

Effective: May 2022
Last reviewed: August 2025
Next review: 2028

BOARD POLICY

Support for Activities by CIPP Professional Communities

1 POLICY STATEMENT

The Civic Institute of Professional Personnel (CIPP) is proud to represent members from a range of professions. CIPP has an annual budget to contribute to activities organized by its members to celebrate and appreciate their work as municipal professionals in their field and place of work.

CIPP also allocates a portion of its annual budget to Contributions, Donations and Gifts under a separate policy.

2 PURPOSE

This policy establishes guidelines for making contributions. 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 or any designated CIPP committees when considering responding to requests to contributions to support an activity.

4 POLICY AND PROCEDURE

CIPP may contribute to activities organized by groups within its membership to show appreciation to these members for their work as municipal professionals in Ottawa. Contributions may take the form of cash, merchandise, or in-kind contributions.

5 RESTRICTIONS

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.

Groups of members may make written proposals to the Board of Directors outlining the cost, duration, and purpose of the request. Contributions under this policy are subject to approval by the Board of Directors or its delegate and shall not exceed \$250 (two hundred and fifty dollars) without the expressed consent of the Board of Directors.

CIPP strives to fairly and equitably distribute the funds allocated for this policy to reflect the diversity and representation of professions and number of workplaces within its membership.

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.

Groups 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