors. Monthly investment portfolio reports will be provided to the Executive Director and Treasurer, and quarterly investment portfolio reports will be provided to the AOA Board of Directors. Reports provided by the investment manager(s) and/or advisor(s) will evaluate current investment holdings along with performance of the portfolio as measured against standard market benchmarks.

Investment Manager Selection Criteria
The Executive Director, in consultation with the Treasurer, may choose one or more financial institutions or manager(s) or advisor(s) to manage the investment portfolio, subject to the approval of the Board of Directors, based on the following criteria:

1. Investment philosophy and ability to meet investment criteria.

2. Performance record.

   A. Returns against the appropriate market index most similar.

   B. Returns against other managers investing in similar assets.

   C. Results versus other managers in similar philosophy.

3. References provided by similar organizations.

4. Service fees charged by the manager(s) or advisor(s).

The AOA Board of Directors reserves the right to terminate the engagement of any manager(s) or advisor(s) upon providing such manager or advisor with at least thirty (30) days' prior written notice.

I have read and accept the terms outlined above and agree to abide by this Statement of Investment Policy approved by the Board of Directors of Alpaca Owners Association, Inc.

_____ _____

Printed Name of Manager or Advisor Date

_____

Signature of Manager or Advisor

03-08 Strategic Reserve Fund

ID#: AOA 03-08 | **Published Date:** July 2022

PURPOSE
To establish a policy regarding the establishment, funding and use of a strategic reserve fund of AOA's financial assets.

APPLICABLE AOA BYLAWS
Art V Section 5.6 *Treasurer*
Art IX Section 9.3 *Restrictions on Expenditures*

POLICY
The AOA Board of Directors has responsibility for and oversight of all decisions impacting AOA's assets. In accordance with Section 9.3.1 of AOA's Bylaws, any revenues in excess of moneys needed to pay the AOA's operating expenses will be utilized only for projects that will reasonably benefit the alpaca industry as a whole. The Board believes it to be in the best interests of AOA and the alpaca industry as a whole to establish a fund to be used generally for improvements in the services AOA provides to its members and for projects that make AOA a stronger and more valuable association for the alpaca industry.

PROCEDURES

Funding of the Strategic Reserve Fund ("SRF")
The SRF has been established from funds of AOA which are in excess of the cash and investment reserves required to be maintained pursuant to Section 9.3.2 of AOA Bylaws (the "Operating Reserve Fund"). The SRF will continue to be funded both by (i) surplus operating revenues (if any such surpluses exist and are beyond what may be required to fulfill any outstanding obligation to fund the Operating Reserve Fund) and (ii) returns on investment of the SRF's capital.

Use of the SRF
The SRF exists to provide funding for mission-driven capital investments by AOA which are anticipated to result in increased revenue for AOA or are required to counter an existential threat. All withdrawals from the SRF must be approved by the AOA Board of Directors. Any single use of SRF funds may not exceed fifty percent (50%) of the SRF's total assets at the time the funds are withdrawn. There are no restrictions on the use of SRF monies beyond those established by the Board.

SRF Investment Policy
Unless otherwise specifically approved by the Board, SRF funds shall be invested in accordance with all terms and conditions of AOA 03-07 (Statement of Investment Policy).

Alpaca Registrations

04-01 Categories of Alpaca Registration

ID#: AOA 04-01 | **Published Date:** February 2007 | **Revision Date:** April 2022

PURPOSE
To establish the type and categories of alpaca registrations maintained by the Association.

APPLICABLE AOA BYLAW
Article I Section 1.1 *Statement of Purpose*

POLICY DEFINITIONS
AOA Registered Alpaca shall mean an alpaca registered with the Association within the structure of the rules in place at the time of registration.

Pedigreed Alpaca shall mean any alpaca which was enrolled in the Association's registry of alpacas prior to the time the genealogical database was closed by a vote of the membership as of December 31, 1998, or any alpaca that is established to be the offspring of two parents which are both registered with the Association.

Indicated Owner shall mean the person(s) or organization(s) currently listed as owner(s) of an alpaca in the Association's database of registered alpacas and who shall remain listed as owner in the Association's database until a valid transfer has been executed in accordance with the Transfer of Registration section of these policies.

Contract Buyer shall mean an individual who has been identified as a valid Contract Buyer with a current purchase agreement to purchase an alpaca from an Indicated Owner financed over time. All rights of ownership regarding transfers, cria registrations, etc. remain with the Indicated Owner who will be required to return the original certificate to the AOA office for the final transfer to the Contract Buyer.

Authorized Agent shall mean an individual authorized by an Indicated Owner to conduct business for Indicated Owner account.

Financed alpaca shall mean an AOA registered alpaca that is being purchased through a contract financed over time as confirmed by the Indicated Owner.

POLICY
Alpacas may have more than one Indicated Owner and more than one Contract Buyer. Contract Buyer designation shall be a temporary nontransferable designation while the alpaca is under financed purchase contract. Contract Buyer designations expire each December 31 and are renewable for the following year.

PROCEDURE
Anyone can initiate registration activities.

04-02 New Registrations

ID#: AOA 04-02 | **Published Date:** October 2008 | **Revision Date:** April 2022

PURPOSE

To establish the process for applying for a new registration of an eligible alpaca.

APPLICABLE AOA BYLAWS

Article I Section 1.1 *Statement of Purpose*
Article XII Section 12.2 *Amendment of Policies and Procedures*

POLICY

Each alpaca registered shall be assigned a permanent registration number. The registration number will be the key reference for any information maintained by the Association about an individual alpaca.

In order to be registered, an alpaca must meet all pertinent registration requirements. As provided in AOA's Bylaws, the Association's registry is closed to the registration of any alpaca that is not conclusively shown by the Association's approved scientific testing to be the offspring of two AOA-registered parents. Because the Bylaws specify that the parentage validation requirement can be eliminated only by a vote of AOA's voting members, this requirement cannot be waived or removed for a specific alpaca registration, by petition or otherwise.

Only animals that have been determined to be alpacas may be registered with Alpaca Owners Association, Inc. All other camelids are excluded from registration with AOA.

Alpaca registration shall have two ownership designations, Indicated Owner and Contract Buyer owner.

PROCEDURE

1 General Requirements

Applications for registration can be completed online or be obtained from the AOA office. DNA blood cards can be obtained from the AOA office.

In order to be eligible for registration, an alpaca must be the offspring of two AOA-registered parents.

An alpaca must have an Indicated Owner.

Once registered, an alpaca may have a Contract Buyer along with an Indicated Owner.

An application for registration must include the following accurate information and appropriate fees as outlined in the AOA Fee Schedule, AOA 06-01:

A. Both parents of the alpaca must be registered with AOA's registry and declared qualifying by the approved serology laboratory;
B. Valid alpaca name (AOA 04-04 *Alpaca Names*);
C. Alpaca's gender [male, female, gelding (irreversible), or non-breeder (only reversible by the Indicated Owner originally requesting the classification)];
D. Names and registration numbers of the sire and dam at the time of service;
E. Date of service and country of service;
F. Authorization from the Indicated Owner or Authorized Agent of the alpaca being registered, verifying that all registration information is correct;
G. Name, account number, and authorization of the Indicated Owner or Authorized Agent of the dam at the time of the cria's birth;
H. Names, account numbers, and authorizations of the Indicated Owner or Authorized Agent of the sire and dam at the time of service;
I. Declaration of the alpaca's fleece type (huacaya or suri);
J. Appropriate color code(s) from the Alpaca Natural Color Chart and pattern choice on the Application for Registration form;

2. Authorization Requirements

The Association will accept only the indicated sire and dam owner authorizations or authorized agent authorizations that match current Association records. Only one authorization is required to conduct business unless otherwise stipulated.

3. Missing Authorization

   From time to time, the Association may receive an application for registration which does not include one of the required authorizations and the failure to provide such authorization shall be due to (i) the purported registrant having obtained ownership of the alpaca through a livestock lien foreclosure or similar process, (ii) the purported registrant having obtained ownership of the alpaca through a divorce or bankruptcy proceeding, or (iii) any other facts or circumstances which make the ownership of the alpaca uncertain.

   In the event an application for registration as described above is received by the Association, the Association shall not process such registration unless the Association receives (i) an order from a court having jurisdiction over the matter which provides a clear determination as to the ownership of the alpaca in question or (ii) some other documentation or verification which, in the judgment of the Association's legal counsel, provides confirmation as to the ownership of the alpaca in question.

   In the event the missing authorization is due to the death of the sire or dam owner, then the Association shall not process the registration of the alpaca unless the Association receives (1) a copy of a death certificate for the deceased sire or dam owner and (2) some form of documentation which clearly determines who has the authority to act on behalf the decedent or their estate with regard to the alpaca in question—such as of a power of attorney for the decedent or a copy of the decedent's will naming a personal representative. If the person purporting to act on behalf of a decedent and their estate is the decedent's spouse, then the requirement in part 2 of the preceding sentence may be satisfied by a notarized statement that such person has the authority to take such actions.

   In the event the person submitting the application for registration indicates that the application does not include the authorization of either the sire owner or the dam owner because such person cannot be located, then the Association shall (i) require that the requestor submit a signed written statement confirming that the requestor has used every available means to locate such person, (ii) send inquiries via certified mail and electronic mail to either the sire owner or dam owner, as applicable, to such person's U.S. mail and electronic mail addresses as indicated in the records of the Association, and (iii) attempt to contact sire owner or dam owner, as applicable, by telephone, if the Association's records include a telephone number for such person. If after undertaking these steps the Association cannot locate the sire owner or dam owner whose authorization has not been obtained, then the Association shall declare the sire or dam owner to be unreachable (an "Unreachable Owner") and shall process the registration without the authorization of such person.

   If the Association receives a later request to process a transaction without the authorization of the same Unreachable Owner, then (a) if such request is received within one year of the time the Unreachable Owner was declared unreachable, then the Association may process the registration without the authorization of the Unreachable Owner, and (b) if such request is received more than one year after the time the Unreachable Owner was declared unreachable, then the Association shall again undertake the steps identified in items (ii) and (iii) in the above paragraph in an attempt to locate the Unreachable Owner prior to proceeding without the authorization of such Unreachable Owner.

4. Fleece Type Designation of Huacaya or Suri Alpacas — To qualify for huacaya or suri designation, alpacas must have fleece that is consistent with the designated type.

5. Inactive/Suspended Registrations
   Registrations on which there has been no activity with the AOA office for 24 months or more shall be moved to canceled status. Once a registration has been canceled, it cannot be reactivated. A new registration application, including a new blood sample and a new registration fee, must be submitted for that alpaca and no refunds will be issued.

ID#: AOA 04-03 | **Published Date:** June 2007 | **Revision Date:** April 2022

PURPOSE
To establish the policy for the breeder identifiers and their use in alpaca names.

APPLICABLE AOA BYLAW
Article I Section 1.1 Statement of Purpose

POLICY
The Association shall approve and maintain breeder identifier(s) for any alpaca breeder requesting the identifier. The breeder identifier is a unique identifier chosen by the Indicated Owner and approved by the Association for owners of AOA registered alpacas.

The purpose of the breeder identifier is to provide a means for breeders to attach their identification in the name of an offspring. An alpaca name cannot include a breeder identifier other than that of the Indicated Owner of the dam at the time of service without permission of the Indicated Owner of the dam at the time of service. The Association does not reserve ranch names per se, although ranch names may be used as breeder identifiers.

Once an owner reserves a breeder identifier, other owners may not use that breeder identifier at the beginning or end of the name of an AOA registered alpaca.

Breeder identifiers may not be bought or sold between ranches.

A requested breeder identifier that the Executive Director deems too common (not unique enough to be reserved by any one breeder) may be declined.

A requested breeder identifier that the Executive Director deems too similar to the existing name of an AOA-registered alpaca or to a breeder identifier that is already reserved may be declined so as not to cause confusion.

PROCEDURE
A breeder identifier may only be reserved by making a request and paying the appropriate fee as outlined in the Association Fee Schedule, AOA 06-01. A reserved breeder identifier must include at least one letter and be at least two characters long (not including spaces), but no longer than 17 characters (including spaces). Only letters and numbers are allowed in breeder identifiers. The purchase of a breeder identifier includes the use of the breeder identifier in the following four ways:

- [Breeder ID] Alpaca Name
- Alpaca Name of [Breeder ID]
- [Breeder ID]’s Alpaca Name
- Alpaca Name [Breeder ID]

A reserved breeder identifier may neither be added to nor removed from an alpaca’s name without the authorization of the original Indicated Owner of that alpaca.

ID#: AOA 04-04 | **Published Date:** February 2007 | **Revision Date:** April 2022

PURPOSE
To establish the policy on the naming conventions for registered alpacas.

APPLICABLE AOA BYLAW
Article I Section 1.1 *Statement of Purpose*

POLICY
The alpaca name, along with its registration number, is the key identifier for each AOA registered alpaca. As such every alpaca name will be unique and must differ by at least one letter from all other names in the database. Names shall not infringe on another owner's reserved breeder identifier or import identifier, infringe on the existing name of an AOA-registered alpaca, or be misleading or offensive.

PROCEDURE
Alpaca names must begin with a letter or digit and must have 35 or fewer characters including punctuation, breeder identifiers and spaces. Special characters and symbols will not be allowed.

The name cannot include a breeder identifier other than that of the Indicated Owner of the dam at the time of service without authorization of the Indicated Owner of the dam at the time of service.

The AOA Executive Director may require a change in the name of an alpaca if it is deemed too similar to the name of another registered alpaca.

Names not complying with this policy shall be rejected.

ID#: AOA 04-05 | **Published Date:** February 2007 | **Revision Date:** November 2024

PURPOSE
To establish the policy on changing the names of registered alpacas.

APPLICABLE AOA BYLAW
Article 1 Section 1.1 *Statement of Purpose*

POLICY
Name changes for alpacas will only be permitted by the original registrant of the alpaca under specific circumstances.

1. The name was misspelled.
2. The alpaca was submitted with the incorrect gender.
3. DNA testing validated a different sire or dam for the alpaca.

Proposed name changes must comply with the naming requirements of policy AOA 04-04 *Alpaca Names*.

PROCEDURE
The request for change of name for an alpaca is submitted online or in writing by the original registrant of the alpaca and the appropriate fee paid as outlined in the AOA Fee Schedule, AOA 06-01.

All current Indicated Owner(s) must authorize the name change.

Alpaca name changes that involve a breeder identifier must adhere to policy *04-03 Breeder Identifiers.*

04-06 Alpaca Permanent Identification

ID#: AOA 04-06 | **Published Date:** February 2007 | **Revision Date:** April 2022

PURPOSE
To establish the policy for the type and location of permanent identification of AOA-registered alpacas.

APPLICABLE AOA BYLAW
Article I Section 1.1 *Statement of Purpose*

POLICY
The Association's method for identification is based on scientific testing of blood samples or other tissue as approved by the AOA Board.

The Association requires scientific testing (blood typing until 11/98 when DNA microsatellite testing was put in place) as validation of parentage and for the resolution of the identity of an alpaca. When both a presumed parent and its cria have been scientifically tested, regardless of which was tested first, AOA registered parent(s) must qualify in order for the cria to be eligible for registration.

The Association owns and retains control of the scientifically tested data. Any scientific study using the testing data shall preserve the anonymity of the alpaca and its Indicated Owner(s).

Microchips are recommended permanent identification, in addition to DNA testing. Other methods such as ear tags and tattoos may also be used. Microchips, ear tags, tattoos and other permanent identification numbers may be recorded as a part of the Association's data regarding a registered alpaca; however, the receipt of this type of data shall not be a condition of qualification for registration.

The microchip is properly known as a radio frequency identification device (RFID). It is recommended that microchip (RFID) identification numbers for all alpacas with (RFID) in place be submitted to the Association, either with the application for registration or as updated information for AOA registered alpacas. No specific type or manufacturer of microchip (RFID) is required by AOA.

PROCEDURE

1. Microchip and ear tag numbers are displayed on the registration certificate.
2. It is recommended, for consistency, that microchips be implanted at the base of the left ear.
3. Owners should update their alpaca with the type, location, and number of any permanent means of identification.

ID#: AOA 04-07 | **Published Date:** February 2007 | **Revision Date:** April 2022

PURPOSE
To establish the policy for the type creation and issuance of certificates of registration for registered alpacas.

APPLICABLE AOA BYLAW
Article I Section 1.1 *Statement of Purpose*

POLICY
It shall be the policy of the Association to issue a registration certificate for every AOA registered alpaca. The certificate shall identify the alpaca by name, registration number, gender, current Indicated Owner(s) and account number(s), fiber type, and scientifically tested confirmation seal.

The certificate shall include, when available and appropriate, the standardized color code(s) and pattern number(s), sire name and registration number, name and account number of indicated sire owner at the time of service, dam name and registration number, name and account number of indicated dam owner at time of service, name and account number of indicated dam owner at time of cria's birth, birth date, microchip number, pedigree information, original registration date, and country of birth (country in which the animal being registered was born).

If owners from two or more accounts jointly own an alpaca, multiple certificates will be issued for the appropriate fee as outlined in the AOA Fee Schedule AOA 06-01.

PROCEDURE
The Association will issue certificates including the above information when available and appropriate.

While only six generations will display on a registration certificate, all generations will be tracked in the AOA database.

04-08 Transfer of Alpaca Registration

ID#: AOA 04-08 | **Published Date:** October 2008 | **Revision Date:** April 2022

PURPOSE

To establish the policy for recording and processing the transfers of registrations.

APPLICABLE AOA BYLAW

Article I Section 1.1 *Statement of Purpose*

POLICY

It shall be the Association's policy to facilitate and record the transfer of the registration of an alpaca. A transfer of registration requires the authorization of all Indicated Owner(s). All transfer fees shall be paid prior to the issuance of any certificate as outlined in the AOA Fee Schedule, AOA 06-01.

PROCEDURE

1. Transfers of Registration
    A. To facilitate the prompt recording of the transfer of registration of an alpaca, the current Indicated Owner(s) or buyer(s) shall submit the transfer and remit the transfer fee.
    B. Transfers require the authorization(s) of the Indicated Owner(s) or their designated agent.
    C. Upon receipt of the authorization(s), the Association will send a new certificate to the new registration holder(s) reflecting the transfer of registration.
2. Recording of Contract Buyer
    A. The Indicated Owner may assign Contract Buyer status for any alpaca.
    B. Contract Buyer status must be submitted annually.
3. Transfer in the Event of Uncertain Ownership
    A. From time to time, the Association may receive a request to transfer the registration of an alpaca which does not include the valid authorizations of all current Indicated Owners, and the failure to provide such required documentation shall be due to (i) the purported transferee having obtained ownership of the alpaca through a livestock lien foreclosure or similar process, (ii) a divorce proceeding or other dispute between the Indicated Owners as to ownership of the alpaca, (iii) the death of one or more of the Indicated Owners, or (iv) any other facts or circumstances which make the ownership of the alpaca uncertain.
    B. In the event a request for transfer as described in part A above is received by the Association, the Association shall not transfer the registration of the alpaca to the purported transferee(s) unless the Association receives (i) an order from a court having jurisdiction over the matter which provides a clear determination as to the ownership of the alpaca in question or (ii) some other documentation or verification which, in the judgment of the Association's legal counsel, provides confirmation that the purported transferee(s) is/are the legal owner(s) of the alpaca in question. In the event the uncertain ownership is due to the death of an Indicated Owner, then the Association shall not transfer the registration of the alpaca to the purported transferee(s) unless the Association receives (1) a copy of a death certificate for the deceased Indicated Owner and (2) some form of documentation which clearly determines who has the authority to act on behalf the decedent or their estate with regard to the alpacas in question—such as of a power of attorney for the decedent or a copy of the decedent's will naming a personal representative. If the person purporting to act on behalf of a decedent and their estate is the decedent's spouse, then the requirement in part 2 of the preceding sentence may be satisfied by a notarized statement that such person has the authority to take such actions.
    C. In the event a request for transfer described in part A above is received by the Association and the person requesting the transfer indicates that the request does not include the authorization of a current Indicated Owner because such Indicated Owner cannot be located, then the Association shall (i) require that the requestor submit a signed written statement confirming that the requestor has used every available means to locate the current Indicated Owner, (ii) send inquiries via certified mail and electronic mail to such Indicated Owner's U.S. mail and electronic mail addresses as indicated in the records of the Association, and (iii) attempt to contact the Indicated Owner by telephone, if the Association's records include a telephone number for such Indicated Owner. If after undertaking these steps the Association cannot locate the current Indicated Owner, then the Association shall declare the Indicated Owner to be unreachable (an "Unreachable Owner") and shall process the transfer without the authorization of the Unreachable Owner

who cannot be located. If the Association receives a later request to process a transaction without the authorization of the same Unreachable Owner, then (a) if such request is received within one year of the time the Unreachable Owner was declared unreachable, then the Association may process the transfer without the authorization of the Unreachable Owner, and (b) if such request is received more than one year after the time the Unreachable Owner was declared unreachable, then the Association shall again undertake the steps identified in items (ii) and (iii) above in an attempt to locate the Unreachable Owner prior to proceeding without the authorization of such Unreachable Owner.

ID#: AOA 04-09 | **Published Date:** April 2022

PURPOSE
To establish the policy for the printing of registration certificates.

APPLICABLE AOA BYLAW
Article I Section 1.1 *Statement of Purpose*

POLICY
The Registry shall, on request, print and mail a registration certificate.

PROCEDURE
A printed certificate can be ordered at the applicable fee per policy AOA 06-01.

The AOA office must be notified within ninety (90) days of the date a certificate is mailed from the office that such certificate has not been received; otherwise, a new printed certificate can be ordered at the applicable fee per policy AOA 06-01.

04-10 Cancellation of Registration Certificates Due to the Death of an Alpaca

ID#: AOA 04-10 | **Published Date:** February 2007 | **Revision Date:** April 2022

PURPOSE
To establish the policy for the cancellation of a registration certificate due to the death of the alpaca.

APPLICABLE AOA BYLAW
Article I Section 1.1 *Statement of Purpose*

POLICY
It is a policy of the Association to record the deaths of AOA-registered alpacas, thereby maintaining a more accurate herd census.

PROCEDURE
The current Indicated Owner of the alpaca should mark the alpaca deceased online or report it to AOA upon the death of a registered alpaca.

ID#: AOA 04-11 | **Published Date:** February 2007 | **Revision Date:** April 2022

PURPOSE
To establish the policy for the correction of errors in Association data.

APPLICABLE AOA BYLAW
Article I Section 1.1 *Statement of Purpose*

POLICY
It is the policy of AOA to maintain accurate alpaca registry information.

PROCEDURE
When an error is discovered in the data on a certificate or on the web site, the discoverer is encouraged to notify the Association of the error. If necessary, the Indicated Owner will be contacted to verify accurate information.

A current Indicated Owner may add to, but may not change, information submitted by an original Indicated Owner with the exception of color. Errors made by a prior Indicated Owner may only be corrected by that person or by petition.

The corrected information can be submitted in writing or online and the correction will be made in the database upon payment of the appropriate fee as outlined in policy AOA 06-01.

Errors made by the Association are corrected free of charge.

ID#: AOA 04-12 | **Published Date:** February 2007 | **Revision Date:** April 2022

PURPOSE
To establish a policy on accepting and processing membership appeals on the application of registration policy.

APPLICABLE AOA BYLAW
Article I Section 1.1 *Statement of Purpose*

POLICY
It is the policy of the Association to allow members to request exceptions to the registration-related provisions of these Policies and Procedures by petition. The Association shall maintain a standing committee to hear and act on petitions and appeals as stated in policy AOA 01-04 *Board Committees* Section 3. *Registry Petitions and Appeals Committee*.

PROCEDURE

1. Petitions

    A. The current Indicated Owner of a live AOA-registered alpaca completely fills out and submits a Petitions & Appeal form to the AOA office.

    B. The Executive Director reviews the petition and determines if more information is needed before forwarding to the Petitions and Appeals Committee.

    C. If necessary, additional information is obtained.

    D. The petition is forwarded to the Petitions and Appeals Committee with the Executive Director's recommendation.

    E. Each committee member reviews the petition and forwards their response to the Administrator.

    F. If the decision is not unanimous, the petition is forwarded to the full AOA Board of Directors for review.

    G. When a decision has been reached, the Executive Director informs the member submitting the petition for the decision.

2. Fees

    A. If a service is to be performed as a result of a successful petition, a fee is levied to the member consistent with the cost of this service plus any additional costs associated with the petition per the AOA Fee Schedule, Policy AOA 06-01.

ID#: AOA 04-13 | **Published Date:** February 2007 | **Revision Date:** April 2022

PURPOSE
To establish a policy on the definition and powers of an Authorized Agent.

APPLICABLE AOA BYLAW
Article I Section 1.1 *Statement of Purpose*

POLICY
It is the policy of the Association to allow any alpaca Indicated Owner to authorize another individual to sign certain AOA Association-related documents on the Indicated Owner's behalf. This action bestows the status of Authorized Agent on the other individual. An Authorized Agent acting on behalf of the Indicated Owner has the power to conduct business with the AOA on behalf of the Indicated Owner for the registered alpacas contained in a specific listed account number.

Authorized Agents shall have authority to initiate action at one of three levels:

Level 1: Agent shall be authorized to initiate a registration of an alpaca owned by the Indicated Owner represented by the Agent.

Level 2: This authorization includes the authority granted a level 1 Agent. Additionally, the level 2 Agent shall be authorized to sign a registration application for an Indicated Owner represented by the Agent where an authorization of the Indicated Owner of a sire or dam, at time of conception, is required.

Level 3: Agent shall be authorized with full authority as though the Agent were in fact the Indicated Owner. This authorization includes all the authority granted a level 1 and 2 Agent, as well as the authorization to transfer ownership of alpacas owned by the Indicated Owner represented by the Agent.

An Authorized Agent may or may not be an AOA Indicated Owner. Status as an Authorized Agent in and of itself shall not qualify an Agent for membership in AOA nor confer AOA voting rights upon the Agent.

An Agent may be authorized by an Indicated Owner for a period of not more than two (2) years. After two (2) years the Indicated Owner must reauthorize the agent with AOA.

Only the Indicated Owner and all individuals represented by a specific Account Number, in the case of partnerships and other group or corporate ownership, may authorize an Agent for the Account Number. An Authorized Agent has no power to authorize another Agent.

Agency may be revoked by the Indicated Owner online or by submitting a request to AOA.

PROCEDURE
1. Obtain, complete, and file an AOA Agent Authorization Form with the AOA office.
2. If multiple level 3 agents are desired, an additional release form will be required by the AOA office.
3. Pay the appropriate fee as outlined in the AOA Fee Schedule AOA 06-01.

Contact the office for agent forms.

04-14 Alpaca Photographs

ID#: AOA 04-14 | **Published Date:** March 2008 | **Revision Date:** July 2014

PURPOSE
To establish a policy for the publication of photographs of AOA registered alpacas.

APPLICABLE AOA BYLAW
Article I Section 1.1 Statement of Purpose

POLICY
The Association shall accept submission of photographs of AOA registered alpacas and shall publish such photographs in AOA's online database.

The purpose of such photographs is to provide additional information about AOA registered alpacas to AOA members and augment the value of the AOA searchable database.

PROCEDURE

1. To be accepted for publication by AOA, a photograph must meet the following requirements:

    A. The photograph must not have been manipulated or retouched, with the exception of cropping.

    B. The photograph must include only the subject alpaca, with no other alpacas in the picture.

    C. The photograph must include the entire body of the alpaca and should be zoomed in as close as possible without cutting any of the alpaca out of the photograph.

2. AOA will publish photographs upon photo approval.

Policies Requiring a Vote of the Membership

05-01 Artificial Insemination

ID#: AOA 05-01 | **Published Date:** November 2003 | **Revision Date:** April 2017

PURPOSE
To establish a policy concerning the registration eligibility of an alpaca offspring resulting from artificial insemination.

APPLICABLE AOA BYLAW
Article XII Section 12.2 *Amendment of Policies and Procedures*

POLICY
The Association will allow the registration of alpaca offspring that are the result of artificial insemination and were born on or after January 1, 2017, provided that such registration meets the requirements set forth in the "Procedure" section below.

Currently the Association does not allow the registration of alpaca offspring that are the result of artificial insemination and were born on or before December 31, 2016. Any change to this rule shall require a majority vote of the members voting in accordance with Article XII Section 12.2 of the AOA Bylaws.

PROCEDURE
The registration of an alpaca offspring that is the result of artificial insemination and was born on or after January 1, 2017, must meet the following requirements:

1. Both the dam and the sire (source of semen) of the offspring must be registered with AOA's registry.
2. In addition to meeting all other requirements for registration specified in AOA's Policies and Procedures, the registration of an offspring resulting from artificial insemination shall be accompanied by a completed Certificate of Artificial Insemination, in the form required by AOA, and such other information about the donor sire (source of semen) as shall be required by AOA.
3. If required by AOA, the applicant must submit information concerning the collection of the semen from the donor sire.
4. The registration of an offspring resulting from artificial insemination and conceived after the death of the donor sire shall be allowed so long as the applicant submits the information from the Indicated Owner of the donor sire required by AOA.

ID#: AOA 05-02 | **Published Date:** November 2003 | **Revision Date:** April 2017

PURPOSE
To establish a policy concerning the registration eligibility of an alpaca offspring resulting from embryo transfer.

APPLICABLE AOA BYLAW
Article XII Section 12.2 *Amendment of Policies and Procedures*

POLICY
The Association will allow the registration of alpaca offspring that are the result of embryo transfer, born on or after January 1, 2017, and born from an alpaca recipient animal, provided that such registration meets the requirements set forth in the "Procedure" section below.

Currently the Association does not allow the registration of alpaca offspring that are the result of embryo transfer and were born on or before December 31, 2016. Any change to this rule shall require a majority vote of the members voting in accordance with Article XII Section 12.2 of the AOA Bylaws.

Additionally, the Association does not currently allow the registration of alpaca offspring that are the result of embryo transfer and were born from recipient animals other than alpacas. Any change to this rule shall require a majority vote of the members voting in accordance with Article XII Section 12.2 of the AOA Bylaws.

PROCEDURE
The registration of an alpaca offspring that is the result of result of embryo transfer, born on or after January 1, 2017, and born from an alpaca recipient animal must meet the following requirements:

1. Both the sire and the donor dam of the offspring must be registered with AOA's registry.
2. The recipient dam, which must be an alpaca, need not be registered. However, if the parentage of the offspring cannot be validated, AOA may require DNA testing of the recipient dam. If the recipient dam cannot be excluded as the donor dam, a determination of eligibility for registration of the offspring shall be made by AOA after consideration of all available information.
3. In addition to meeting all other requirements for registration specified in AOA's Policies and Procedures, the registration of an offspring resulting from embryo transfer shall be accompanied by a completed Certificate of Embryo Recovery and a completed Embryo Transfer Registration form, in the forms required by AOA.
4. Both the sire and the donor dam must be identified as breeder animals.
5. The registration of an offspring resulting from embryo transfer and conceived after the death of the donor dam shall be allowed so long as the applicant submits the information from the Indicated Owner of the donor dam required by AOA.
6. Registration certificates issued for any offspring that are the result of embryo transfer shall include a designation of "(ET)" at the end of the alpaca name.

ID#: AOA 05-03 | **Published Date:** November 2003 | **Revision Date:** July 2014

PURPOSE
To establish a policy concerning the registration eligibility of an alpaca offspring resulting from cloning.

APPLICABLE AOA BYLAW
Article XII Section 12.2 *Amendment of Policies and Procedures*

POLICY
At this time, the Association does not allow the registration of offspring that are the result of cloning. Any change to this policy shall require a majority vote of the members voting in accordance with Article XII Section 12.2 of the AOA Bylaws.

PROCEDURE
None

05-04 Re-opening of the Registry

ID#: AOA 05-04 | **Published Date:** February 2007 | **Revision Date:** July 2014

PURPOSE
To establish a policy on registration eligibility requirements of alpacas as dictated by the vote to close the Association's alpaca registry.

APPLICABLE AOA BYLAW
Article XII Section 12.2 *Amendment of Policies and Procedures*

HISTORY
As of December 31, 1998, the Association's registry was closed to the registration of alpacas with unknown parents and imported alpacas. Over 76% of the membership voting approved the closure. In May 2002, 89% of the membership voting on the proposed bylaw (12.2) regarding amendments of Association rules and regulations voted to approve that two-thirds of the voting members voting on the measure shall be required for any amendment to the Association policies and procedures or any other action which would reopen the Association's registry to the registration of alpacas which are not Pedigreed Alpacas. In the May 2003 general membership election in reference to reciprocity, the membership voted that a "pedigreed alpaca" shall mean "an alpaca which is the offspring of two parents which are both registered with the Association." The complete definition as per policy AOA 04-01 *Categories of Registration* is, "any alpaca which was enrolled in the Association's registry of alpacas prior to the time the genealogical database was closed by a vote of the membership as of December 31, 1998, or any alpaca that is established to be the offspring of two parents which are both registered with the Association."

POLICY
As established by Article XII Section 12.2 of the AOA Bylaws, the Association shall only register offspring of two AOA registered alpacas as defined in the registration provisions of these policies and procedures (AOA 04-02 *New Registrations*).

PROCEDURE
None

05-05 Reciprocity With Foreign Registries

ID#: AOA 05-05 | **Published Date:** November 2003 | **Revision Date:** July 2014

PURPOSE
To establish a policy on reciprocity with other registries as dictated by the vote to allow AOA to enter into an inter-registry exchange protocol or similar agreement with a foreign registry.

APPLICABLE AOA BYLAW
Article XII Section 12.2 *Amendment of Policies and Procedures*

HISTORY
In May 2002, the membership voting on the proposed bylaw (Section 12.2) regarding amendments of Association rules and regulations voted to approve that two-thirds of the voting members voting on the measure shall be required for any amendment to the Association's policies and procedures or any other action which would allow the Association to enter into an inter-registry exchange protocol or similar agreement with a foreign registry.

POLICY
As established by Article XII Section 12.2 of the AOA Bylaws, the Association shall not enter into an inter-registry exchange protocol or similar agreement with a foreign registry without a two-thirds vote of the voting members voting on such a measure.

PROCEDURE
None

ID#: AOA 05-06 | **Published Date:** February 2007 | **Revision Date:** July 2014

PURPOSE
To establish a policy on registration verification/identification requirements for the registration of alpacas by the Association.

APPLICABLE AOA BYLAW
Article XII Section 12.2 *Amendment of Policies and Procedures*

POLICY
It shall be the policy of the Association that scientific testing be used as validation of the parentage of an alpaca to be registered in the Association's registry. Any change to this policy shall require a 2/3 vote of the members voting in accordance Article XII Section 12.2 of the AOA Bylaws.

The Association owns and retains control of the scientifically tested data and samples of blood submitted for DNA testing. Any scientific study using the testing data shall preserve the anonymity of the animal and its Indicated Owner(s).

PROCEDURE
The current practice of scientific testing for parentage verification is by DNA genotype generation and comparison to putative parents.

The AOA Board will contract with a genetics molecular analysis laboratory to perform all parentage validations for AOA registration by DNA analysis. A DNA Blood Card (or equivalent as stipulated by AOA) shall be submitted for testing by the contracted genetics molecular analysis laboratory. Results of testing by the AOA-contracted laboratory and that laboratory only shall be accepted for registration of an alpaca with the Association. The blood samples will be stored by an AOA-contracted vendor (usually the molecular analysis laboratory) or by AOA for all alpacas to be registered by AOA.

AOA shall approve any use of the data.

Financial Accounting

06-01 Fee Schedule

ID#: AOA 06-01 | **Published Date:** April 2007 | **Revision Date:** July 2014

PURPOSE
To establish a process for the setting and amending of fees for services performed by the Association and for suspending services for users of Association services whose accounts are overdue.

APPLICABLE AOA BYLAW
Article XII Section 12.2 Amendments of Policies and Procedures

POLICY
The Board of Directors shall have the power to amend the Association Fee Schedule by a majority vote of the Board of Directors; provided that any new fee or increase in a single fee (other than membership fees) which exceeds twenty percent (20%) annually must be approved by either (i) the unanimous vote of the Board of Directors or (ii) a majority vote of the membership voting on the proposed fee addition or increase.

The Board shall also have the power to enact such procedures as it deems necessary to collect overdue fees owed to the Registry.

PROCEDURE
New fees and proposed fee changes are dealt with by the Board of Directors in a regularly-scheduled board meeting and forwarded to the membership if approval by the membership is needed.

The Association office shall take such steps as are necessary to collect overdue fees owed to the Association, including without limitation the following: a user of Association services whose account is 90 days or more past due will be suspended from further use of Association services until the account is paid in full. Suspended services shall include processing of new registrations and access to the Association's database; provided, however, that the Association office shall continue to process transfers of registration for transactions in which the suspended individual is the selling party.

Other Policies

07-01 Governance of AOA Certified Shows

ID#: AOA 07-01 | **Published Date:** July 2014 | **Revision Date:** none

PURPOSE
To establish a policy for the conduct of AOA-certified alpaca shows.

APPLICABLE AOA BYLAW
Article I Section 1.1 Statement of Purpose

POLICY
It is in the best interests of AOA for all AOA-certified alpaca shows to be conducted in accordance with standardized policies and procedures prescribed by AOA.

PROCEDURE
All alpaca shows which are certified by AOA shall be conducted in accordance with the policies and procedures specified in the current version of the AOA Show System Handbook.

07-02 Compensation for Judge Training Clinics

ID#: AOA 07-02 | **Published Date:** April 2015 | **Revision Date:** April 2022

PURPOSE
To establish a policy for compensation of instructors at AOA judge training clinics.

APPLICABLE AOA BYLAW
Article I Section 1.1 - Statement of Purpose

POLICY
It is in the best interests of AOA for instructors at all AOA judge training clinics to be compensated in accordance with standardized policies and procedures prescribed by AOA.

PROCEDURE
An individual providing instruction at any AOA judge training clinic which is required for such instructor to maintain or renew their certification as an AOA judge will not receive a stipend for providing instruction at such clinic. However, the individual's expenses will be reimbursed in accordance with the guidelines in AOA 03-03 (Expense Reimbursement) and their clinic attendance fee will be waived by AOA.

An individual providing instruction at any AOA judge training clinic which is not required for such instructor to maintain or renew their certification as an AOA judge will receive a stipend for providing instruction at such clinic. Additionally, the individual's expenses will be reimbursed in accordance with the guidelines in AOA 03-03 (Expense Reimbursement) and he or she will be paid $50.00 per day for travel to and from the clinic.

An individual who assists in setting up and administering evaluations at any AOA judge training clinic will receive a stipend for such assistance. Additionally, the individual's expenses will be reimbursed in accordance with the guidelines in AOA 03-03 (Expense Reimbursement).

ID#: AOA 07-03 | **Published Date:** July 2015 | **Revision Date:** August 2022

PURPOSE
To establish a policy concerning AOA's Affiliate organizations, including the requirements for obtaining and maintaining Affiliate status.

APPLICABLE AOA BYLAW(S)
Article VIII Affiliates

POLICY
Members of AOA may form an Affiliate of the Association. The Board of Directors may in its sole discretion grant recognition as an Affiliate to any group of Association members which applies to the Board for recognition and meets the requirements specified for Affiliates.

PROCEDURE
To be granted and/or maintain Affiliate status, AOA Affiliates must meet the requirements listed below:

1. Complete and submit the Affiliate Application to the AOA headquarters office and pay the required application fee.
2. Have a minimum of 10 individual members who must be Paid Members of AOA and submit the list to the AOA office with the roster of updated officers.
3. The Affiliate must be incorporated as a non-profit organization separate from AOA whose focus is on alpacas or alpaca products.
4. The Affiliate must submit a roster of current officers to AOA within 30 days after the annual election of officers.
5. The Affiliate will establish regular communication with its membership via printed or emailed newsletters, a website, or other similar means.
6. Affiliates are encouraged to hold at least one educational and promotional event about alpacas and/or alpaca products each year, which shall be promoted and open to the general public.
7. Affiliate Presidents, or an appointed officer of the Affiliate, must attend at least two AOA Affiliate calls per year.
8. Each Affiliate with a website will prominently display the AOA logo and a link to the AOA website (www.AlpacaInfo.com) and will make clear that the group is an affiliate of AOA.
9. Affiliates are expected to support AOA, including encouraging their members to breed only AOA registered alpacas, supporting AOA certified shows, and supporting AOA national and member marketing efforts.
10. Affiliates will not have programs or initiatives which compete with AOA's programs and initiatives.
11. If an Affiliate holds an alpaca show; that show is required to be AOA certified.

An Affiliate which does not comply with the above guidelines and requirements may be subject to suspension or revocation of AOA Affiliate status by the AOA Board, subject to the process specified in Section 8.3 of the AOA Bylaws. Additionally, the Board may suspend or revoke Affiliate status for other reasons if, in the judgment of the Board, such action is in the best interests of AOA, subject to the process specified in Section 8.3 of the AOA Bylaws.