POLICIES

Updated 2017
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ANTITRUST COMPLIANCE POLICY

The antitrust laws of the United States and the various states prohibit agreements, combinations and conspiracies in restraint of trade. Because the American Osteopathic College of Dermatology (AOCD) and other trade and professional associations are, by definition, combinations of competitors, one element of a possible antitrust violation is generally present, and only some action by the association that unreasonably restrains trade generally needs to occur for there to be an antitrust violation. Consequently, associations are common targets of antitrust plaintiffs and prosecutors.

The consequences for violating the antitrust laws can be severe. A conviction can carry stiff fines for the association and its offending leaders, jail sentences for individuals who participated in the violation, and a court order dissolving the association or seriously curtailing its activities. The antitrust laws can be enforced against associations, association members, and the association's employees by both government agencies and private parties (such as competitors and consumers) through treble (triple) damage actions. As the principal federal antitrust law is a criminal conspiracy statute, an executive who attends a meeting at which competitors engage in illegal discussions may be held criminally responsible, even if he or she says nothing at the meeting. The executive's attendance at the meeting may be sufficient to imply acquiescence in the discussion, making him or her liable to as great a penalty as those who actively participated in the illegal agreement.

The antitrust laws prohibit competitors from engaging in actions that could result in an unreasonable restraint of trade. Above all else, association members should be free to make business decisions based on the dictates of the market – not the dictates of the association.

Some activities by competitors are deemed so pernicious and harmful that they are considered per se violations – it does not matter whether or not the activities actually have a harmful effect on competition; the effect is presumed. These generally include price fixing, allocation of customers, markets or territories, bid-rigging, and some forms of boycotts. In addition, there are many features that factor into price; agreements as to warranty duration, freight terms, or other factors that can directly impact price also are proscribed.

Other actions such as standards development, certification programs, and relationships between distributors and suppliers generally are evaluated under a rule of reason – there is a balancing between the pro-competitive and anti-competitive aspects of the activities; the pro-competitive effects must outweigh the anti-competitive ones. These areas also should be approached with caution and legal guidance.

AOCD has a policy of strict compliance with federal and state antitrust laws. AOCD members should avoid discussing certain subjects when they are together – both at formal AOCD membership, Board of Trustees, committee, and other meetings and in informal contacts with other industry members – and should otherwise adhere strictly to the following guidelines:

- **DO NOT** discuss prices, fees or rates, or features that can impact (raise, lower, or stabilize) prices such as discounts, costs, salaries, terms and conditions of sale, warranties, or profit margins. Note that a price-fixing violation may be inferred from price-related discussions followed by parallel decisions on pricing by association members — even in the absence of an oral or written agreement.
• DO NOT agree with competitors as to uniform terms of sale, warranties or contract provisions.

• DO NOT exchange data concerning fees, prices, production, sales, bids, costs, salaries, customer credit, or other business practices unless the exchange is made pursuant to a well considered plan that has been approved by AOCD’s legal counsel.

• DO NOT agree with competitors to divide up customers, markets or territories.

• DO NOT agree with competitors not to deal with certain suppliers or others.

• DO NOT try to prevent a supplier from selling to your competitors.

• DO NOT discuss your customers with your competitors.

• DO NOT agree to any association membership restrictions, standard-setting, certification, accreditation, or self-regulation programs without the restrictions or programs having been approved by AOCD’s legal counsel.

• DO insist that AOCD meetings that have agendas are circulated in advance and that minutes of all meetings properly reflect the actions taken at the meeting. All AOCD meetings generally should have written agendas prepared and circulated in advance.

• DO leave any meeting (formal or informal) where improper subjects are being discussed. Tell everyone why you are leaving.

• DO ensure that only AOCD staff sends out all written and electronic correspondence on behalf of AOCD and that AOCD officers, directors, committee members, or other members do not hold themselves out as speaking or acting with the authority of AOCD when they do not, in fact, have such authority.

• DO ensure that if questions arise about the legal aspects of AOCD’s activities or your individual responsibilities under the antitrust laws, you seek advice and counsel from your own counsel or from the staff and counsel of AOCD.

• Any questions about AOCD’s antitrust policy should be directed to AOCD’s Executive Director or legal counsel.
COMPENSATION POLICY
Members of the AOCD Board of Trustees understand their service is voluntary to the AOCD and they are not compensated for time. BOT members are granted gratis registration to the Annual (Spring) Meeting of the AOCD.

The President of the AOCD is reimbursed travel and lodging for the Fall and Annual meetings of the AOCD.

The Program Chairperson of the Fall meeting and the Program Chairperson for the Annual meeting are reimbursed travel and lodging to their respective meetings. AOCD officers will receive complimentary registration for the Annual meeting. They must register for the meeting, however, in order to meet AOA CME requirements.

The AOCD representatives sent as delegates to any AOA meeting will be reimbursed coach airfare, transfers, motel and meals for all meetings. Reimbursement will be made upon submission of an expense report and original receipts to the Executive Director. The AOA delegate and alternate who attend the House of Delegates and/or Board of Trustees will be reimbursed coach airfare, meals, hotel, and transfers upon submission of an expense report and original receipts to the Executive Director.

AOCD will pay expenses of ancillary staff for fall and annual meeting and any other meetings as directed by the secretary-treasurer and/or current president. These will include coach airfare, transfers, hotel and meals and will be paid upon submission of completed expense report and original receipts to the Executive Director.

AOCD members speaking at the Annual meeting will receive complimentary registration for that meeting as well as a $1,000 honorarium. AOCD members speaking at the Fall meeting will receive a $1,000 honorarium and complimentary registration for the next Annual meeting. These members must register for the meeting in order to meet AOA CME requirements.

The Executive Director is a contracted employee of the AOCD with a 60 day termination clause and has appropriate withholdings deducted from each pay period.

The Resident Coordinator is an hourly employee of the AOCD and has appropriate withholdings deducted from each pay period. Hourly employees in the State of Missouri are considered “At Will Employees” and may be terminated at any time.

The Coordinator of Corporate Support and Grants is an hourly employee of the AOCD and has appropriate withholdings deducted from each pay period. Hourly employees in the State of Missouri are considered “At Will Employees” and may be terminated at any time.

The Administrative Assistant is an hourly employee of the AOCD and has appropriate withholdings deducted from each pay period. Hourly employees in the State of Missouri are considered “At Will Employees” and may be terminated at any time.

Mileage reimbursement will be at the (IRS Standard Mileage Rate)

The Resident Liaison will receive $300 for attending the midyear Board of Trustees meeting. Resident Reimbursement information.
COMPUTER, EMAIL AND INTERNET USAGE POLICY

Computers, computer files, the email system, and software furnished to employees are AOCD property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

AOCD strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, AOCD prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters.

AOCD purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, AOCD does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. AOCD prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Executive Director or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet access to global electronic information resources on the World Wide Web is provided by AOCD to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of AOCD and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of AOCD. As such, AOCD reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by AOCD in violation of law or AOCD policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

1. Sending or posting discriminatory, harassing, or threatening messages or images
2. Using the organization's time and resources for personal gain
3. Stealing, using, or disclosing someone else's code or password without authorization
4. Copying, pirating, or downloading software and electronic files without permission
5. Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
6. Violating copyright law
7. Failing to observe licensing agreements
8. Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
9. Sending or posting messages or material that could damage the organization's image or reputation
10. Participating in the viewing or exchange of pornography or obscene materials
11. Sending or posting messages that defame or slander other individuals
12. Attempting to break into the computer system of another organization or person
13. Refusing to cooperate with a security investigation
14. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
15. Using the Internet for political causes or activities, religious activities, or any sort of gambling
16. Jeopardizing the security of the organization's electronic communications systems
17. Sending or posting messages that disparage another organization's products or services
18. Passing off personal views as representing those of the organization
19. Sending anonymous email messages
20. Engaging in any other illegal activities
CONFLICT OF INTEREST
This policy applies to all members of the AOCD.

Members of the AOCD may become involved in situations where their loyalties are divided or where their personal interest may conflict with their duty to the AOCD. Situations can also arise in which members may be tempted to act in violation of their duty of loyalty to the AOCD. This policy sets standards to govern conduct in such situations.

The concept of "conflict of interest" covers a wide range of situations where what is at stake for individuals conflicts with their official responsibilities and the confidence vested in them. This type of "interest" may, for instance, be related to financial gain, professional advancement or academic promotion, commitments to third parties, allegiance to institutions, and roles or responsibilities of a professional, administrative, or academic nature.

For the purposes of this Policy, a conflict of interest is defined as follows:

A member is involved in a conflict of interest when:

1. the member owes a duty of loyalty in some matter to act in the interests of a person, group of persons, or institution; and
2. at the same time, the member has a personal interest in the matter or owes a duty of loyalty to act in the matter in the interests of a different person, group of persons, or institution.

A conflict of interest exists under this definition even if the action or decision called for under the first duty is identical with the personal interest or with the action or decision required under the second duty.
CONFLICT OF INTEREST POLICY STATEMENT

The American Osteopathic College of Dermatology has adopted a policy statement regarding conflicts of interest. The AOCD administrative officers, elected officers, trustees and appointed committee chairs and committee members are required to comply with the conflict of interest policy. The policy specifically requires that trustees, officers and employees not use their respective positions with the AOCD to derive direct or indirect financial profit from or otherwise utilize a position with the AOCD to achieve an unfair advantage in issues involving another entity with which they are involved as a board member, officer, employee or in which they have a substantial financial investment. Therefore, any officer, trustee and other appointed officer must submit conflict of interest statement to the AOCD on an annual basis and is expected to update the statement should circumstances change. The key point to addressing conflicts of interest is full disclosure of any relationships that could present a conflict of interest.

By signing this Conflict of Interest Statement, I confirm that I have disclosed on the attached page all of the situations, interests or affiliations that present an actual or potential conflict of interest with the performance of my official duties in the best interest of the AOCD and that except for these relationships, I have no personal material interest or outside affiliation. This includes relationships that not only have the potential for direct and indirect personal profits, but also any entity for which a member of my immediate family or I serve as an officer, director, employee or otherwise hold a significant financial interest. It is recognized that it is not possible to present a listing of all of the outside personal interest, activities or affiliations on the part of the undersigned which might be considered as being, in fact or appearance, in conflict with his or her duty of loyalty to the AOCD and contrary to its best interests. The following, however, are to the best of my knowledge and belief specific situations, interests or affiliations where there are actual or potential conflicts:

I understand that I must also disclose any actual or potential conflicts of interest that may arise in the future.

Set forth below is a list and description of other entities with which the undersigned is affiliated and/or has a material financial interest and may give rise to a conflict of interest:

1. Within the past five years, I have served as a director, officer or been an employee of the following organizations with which the AOCD does business (please include colleges of osteopathic medicine, specialty affiliates, divisional affiliates, philanthropic organizations and/or other organizational members of the osteopathic family

2. I am a director or officer or employee or have a material financial interest in the following entities with which the AOCD transacts business (where appropriate, please identify the nature of the AOCD’s relationship with that entity):
3. A member of my immediate family is a director or officer or employee or has a material financial interest in the following entities with which the AOCD does business (please identify the family member and the nature of the AOCD’s relationship with that entity):

_____________________________________________________________________________________
_____________________________________________________________________________________  

Please indicate the names of the organizations with which you or your spouse/significant other have a financial relationship or interest, and the specific clinical areas that correspond to the relationship. If more than four relationships please list on separate page:

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<th>Organization with which Relationship Exists</th>
<th>Clinical Area Involved</th>
<th>Nature of Relationship</th>
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4. The following are other relationships that could present an actual or perceived conflict of interest.

[ ] There are no relationships that present an actual or potential conflict of interest. I affirm that I have disclosed all relationships that could to the best of my knowledge.

A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests – unless the provider of clinical service is owned, or controlled by, and ACCME-defined commercial interest.

Any individual refusing to comply with this policy and/or not disclosing relevant financial relationships on a timely basis (DEFINED AS THE INITIAL INVITATION AND TWO REMINDERS) will not participate in, have control of, or responsibility for, the development, management, presentation, or evaluation of AOCD CME activities.

Print: ___________________________ Date________________________

Signature: ___________________________

This form is provided electronically to allow for ample space for responses.
Policy and Procedures on Collection and Managing of Financial Relationships and Resolution of Conflicts of Interest

AOCD CME will identify relevant financial relationships prior to awarding AOA Category 1A and/or AMA PRA Category 1 Credit™ for CME activities. All persons in a position to influence or control CME content (course directors, program planning committee members, speakers, authors, and staff) will complete a standardized disclosure form. Information about funding will be requested to identify CME activities at higher risk for commercial bias.

Purpose

In accordance with the ACCME’s Standards for Commercial Support of Continuing Medical Education, the Policy on Collection of Financial Relationships and Resolution of Conflicts of Interest (COI) exists to provide guidance for staff, instructors, planners, reviewers and managers of CME activities sponsored by The American Osteopathic College of Dermatology, (AOCD). This policy addresses the underlying philosophy of disclosure to learners, mechanisms to collect disclosure information and the parties from whom financial disclosure shall be collected, the mechanisms to resolve COI, and requirements to make disclosure to learners prior to the start of an activity.

Guiding Principles Relating to COI and its Disclosure

AOCD is guided by what is in the best interest of the public, always deferring to independence from commercial interests, and keeping CME separate from product promotion. The following are guiding principles for the collection, management and resolution of COI.

Policy

Identifying Conflict of Interest

A Financial Disclosure Form shall be provided to individuals involved with a CME activity that have the following roles:

- Instructor/Faculty
- Reviewer/Planner/Course Director/Editor or Writer
- Staff, who manage the content/development of the CME activity (not logistics)

Recipients of financial disclosure forms must complete and return the document **within three weeks of receiving it as a condition for participation** in the role of planner/reviewer/course director/faculty/author/editor or writer/staff manager and/or contracted medical writer for the CME activity.

Timeframes

- For course directors and planning committee members, disclosure and resolution should occur before topics and speakers are selected.
- For speakers and authors, disclosure and resolution must occur before presentations are made or manuscripts finalized. Note: In instances where conflicts that could substantively alter the program content or speakers are likely, disclosure and resolution for speakers should occur before topics and speakers are finalized.

Reporting guidance is as follows:

- Any personal financial relationship during the previous 12-month period represents a potential conflict of interest, and therefore must be reported. **This also includes spouses and life partners.**
- A COI is present when both (a) the relationship is financial and occurred within the past 12 months and (b) the individual has the opportunity to affect the content of CME.
Processing COI Forms
Staff project managers have primary responsibility for initial processing of conflict of interest forms and documenting reported information that requires resolution. The Executive Director will be consulted with cases in which the resolution is unclear or where disqualification is an option. The Chair of the AOCD CME Committee is an additional resource for resolution of COI when the Executive Director is not available or in cases when he/she recuses him/herself.

Options for resolution of COI include:
- Substitution of a person with no COI or minimal levels of COI
- Review of CME content by a qualified reviewer that is not the person that developed the content
- Referencing the best available evidence in all CME activities in which potential conflicts exist
- Requesting the instructor or planner to sever financial relationships with the commercial interest
- Assigning the person with COI to a role in which therapeutic options will not be recommended
- Excluding that part of the instruction or disqualification of the presenter

Documenting Resolution of COI
- **For Faculty:**
  Completed Financial Disclosure Forms will be maintained in the activity file. The resolution of COI by staff and/or the AOCD CME Committee will be documented on the Resolution of COI Form.

For Planners:
- Staff and/or the AOCD CME Committee will take cognizance of planners from whom disclosure forms indicate a COI.

Mechanisms to resolve COI for planners are as follows:
- Replace planners with significant COI with other experts that are not conflicted, if possible.
- When replacing planners is not feasible, staff and/or the AOCD CME Committee must provide stringent oversight of the planning process to ensure objectivity, fair balance and absence of commercial bias.
- Faculty/Planner Agreements—on which the Planner attests that he or she will plan the activity objectively, with fair balance and without commercial bias—must be provided, signed by the planner, and received by AOCD prior to the commencement of planning.
- Should new planners be added after the planning process begins, those persons shall not commence their work until their financial relationships disclosure has been received and there is resolution of any relevant COI.
- When significant COI is present, final presentation content must be reviewed prior to the execution of the activity and documentation provided that demonstrates objectivity, fair balance and absence of commercial bias.

Independent Content Validation
Conflict of interest may be resolved if the CME material is peer reviewed and:
- All the recommendations involving **clinical medicine** are based on evidence that is accepted within the profession of medicine as adequate justification for indications and contraindications in the care of patients.
- All **scientific research** referred to, reported or used in the CME activity in support or justification of patient care recommendations conforms to the generally accepted standards of experimental design, data collection and analysis.
The Declaration on the disclosure form will request that the person involved in the CME activity affirm their commitment, via signature, to ensure balance, independence, objectivity, and scientific rigor in AOCD CME activities.

For Reviewers:
- Reviewers should not have any relevant COI
- If COI is present, another reviewer should be selected with no COI
- In those rare instances where every potential reviewer has one or more conflicts and there is no qualified reviewer without COI, then two reviewers should be utilized as a check-and-balance

Implementation
For Instructors:
- Financial Disclosure Forms will be attached to the Faculty Letter with clear instructions on due date for their return
- Failure to return financial disclosure information will result in disqualification
- Instructors that have current promotional relationships with a CI on the same topic as the CME activity may have an irreconcilable COI; should their level of expertise require their continued involvement in planning, they will be recused from specifying treatment options in course content

For Planners and Managers
- As soon as external physician planners and reviewers for the activity are identified, a Financial Disclosure Form must be provided to them in writing with instructions to complete and immediately return
- Staff that affect the content of CME, or contracted medical writers, will complete a disclosure form annually and that information shall be transparent to the learners AOCD CME Committee members will complete a disclosure form annually

Transparency to Learners
Learners will be provided with information on identified COI from any of the above categories of persons that affect the content of CME, and that information will be positioned in course materials such that it is read by learners prior to the execution of the CME activity.

MECHANISM TO MANAGE FACULTY WHO VIOLATE STANDARDS
All AOCD CME activities will be evaluated by learners and possibly peer reviewers to determine if the content was free of commercial bias. All those identified as having influence and/or control of CME content perceived as either manifesting conflicts of interest or being biased may be disqualified from consideration as resources (planning group member, authors, faculty, etc) in subsequent CME activities.

Step 1: Staff conducts an evaluation of the CME activity to, among other things, determine the perception of commercial bias. All AOCD CME activities must include a mechanism for evaluating the perception of commercial bias (eg, inclusion of a question on the attendee evaluation form of the activity and/or faculty; inclusion of a question on the monitor evaluation form of the activity and/or faculty, etc.) Staff may request that there is a peer monitoring of that activity.

Step 2: Staff reviews evaluation data to assess perception of commercial bias in the CME activity.

Step 3: Staff documents these findings along with any additional documentation related to the assessment of the evaluation data in the CME activity file and communicates this information to the course director and/or planning committee.

Step 4: Any concerns as a result of the evaluation data should be handled accordingly including disqualification in future CME activities. Each violation will be considered on a case-by-case basis.
CONSENT AGENDA POLICY & PROCEDURES

I. Recognizing that certain routine issues require Board approval without necessarily requiring Board discussion, a Common Consent Agenda may be placed on the Board agenda at the President’s discretion.

   A. The Common Consent Agenda will require a single vote for passage; the individual items will not be voted on separately.

   B. There will be no discussion of items on the Common Consent Agenda.

II. All items proposed for the Common Consent Agenda must be made known to Board members at least 5 days in advance.

   A. The proposed items must be in writing.

   B. The proposed items must be mailed or e-mailed to the Board members’ homes, or if preferred, to their places of business.

   C. Any Board member may delete an item from inclusion on the Common Consent Agenda.
      1. Ordinarily, this would be done if the Board member believes that the item requires discussion before a vote is taken.
      2. If an item is deleted from the Common Consent Agenda, the President may still include it as a regular item on the Board agenda.

At every board meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda (Roberts Rules of Order calls it a consent calendar) allows the board to approve all these items together without discussion or individual motions. Depending upon the organization, this can free up anywhere from a few minutes to a half hour for more substantial discussion.

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

   1. Approval of the minutes;
   2. Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
   3. Routine matters such as appointments to committees;
   4. Staff appointments requiring board confirmation;
   5. Reports provided for information only;
   6. Correspondence requiring no action.
A consent agenda can only work if the reports, and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

1. When preparing the meeting agenda, the president or chairperson determines whether an item belongs on the consent agenda.
2. The president prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.
3. The list and supporting documents are included in the board’s agenda package in sufficient time to be read by all members prior to the meeting.
4. At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda and discussed individually.
5. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item.
6. Once it has been removed, the chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.
7. When there are no more items to be removed, the chair or secretary reads out the numbers of the remaining consent items. Then the chair states: “If there is no objection, these items will be adopted.” After pausing for any objections, the chair states “As there are no objections, these items are adopted.” It is not necessary to ask for a show of hands.
8. When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

A consent agenda may be presented by the president at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member.

Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

It is important to make sure that all directors know what items belong on the agenda and how to move items to and from the consent agenda. For this reason, instruction on using the consent agenda should be part of the board orientation program.
CORRESPONDENCE POLICY

Place all letters on the AOCD letterhead. The margins should be set at 2.3 from the top, 2.3 from the left, 1.0 from the right and 1.0 from the bottom. The font used should be “Garamond 12 pt.” Should letters go beyond one page, the second page should have margins set at 1.0 for all sides. Subsequent pages should be notated at the top left corner.

“Name of Company”
“Date on letter”
“Page 2”, etc

AOCD Minutes of Meetings should include footer at the bottom of each page to include the following information.

Date of Meeting
Location of Meeting
Page#

When reporting changes of a specific by-law in the minutes, it should be spelled out in full, not abbreviated to just Article, Sub Section, etc.

Any revision to By-Laws, Administrative Manual and Basic Standards should also include a complete footer to include:

By-Laws
Page#
Proposed by AOCD
Date

When approved, the final copy should include
By-Laws
Page#
Approved by AOA
Date.

The National Office will be copied on all letters written by Board of Trustees who are acting on behalf of the AOCD.
DISASTER GUIDELINE

Disasters are either natural or manmade. Natural disasters for this area include tornadoes, floods, thunderstorms, snowstorms, and ice storms. There is also some consideration of earthquake, due to the New Madrid fault. Manmade disasters for this area includes haz-mat incidents, train, plane or bus accidents, bombings or other terrorist actions.

Natural disasters pose the biggest impact to us in delivering our services. Depending upon the disaster, our regular actions may be altered greatly. Our ability to communicate with each other, our ability to get people to work may be hampered greatly. It is important to note that this is a guideline and will need to be adapted as the incident progresses.

In a major disaster, communications will be disrupted. Employees will no doubt be aware of the disaster and be taking care of their needs first and the job will come second. All employees, and board members must know their responsibilities to their job and the organization. Everyone involved will be making every effort to fulfill those duties. Transportation could be a problem. Secondary routes to the office will have to be known by employees. With disruption of telephone and cell phone, alternate communications plans will have to be put in place.

Manmade disasters are generally site specific. However they range from affecting a few to an entire city or region. Manmade disasters as a rule do not disrupt communications, but could. We have back up communications that we can use. This type of disaster could affect employees, and members so be prepared to deal with and make decisions without total approval of our board.

Every effort will be made to contact the Board of Trustees of a disaster affecting the operations of the National Office. Each Employee will carry a listing of telephone, both office and cellular, as well as fax numbers in order to contact Board Members. In the event an employee is unable to arrive at work, they should contact the Executive Director. If communication to either of these parties is unavailable, the employee should contact an AOCD Officer listed on the contact list.

Our biggest loss can come from the large amount of paper documents kept on premises. As time allows these files will be scanned and become part of our system and regular backup.

In the event of damage to the National Office the Executive Director will have the authority to make whatever arrangements to bring the office back online. During the interim much of the work can be done from employee’s homes providing they have access to computers and the internet.

The lines of authority would be the following:

1. Authority to hire resources to secure AOCD equipment and files and mitigate any further damage.
2. Authority to secure temporary storage or office facilities.
3. Authority to hire resources to bring the office back on line.

Procedures:

1. Each computer in the AOCD office is backed up nightly to the main server.
2. Weekly backup of critical files via external hard drive
3. Weekly full backup copy is stored in a locked fire proof safe in the Executive Director’s office.
4. Continuous Back up done via Carbonite.
DOCUMENT RETENTION/INTEGRITY AND DESTRUCTION POLICY
Adoption by the board of a written policy establishing standards for document integrity, retention and destruction, and guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups on the reliability of the system. This Document Retention and Description Policy of the American Osteopathic College of Dermatology (AOCD) identifies the record retention responsibilities of the Board of Trustees, staff, volunteers, and outsiders for maintaining and documenting the storage and destruction of the college’s documents and records.

Record Archive:
• The AOCD is in the process of performing electronic archiving of documents.

Private foundations must keep records for federal tax purposes for as long as they may be needed to document evidence of compliance with provisions of the Internal Revenue Code. Generally, this means the organization must keep records that support and item of income or deduction on a return until the statute of limitations for that return runs out. The statute of limitations has run out when the AOCD can no longer amend its return to claim a credit or refund, and the IRS can no longer assess additional tax. Generally the statute of limitations runs three years after the date of the return is due or files, whichever is later.

Record Retention Periods
• Permanent records should be kept permanently and include board minutes.
• Employment Tax Records must be kept for at least four years after the date the tax becomes due or is paid, whichever is later.
• Records for Non-Tax Purposes should be kept until they are no longer needed for non-tax purposes.
• CME Documentation must be kept for a minimum of 6 years and at least two full 3-year CME Cycles. (Per AOA Accreditation Manual for CME Sponsors)

Backup Procedures:
• Back up of files on all AOCD computers is done nightly.
• Regular checkups on the reliability of the backup system and procedures will be performed.
• Continuous Back up done via Carbonite.

I. RULES
The college’s Board of Trustees, staff, volunteers, and outsiders (i.e. independent contractors via agreements with them) are required to honor these rules:
A. paper or electronic documents indicated under the terms for retention below will be transferred and maintained by staff;
B. all other paper documents will be destroyed after three years of creation/receipt; and
C. no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
II. TERMS FOR RETENTION

A. General Overview:

1. Retain PERMANENTLY
   - Governance records – charter and amendments, bylaws, other organizational documents, governing board and board committee minutes.
   - Tax records – filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
   - Intellectual property records – copyright and trademark registrations and samples of protected works.
   - Financial records – audited financial statements, attorney contingent liability letters.

2. Retain for TEN YEARS
   - Pension and benefits records – pension (ERISA) plan participant/beneficiary records, actuarial reports, correspondence with government agencies, and supporting records.
   - Government relations records – state and federal lobbying and political contribution reports and supporting records.

3. Retain for THREE YEARS
   - Employee/employment records – employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors, as well as for separated/terminated independent contractors).
   - Lease/insurance/and contract/license records – software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination/expiration/non-renewal of each agreement.)

4. Retain for ONE YEAR
   - All other electronic records, documents, and files – correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.
B. Detailed Document Retention

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident reports and claims (settled cases)</td>
<td>7 years</td>
</tr>
<tr>
<td>Accounts payable ledgers and schedules</td>
<td>7 years</td>
</tr>
<tr>
<td>Accounts receivable ledgers and schedules</td>
<td>7 years</td>
</tr>
<tr>
<td>Audit reports of accountants</td>
<td>Permanently</td>
</tr>
<tr>
<td>Bank reconciliations</td>
<td>2 years</td>
</tr>
<tr>
<td>Capital stock and bond records; ledgers; transfer registers;</td>
<td>Permanently</td>
</tr>
<tr>
<td>stubs showing issues; record of interest coupons; options; etc.</td>
<td></td>
</tr>
<tr>
<td>Cash books</td>
<td>Permanently</td>
</tr>
<tr>
<td>Charts of accounts</td>
<td>Permanently</td>
</tr>
<tr>
<td>Checks (canceled, but see exception below)</td>
<td>7 years</td>
</tr>
<tr>
<td>Checks (canceled for important payments, i.e., taxes; purchases of property;</td>
<td>Permanently</td>
</tr>
<tr>
<td>special contracts; etc. Checks should be filed with the papers pertaining</td>
<td></td>
</tr>
<tr>
<td>to the underlying transaction</td>
<td></td>
</tr>
<tr>
<td>Correspondence (routine) with members, customers, or vendors</td>
<td>1 year</td>
</tr>
<tr>
<td>Correspondence (general)</td>
<td>3 years</td>
</tr>
<tr>
<td>Correspondence (legal and important matters only)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Deeds, mortgages and bills of sale</td>
<td>Permanently</td>
</tr>
<tr>
<td>Depreciation schedules</td>
<td>Permanently</td>
</tr>
<tr>
<td>Duplicate deposit slips</td>
<td>2 years</td>
</tr>
<tr>
<td>Expense analyses and expense distribution schedules</td>
<td>7 years</td>
</tr>
<tr>
<td>Financial statements (end-of-year, other months optional)</td>
<td>Permanently</td>
</tr>
<tr>
<td>General and private ledgers (and end-of-year trial balances)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Insurance records, current accident reports, claims, policies, etc.</td>
<td>Permanently</td>
</tr>
<tr>
<td>Internal audit reports (in some situations, longer retention periods may be</td>
<td>3 years</td>
</tr>
<tr>
<td>desirable)</td>
<td></td>
</tr>
<tr>
<td>Inventories of products, materials and supplies</td>
<td>7 years</td>
</tr>
<tr>
<td>Invoices to members and customers</td>
<td>7 years</td>
</tr>
<tr>
<td>Invoices from vendors</td>
<td>7 years</td>
</tr>
<tr>
<td>Journals</td>
<td>Permanently</td>
</tr>
<tr>
<td>Membership applications</td>
<td>3 years</td>
</tr>
<tr>
<td>Minutes of directors and committees, including by-laws and charter</td>
<td>Permanently</td>
</tr>
<tr>
<td>Notes receivable ledgers and schedules</td>
<td>7 years</td>
</tr>
<tr>
<td>Option records (expired)</td>
<td>7 years</td>
</tr>
<tr>
<td>Payroll records and summaries, including payments to pensioners</td>
<td>7 years</td>
</tr>
<tr>
<td>Petty cash vouchers</td>
<td>3 years</td>
</tr>
<tr>
<td>Physical inventory tags</td>
<td>3 years</td>
</tr>
<tr>
<td>Property appraisals by outside appraisers</td>
<td>Permanently</td>
</tr>
<tr>
<td>Property records, including: costs; depreciation reserves;</td>
<td>Permanently</td>
</tr>
<tr>
<td>end of year trials balances; depreciation schedules; blueprints and plans</td>
<td></td>
</tr>
<tr>
<td>Purchase orders (except purchasing department copy)</td>
<td>2 years</td>
</tr>
<tr>
<td>Receiving sheets</td>
<td>2 years</td>
</tr>
<tr>
<td>Requisitions</td>
<td>2 years</td>
</tr>
<tr>
<td>Sales records</td>
<td>7 years</td>
</tr>
<tr>
<td>Savings bond registration records of employees</td>
<td>3 years</td>
</tr>
</tbody>
</table>
• Scrap and salvage records (inventories, sales, etc.) 7 years
• Stock and bond certificates (canceled) 7 years
• Stockroom withdrawal forms 2 years
• Subsidiary ledgers 7 years
• Tax returns and worksheets; revenue agents’ reports and other documents relating to determination of income tax liability Permanently
• Time books 7 years
• Voucher register and schedules 7 years
• Vouchers for payments to vendors, employees, etc. (Includes: allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses.) 7 years

C. Exceptions to these rules and terms for retention may be granted only by the College’s executive director, in conjunction with the College’s President.

D. CME and Accreditation Programs
An AOA accredited CME Sponsor must maintain its files for a minimum of 6 years and at least two full 3-year CME cycles.

EQUAL OPPORTUNITY POLICY
The American Osteopathic College of Dermatology, an affiliate of the American Osteopathic Association, is a growing organization dedicated to promoting the practice of dermatology on a national level. The AOCD is the organization responsible for Residencies and Continuing Medical Education nationwide. We are committed to providing up-to-date information and instruction for our members. It is the policy of the AOCD to provide equal employment opportunities and equal membership opportunities to all individuals without regard to race, color, religion, national origin, sex, marital status, age, physical or mental disability or any other protected status.

EXECUTIVE SESSION POLICY
The AOCD Board of Trustees may call for an Executive Session to discuss issues that may compromise the attorney client privilege. During an executive session, only individuals whose presence is reasonably necessary in order for the College to carry out its executive session responsibilities may attend.

The discussions and actions of the Executive Session will be recorded in the form of minutes. A motion is made to enter the Executive Session. When a second is received, it is discussed and voted on. The motion and vote will be recorded in the session minutes.

The Executive Session is closed to the public and general membership. The executive session is called to order when required individuals are present.

When the business of the executive session is complete, the President announces that the executive session is over and the recording equipment is turned off. If the public meeting is to resume, the President announces that the public meeting is reopened.
When a board of directors must discuss matters of a confidential nature, such as personnel or property issues, it may do so in a private session called an executive session or “in camera” (from the Latin legal term meaning “in chambers”). A typical procedure for convening an executive session is as follows:

1. A board member moves that the board go into executive session. If the motion is adopted by a majority of members, all present who are not members, or essential to the matter to be considered, may be excluded from the meeting.

2. The secretary records in the minutes that the motion was carried. If there is some compelling reason to do so, the secretary may include the time and the names of the members present.

3. The board conducts its confidential business. Anyone not a board member must be invited by the board to attend.

4. Minutes of the executive session are confidential. The secretary takes minutes but keeps them separate from the public minutes.

5. The board reviews and approves the confidential minutes the next time it goes into executive session. If copies are distributed, the secretary collects them before the end of the executive session and destroys them immediately. (It’s a good idea to bring a shredder to the meeting!) If there is only one copy, the secretary reads the minutes aloud and the chair asks for corrections and/or approval.

6. When the executive session is adjourned, the “public” minutes should record that the executive session has concluded.

7. If, while in executive session, you have decided that secrecy should be lifted from a decision, the secretary records the decision in the “public” minutes. Otherwise, all directors are bound to respect the confidentiality of the session.

**FUNDRAISING POLICY**
The board of directors should adopt and monitor compliance with a fundraising policy to ensure that all solicitations comply with federal and state law requirements and are accurate and candid, and that any paid fundraisers are subject to proper oversight.
Honoraria Policy

The AOCD will provide the following to Guest faculty presenting at the Fall or Annual (Spring) meetings of the AOCD.

- Round trip Coach airfare/train with a maximum of $500.00 per ticket. If driving, mileage at standard IRS guidelines in place at the time of the event for non-AOCD members.
- Taxi to and from airport for non-AOCD members.
- One night hotel complimentary at AOCD conference rate for non-AOCD members.
- Honoraria of $1000.00 as published in the AOCD Administrative Policy Handbook.
- AOCD Member speakers will receive complimentary registration to the Annual (Spring) meeting event as well as an additional 1 CME hour as outlined in the AOA’s Guidelines for CME.
- All faculty presenting understand they will receive a 1099 form at the end of the current tax year.

AOCD members speaking at the Fall and or the Annual (Spring) meetings will receive a $1,000 honorarium per meeting and complimentary registration for the next Annual (Spring) meeting. Members must register for the meetings in order to meet AOA CME requirements.

Speaker must supply the following documentation to the AOCD office prior to the beginning of the meeting.

- CV
- Lecture material for program syllabus
- Learning Objectives Form
- Speaker Information and Consent
- Financial Disclosure Statement
- W9 (if applicable)

Justification for Proposed Honoraria
(eg, scope of responsibilities, hours involved, etc.)

Scope of responsibilities for speakers includes;
- Timely research of material presented to meet Needs Assessments of the college.
- Preparation of handouts and power point presentation.
- Preparation of Learning Objectives requested by the AOCD.
- Preparation of information needed to assist the AOCD in conducting outcome evaluations.
- Compensation for speaker’s absence from practice and clinical responsibilities.
IMMIGRATION LAW COMPLIANCE
AOCD is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with AOCD within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Executive Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

MEMBERSHIP DUES RENEWAL POLICY
Members who do not pay dues for one full year will have a $150.00 administrative fee applied in addition to the appropriate membership fees when renewing membership status in the AOCD.

A member whose dues remain unpaid for 2 or more years will have a $150.00 administrative fee applied in addition to the appropriate current membership fees including all past dues, when renewing membership status in the AOCD.

Examples:

A member who does not pay dues for 2014, but renews in 2015, their annual fee will be $575.00

A member who does not pay dues for 2014, 2015, but renews in 2016, their annual fee will be $625.00.

Dues Structure
Fellows, Affiliates, $425.00 Annual Dues
ACTIVE Military $200.00 Annual Dues
Associates (first year out) $150.00 Annual Dues

Those who graduate in June 2012 and take the Boards in the Fall 2012 would pay this amount January 2013 for their FIRST year out of residency. This applies to all graduating Residents in the future as well.

Associates (second year and above out) $425.00

Associates in a Fellowship Program $75.00
Those who graduate in June 2012 and take the Boards in the Fall 2012 would pay this amount January 2013 for their FIRST year out of residency while enrolled in a Fellowship program and must provide a letter verifying their enrollment in the program.

Residents $75.00

Students $50.00
PRIVACY POLICY

The AOCD respects members’ privacy. We will never sell members’ personal information, including addresses, telephone numbers, and email addresses. The College e-mail blast is primarily to be used for official business. Organizations seeking to obtain a membership list to inform members of an upcoming event/meeting/educational opportunity should be given the option to reach the membership by placing an ad in DermLine and should be referred to the Editor, who will provide the individual with the latest issue of DermLine as well as ad specification and rate information. Any exceptions to this policy may be authorized by the Executive Director, President, or Secretary/Treasurer.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

AOCD is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. AOCD provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
5. Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
6. Verbal sexual advances or propositions.
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
8. Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Executive Director or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.
All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Executive Director or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

SMOKING
In keeping with AOCD’s intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, customers, and visitors.

SOCIAL MEDIA POLICY
AOCD Members who participate in Social networking sites are encouraged to act responsibly in their communication and regularly track their on-line presence. Members should protect confidential information, the privacy of patients, colleagues, and copyright and fair use laws.

AOCD Members are encouraged to review and follow the American Medical Association’s Policy on “Professionalism in the Use of Social Media” which was adopted for use November 2010.

SOCIAL SECURITY NUMBER POLICY
To protect members and employees’ personal information, AOCD prohibits the use of Social Security numbers for identification purposes, except as allowed by law.

AOCD will not:
1. Publicly post or publicly display in any manner a member’s or employee's Social Security number. "Publicly post” or "publicly display" means to intentionally communicate or otherwise make available to the general public.
2. Print a Social Security number on any card required to access products or services provided by AOCD.
3. Require an employee or member to transmit his or her Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
4. Require an employee or member to use his or her Social Security number to access an Internet web site, unless a password or unique personal identification number or other authentication device is also required to access the Internet web site.
5. Print an employee or member’s Social Security number on any materials that are mailed, unless state or federal law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number.
In instances where AOCD previously used a Social Security number in a manner inconsistent with this policy, it will continue using that employee's Social Security number in that manner, if all of the following conditions are met:

1. The use of the Social Security number is continuous. If the use is stopped for any reason, the conditions listed above will apply.
2. The employee or member is provided an annual disclosure that informs them that he or she has the right to stop the use of his or her Social Security number in a manner prohibited by those conditions listed above.

A written request by an employee or member to stop the use of his or her Social Security number in a prohibited manner will be implemented within 30 days of the receipt of the request. There will be no fee or charge for implementing the request. AOCD will not deny services to an employee or member if a written request to stop the use of his or her Social Security number is provided. AOCD will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for internal verification or administrative purposes.

Employees or members who have questions about this policy or who feel that their Social Security number has been used inappropriately by AOCD should contact the Executive Director.

**SPokesperson Policy**
The AOCD has designated the current President to be the official spokesperson for the organization.

**Telephone Advice Policy**
The public, through the use of internet search engines, will often times come across the AOCD website and view it as a source of medical information. The AOCD office routinely receives telephone calls from the general public asking questions regarding conditions and medications.

It is the recommendation of the American College of Osteopathic Dermatology Board of Trustees that staff members do not provide ANY medical advice via the telephone.

AOCD Staff should be instructed to help the caller locate a Board Certified Dermatologist in their area using the AOCD's “Find a D.O.” page on the web site.

At no time should staff attempt to offer medical advice and staff should clearly state to the caller staff is not qualified to offer such advice.

Individuals describing potential life or limb threatening emergencies should be instructed to call 9 -1-1 or seek emergency care.
TRADEMARK POLICY USE
Fellow Members in good standing with the AOCD who wish to display the AOCD logo on their practice webpage shall sign and follow the Trademark Agreement drafted by the AOCD along with Joshua Prober, JD of the American Osteopathic Association.

Upon termination of membership in the AOCD, whether such termination is voluntary or by action of the AOCD Board of Trustees, Member shall cease and desist from all further use of the Marks.

TRAVEL REIMBURSEMENT POLICY
The AOCD recognizes and appreciates the efforts of those traveling for AOCD purposes. Travelers should understand the AOCD’s travel policies, be comfortable while traveling and receive timely reimbursement. At the same time, travel costs submitted for reimbursement must be incurred in accordance with these guidelines.

The primary responsibility for the expense report items being properly documented and within AOCD policy rests with the traveler and the approving supervisor. The Executive Director will review expense reports on a sample basis for compliance with this policy, and forward taxable reimbursements, if any, to payroll for inclusion on W-2 wages.

The traveler is responsible for the submission of all forms related to his/her travel. The traveler may delegate responsibility for preparation of the forms to an associate but the traveler and the authorizing supervisor will retain accountability for travel expenses. A completed and signed Travel Expense Report form should be submitted within a reasonable time period (normally not to exceed 45 days). Either originals or copies of receipts can be mailed, faxed or emailed to the AOCD office with the expectation that originals will not be returned to the sender.

Purpose of Policy
1. Ensure clear and consistent understanding of policies and procedures.
2. Ensure compliance with state, federal and AOCD regulations.
3. Ensure equitable consideration to both the traveler and the AOCD.
4. Provide guidelines covering AOCD travel and other business expenses, as well as the documentation required for substantiation

The AOCD’s travel expense reimbursement program meets the Internal Revenue Service (IRS Publication 463) definition of an accountable plan. As a result, expenses and reimbursements that conform to this policy are not reported as taxable income to the individual. Under the accountable plan, business travel expense reimbursement must meet two requirements:
1. Reimbursements must be made for business expenses only. A business expense is defined as: “A clear and understandable reason for travel that is specific enough to explain how the AOCD benefits from the expenses being claimed (it should answer who, what, when, where, and why).”
2. Travelers must provide a statement substantiating the amount, dates, use and business purpose of expenses within a reasonable time (normally not to exceed 45 days) after the expenses are incurred. Receipts must be attached to the expense report.
Calculation of Business Mileage
Business travel mileage shall be reimbursed according to current IRS reimbursement rates and computed between the travel site destination and the AOCD or residence if leaving directly from the residence, whichever is less.

Lodging
Reasonable and necessary amounts are allowed for lodging, usually based on single occupancy rates. A receipted, itemized statement furnished by the hotel or motel is required for all lodging expenses. Summary statements provided by credit card companies will not be accepted as backup for lodging reimbursement.

Meals
Per Diem: The purpose of per diem payments is to defray other the expenses incurred while performing AOCD duties. The rate of $125.00 per day shall be the daily per diem rate. Individuals will not be required to submit receipts for any expense as the per diem payment is designed to defray all meals, ground transportation, fees, tolls, parking, and incidental expenses such as tips.

Taxi, Rental Car or other Local Transportation
The cost of taxis and other local transportation to and from hotels, airports or railroad stations in connection with business activities is reimbursable. Rental cars may be utilized if the business purpose is documented.

Internet Server Access While Traveling:
Travelers will be reimbursed for the cost of internet connections for the purpose of administering AOCD business.

Other Reimbursable Expenses:
Reimbursement will be allowed for other expenses under the following circumstances:
1. Shipping of AOCD materials not carried by the traveler
2. Baggage handling
3. Business expense such as copying and fax
4. Currency conversion fees
5. Laundry if in travel status more than five days

Non-Reimbursable Expenses:
1. Hotel gyms
2. Laundry (unless traveler is in travel status for five or more days). Receipts are required.
3. Parking fines or speeding tickets
4. Child or pet care
5. Travel expense or meals of other persons, such as spouse, traveling with the employee for personal reasons
6. Food in excess of daily allowance
7. Event tickets
8. Commuting expense between your home and Official Headquarters.
9. Additional transportation, hotel or other expense for vacation related travel in connection with business travel (taken before, during or after business trip)
10. Entertainment
11. Personal phone calls
12. Recreation expense
13. “no show” charges
14. Credit card delinquency assessments, credit card annual fees
15. Medical expenses
16. Lost baggage
17. Magazines, newspapers, unless specific business purpose is indicated
18. Theft or loss of advance funds, personal funds or other personal property
19. Personal health and hygiene items
20. Outside activities offered as a part of the conference
21. Dues in private clubs
22. Insurance costs, including baggage, flight and life insurance
23. Massages, saunas, spa
24. Personal automobile repairs

**Type of Documentation Required**

1. E-Tickets: Airline “receipt/itinerary” and charge card receipt as long as the amount, date, name of flyer and destination is shown.
2. Car Rental: Car rental agreement and charge card receipt
3. Personal Auto: Miles driven
4. Lodging: Itemized hotel bill and charge card receipt
5. Meals: Hotel bill, charge card or restaurant receipt (plus business purpose if business entertainment meal)
6. Conference: Conference agenda and paid receipt (if paid by employee)
7. Telephone, Fax, Internet: Hotel bill or other connection charge receipt
8. Taxi, other: Receipt of bill

Receipts are required for all expenses indicated above. Photocopies of invoices, credit card statements or record of charge slips accompanying the monthly billing statements, receipts or restaurant stubs are acceptable.

A receipt is defined as a written acknowledgment that a specified remittance, article or delivery has been made. At a minimum, the name of the payee, date and amount should appear on the receipt.

In the event a receipt is lost, a written statement from the traveler stating that the original receipt is not available and that reimbursement has not been previously received must be attached to the expense report.

All travelers are to be afforded equal opportunity to travel for official business. If expenditures outside this policy are necessary to provide accommodation, the circumstances should be noted on the travel expense report.

Questions about this policy should be addressed to the Executive Director. Any disputes between the traveler and the Executive Director may be forwarded to the President or Secretary/Treasurer for a final decision. This policy will be reviewed on an annual basis. Individuals wishing to recommend changes to the policy should contact the Executive Director.
VIRTUAL MEETING POLICY
This policy is intended to establish the process of virtual meeting of all board members. The policy is reviewed once a year and maintained in each member’s Administrative Manual. The policy has been reviewed and authorized by the board.

Any or all directors may participate in a meeting of the board of directors, or a committee of the board, by means of a telephone or video conference or by any means of communication by which all persons participating in the meeting are able to hear one another, and such participation shall constitute presence at the meeting.

Like all meeting, virtual meetings are conducted within AOCD bylaws, policies and the laws of the State of Missouri which govern Not for Profit Organizations (Chapter 355, Non Profit Corporation Law, Section 355.376). Any AOCD member who has questions about policies in the virtual environment should consult the appropriate AOCD staff liaison.

Three days in advance of the meeting, an agenda, including the virtual meeting information, should be emailed or posted to the participant as a public post at the official AOCD websites. Results of the meeting must be made public no fewer than 30 days after the meeting’s conclusion in the form of meeting notes or minutes as a public post to the AOCD websites.
WHISTLEBLOWER POLICY

This Whistleblower Policy of the American Osteopathic College of Dermatology (AOCD) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the College; specifies that the College will protect the person from retaliation; and identifies where such information can be reported.

1. Encouragement of Reporting
   The College encourages complaints, reports, or inquiries about illegal practices or serious violations of the College's policies, including illegal or improper conduct by the College itself, by its leadership, staff, or by others on the College's behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting, or audit matters, ethical violations, or other similar illegal or improper practices or policies.

2. Protection from Retaliation
   The College prohibits retaliation by or on behalf of the College against staff or volunteers for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those who allegations are made in good faith, but prove to be mistaken. The College reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.

3. Where to Report
   Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to the College's executive director or president; if both of those persons are implicated in the complaint, report, or inquiry, it should be directed to the vice president/treasurer. The College will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the College may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.