



**AVAP Conference Call**  
**AVAP Executive and Conference Planning Committee**  
**Monday, June 11, 2018**  
**1:00-2:00 PM CST**

**Meeting Minutes**

**Attendees:** Gretchen Morgan, Bill Venne, Kelley Marchbanks, Danielle Johnson, Lynne Haley, Cheryl Cobbs, Joe Montgomery, Karen Johnson

1. Conference update - Megan Price
  - Registration update:
    - i. 103 Registered (Includes 4 guest registrations)
    - ii. 94 Registered for the Social (89 members, 5 guests)
    - iii. 73 Registered for the Baseball Game (59 members, 12 guests, 2 speakers)
    - iv. 56 Registered for the Tour (43 with transport and lunch)
  - Registration packets are being produced including speaker bios
  - Final registrations are being confirmed
  - Virginia-Maryland is working on a promotional video for the 2019 AVAP conference to show at the end of the conference
  
2. Bylaws Changes Discussion
  - AVAP is an incorporated entity (as of 2015.) We will make sure AAVMC knows that and takes appropriate steps needed for that.
  - Proposed edits were reviewed (attached)
  - Lynne had additional edits which will be added and a final version will be posted on the website for review before presenting these to the membership at the Business Meeting for approval.
  - A draft will also be sent to AAVMC
  - Reminder invoices will be sent for those who have not paid
  
3. Website
  - Someone is posting jobs but not completing them. We will work to find out where those are coming from.
  - We will ask for volunteers during the business meeting to help with website updating and maintenance as a back-up for the secretary

**Next Executive Committee Conference Call Meeting: July 2, 1:00 Central Time**

**BY-LAWS**  
**ASSOCIATION OF VETERINARY ADVANCEMENT PROFESSIONALS**  
**(AVAP)**

**ARTICLE I**

**Name** The name of this organization shall be the Association of Veterinary Advancement Professionals. It shall be referred to in the By-Laws hereafter as the Association.

AVAP is an incorporated entity and is a subset of the Association of American Veterinary Medical Colleges, which is a not for profit corporation incorporated in the District of Columbia under Section 501(c) 3 of the Internal Revenue Code.

**ARTICLE II**

**Objective** ~~The Association seeks to aid, benefit, and improve the skills of development, public relations, alumni relations, and continuing education professionals, thereby enhancing the professionalism of these programs in colleges and schools of veterinary medicine and benefiting the institution, people, and the animals they serve, and by extension, promoting the ability of the profession of veterinary medicine to best serve society.~~

The members and member institutions of the AVAP seek to aid, benefit, and improve the skills of development, public relations, alumni relations, and continuing education professionals, thereby enhancing the professionalism of these programs and promote the ability of the profession of veterinary medicine to best serve society.

**ARTICLE III**

**Membership** Voting privileges shall be granted to one representative representing each area of development, public relations, alumni relations and continuing education functions from each member institution. Special membership may be granted to individuals from time to time and requests for special memberships for those outside the above categories shall be considered on an individual basis.

**ARTICLE IV**

**Dues** No dues will be assessed for membership. This will be reviewed annually after the financial status of the Association is determined.

**ARTICLE V**

**Officers** Officers shall be a President, a Vice President, a Secretary, and a Treasurer. The officers will be elected from the membership at the close of the annual meeting for the following terms: President and Vice President, one year; Secretary, two years; Treasurer, indefinite term.

**Section I**

The **PRESIDENT** shall: (i) Preside over all meetings, including the Executive Committee (see Article V, Section II), using acceptable parliamentary procedure. (ii) Install newly elected officers at the conclusion of the term of office. (iii) Serve as the official spokesperson for the Association. (iv) Organize and officiate at the annual meeting associated with his/her term. (v) Serve on the leadership committee as a liaison to AAVMC.

## **Section II**

The **VICE-PRESIDENT** shall: (i) Preside at meetings in the absence of, or at the request of, the President. (ii) Serve as a member of the Executive Committee and as the Program Committee Chair. (iii) Assume the office of President upon installation by the retiring President at the annual meeting when the latter completes the term of office, whether for one year or two years.

## **Section III**

The **SECRETARY** shall: (i) Keep a record of the proceedings of all meetings of the Association. (ii) Serve as a member of the Executive Committee. (iii) Maintain a file, for at least five years, including copies of all correspondence, reports, and communications received or sent in the capacity of Secretary. (iv) Maintain or cause to maintain up-to-date names and address of members in the official directory and the e-mail list serve.

## **Section IV**

The **TREASURER** shall: (i) Receive, record, and deposit all monies collected and pay all bills incurred by the Association as it conducts its business. (ii) Provide an annual report to the membership of the financial status of the organization at the annual meeting. (iii) Serve on the leadership committee as a liaison to the AAVMC. (iv) Serve as the liaison to the AAVMC finance committee. (v) Authorize AVAP expenditures.

## **Section V**

The **NOMINATING COMMITTEE**, consisting of three members appointed by the President, shall submit one or more names for each position to be filled (President, Vice-President, Secretary, and Treasurer, Conference Planning Chair, plus two Members-at-Large to serve on the Executive Committee). The Vice-President will automatically succeed the President. Additional nominations may be made from the floor. Vacancies occurring in any of three offices between elections shall be filled by appointment by the Executive Committee.

## **Section VI**

The **AAVMC LEADERSHIP COMMITTEE**, consisting of at least three members including the President, Treasurer and other individual/s designated by the President, and the AAVMC Chief Executive or his or her designee (as an ex officio member of this committee) shall establish the annual budget and authorize all expenditures and will be responsible for oversight of AVAP's programs and activities.

## **ARTICLE VI**

### The Executive Committee

**Section I** The President, in consultation with the Executive Committee shall carry out the policies of the Association, and serve as the administrative office. He/she shall be responsible for preparing an agenda for the annual meeting, to be distributed to members before the meeting.

**Section II** The Executive Committee shall consist of the four officers of the Association plus the immediate Past President of the Association, a Conference Planning Chair and two Members-at-Large. Members-at-Large are elected from the membership for terms of two years and Conference Planning Chair elected for a term of one year during the annual business meeting and shall assist the Executive Committee in planning for the annual conference and thereby be exposed to leadership opportunities within the organization. The President of the Association shall also Chair the Executive Committee with the Vice-President functioning as Vice-Chair of the Executive Committee.

**Section III** Meetings may be called by the President, or any two Executive Committee members, provided written notice (via e-mail is acceptable) is sent to each member of the Executive Committee at least three weeks prior to the meeting. A majority of the Executive Committee shall constitute a quorum.

## **ARTICLE VII**

**Association Meetings** The annual meeting shall be held concurrently with the AVMA annual meeting. Ten or more Association voting members shall constitute a quorum. The President shall schedule a planning meeting prior to the conference for the Executive Committee and one optional member.

## **ARTICLE VIII**

### **Amendments**

**Section I** Any member of the Association or appointed committee may propose amendments to these by-laws.

**Section II** A proposed amendment shall be submitted to the Secretary thirty (30) days before the annual meeting.

**Section III** The Secretary shall distribute proposed amendment[s] to Association members at least ten (10) days before the annual meeting.

**Section IV** An affirmative vote by two-thirds of the voting members at the annual meeting shall be required to amend these by-laws.

**Section V** An amendment becomes effective immediately on its approval.

## ARTICLE IX

**Effective Date of By-Laws** These by-laws will become effective immediately on their approval at the annual meeting, which they are presented.

*Approved: July 17, 2007*

*Revised: July 29, 2014*

### AAVMC and AVAP Collaboration

#### **History**

The origins of what we now know as the Association of Veterinary Advancement Professionals (AVAP) can be traced to an organization of veterinary college fundraisers who began meeting in the mid-1980's known as the Association of Veterinary Development Professionals. In the mid-1990's, Jeffrey S. Douglas, communications director at the Virginia-Maryland Regional College of Veterinary Medicine, began examining the role of communications and public relations as it was being practiced in the nation's colleges of veterinary medicine. He recognized the importance of communication in institutional advancement and approached AVDP about collaborating. The result was the expansion of the existing organization that would include communications and alumni relations professionals as well. The group voted to amend the by-laws to create the broader organization that is known today as the Association of Veterinary Advancement Professionals.

Since then the organizations have collaborated in a variety of ways including conferences, presentations, and communications, including the AAVMC Excellence in Communications Award.

Over five years ago, discussion began about the advantages of AVAP becoming a 501 c 3 and a small task force was formed to explore the options and process. Since then, the group spearheaded by Kevin and Mari Doerr has diligently worked on the logistics. For numerous reasons the process had not come to fruition and a conversation with Jeff Douglas, Communications Director AAVMC started discussing the possible collaboration between the organizations, with AVAP aligning itself under the auspices (and benefits) of AAVMC's 501 c 3 status. The Executive Committee subsequently put the idea of establishing a 501 c 3 on hiatus in 2017 to explore a MOU between AAVMC and AVAP.

The advantages of being a 501c-3

**Tax exemption/deduction:** Organizations that qualify as public charities under [Internal Revenue Code 501\(c\)\(3\)](#) are eligible for federal exemption from payment of corporate income tax. Once exempt from this tax, the nonprofit will usually be exempt from similar state and local taxes.

**Eligibility for public and private grants:** Nonprofit organizations are allowed to solicit charitable donations from the public. Many foundations and government agencies limit their grants to public charities.

**Formal structure:** A nonprofit organization exists as a legal entity in its own right and separately from its founder(s). Incorporation puts the nonprofit's mission and structure above the personal interests of individuals associated with it.

**Limited liability:** Under the law, creditors and courts are limited to the assets of the nonprofit organization. The founders, directors, members, and employees are not personally liable for the nonprofit's debts. There are exceptions. A person cannot use the corporation to shield illegal or irresponsible acts on his/her part. Also, directors have a fiduciary responsibility; if they do not perform their jobs in the nonprofit's best interests, and the nonprofit is harmed, they can be held liable.

### **The disadvantages of being a 501 c 3**

**Cost:** Creating a nonprofit organization takes time, effort, and money. Because a nonprofit organization is a legal entity under federal, state, and local laws, the use of an attorney, accountant, or other professional may well prove necessary. Aside from legal or other consultant fees, applying for Federal tax exemption can cost \$275-\$850 or more, in addition to state fees for incorporation.

**Paperwork:** As an exempt corporation, a nonprofit must keep detailed records and submit annual filings to the state and IRS by stated deadlines in order to keep its active and exempt status.

**Shared control:** Although the people who create nonprofits like to shape and control their creations, personal control is limited. A nonprofit organization is subject to laws and regulations, including its own articles of incorporation and bylaws. In some states, a nonprofit is required to have several directors, who in turn are the only people allowed to elect or appoint the officers who determine policy.

**Scrutiny by the public:** A nonprofit is dedicated to the public interest; therefore, its finances are open to public inspection. The public may obtain copies of a nonprofit organization's state and Federal filings to learn about salaries and other expenditures.

### **Proposal**

The AVAP Executive Committee discussed and recognized the longer term challenges associated with securing a non-profit status and the benefits of aligning ourselves with AAVMC. For the past 8 months AVAP has worked with AAVMC to develop a Memo of Understanding between AAVMC and AVAP.

### **Action**

The Executive Committee proposes the AVAP membership to approve the MOU and that the AVAP bylaws be updated to reflect the change.