



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Gift Policy

Category:	Member Benefits
Date last Revised:	November 2023
Scheduled for Review:	Spring 2026

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

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

V. Gifts in Appreciation for MRFA Service (Exceeding Typical Service Loads)

As a token of the MRFA's recognition of MRFA related service work which exceeds the regular workload involved in a given service role, a gift card in the amount of 25\$ may be sent with the letter of appreciation to an MRFA committee member at the end of an academic year.

i. Authority

With prior review of the Executive Board, the Audit and Finance Committee is empowered to authorize the Senior Administrative and Faculty Relations Officer to purchase and distribute gifts of appreciation for MRFA Service.

ii. Eligibility

MRFA members currently serving on Association committees or as representatives of the Association.

iii. Process

- Annually in May the Audit and Finance Committee will review work done in the year to identify to whom it would be appropriate to send a gift of appreciation for MRFA service.
- The list of recipients shall be provided to the Executive Board for review prior to the purchasing and distribution of gifts of appreciation for MRFA service.
- The SAFRO shall purchase and distribute the gifts along with the letters of appreciation for service that go to members at the end of the academic year.

VI. Swag Purchases

i. Authority

Subject to the prior approval of the Executive Board, the Audit and Finance Committee is vested with the authority to grant authorization to the Senior Administrative and Faculty Relations Officer for the procurement and distribution of promotional items intended to welcome new Members (full-time and contract) to MRU.

ii. Eligibility

This initiative is exclusively 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 will 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 will be responsible for engaging with multiple vendors to solicit price quotations for various promotional items that fall within the \$3,500 spending limit.
- In February and March, members of the Audit & Finance Committee will 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.