



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Sponsorship Policy

Category: Operational Policy

Date last Revised: March 24, 2023

I. Overview

This policy outlines provisions for when the Association seeks sponsorship funding from external organizations or sources.

II. Process

i. Determination of possible sponsor

Any sanctioned MRFA committee may suggest a possible sponsor through a sponsorship proposal.

An individual faculty member may suggest a possible sponsor through a sponsorship proposal.

No contractual guarantees or promises may be given to a sponsor until official MRFA approval has been received, as per the processes noted below.

An individual faculty member cannot receive financial compensation or other form of benefit from a sponsor for recommending this sponsor. A faculty member, either as a member of a committee or as an individual, must declare any potential conflict of interest when recommending a sponsor.

ii. Sponsorship proposal guidelines

A sponsorship proposal should clearly outline the following:

- 1) Name of sponsor and information regarding the sponsor's key activities and outputs, i.e., what business is the sponsor in, what are their ties to the community? Any potential conflict of interest to the MRFA should be clearly outlined.
- 2) Amount of funding requested.
- 3) Purpose/allocation of funds received.
- 4) Timing of payments to be received.
- 5) Detailed information and actions regarding what a sponsor is requesting in return for funds contributed.

iii. Sponsorship approval guidelines

Sponsorship proposals will be evaluated based upon the following criteria:

- 1) Are the sponsor's requested actions reasonable in return for the amount of funding they will provide?
- 2) Are the sponsor's requested actions a reasonable encroachment on MRFA members' time and/or space and privacy? Note: Members' contact information cannot be provided to sponsors.

3) Do the sponsors' **main business activities** in any manner go against the MRFA's vision, mission, and values?

Note: Sponsors whose main business activities are deemed to be against the core values of the MRFA will not be approved. The ultimate determination of this rests with the MRFA Executive Board.

iv. Sponsorship approval

Subject to the guidelines listed above, a proposal regarding a possible sponsor is to be presented to the MRFA Audit and Finance Committee, who will evaluate the suggestion and provide a recommendation to the MRFA Executive Board.

The MRFA Executive Board will then make a decision regarding a sponsor and associated funding. A favorable decision by the MRFA Executive Board is final and binding and a contract, between the sponsor and the MRFA will be executed, with the MRFA President and MRFA Finance Officer as the signing authorities.

If the MRFA Executive Board denies a sponsorship opportunity a member may appeal this decision within 20 days of becoming aware of the denied sponsorship. The appeal will be considered by the Complaints and Appeals Board. Within 20 days of receipt of the appeal, the appeals tribunal will review the process undertaken and will utilize the sponsorship approval guidelines noted in this policy. The decision of the appeal tribunal, to be finalized within 30 days of receipt of the appeal, will be based upon a majority vote, shall be final and shall be conveyed in writing to the appellant member and the MRFA Executive Board. Should the appeal tribunal overturn the initial MRFA Executive Board's decision and the sponsorship proceeds, a contract between the sponsor and MRFA will be executed, with the MRFA President and MRFA Finance Officer as the signing authorities.