



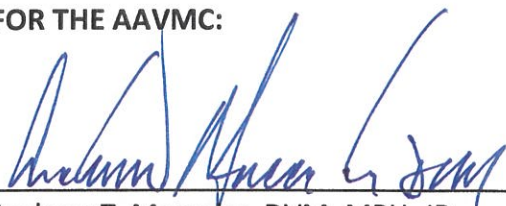
Memorandum of Understanding
Between the
Association of American Veterinary Medical Colleges
And the
Association of Veterinary Advancement professionals

1. The purpose of this Memorandum of Understanding (MOU) is to establish the relationship and structure between the Association of American Veterinary Medical Colleges (AAVMC) and the Association of Veterinary Advancement Professionals (AVAP).
2. AAVMC is a not-for-profit corporation incorporated in the District of Columbia under Section 501(c)(3) of the Internal Revenue code. AVAP is an incorporated entity of veterinary college institutional advancement officers.
3. AVAP is comprised of institutional advancement officers at AAVMC Member Institutions working in development, communications, alumni relations and special events. The purpose of AVAP is to increase professional excellence and performance among its members and promote the success of academic veterinary medicine.
4. This MOU defines a series of specific administrative and support services that the AAVMC will provide for AVAP.
 - a. AAVMC will provide a permanent professional headquarters and address for AVAP at its own international headquarters at 655 K Street in Washington, D.C. This instrument will establish AVAP as a component organization of the AAVMC. As such, it will extend, to the extent that it is legally allowable, the financial operating infrastructure and codification of the AAVMC to AVAP such that AVAP is entitled to the tax advantaged articles and operating regulations of Section 501(c)(3) of the Internal Revenue Service code.
 - b. AAVMC will provide financial management services for AVAP. AAVMC agrees:
 - i. To establish a separate set of financial records for AVAP, which will be integrated with the AAVMC financial records at the end of the fiscal year for the purposes of an annual financial audit.
 - ii. To open a separate checking account for AVAP under the AAVMC federal ID number. The AAVMC Chief Executive Officer (CEO) and the Chief Operating Officer (COO) will be the authorized signers on this account and will distribute funds at the direction of AVAP.
 - iii. To provide staff support to establish a budget for AVAP, if requested.

- iv. To provide monthly or quarterly financial reports and a copy of the annual financial audit to AVAP.
 - v. AAVMC agrees to provide these financial management services on an annual basis at no charge for a three-year period commencing with the activation of this agreement.
 - c. AVAP agrees:
 - i. To conform to all financial policies and procedures of the AAVMC.
 - ii. To establish its fiscal year the same as the AAVMC fiscal year, from July 1 to June 30.
 - iii. To designate a leadership group of at least three persons to establish an annual budget and authorize all expenditures. The leadership group will include a Treasurer who will be the liaison to the AAVMC finance manager.
- 5. The AAVMC recognizes that AVAP's principle programmatic activity is the presentation of an annual continuing education meeting for members. AVAP will continue to maintain all responsibilities for the planning, organization and presentation of their annual meeting.
 - a. Upon request, AAVMC meeting management personnel will attempt to assist AVAP in procuring the best possible rates from host hotels for food, beverage and lodging services.
 - b. Meeting registration and financial services to include funds receipt, registration acknowledgement and fiscal management for the AVAP meeting will be provided by the AAVMC. In order to address these costs, the AAVMC will levy a fee of 7% of each registration fee.
- 6. AVAP agrees to designate a leadership committee of appointed officers, including at least the President and the Treasurer, to be responsible for the oversight of its programs and activities. The AAVMC Chief Executive officer or his or her designee will be an *ex officio* member of this committee.
- 7. AVAP may not undertake any activity or adopt any policy that conflicts with the mission or policies of the AAVMC. If AVAP does so, this agreement will be terminated immediately.
- 8. The AAVMC will establish a page on their website which describes AVAP, includes a directory of their members and a description of the formal relationship which exists between the AAVMC and the AVAP. Upon the request of AVAP, the AAVMC will examine opportunities for developing an AVAP component on the AAVMC Engage site, which will provide opportunities for AVAP members to communicate within a curated and password protected environment.

9. Representatives of the AAVMC and AVAP will meet periodically to consider ways in which the official relationship between the AAVMC and the AVAP can be cultivated and strengthened.
10. The establishment of a formal relationship between the AAVMC and AVAP will be broadly publicized within the professional community of veterinary medicine as a public demonstration of the importance that the AAVMC places upon the operation of a successful institutional advancement function within its member institutions.
11. AVAP agrees to provide an annual written report to the AAVMC Board of Directors describing its programs and activities for information purposes only. The AAVMC Board of Directors will not provide oversight of AVAP's activities.
12. This agreement will become effective on the date signed by AAVMC and will continue for a period of three years after the date it is signed. After that time, this agreement will be reviewed and modified, if appropriate, unless either party notifies the other party in writing that it wishes to discontinue the relationship.
13. In the event of the termination of this agreement, all remaining funds will be returned to AVAP.

FOR THE AAVMC:



Andrew T. Maccabe, DVM, MPH, JD
Chief Executive Officer

Date: 8/17/18

FOR AVAP:



Danielle R. Johnson
President

Date: 8/24/18