

**BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA  
COOPERATIVE ORGANIZATION GUIDING PRINCIPLE MEMORANDUM OF UNDERSTANDING**

This agreement is entered into this   1st   day of   July, 2023   ("Effective Date") by and between the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia hereinafter referred to as "the Institution" and the University of Georgia Foundation hereinafter referred to as "the Cooperative Organization," a non-profit tax-exempt corporation organized under the laws of the state of Georgia and Section 501 (c)(3) of the Internal Revenue Code, as amended.

**WITNESSETH:**

**WHEREAS**, the purpose of this Memorandum of Understanding is to guide and direct the parties respecting their affiliation, cooperation and working relationship, inclusive of anticipated future arrangements and agreements in furtherance thereof; and

**WHEREAS**, (*the Institution*) is a unit of higher learning of the University System of Georgia; and

**WHEREAS**, the Cooperative Organization is a legal entity separate from the Institution that was formally designated as a cooperative organization by the president of the Institution who has determined it to be in the best interest of the Institution to do so; and

**WHEREAS**, the Cooperative Organization was created for the express purpose of serving the interests of the Institution in carrying out its programs, activities and services and is authorized by the Institution to engage in activities programs and services including soliciting gifts, donations and grants for the purpose of supporting and enhancing Institution programs and the Cooperative Organization shall not engage in activities, programs and services that are in conflict with or inconsistent with the policies, mission and goals of the Board of Regents, the Institution or the cooperative organization.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises set forth herein, and for good and other valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged, the Cooperative Organization and the Institution do hereby agree as follows:

1. The Cooperative Organization agrees to abide by the Board of Regents policy section Cooperative Organizations and the University System of Georgia Guiding Principles for Cooperative Organizations, which are attached hereto as Exhibits A and B, respectively and incorporated herein.

2. Neither the Cooperative Organization nor the Institution shall have any liability for the obligations, acts or omissions of the other party. The Cooperative Organization shall not accept any gift, donation or grant, or enter into any transaction that creates any liability for the Institution, without advance written approval by the President.

3. The Institution shall make available to the Cooperative Organization its facilities, programs and services, subject to any established policies or procedures applicable to such facilities, programs, activities and services. There shall be separate agreements between the Institution and the Cooperative Organization concerning the use of each party's respective facilities or services by the other, and the programs, activities and services to be provided by each party to the other.

4. The Cooperative Organization may receive various administrative services from the Institution, which may enable it to provide a greater level of support to the Institution. If the Institution incurs expenses as a result of the Cooperative Organization's operations, then the Cooperative Organization shall reimburse the Institution for those expenses. This reimbursement shall not be required if the Institution would be conducting those operations and bearing the expense in the absence of the Cooperative Organization. Such administrative services may be further governed by a separate agreement.

5. The Cooperative Organization shall use generally accepted accounting principles in its financial record keeping and reporting. The Cooperative Organization will provide, or cause to be provided, audited financial data in conformance with the reporting requirements of the State of Georgia. This data will be provided in a timely manner so that the reporting requirements of the State can be met. The Cooperative Organization shall present annually to the President the annual independent audit report of the Cooperative Organization. The audit report shall include financial statements, a management letter and an audit opinion, which addresses the conformance of the operating procedures of the Cooperative Organization to the provisions of this agreement and Board of Regents cooperative organization policy. The Cooperative Organization shall also cooperate with the Board of Regents in the development of pre- and post-issuance compliance procedures to obtain and preserve the tax-exempt status of any applicable public-private venture (PPV) debt.

6. The Cooperative Organization shall be entitled to use the name, symbols and trademarks (collectively "Trademarks") of the Institution during the term of this Agreement, and may not sublicense the Trademarks without prior Board of Regents written consent. The Cooperative Organization agrees to maintain and preserve the quality of the Trademarks and to use only in good faith and in a dignified manner consistent with Board of Regents' use and the goodwill symbolized thereby. The Cooperative Organization shall not by any act or omission use or permit use of the Trademarks in any manner that tarnishes, degrades, disparages or reflects adversely on the Board of Regents, its business or reputation or that would be detrimental to the Trademarks or their associated goodwill. The Cooperative Organization also shall not use the Trademarks in any manner that is prohibited by any applicable policies, rules or procedures of the Board of Regents. Upon termination of this Agreement, the Cooperative Organization shall be prohibited from using the name, symbols or trademarks of the Institution.

7. The Cooperative Organization shall clearly and conspicuously disclose that funds or other items of value donated are to be provided to the Cooperative Organization as distinct from the Institution and shall establish a procedure to ensure that funds and other items of value donated to the Institution are properly deposited in Institution accounts or transferred properly.

8. This agreement has a term of five (5) years commencing from the Effective Date. It may be terminated by either party upon 90 days' written notice. If terminated, paragraph 11 of the Guiding Principles shall survive such termination. This agreement may be amended by mutual consent from time to time at

the request of either party. All amendments must be in writing and executed by the parties. The Cooperative Organization agrees to and shall transfer requested records to the Institution and assist, as needed with any transition requirements, in the event the this agreement is terminated.

**IN WITNESS WHEREOF**, the President of the Institution and the Chairperson/President of the Board of Trustees/Directors of the Cooperative Organization by their signatures do hereby put this agreement in force.

Joe A. [Signature]      9/26/23  
President For: (Institution)      Date

Allie [Signature]  
Chair For: (Cooperative Organization)      Date

## Exhibit A

### 6.17 Cooperative Organizations

#### 6.17.1 Definition

An organization is a cooperative organization if it:

1. Is organized or operated primarily:
    - for the purpose of soliciting gifts or assisting the University System of Georgia (USG) or a USG institution in soliciting gifts from third persons in the name of the USG institution or any of the institution's programs; or,
    - for soliciting grants and contracts or accepting grants or entering into contracts for research or services to be performed by or in conjunction with a USG institution or using the institution's facilities;
  2. Bills or collects professional fees in the name of or on behalf of a USG employee who provides professional services within the scope of their employment by the institution;
  3. Includes officials, faculty, staff, or employees of a USG institution as ex officio members of the organization's board of directors or other governing structure; or,
  4. Is formally designated as a cooperative organization by the Board of Regents, the Chancellor, or by the President of the relevant USG institution. The Board of Regents, the Chancellor, or the President of the relevant USG institution may designate certain cooperative organizations that are required to follow the Regents' Guiding Principles for Cooperative Organizations.
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#### 6.17.2 Relationship Between Cooperative Organizations and the USG and its Institutions

A relationship, whether formal or informal, between the USG or a USG institution and a cooperative organization may be maintained only if:

1. The relationship is in the best interest of the USG or the USG institution as determined by the Board of Regents and the President of the relevant institution in consultation with the Chancellor;
2. The financial records of the cooperative organization, including any audits, are available for inspection by the Chancellor and the President of the USG institution or the President's designee;
3. Any use by the cooperative organization of the name of the USG or a USG institution, or of a symbol or trademark of the USG or a USG institution, is approved in advance by the Chancellor, the President of the USG institution, or the President's designee;
4. The cooperative organization annually presents evidence satisfactory to the President of the USG institution or the President's designee that the cooperative organization is adequately capitalized for any activities undertaken in the name of, for the benefit of, or in conjunction with the USG institution;
5. The cooperative organization annually presents evidence satisfactory to the President of the USG institution or the president's designee of insurance or self-insurance adequate in form and amounts to cover foreseeable liability arising from activities undertaken in the name of, for the benefit of, or in conjunction with the USG institution;
6. There is a written general agreement or memorandum of understanding between the USG institution and the cooperative organization describing each party's responsibilities so that it is clear to third parties dealing with the cooperative organization that the organization is acting as a legal entity separate from the USG institution;
7. Actions of the USG institution's officials, faculty, staff, or employees pursuant to the relationship are consistent with policies established by the Board of Regents and the USG institution regarding conflicts of interest, outside activities, and other matters; and,
8. Not less than every two years, the President of the institution documents that he or she has reviewed the relationship between the institution and the cooperative organization and that all provisions of this policy are met to the President's satisfaction.

## University System of Georgia Guiding Principles for Cooperative Organizations

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*Cooperative Organizations have been extraordinarily beneficial in supporting the University System of Georgia and its institutions in a variety of ways, such as providing scholarships for students, endowments for faculty, acquiring real estate for institutions, and enhancing funds for research programs and athletics. The following guiding principles are proposed to clarify the roles and responsibilities of the University System of Georgia, institutions and the Cooperative Organizations as they seek to enhance the reputation and quality of the University System of Georgia.*

1. The mission of the Cooperative Organization shall be closely aligned with the mission, functions and activities of the University System of Georgia and the institution it supports.
2. It is the responsibility of the Board of Regents of the University System of Georgia to provide guidance for and approval of the strategic direction of each institution. It is the responsibility of each institution to carry out its mission as articulated by the Board of Regents. It is the responsibility of the Cooperative Organization to support the University System of Georgia and the institution at all times in a cooperative, ethical and collaborative manner, engage in activities in support of the institution and its president, and, where appropriate, assist in securing resources, administer assets and property in accordance with donor intent, and manage its assets and resources so that the property, resources and funds hold their purchasing power into the future.
3. The priorities of the University System of Georgia, as set by the Board of Regents and the Chancellor, and the supported institution, as set by the president, shall be integrated into the operation, activities, efforts, and priorities of the Cooperative Organization. Institutional priorities shall be set by the president, and it is assumed the president will develop these in consultation with all appropriate constituencies.
4. The Cooperative Organization's Board and Executive Committee shall include the Chancellor's designee, institution's president, or the president's designee, as a voting member. Institutional officers designated by the president also should be included on the Cooperative Organization's Board and its committees as either members or ex-officio members (voting and/or non-voting), to foster and maintain productive relationships, to ensure an open and ongoing dialogue between the University System of Georgia, institution and the Cooperative Organization, and to ensure the alignment of priorities. Of equal importance, the volunteer chair/president of the Cooperative Organization shall have direct access to the institutional president or Chancellor or his or her designee.
5. Cooperative Organizations shall have a comprehensive strategic plan to guide them in their mission to support the University System of Georgia and institution. It is expected that the President of the institution shall have input and shall be consulted in this process.
6. Cooperative Organizations have a responsibility to remain current with accounting and investment practices and ensure that they follow sound financial policies, practices and procedures.

7. The Cooperative Organization shall develop policies to ensure that its business, governance and programming activities are conducted in an open and responsible manner, consistent with the laws of the State of Georgia.
8. The Cooperative Organization shall be accountable, its financial transactions transparent, and it shall disclose the following to the University System of Georgia or institution: the financial audit by outside firms, the annual report of activities and results (not donor information), list or report of the Cooperative Organization's priorities, operating budget, policies on disbursements (including expenditure policies), investment policies, operational costs, and policies regarding the establishment of all priorities, in accordance with all applicable laws.
9. The Cooperative Organization shall develop policies and procedures to establish ethical standards to ensure that no conflict of interest occurs between its members and employees and the activities of the Cooperative Organization, the University System of Georgia, and institution.
10. Because the Board of Regents owns the intellectual property of its institutions, all usage by the Cooperative Organization of the institution's name, symbols, or trademarks is subject to approval by the institution or Board of Regents.
11. The Cooperative Organization should always operate in a manner that is consistent with the best interests of the University System of Georgia and institution. The Board of Regents of the University System of Georgia and the president of the applicable institution in consultation with the Chancellor may determine that the Cooperative Organization's operations and activities are not in the best interests of the institution and the University System of Georgia.
12. Notice to and concurrence of the Board of Regents or institution is required for change of name, change of mission, or change of governance documents or structure of the Cooperative Organization.
13. Should a Cooperative Organization cease to exist, all obligations regarding existing resources must be fulfilled in accordance with the applicable donor's intent, and any remaining assets and property of the Cooperative Organization must be transferred to another entity in support of the mission of the University System of Georgia or institution.
14. No employee of the institution, or member of their immediate family, may receive remuneration (salary, stipend or gifts for service) from the Cooperative Organization without the approval of the institutional president; or, in the case of the president or the president's immediate family, the Chancellor; or, in the case of the Chancellor or the Chancellor's immediate family, the Board of Regents.
15. All Cooperative Organizations must execute a Memorandum of Understanding that meets the letter and spirit of the Board of Regents official proposed Memorandum of Understanding with Cooperative Organizations.
16. Cooperative Organizations must agree to comply with all Board of Regents policies that pertain to Cooperative Organizations.