

AMSC Health Committee Code of Ethics & Conduct

MARCH 2023

I. PURPOSE

In accordance with the policies and procedures approved by the AMSC Board of Governors, the Health committee will serve as the official conduit between the AMSC, the AMSC Board and its members for the purpose of collecting health information, investigating the need for additional scientific study and Schnauzer to the membership. The Health Committee is responsible for evaluating available ongoing research, **to monitor the health of the Breed at large** and to make recommendation for dispersal of funds from the AKC/CHF Donor Advised Funds. **The role of the Health Committee is not to promote nor impugn/undermine a breeder, a breeding program or a breeding line/family.**

II MEMBERSHIP

- A. The Committee activities will be facilitated and managed by the Chairperson who will also be appointed by the President and approved by the Board of Directors.
- B. The committee will be appointed by the President with recommendations from the Chairperson and approved by the Board of Directors.
- C. At least one veterinarian will serve on the committee in, at least, an official advisory capacity to ensure deliberations are in keeping with current practice and sound principles of scientific discovery and Veterinary Medicine precepts. In the event that Veterinary participation and oversight cannot be provided from within the membership, an outside credentialed individual will be sought.
- D. By virtue of the office, the President serves as a non-voting ex-officio member. The President will also be expected to sign a confidentiality agreement. (See III E)

III. PROCEDURES

- A. This committee will review information and reports on matters of health affecting the Miniature Schnauzer submitted by members and obtained through credentialed investigational research.
- B. The chairperson shall submit a report to the Board as necessary. A final report must be submitted at the last board meeting of the official club year.

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This report will include any sub-committee and general committee activities and existing status reports.

- C. An itemized list of expenses, with receipts, is to be submitted to the Treasurer by the Chairperson before the end of the fiscal year.
- D. Miniature Schnauzer breeders, owners, and fanciers are encouraged to submit information to the Health Committee that they feel threatens the health or well-being of an individual dog or the breed as a whole. They may contact either the Chairperson or any member of the health committee. All members will be fully aware of all reports.
- E. Each Health Committee member will be required to consent to and sign a confidentiality agreement (information considered private and for the purposes of the committee not shared OUTSIDE this committee) which serves as a contract between the committee member, AMSC membership and the AMSC board. This contract, unique to the Health Committee, governs the degree of confidentiality of the information submitted by AMSC members to the receiving committee member and information shared within committee by another committee member. This confidentiality is to be treated as inviolable and adherence will be enforced within the rules of conduct as stated in the AMSC Code of Ethics. Sharing information among the entire committee membership is preferred and encouraged to ensure the collective judgement of the committee to be able to direct the most appropriate and productive study and analysis. Information shared among the Health Committee members will be treated with the utmost confidence and protection for the reporting member. It should be understood clearly that any information shared with a Health Committee member will be shared with the full committee.
- F. Information may be shared with non-U.S. miniature schnauzer breed clubs when deemed appropriate by the Health Committee membership as long as the foreign health committee also has a confidentiality clause in effect.
- G. This committee will disseminate information to the membership on investigations and developments pertaining to diseases and defects that may be hereditary or environmental in nature, and may affect the Miniature Schnauzer. Information will be shared in such a way as to ensure the maintenance of contractual confidentiality.
- H. The chairman will poll committee members regarding decisions on dissemination of information to the membership, requests for research funding, requests for board approval, articles to be posted to the AMSC

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website, and other matters requiring consensus of the committee. Any poll resulting in simple majority vote will be considered approved by the committee. **Significant opposing positions, when encountered or requested, will be included as part of any submission to ensure full and open disclosure of the recommendations.**

- I. The committee is authorized to submit health-related articles to the AMSC webmaster for inclusion on the AMSC website. Articles on specific disorders shall be written by qualified experts (identified by name), or may be written by the committee based on information obtained from a qualified expert provided the expert is identified in the article and has reviewed and approved the article before publication to the webpages. The AMSC webmaster is authorized to place any such article on the AMSC website member section upon request of the committee chairman.

The Board has determined that the Health Committee has full authority over content on the AMSC Web Health public and member pages. Extensive and detailed health information will be made available to members through the members' only area of the website. However, the Health Committee ~~may~~ MUST ask the Board to review any public content to ensure the intent of the public pages is consistently maintained. The Board supports the health links concept with the Health Committee to develop content on the links. (April 2015 AMSCOPE, page 8 New Business)

- J. The chairperson, as necessary, shall recommend changes in these committee guidelines and shall make revisions as instructed by the board, and provide the Secretary with a copy of the revised guidelines.
- K. Health Committee correspondence will primarily be via email through a designated email group. Pertinent files will be archived within the group files section for committee member access. Polling will be conducted via the group polling mechanism. From time to time conference calls or other similar meetings may be appropriate to fully engage member discussion, understanding and deliberation. Minutes of those discussions will be summarized with specific agreeable points observed and approved by the committee before dispersal.

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III. SUBCOMMITTEE RESPONSIBILITIES

- A. SUBCOMMITTEES (as deemed necessary) will coordinate activities regarding the specific topic and report activities to the Health Committee for discussion.
- B. All activities will be reported and will be included as an individual report if warranted as well as a collective whole for inclusion in the annual Health Committee Report to the board.

IV. REVISION & RESCISSION:

Reviewed and approved with corrections September 2016. This policy will be reviewed **every 3 years** and approved by the Board.

V. APPENDICES:

**CODE of ETHICS & BEHAVIOR
DISCLOSURE FORM**

Written Phenderson:
Reviewed & Approved OCT2016
Revised FEB2023; APPROVED MAR2023

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APPENDIX I AMSC HEALTH COMMITTEE CODE OF ETHICS

Membership on the AMSC Health Committee (AMSC HC) is by specific appointment and is a unique and honored position of all the committees in the organization because of the nature of the work and the standard of conduct set for all members. The AMSC HC is the central repository of sensitive and, oftentimes, confidential health information within the American Miniature Schnauzer Club. Thus, the AMSC Health Committee member has access to highly private, sensitive and confidential information concerning breeding programs. The protection of this information is paramount and access to this information is crucial for a productive and successful health committee. As a member, each individual is required to sign this oath of behavior and confidentiality and referred to as the “**AMSC Health Committee Code of Ethics & Conduct**”, and is in addition to what is required as an active AMSC member. In so signing, members must adhere to the highest standards of interaction and conduct and must behave in a manner that serves to credit the position held and to leave NO perception that inappropriate disclosures are occurring. Any infringement by ANY AMSC HC member will be presented to the Health Committee by one of its members and thoroughly investigated by the Health Committee under the guidance and oversight of the President of the AMSC; facts will be presented and, if substantiated, recommendations for action (to include expulsion from the AMSC under constitutional guidelines) will be made to the full Board - **At a minimum, continued membership on the Health Committee will be revoked.** Any breach of confidentiality will not be tolerated and information received by a Health Committee member as an individual or as a collective group will be deemed confidential and subject to disciplinary action beyond an individual’s membership/tenure on the committee

1. Confidential information received by any member of the Health Committee from any member or non-member regarding Health matters will become the property of the AMSC Health Committee. [NOTE: Exempted in this pledge is the “veterinarian-patient-client” relationship (VCPR) as defined by the Principles of Veterinary Medical Ethics of the AVMA.]



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2. Information must be shared with the entire committee if being received as a Health Committee member or for Health Committee purposes. At no time will information be held by one member and one member solely.
3. Project assignments for committee members will require all communication to be shared either in summary when verbal or as copies of email correspondence to and from the Health Committee member. Every member will strive to ensure that ALL members will be as informed regarding any project as the member who is specifically assigned. There will be no member who is singularly privy to information or communication regarding a committee-directed project.
4. There will be no discussion among members in a public environment where it can be overheard by non-members or misconstrued to be an infringement of confidential information. “Curbside Consults” are not excluded.
5. There will be NO personal feelings or references to personalities included in discussion of any issue on Health Committee email. We will deal only with content of discussion/opposing opinion as it pertains to Health and leave personalities out of the discussion. Every member is expected to moderate the discussion and conversation to maintain focus on the content and mission of the AMSC Health Committee.
6. Discussions will be respectful at all times –differences of opinion are encouraged but discussion will be presented in a strictly factual and non-emotional way. Reports/recommendations to the Board will include Committee recommendations based on consensus or majority rule and may include any dissenting opinions if so desired.
7. Protection of Confidential information gained while a member of the Health Committee will extend beyond membership and will be subject to disciplinary action.

The Health Committee member recognizes and acknowledges that the AMSC Health Committee possesses certain confidential information that



AMSC HEALTH COMMITTEE POLICY

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constitutes a valuable, special and unique asset of the Health Committee and the AMSC. Confidential information is defined as any information received while a member of the Health Committee which includes ALL information and materials and files belonging to and used by and in possession of the Health Committee related to its purpose and existence. To the extent any inventions, technologies, reports, memoranda, studies, writings, articles, plans, designs, specifications, exhibits, media or other materials are prepared by the member during his/her tenure on the committee, these shall be deemed property of the Health Committee. ALL documents, magnetically or optically encoded media, and other tangible materials created and maintained while a member of the Health Committee as part of the services of the Health Committee shall be owned by the AMSC Health Committee and will be turned over to the Health Committee or the President, AMSC, within 2 weeks of termination of membership. In addition, all materials as described above, either in hard copy or residing on electronic storage and computer devices belonging to any individual no longer a member of the Health Committee, will be removed upon termination of membership.

The AMSC Health Committee member agrees that upon termination of membership all materials as described above will be returned in total to the AMSC Health Committee. Confidential information is not excluded.

Signature: _____ Date: _____

Printed Name: _____

Reviewed: 2019

Reviewed/Revised: FEB2023; Board Approved 3/2023

AMSC HEALTH COMMITTEE POLICY

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APPENDIX II AMSC HEALTH COMMITTEE DISCLOSURE STATEMENT

In disclosing this information and authenticating this form, I understand that I am disclosing the information to all members of the Health Committee. I also understand that the Health Committee members have agreed to and signed a pledge of confidentiality and conduct with the AMSC to protect any shared information provided to them as members of the Health Committee. By doing so, any failure to maintain the highest degree of confidentiality can be punishable as outlined in the AMSC Bylaws, Article 10. This confidentiality requirement extends to the Health Committee member beyond his/her tenure on the committee.

**Name of Canine:
AKC or Litter Registration#**

Nature of disclosure: (Check all that apply; attach copies of all veterinary information if possible)

- Pedigree (Copy Attached)
- Veterinary Diagnosis
- Test Reports (Please Specify. Use back of form if more space needed)
- Other (Please Specify)



I, _____

give permission for this information to be included in **any public disclosure** of health information (which will include identity of the dog) disclosed by the AMSC Health Committee.

am disclosing this information to be kept in strict confidence **within the health committee**. Information may be included in open reports of group data (summarized total numbers) with no form of identification, maintaining my full anonymity.

(Signature) _____ (Date) _____

(Printed Name) _____

(Health Committee Member Signature)

(Date)