



Avian Scientific Advisory Group

BY-LAWS 2017
ASSOCIATION
OF ZOOS &
AQUARIUMS

Introduction

The Avian Scientific Advisory Group (ASAG) embraces the following shared goals: achieving joint excellence in avian management, promoting focus on conservation, and responding to common challenges facing bird programs within AZA institutions. The group provides a forum where new people, new ideas and visions are welcome and where mentoring is valued. Members work in a cooperative and mutually supportive fashion to achieve long-term objectives.

Mission Statement

The mission of the Avian Scientific Advisory Group is to support Zoo and Aquarium avian programs, conservation of bird species and to serve as a resource on aviculture knowledge.

Participation in ASAG

Any interested employee of a recognized regional organization of zoological institutions [e.g. AZA, EAZA] can participate in ASAG as well as any persons not associated with an AZA accredited zoo or aquarium that are approved by the steering committee. There are no formal requirements for participating in ASAG by attending ASAG general meetings, ASAG sponsored workshops or being a member of the ASAG sponsored Avian Interest Group list serve. For the purposes of conducting business each accredited facility has one designated staff member who is the official institutional representative (IR) to ASAG.

How ASAG accomplishes its mission

ASAG assists bird curators, collection managers, and keepers to meet their husbandry, population management, conservation, and education responsibilities by:

- Organizing workshops on topics of particular interest to zoo or aquarium bird managers at the AZA Mid-year Meetings.
- Acting as a liaison with: the AZA Board of Directors; WCMC; the AZA office of Legislative and Government affairs; the AZA Animal Welfare Committee; AAZK; SPMAG; IDMAG; Zoo Veterinarians; Zoo Registrars; the Ornithological Council of North America and others.
- Organizing ASAG meetings at AZA midyear conferences
- Create Action Plans that are updated every three years.
- Managing the AIG listserv and sponsoring the ASAG website for timely and efficient information exchange.
- Conducting fundraising activities to provide monetary support for ASAG workshops, grants and speakers (funding specifics are in appendices A-C).

ASAG Goals

Provide support and encouragement to all avian Taxonomic Advisory Groups.

- Encourage avian TAGs and SSPs to provide husbandry /exhibit guidelines for their species and position statements where necessary
- Encourage TAGs and SSPs to propose workshop topics and paper session topics for AZA and other avian-oriented conferences.
- Develop alternative methods of acquiring specimens for zoo collections due to reduced availability and desirability of obtaining birds from wild sources.
- Develop Species Fact Sheets for all program birds and post on AZA website.

Encourage and facilitate communication within the avian community. This community includes zoos and aquariums (national and international), private avian managers, biologists and pertinent governmental agencies, as well as related conservation and academic organizations.

- Maintain a listserv for avian managers, keepers and interested individuals of AZA or associated organizations.

- Encourage participation in avian programs and conferences outside the AZA community such as EAZA conferences, USFWS meetings, AFA conferences etc.
- Support ASAG website and encourage contribution to content of the site.
- Publish articles in designated journals that promote ASAG goals and activities as well as encourage participation by zoo and aquarium personnel.
- Create opportunities for involvement in ASAG and AZA for interested zoo/aquarium personnel to cultivate future involvement and leadership in avian programs.
- Organize, disseminate and archive avian husbandry and management information.
- Develop and implement a 3- year Action Plan

Encourage and promote avian programs in zoos and aquariums

- Promote avian programs and activities to non-bird audiences
- Encourage institutions to participate in educational events and activities that focus on avian issues.
- Support the use and development of off exhibit space for avian propagation programs
- Recognize the potential impact of emerging ethical issues, changing societal value, regulations and technologies on the way we manage our collections and develop proactive approaches to these issues

Provide technical assistance and advice on ornithological issues to the AZA Board, AZA Conservation and Science Office, WCMC and other appropriate AZA committees.

- Chair of ASAG maintains direct communication to WCMC and the ASAG steering committee and works closely with WCMC to provide technical assistance on avian programs.
- Establish contact with various AZA committees and offer technical assistance when needed
- Provide position statements on issues that affect the avian zoo community and submit to the appropriate audiences.

Support conservation and research projects that affect avian populations in the wild that provide long-term goals and solutions that the zoological community can support.

- Encourage avian TAGs to develop long-term conservation projects benefiting wild populations.
- Encourage avian TAGs to track wild population trends and provide support/advice on how to address issues as they develop.
- Provide grant opportunities that support conservation projects and initiatives that match ASAG goals.

ASAG History

ASAG started as an informal group of bird curators, keepers and other interested animal managers that gathered at AZA conferences to discuss avian issues. In 1988, the group put together two avian workshops at the AZA Central Regional conference. The goal of the workshops was to encourage dialogue between bird curators and field researchers on captive management practices. Workshops have been part of an AZA regional/midyear conference annually since 1988.

A workshop fund raising committee was established in 1988. This committee is currently the Finance committee and was created to generate revenue to sponsor guest speakers for the workshops from outside the AZA zoo community.

At the 1991 AZA annual conference, then AZA President-elect, Steve Wylie offered to guide the group through the process of strategic planning in order to focus the group's activities to meet future challenges. In April, 1992, Wylie and 16 bird curators from small and large institutions developed the "North American Zoo and Aquarium Bird Curators 1992-1996 Strategic Plan". Five "key result areas" were identified and strategies within those were nominated for workshop topics. A second strategic plan was developed and implemented for the years 1996-2000.

The group was formally designated as the Avian Interest Group (AIG) in 1992 to emphasize that the activities of the group were open to all. A steering committee was formed to coordinate meetings and other collaborative business. This committee has evolved several times to suit the needs of the group.

The AIG was granted Scientific Advisory Group status in 1999. At that time the name of the group was changed to the Avian Scientific Advisory Group (ASAG).

The ASAG web page contains information about avian programs and ASAG activities www.aviansag.org. A listserv aig@lists.aza.org exists to increase communication between avian managers.

Steering Committee Administration

Steering Committee Structure and Procedures

The ASAG steering committee is composed of up to 15 elected members as well as non-voting, appointed members. Liaisons and other appointed positions can be added at the discretion of the steering committee to address emerging avian issues. All elected members must be the designated Institutional representatives to ASAG for their facility. The appointed positions include but are not limited to: Treasurer, Bird TAG Chair Coordinator, AZA liaison, Animal Welfare Committee liaison, WCMC liaison, AAZK liaison, Field Conservation Committee liaison, Behavior Advisory Scientific Advisory Group Liaison, American Ornithological Society (AOS) liaison, IAATE (International Association of Avian Trainers and Educators) liaison, Veterinary advisor, Population Management Center liaison, AZA Reproduction Endocrinology SAG Liaison, and Registrar advisor.

Steering Committee Membership: up to 15 elected members (minimum 9 members). Terms are three-year and are staggered to allow for consistency. Steering committee members are required to respond to e-mail messages (listserv or specific requests from the Chair) and participate in ASAG projects when asked (meeting deadlines, completing tasks that are assigned or agreed to, etc.) 80% of the time. Attendance at 2 out of 3 midyear meetings is required. Current steering committee members wishing to run for re-election at the end of their term must be in good standing and have a record for responding and contributing to ASAG business a minimum of 80% of the time. Steering committee members who are unable to meet the requirements may be asked by the chair to step down.

There are three officer positions within the steering committee: Chair, Vice Chair, and Secretary as well as three sub-committee positions which include the Communications Sub-committee Chair, Collection Sustainability Sub-committee Chair, and Finance Sub-committee Chair. The steering committee Chair position is elected by the steering committee from within the elected members of the steering committee and the term of this office is three years starting from the point the office is taken, however, the Steering Committee can re-elect the Chair with quorum approval, with no external re-election needed. The term of the Chair is not to exceed 6 years. The Chair also serves up to one year prior to taking office as Chair Elect and one year after completing the term as Immediate Past Chair. When the Chair takes office, a general election may be held to elect a steering committee member to fulfill the remainder of their term. The Vice Chair, Secretary, and Sub-committee Chair positions are elected by the steering committee from within the elected members of the steering committee and the terms equal the term of the person elected.

Responsibilities of the officers are as follows. Detailed job duties for each position are listed in the AZA Scientific Advisory Group Handbook (2013), Association of Zoos and Aquariums, Silver Spring, MD.

Chair: Provide leadership and direction to the ASAG membership and steering committee. Provide forward movement to achieve ASAG goals. Coordinate ASAG general and steering committee meetings, develop agendas for such meetings and lead discussions. Communicate clearly and effectively with membership and steering committee.

Maintain cooperative relationships with related organizations and act as a liaison to these groups. Delegate tasks to the steering committee when necessary and keep track of member participation. Serves as a non-voting member of the steering committee except when a tie breaking vote is required. Maintain a record of Committee member responses to ASAG issues including calls for votes and/or input.

Vice-Chair: Assist Chair with above stated duties. Lead meetings in Chair's absence and maintain professional relationships with related organizations. Oversee all advisory and appointed steering committee positions. Coordinates the annual AZA Mid-year Meeting ASAG sponsored workshops.

Secretary: Record minutes for both ASAG General Meetings and ASAG steering committee meetings and post to appropriate list serves. Initiate search for vacant appointed positions and submit nominees to steering committee for approval and conduct officer and steering committee member elections. Keep track of proposed workshop topics for future reference. Maintain ASAG IR list. Maintain steering committee list serve.

Responsibilities of the Sub-committee Chairs:

Finance Chair: Assist with procedures to disseminate ASAG funds and work closely with the Treasurer regarding producing the annual report and budget. Coordinate ASAG fund raising activities including Wine and Cheese. Sends donation forms on the AIG listserv requesting support for the annual workshops and other work performed by ASAG. Propose changes to and maintain sponsorship guidelines as well as pursue sponsors where applicable.

Collection Sustainability Chair: Coordinate with wildlife rehabilitators to create a network to help with placement/acquisition of desirable animals, coordinate with private breeders/dealers to be able to offer guidance to institutions requesting assistance, and pursue new modeling/management techniques that can be presented as options to improve collection management.

Communications Chair: Oversee the maintenance of the ASAG website and the AIG listserv, coordinate the annual Plume Awards nominations and selection process, as well as make suggestions to improve the process, oversee the Keeper Grant program including updating the process and procedures. Solicits feedback from all liaisons and coordinators twice per year and submits to Chair for annual SAG report to AZA.

Temporary Steering Committee positions

Immediate Past Chair: Acts as an advisor to the Chair and the steering committee for 12 months after stepping down as Chair. This will help maintain continuity of the program. This position is a non-voting position and is ineligible to run for steering committee election until after the end of current term.

Chair Elect: up to 12 months prior to the end of the current Chair's term the Chair Elect will be elected by the steering committee from the steering committee and begin working with the current Chair to become familiarized with current programs, protocols, and operations of the position. This will help maintain continuity of the program. This position will remain a voting member of the steering committee until assuming the Chair position.

Steering Committee member responsibilities:

- Dedicate sufficient time to carry out ASAG duties.
- Respond and contribute to ASAG business a minimum of 80% of the time.
- Be prepared to chair ASAG subcommittees and task forces.
- Contribute, review and vote on strategic plan updates.
- Attend 2 of 3 AZA midyear meetings
- Review and vote on ASAG policies when requested by Chair.
- Have Internet and e-mail access.

Appointed Position Responsibilities: To advise ASAG leadership on pertinent issues and participate in discussions. Appointed positions may participate in steering committee meetings but do not have voting privileges.

Treasurer: maintains the ASAG dedicated account held at an AZA institution.

- Bird TAG Chair Coordinator: Acts as a liaison between TAG Chairs and ASAG.
- AZA office liaison: Acts as an advisor and point of contact on AZA issues.
- Animal Welfare Committee liaison: Acts as a liaison between ASAG and the AZA Animal Welfare committee.

- AAZK liaison: Acts as a liaison between ASAG and AAZK. Assist ASAG in communicating goals and objectives of the strategic plan to AAZK membership. Provide an avenue for keepers to have input and involvement in ASAG activities.
- AOS liaison: Attend AOS meetings on a regular basis. Report back to the ASAG steering committee on activities in AOS. Acts as a liaison and contact person between ASAG and the AOS.
- WCMC liaison: Provide the ASAG Steering committee with a route of communication to the AZA Wildlife Conservation Management Committee.
- Field Conservation Committee liaison: Provide the ASAG Steering committee with a route of communication to the AZA Field Conservation Committee.
- Behavior Advisory Scientific Advisory Group Liaison: Provide the ASAG Steering committee with a route of communication to the AZA Behavior Scientific Advisory Group.
- IAATE liaison: Provide the ASAG Steering committee with a route of communication to the International Association of Avian Trainers and Educators (IAATE).
- Veterinary Advisor: Advise ASAG on medical issues and assist in review of scientific projects, data and proposals.
- Population Management Center liaison: Acts as a liaison between TAG Chairs and ASAG and advises on collection management issues.
- AZA Reproduction Endocrinology SAG liaison: acts as a liaison between the R-E SAG and ASAG and assists with population sustainability issues relating to reproduction.
- Registrar Advisor: Advises ASAG with data quality and permitting issues that affect the avian scientific and Zoo and Aquarium communities.
- ASAG Historian: Maintains a database of documents, communications and timelines important to the history of ASAG. Assists the Chair with documenting the achievements of the year for the annual AZA report

ASAG Steering Committee election guidelines

The Secretary maintains a spreadsheet containing the names of each institution's ASAG IR for those institutions that have one designated. Each institution's IR may cast a vote for that institution in the ASAG election.

Elections should be timed so that results are available for announcement at the ASAG general meeting held at the AZA midyear workshops.

At least 2 months prior to the AZA midyear meeting, the Secretary will post an announcement to the ASAG list serve soliciting candidates for the Steering Committee with a deadline at least 1 month prior to the meeting. Candidates submit a short biography to the Secretary. The Secretary compiles the biography and posts the ballot to the ASAG list serve with instructions that only institutional IR's can vote. The deadline for voting should be a minimum of 2 weeks before the meeting to give the Secretary time to tally the votes. The Secretary may post reminders to the list serve during the voting period to encourage IR's to vote. Votes should be sent directly to the Secretary (not posted to the list serve).

The Secretary will confirm that the votes are from institutional IR's. If a vote comes from a non-IR, the Secretary will email the individual and notify them of who the IR is for their institution. A change of IR can occur at that time if the IR of record has left the institution or agrees with the IR change. Only the IR's votes are counted.

In the event that the Secretary is running for re-election to the Steering Committee, the Vice-chair or Chair (in the event there is no Vice-Chair at the time or the Vice Chair is running for re-election) of ASAG will tally the votes. The election announcement should state that the votes should be sent directly to the Vice-chair and not the Secretary. The Secretary will forward a current copy of the IR spreadsheet to the Vice-chair. The Secretary will still solicit candidates for the election, produce the ballot and post the election announcement to the list serve.

In the event of a tie between candidates, the steering committee [minus any members running for re-election] will cast the tie breaking vote

Appendix A

ASAG Midyear Workshop Funding Guidelines

Non-AZA Speaker Reimbursement Policy

ASAG will budget up to \$3000 (US\$) for expenses for up to three ASAG workshops. With approval from the steering committee, \$2000 can be provided to a full-day workshop, and \$1000 to a half day workshop. Workshop coordinators may opt to provide less than \$1000 per speaker to accommodate multiple speakers. This money is intended to finance speakers from outside the AZA community. AZA members are not eligible for workshop funds. The fund provides for reimbursement as noted below. The fund does not permit honoraria. A funding request (form available from finance chair) must be made by January 1st for the year the workshop will be held in and be approved by the Workshop coordinator, ASAG Finance Chair, and ASAG Chair. Coordinators are reminded that all speakers must be registered as AZA Regional Workshop attendees to participate in the ASAG workshop. Funds may also be secured from individual institutions or other Conservation & Science groups (TAGs, SSPs, etc). In the unusual circumstance that a workshop needs additional financial support, a request for additional funds should be made to the Finance Chair by December 1 of the year preceding the workshop for inclusion in the draft annual budget. The request will be included in the annual budget as a line item for Steering Committee consideration and vote.

The following expenses are reimbursable up to the amount of \$1000 per speaker (not to exceed \$2000 per workshop):

TRAVEL (AIRFARE OR MILEAGE)

Travel expenses will be reimbursed for one round-trip coach airfare plus baggage fees. Air travel expenses are reimbursed upon receipt of the official version of the e-ticket receipt, or a copy of the hard ticket receipt. Driving mileage is reimbursed at the rate provided by the GSA <https://www.gsa.gov/portal/content/100715>

AIRPORT GROUND TRANSPORTATION

Taxis, hotel shuttles, etc., are reimbursable with appropriate receipts or documentation. Rental cars should only be used in situations where car usage is less expensive than other forms of available transportation.

PARKING

Parking fees are reimbursable expenses with receipts. Travelers are expected to select the most cost-effective parking option available.

LODGING

Lodging is reimbursed at the per-person standard double room rate for the days of conference attendance. Excess charges for single room and personal expenses, such as phone charges, will be the speaker's responsibility.

MEALS

Meals will be reimbursed based on the actual, but reasonable cost(s), with receipt(s). Meal expenses will not be reimbursed when that meal is included in the conference charges already paid. Alcohol is not reimbursable.

REGISTRATION

Speakers must be registered as AZA Regional Workshop attendees. Full conference registration is not reimbursable. The price of a one-day non-AZA member registration for the day of the workshop is reimbursable with prior approval.

Any of the above reimbursable items may be combined for a total reimbursement of up to US \$1000.

Reimbursements will not exceed the amount submitted in the funding proposal if less than \$1000. Cash advances are not available.

Funding Proposals must be emailed to the finance chair and be received by 1 January preceding the Mid-Year Meeting for inclusion in the fiscal year budget. The application will be reviewed by the finance chair to ensure that all requests meet the guidelines.

Mail completed Reimbursement Forms with all original receipts to: Tim Snyder, Brookfield Zoo, 3300 Golf Rd, Brookfield IL 60513 USA

Reimbursement forms must be received within 30 days of the last day of the Mid-Year Meeting.

Appendix B

Mary Healy Grant for Avian Leadership Development

Purpose: The Avian Scientific Advisory Group (ASAG) believes that recruiting and building capacity in the next generation of zoo bird managers is vital to the continuity and survival of zoo avian programs. To this end, ASAG offers small grants to bird keepers and working bird husbandry supervisors. These grants support travel to ASAG-sponsored workshops at the AZA Mid-Year meetings for the purpose of presenting papers on advancements in the care, welfare, reproduction, or conservation of avian species. It is envisioned that grant recipients will become more familiar with ASAG's purpose and goals, begin to establish a network of colleagues and mentors, and become active participating members of AZA avian programs.

Criteria for Funding: Grant applicants must be a paid employee of an AZA-accredited institution or other Regional Zoological Association, be a member of either AZA or AAZK, and work in a position that involves the care and management of captive birds. Persons holding the title Curator of Birds or Assistant Curator of Birds (or their equivalent) are not eligible. Recipients will make a presentation on a topic relevant to zoo aviculture, welfare, or conservation at the AZA Mid-Year conference. All work must be original and not have been presented or published elsewhere. Preferred topics are those which involve taxa of current or future priority in the appropriate TAG regional collection plans; taxa for which innovation in breeding or captive management are needed; taxa of conservation priority in the wild; significant advancements in the welfare of captive zoo birds; and significant avian conservation programs. Applicants will also be judged on their leadership potential, initiative, and problem solving skills as recommended by their direct supervisor and resume.

Process for Application and Review: A detailed application form and instructions can be found on the ASAG website at www.aviansag.org

Expectations of Grant Recipients: Grant recipients are expected to travel to the next scheduled AZA midyear conference for their presentation. The presentation must be in a format requested by the conference organizer and a copy of the presentation must be submitted for posting on the ASAG website. Copies of expenses, receipts, specifically related to transportation to and from the AZA midyear conference and for housing and meals while attending the workshop are to be provided to the ASAG Grants Program Chair within 30 days of the end of the conference.

Grant Funds Management: Maximum grant awards will be \$1200 but may be less based on actual travel costs. Grant funds will pay the AZA registration fees for the entire conference, four days lodging at one-half the conference hotel rate (recipients are expected to share a room or cover the additional costs of a single room), transportation, and meals which are not included with registration. All expenses in line with ASAG travel guidelines will be reimbursed. Expenses cannot exceed \$1200. Checks for reimbursement will be made directly to the party that incurred the expenses. Detailed reimbursement guidelines will be sent when the grant is approved.

Appendix C

ASAG CONSERVATION AND RESEARCH GRANT (CRG)

Purpose: To disperse funds raised by ASAG to projects that support research, field conservation, veterinary care, and husbandry of avian species. The findings and results of these projects will be shared at the annual ASAG meeting and on the ASAG website to increase awareness of important aviculture research and conservation actions.

Criteria for Funding: To be eligible for this grant, applicants must be a United States Citizen and, if awarded this grant in the past, have fulfilled their obligations to provide a summary of their project findings.

Funding Categories:

- Avian husbandry
- Avian health
- Applied conservation / *in-situ*
- Applied conservation / *ex-situ*
- Aviculture workshops
- Research *in-situ* (may include Nutrition, Welfare, Behavioral, Veterinary, etc.)
- Research *ex-situ* (may include Nutrition, Welfare, Behavioral, Veterinary, etc.)
- Animal welfare
- Conservation education
- Habitat management
- Management/captive breeding (*ex-situ*)
- Conservation education
- Habitat management
- Zoo population sustainability

Process for Application and Review: A detailed application form and instructions can be found on the ASAG website at www.aviansag.org

Expectations of Grant recipients: If funded, within 6 months of the end of the 2 year grant term you will be required to submit the ASAG CRG Final Report Form which will include summary results/findings and documentation of grant supported expenses. Recipients will also submit the ASAG CRG Summary Presentation Form with 3 high quality photos in.jpeg format. This summary and photos may be posted on the ASAG website and shared at the ASAG workshop (held at the annual AZA mid-year meeting).

Appendix D

Avian Scientific Advisory Group Plume Awards

The Plume Awards were developed by the ASAG in 2008 to promote, encourage and reward excellence in avian programs. Initially, there were two awards. Plume #1 focuses on Long- term Avian Propagation and Plume #2 focuses on Noteworthy Achievement in Avian Husbandry. In 2010, a third award, Plume #3, was created to recognize Significant Individual Contributions to Zoo Aviculture.

The coordinator of the Plume Awards is either a voting member or non-voting advisor of the ASAG Steering Committee. His/her function is to coordinate the entire process from announcements for submissions to the award ceremony. By June of each year, an announcement is sent via AIG listserv requesting submissions for that year's Plume Awards. The deadline is November 1st of each year. All submissions are sent to the coordinator. Periodic announcements are sent out via listserv to encourage a large number of submissions.

Reviewers consist of 6 members from the steering committee who rotate out every 3 years. New members to the SC are automatically selected as new Plume Award reviewers. In the case of a tie, a revote will occur with only those tied submissions. If a tie is irresolvable, the ASAG Chair and the Plume Coordinator will decide how to award a winner or winners. All reviewers must have their evaluation ratings returned to the coordinator by January 15th. Once awards winners are decided, the coordinator will contact the treasurer of ASAG who procures the award plaques well before the AZA Mid-Year conference.

The Plume coordinator will contact the winners of the Plume Awards in early February in order to allow them ample time to plan to be at the Mid-Year meeting. If they are unable to attend, the coordinator will accept the award for the winner or seek an appropriate recipient to accept the award on the winner's behalf.

Appendix E

ASAG Sponsorship Guidelines

In order to offset the cost of ASAG activities and promote fundraising, several ASAG events/activities invite sponsorships. Sponsorships are opportunities for individuals, institutions, or commercial entities to support ASAG and receive public recognition of their support. Details regarding sponsorships may be event specific.

Wine & Cheese: minimum_\$750 per year - sponsor's name and logo to appear in promotional notices and at the event

Website: [minimum](#) \$500 per year - sponsors name and logo to appear on the home page of aviansag.org throughout the sponsored year

Mid-Year Workshops: minimum_\$500 per workshop (minimum \$1500 total) - sponsor's name and logo to appear during the workshops and promotions

Plume Awards:_\$500 per year - Sponsoring party must have no Plume Applications or staff serving on the Awards Committee within the sponsorship year - sponsor's name and logo to appear during the Awards Ceremony and Award Announcements