



# Veterinary Orthopedic Educational Foundation Veterinary Orthopedic Society

## Procedures and Policies

### Foundation Governance

The Veterinary Orthopedic Educational Foundation (“Foundation”) is managed by the Foundation Board of Directors. The Foundation, and its Board of Directors, are volunteers for the Veterinary Orthopedic Society (“VOS”) and are subject to all ordinances employed by the Veterinary Orthopedic Society Board of Directors.

### Foundation Board of Directors

#### Foundation Director

1. Elected VOS member with 2-year term
2. Is a nonvoting member of VOS BOD
3. Is a voting member of the VOS Foundation BOD
4. Sets agenda for & presides over Foundation BOD meetings
5. Reports to VOS BOD and to VOS membership at meetings
6. Coordinates recruitment with prospective donors
7. Ensures follow-up on Foundation gift agreements
8. Works with Treasurer to manage Foundation funds and non-cash gifts
9. Works with Advertising Chair to coordinate corporate sponsorships
10. Works with Awards Chair to insure announcement of Endowment gifts
11. Works with Research and Scientific Session Chairs to organize VOS research and meeting initiatives supported by the Foundation

#### Foundation Assistant Director

1. Appointed VOS member with 2-year term. The term is in alternate years with that of the Foundation Director’s term.
2. After 2 years of Assistant Director they are up for election as Foundation Director
3. Is a nonvoting member of the VOS BOD
4. Is a voting member of the VOS Foundation BOD
5. Assists Foundation Director with execution of duties described above

#### Foundation Board Members (2-4)

1. Prominent VOS members (e.g. past presidents) that are nominated by the VOS Foundation BOD and VOS BOD.
2. Are willing to make and encourage donations to the Foundation
3. Supports the Foundation Director’s responsibilities
4. Participate in gift recruitment
5. Attends the annual Foundation BOD meeting at the VOS meeting and participates in conference calls as needed.

## **Policy and Information on Gifts or Pledges to the Foundation**

There are several ways for individuals, corporations, and foundations to provide financial support to the Foundation. Gifts may be designated to help specific areas such as scholarships, fellowships, and grants or may be contributed without restrictions to help where the need is greatest. Through annual gifts including cash, pledges, securities or real property; non-cash gifts; matching gifts; or planned gifts - or a combination of any of these methods - individuals may structure their contributions to benefit the Foundation *and* achieve their personal charitable and financial objectives.

Members of the VOS Foundation Board of Directors are available for individual, private consultation. The Board highly recommends individuals also consult with financial and legal advisers when considering making a gift. It is important to note that the VOS and its Foundation have 501(c)(3) tax deductible, charitable status with the IRS. All inquiries and plans are confidential, and gifts are publicized only with the individual's approval. The VOS BOD will have access to all of the Foundation's records. Notice of receipt of a gift will be provided to each donor.

Depending on the amount and method of giving, individuals may qualify for membership in one of the Foundation's gift clubs. Gifts will be publicized, with the donor's permission, at the VOS meeting via a formal poster and on the VOS web page.

- Foundation Lifetime Humanitarian (\$50,000+)
- President's Legacy Society (\$25,000 - \$49,999)
- Distinguished Benefactor (\$10,000 - \$24,999)
- The Academy (\$5,000 - \$10,000)
- The League (\$1,000 - \$5,000)
- The Society (up to \$1,000)

The majority of gifts made through the Foundation's annual giving program are made during the VOS meeting. These gifts are the basis of all support for the VOS' educational programs and impact almost every initiative of the VOS. Gifts by currency or personal check immediately benefit the VOS and are the easiest and most direct way to give, but pledges can also be made in support of any of the Foundation's programs. In addition, members are encouraged to provide contact information to colleagues, clients, and friends regarding the opportunity to directly impact the quality of veterinary orthopedic education for our profession. Phone calls and direct mailing will be used to encourage a gift to the Foundation and to assist the VOS in updating records, communication of new initiatives or programs, and answer to any questions that VOS members, colleagues or friends of the VOS might have.

Non-cash gifts may be securities, personal property, real estate, or gifts-in-kind. Securities include stocks, bonds, and mutual funds. The value of the gift is determined on the day the Foundation receives the security and is calculated by finding the mean of the highest and lowest selling price for the day. Gifts of personal property include art objects, rare books, coin collections, and other treasured items. While giving the Foundation these gifts allows for tax benefits it also ensures that others will benefit from the funds generated from the sale of these gifts. Gifting personal property may allow the contributor to be entitled to a tax deduction equal to the gift's fair market value. If the gift is made through a will, the estate will benefit from the tax savings. Gifts of real estate include personal residences, farms, vacation homes, or timberland. To ensure maximum tax advantage for you as well as the marketability of the gift, the property is carefully appraised and assessed. The value of the gift is based on an independent, qualified appraisal provided by the donor. Gifts-in-kind are typically equipment or other items such as

computers or software, which can be used in the ordinary course of VOS business, at the VOS annual meeting, or to support various VOS programs.

The Foundation donor may be able to double or triple their cash gift if their employer offers a matching gift program. In most cases, all they need to do to initiate the matching corporate donation is to complete a form, available through their employer. A majority of the VOS members are private practitioners, not corporate employees. But many others can participate as matching gift donors. Spouses may be affiliated with a matching gift company, or they may know of animal caregivers or friends who would appreciate the opportunity to “double their charitable dollars” as they invest in the future of our profession.

### **Funding Initiatives**

Funding initiatives, existing and new, will be prioritized annually by the Foundation’s BOD. These priorities will be approved by the VOS BOD.

1. Travel Fellowships, “The Mark Bloomberg Award”
  - a. The mission of the Mark Bloomberg Award is to reward young investigators that have completed research in the orthopedic field and wish to share their information, in scientific abstract form, at the annual VOS meeting.
  - b. The Mark Bloomberg Award is awarded by the VOS to small and large animal surgical residents through an existing mechanism under the supervision of the Scientific Session Chair.
  - c. As of March 2007, Mark Bloomberg Awardees receive \$1500.00 for travel expenses to the Annual VOS Meeting.
2. Research Awards, “Hohn-Johnson Research Award”
  - a. The mission of this research awards is currently reported in the annual request for proposals.
  - b. The mechanism of funding will remain unchanged, under the supervision of the VOS Research Chair and the VOS BOD.
3. Professional Development Scholarships
  - a. The mission of the Professional Development Scholarships program is to reward existing, loyal VOS members that wish to seek additional professional training to enhance their ability to perform veterinary orthopedics. Examples might include a surgeon-in-training seeking support to attend arthroscopy, total joint replacement, or a microvascular surgery course.
  - b. The award mechanism will be via submission of request for support to the Foundation BOD. Submissions are continuously accepted, but are reviewed only on a semi-annual basis by the Foundation BOD; at the ACVS and the VOS meetings. These award(s) have no minimum but as of March 2007, they have a maximum of \$1500.00. The Scholarship can support travel and tuition for the surgeon-in-training. The number of Scholarships awarded annually is dependent upon the Foundation’s available support for this initiative.
  - c. Funding of this initiative will begin when the corpus has reached the endowment level. When this occurs an announcement will be made to the VOS members.
4. Educational Scholarships
  - a. The mission of the Educational Scholarships initiative is to encourage excellence in academia amongst veterinarian surgery residents and veterinary students. Although the field of veterinary surgery continues to grow, the base of colleagues

that are willing and able to educate students and veterinarians in the principals of veterinary orthopedics dwindle. The goal of this program is to support the training of those individuals that are willing and capable of becoming clinician-scientist in the academic arena.

- b. The mechanism of support will be via an annual submission of request for funding due on December 1<sup>st</sup> of each year. A notice for request for proposals for the upcoming academic year (June to June) will be advertised on the web page. Submissions will be reviewed by the Foundation's BOD and a recommendation put forth to the VOS BOD. In general, funding will be towards concurrent residency/PhD programs and concurrent undergraduate/PhD programs which focus on orthopedics.
- c. Funding of this program is dependent upon the Foundation's support for this initiative. Funding would be available for the academic year immediately following the review date. Requests for funding could include cost for tuition, books, and stipend. Although there is no minimum for requests, the maximum Educational Scholarship allowed as of March 2007 is \$15,000.
- d. Funding of this initiative will begin when the corpus has reached the endowment level. When this occurs an announcement will be made to the VOS members.

### **Mechanisms of Support Related to Funding Initiatives**

Donors have the opportunity to support the Foundation's programs and initiatives by previously mentioned gifting mechanisms and via Named Endowments. A Named Endowment gift provides a "permanent" source of income towards a specific initiative. In essence, the gift is large enough that the initiative is financially supported solely by interest drawn from the parent award. The name of the Endowment is agreed upon by the individual/group providing the gift and the Endowment's BOD. If the initiative is already named, e.g. Mark Bloomberg Award, the Named Endowment will be recognized as "Sponsored by" and the name of the individual/group. Named gifts must be approved by the VOS BOD before public disclosure. Revocable and irrevocable deferred endowments may be announced when established if the present value of the deferred gift is equivalent to the minimum current gift requirement at the time of its establishment. The named fund, however, will not change names and will not be funded until the deferred gift is received. As of March 2007, each named endowment gift must be at least:

|  |                |
|--|----------------|
| Travel Fellowships, "The Mark Bloomberg Award" | \$37,500.00    |
| Professional Development Scholarships          | \$37,500.00    |
| Hohn-Johnson Research Award                    | \$375,000.00   |
| Educational Scholarships                       | \$1,000,000.00 |

One method of gifting for colleagues is related to the unfortunate loss of a patient. Following the loss of a patient a veterinarian can make a donation towards the Foundation in the pet's and owner's name. If the owner's contact information is provided to the Foundation, the Foundation will respond by mailing a personalized card to the client that a donation was made by the veterinarian and their hospital in honor of their pet and friend.

### **Spending Policy**

Donations made for a specific Foundation initiative will only be applied towards that initiative. In the event that an initiative of the Foundation is terminated existing available funds for that initiative will be applied to the general Foundation account. Foundation initiative funds cannot be used from the principal unless supported by a majority vote of both the Foundation's and the VOS' BOD. Funds from the general Foundation account will be applied to support one, or more,

or the Foundation's initiatives and to offset cost to run the Foundation. Priority support will be determined by the Foundation's BOD with endorsement from the VOS BOD. No spending limitation from funds in the Foundation's account(s) is present. However, in the case of an endowment, a maximum of five 4% of the principal of an endowment initiative can be awarded annually. Excess earnings are reserved in the endowment's individual account to maintain future purchasing power. This maximum can only be exceeded if supported by a majority vote of both the Foundation's and the VOS' BOD. Changes from the intended use of Foundation funds will be presented in oral form to the general VOS membership at the annual VOS membership meeting. In addition, donors will be individually notified (when possible) if the intended use of their gift will be used for an alternative initiative. Although permission from the donor will be requested it is not mandatory. The Foundation Director is responsible for presenting all accounting information relevant to the Foundation biannually to the VOS BOD.

Disclosure of donations to the foundation will only be pursued with the permission of the donor. If the gift is deferred, membership in a gift club is initiated when a minimum of 20% of the total gift has been received by the Foundation. For example, surgeon XYZ makes a pledge of \$10,000.00 to be paid out equally over five years beginning in 2004. If receipt of the first payment is paid in 2004, surgeon XYZ is in the gift club "The Society" beginning the year 2004 and for the duration that payments are received for that pledge.

The VOS is currently established by the IRS as a nonprofit, charitable organization that falls under Code 501(c)(3), with Tax ID #36-2996650. All initiatives of the Foundation are educational and are tax deductible.