

## **POLICY M2**

### **CAPE - Donations**

#### **Objective**

1. The objective of the policy on donations is to ensure the consistent and transparent application of principles when the National Executive Committee (NEC) elects to award monetary, material and/or staffing support to organization(s) or group(s).

#### **Authorities**

2. The Donations Policy is established in accordance with the Constitution of the Canadian Association of Professional Employees (CAPE), Paragraphs 6.1 and 6.2 for the disbursement of funds, and Paragraph 6.1 and 9.1 for the use of materials and/or staff.
3. Appendix A contains a copy of the Minutes recording the decision to establish the policy.

#### **Responsibilities**

4. Funds identified in CAPE's budget for donations are the sole source of funds to be used for the purposes stipulated in Paragraph 1 of the policy.
5. The NEC has the sole authority to disburse donation funds identified in CAPE's budget, and to decide whether to free other resources whether material or staff for the purposes of Paragraph 1 of the policy.
6. When discussing the use of material resources or staff for the purposes of Paragraph 1 of the policy, the NEC shall take into consideration practical issues raised by the National President, in accordance with his/her responsibilities as defined under Paragraph 9.1 of the Constitution.
7. The information identified in Paragraph 11 below must accompany a request for a donation and should be submitted in a timely manner.

#### **Principles**

8. Donations must be consistent with the interest of the members of the Canadian Association of Professional Employees.

## **Procedure**

9. A request for a donation must be submitted in a timely manner to the President of CAPE who will forward the appropriate documentation to the NEC for a decision as early as practical.
10. The person(s) making the request have the responsibility to provide the following supporting information:
  - a) the identity of the organization or group for which the donation is requested;
  - b) the mandate and/or objectives of the organization(s) or group(s);
  - c) the specific purpose for which the donation will be used;
  - d) time line considerations;
  - e) an explanation of how the donation supports the principles of CAPE's Donations Policy;
  - f) if the request is for a donation in kind or services, an accurate description of the resources;
  - g) contact information in the event that more information is required for a decision.

## **Decision**

11. A decision to make a donation requires a simple majority of the members of the NEC present at a meeting with quorum.
12. The decision of the NEC will be provided in writing and in a timely manner to the person(s) making the request.
13. The President of CAPE may make a donation on behalf of CAPE of no more than one hundred dollars (\$100). All donations made by the President must be reported back to the NEC at its next meeting.

## **Review**

14. The Donations Policy will be reviewed every three (3) years. The review is to occur within the first year of a new National Executive mandate.

## **Effective Date**

1. January 25,2019

## **POLICY M2: DONATION**

### **APPENDIX A**

➤ **Meeting of CAPE's National Executive Committee, January 25, 2019:**

- *Approved Minutes, Item 2(c), page 2:*
  - *Donation Policy: The Policy was previously circulated and encompasses comments submitted by NEC members.*
  - *Motion to approve the Donation Policy as currently drafted:*
    - *Moved: A. Nemec*
    - *Seconded: K. Mansfield*
    - *Abstentions: 1*
    - *Approved unanimously*