



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Gift Policy

Category: Member Benefits
Date last Revised: May 3, 2022

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

ii. Eligibility

All Regular 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 floral gift valued at no more than \$75.00

IV. Gifts in Appreciation

As a token of the MRFA's recognition of valued services, assistance and cooperation, every June the Association will purchase gifts for various departments and staff members.

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.

- Custodial Services
- Document Services
- Physical Resources
- Finance
- IT
- Mail Services
- MRFA President
- MRSA
- MRU President
- Payroll
- SAMRU
- Security
- MRU Vice-Presidents and/or other administrators at the discretion of the Executive Board

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 to departments
- The MRFA President delivers gifts to the President, Vice-Presidents, MRSA, and SAMRU.