

**Grant MacEwan College
Faculty Association Donations Policy**

1.0 POLICY

This policy covers donations on behalf of the Faculty Association at Grant MacEwan College.

2.0 RATIONALE

Grant MacEwan's Faculty Association endeavors to provide support in the way of monetary and other donations to organizations and projects that directly benefit faculty.

3.0 REGULATIONS

- 3.1 All donations must be used in a manner that benefits Grant MacEwan College Faculty Association.
- 3.2 All donations on behalf of the Faculty Association are subject to budgetary constraints.
- 3.3 If the annual budget has been reached, all donations must be approved by the Executive.
- 3.4 Requests for potential donations should be made in writing.
- 3.5 Donations of \$250 or less can be made at the discretion of the Faculty Association Office.
- 3.6 Donations exceeding \$250 must receive prior approval from the Faculty Association Executive.
- 3.7 Low priority will be given to organizations that are also targeting individual faculty members.

4.0 SCOPE

This policy pertains to all requests for donations received by the Faculty Association Office.

4.1 DONATIONS UP TO BUT NOT EXCEEDING \$250

Requests for donations not exceeding a total value of \$250 shall be made in writing to the Faculty Association Office. Requests should include the following:

- name of the beneficiary (i.e., receiving organization)
- statement of the requested amount
- description of the purpose of the donations
- rationale (re: how it benefits faculty).

4.2 DONATIONS EXCEEDING \$250

A second category of donations includes requests that exceed a total value of \$250. Requests for such donations shall be made in writing to the Faculty Association Office and should include the following:

- the name of the beneficiary (i.e., receiving organization)
- a statement of the requested amount
- a description of the purpose of the donations
- a rationale statement (re: how it benefits faculty)
- mention of whether individuals will be targeted for donations
- the total value of the donation sought from the Faculty Association
- the total amount needed for the project
- a list of other funding sources related to this project.

5.0 PROCEDURES

- 5.1 Requests for donations must be submitted in writing to the Faculty Association Office.
- 5.2 Requests for donations up to but not exceeding \$250 are approved at the discretion of the FA Office.
- 5.3 Requests for donations exceeding \$250 must be approved by the Executive Committee.
- 5.4 Executive Committee Membership
The College Executive Committee (hereafter referred to as the Executive) shall consist of the following members: President, Executive Vice-President, Vice President-Faculty Welfare, Vice-President Professional Affairs, Vice-President Communications and Research, Chair of Negotiations, and Board of Governors Representative.
- 5.5 The Executive may consult with other agencies, associations, or individuals for advice on legal or other matters related to the request for a FA donation.
- 5.6 The Executive shall review all requests for donations exceeding \$250, vote by Quorum to make a donation, and vote by Quorum to determine the amount of the donation.
- 5.7 Quorum. The Executive quorum shall consist of 5 voting members.

Approved: December 18, 2000