



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Gift Policy

Category:	Member Benefits
Date last Revised:	April 2026
Scheduled for Review:	Spring 2029

I. Overview

This policy outlines provisions for when the Association may provide gifts to Members, staff, and other members of the University community.

II. Limitations and Reporting

Gifts not outlined in this policy require prior approval of the Executive Board.

Staff and members of the Executive Board shall normally only accept gifts valued at \$100 or less. Staff and members of the Executive Board shall disclose receipt of gifts to the President, and the President shall disclose receipt of gifts to the Treasurer.

The Association will report aggregate amounts spent on gifts in its annual presentation of financial results; member confidentiality and anonymity shall be maintained.

III. Compassionate / Celebratory Gifts

i. Authority

The Administrative Specialist is authorized to make compassionate and celebratory gift purchases, subject to the provisions outlined below.

ii. Eligibility

All members of the Association are eligible.

iii. Process

Members, or their Department Chairs, may notify the Association when they become aware of applicable events.

In the event the Association is informed of a member experiencing severe illness or injury, or upon celebrating birth or adoption of a child, an appropriate action may be undertaken.

This will normally be in the form of a gift valued at no more than \$75.00

IV. Gifts in Appreciation - For Departments

As a token of the MRFA's recognition of valued services, assistance and cooperation, every June the Association will purchase gifts for various departments. MRFA staff members may receive a gift in December at the discretion of the President. .

i. Authority

The Faculty Centre Coordinator is authorized to make gift purchases, subject to the provisions outlined below.

ii. Eligibility

The following individuals/departments shall normally receive the gifts of appreciation. The value of such gifts shall normally be less than \$50.00 and shall not exceed \$100.00.

- Academic Affairs
- Custodial Services
- Document Services
- Facilities Management
- Human Resources
- IT
- Mail Services
- MRSA
- SAMRU
- Security

iii. Process

All purchases shall be made by the Faculty Centre Coordinator

Unless otherwise agreed by the President and Faculty Centre Coordinator:

- The Faculty Centre Coordinator delivers gifts to departments
- The MRFA President or designated Officer delivers gifts to MRSA and SAMRU.

VI. Swag Purchases

i. Authority

Subject to approval of the annual budget, the Audit and Finance Committee shall recommend the annual allotment permitted for swag which shall be procured through the Member Engagement Committee. .

ii. Eligibility

This initiative is intended for new members of MRFA (new full-time and contract faculty hires). Its primary objective is to foster a strong connection between the Association and its members. Given the existing fiscal constraints, the total expenditure for such promotional items shall not exceed \$3,500 annually. This expenditure limit shall be subject to review once the fiscal restraint is lifted, allowing for additional allocation of funds to extend this policy to all MRFA members, both new and existing.

iii. Process

- During January and February, the Senior Administrative and Faculty Relations Officer shall be responsible for providing multiple quotations for various promotional items that fall within the \$3,500 spending limit.
- In February and March, members of the Member Engagement Committee shall convene to review the price quotations and determine which item(s) should be procured.
- Orders for the selected items are to be placed around April and May, ensuring their availability for the August orientation session for new MRU hires.

VII. Thank You Cards

i. Authority

As part of regular annual operational expenditures, the Association shall ensure to keep on hand MRFA branded cards which can be used to recognize life events, professional achievements, and, where applicable, appreciation for contributions to the Association.

ii. Eligibility

Committees, Officers, and Staff are empowered to provide MRFA branded cards to individuals as deemed appropriate.