

BOARD POLICY

Contributions, Donations and Gifts

1 POLICY STATEMENT

The Civic Institute of Professional Personnel (CIPP) allocates a portion of its annual budget to support causes or events in the community. This includes responding to requests for contributions or donations from other organizations and individuals.

CIPP also allocates a small portion of its annual budget to gifts. The Board of Directors considers gifts to individuals that meet specific criteria addressed in this policy.

2 PURPOSE

This policy establishes guidelines for making contributions and giving gifts. The policy will be applied in accordance with CIPP's governing documents and other commitments.

3 SCOPE

This policy applies to the Board of Directors of CIPP when considering making contributions to support a cause or event or a gift to an individual.

4 POLICY AND PROCEDURE

4.1 CIPP may contribute to worthwhile causes, organizations or events that:

- a. support the betterment of the community of Ottawa;
- b. support an issue or event in keeping with its values;
- c. support the interests or activities of other unions in its role as a member of the labour community.

4.2 The Board of Directors, on behalf of CIPP, may authorize gifts in recognition of:

- a. exemplary service or an extraordinary contribution to CIPP;
- b. other occasions, as deemed appropriate by the Board of Directors.

4.3 Contributions or gifts may take the form of cash, merchandise, or in-kind contributions.

4.4 The recipients of contributions through this policy shall be identified in the CIPP Annual Report.

5 RESTRICTIONS

5.1 CIPP will not consider contributions for:

- a. causes or events that are contrary to the mission and/or guiding principles of CIPP;
- b. promotions of religious beliefs;
- c. political/partisan endorsements;
- d. any cause, event and/or group that would be deemed discriminatory in nature.

5.2 A contribution shall not exceed \$500 (five hundred dollars) without the expressed consent of the Board of Directors.

5.3 A gift shall not exceed \$100 (one hundred dollars) without the expressed consent of the Board of Directors.

5.4 This policy is subject to funding availability in the budget approved by CIPP's membership. Should the total budget be reached during the fiscal year, no further contributions or gifts will be awarded without prior approval of the Executive Committee.

5.5 A group or individual shall not normally receive more than one payment per year under this policy.

6 REVIEW

This policy shall be reviewed every three (3) years or earlier as required.

7 REFERENCE

7.1 CIPP By-Laws [4.1, 6.8, 11.2]

7.2 CIPP Budget

7.3 Business Expense Policy