

# GIFT ACCEPTANCE POLICY

*Category: Board of Trustees*

Approval: Board of Trustees

Responsibility: *Vice-Principal (Advancement)*

Date initially approved: November 1997

Procedures Revised: February 1999

Full Review: November 2002

Approved by the Board of Trustees December 2002

Amended May 2012, *March 2019*

## Definitions:

**Gift:** In general terms, for the purposes of this Policy, a gift means a voluntary transfer of money or other property irrevocably given to the university, without any expectation of advantage to the donor or third party designated by the donor. The Income Tax Act establishes relevant criteria for the receipting of gifts.

**Eligible amount :** The amount by which the fair market value (FMV) of the gifted property exceeds the amount of an advantage, if any, in respect of the gift.

**Restricted/designated gifts:** The donor has specified

Enable accurate reporting of gifts to Queen's University and eligible organizations<sup>1</sup>.

Ensure consistent relations with donors.

## Scope of this Policy:

This Policy is established to govern the acceptance of all gifts made to Queen's University and eligible organizations.

## Policy Statement:

Queen's University welcomes donations, which enable it to fulfill its mission of teaching, research, and community service. This Policy is intended to guide the employees, volunteers and leaders of Queen's University on matters of gift acceptance.

Through the promotion of voluntarism and philanthropy, the Office of Advancement supports and coordinates both central and faculty/school -based fundraising support to assist the university in achieving its philanthropic goals. Federal and provincial governments encourage charitable donations to organizations such as Queen's University, and allow tax benefits to donors.

The Office of Advancement is solely responsible for issuing official charitable receipts for the eligible amounts of all charitable gifts received by Queen's University consistent with the requirements of Canada

## 1. GIFT ACCEPTANCE

- 1.1 Queen's University holds itself to the highest standard of ethical conduct, both within its own community of scholars, students and employees and in all of its external relationships and interactions - with alumni, friends and donors, with businesses and commercial enterprises and with other external organizations. The university will not accept gifts, enter into relationships, or accept external support that could reasonably compromise its public image, reputation or commitment to its academic mission and values.
- 1.2 Queen's University values and will protect its integrity, autonomy and academic freedom, and will not accept gifts when a condition of such acceptance would compromise these fundamental principles.
- 1.3 All employees, volunteers and members of the Queen's community will conduct themselves in accordance with accepted professional standards of accuracy, truth and integrity. They will inform, serve, guide and otherwise assist donors who wish to support Queen's activities but will not pressure or unduly persuade.
- 1.4 All employees, volunteers and members of the Queen's community working with donors or prospective donors to the university will keep all information, data, or other communications strictly confidential.
- 1.5 All employees, volunteers and members of the Queen's community working with donors or prospective donors to the university will collect, use, and disclose personal information of donors or prospective donors in accordance with the Policy on Access to Information and Protection of Privacy.
- 1.6 The professional standards and code of behaviours set out by the Association of Fundraising Professionals (AFP) in the [Donor Bill of Rights](#) will serve as the ethical guidelines when raising funds for the university.
- 1.7 When initiating a gift on behalf of the institution, individuals must consult with the [Department of Development](#) to ensure due diligence prior to making a decision to accept.
- 1.8 Queen's University may elect to accept or decline any gift. The final decision to decline a gift rests with the Board of Trustees. Queen's University reserves the right to decline a gift in any circumstance, including:
  - x the gift d

- 1.9 In accordance with CRA guidelines, the university will typically not accept gifts that would require the university to give special consideration for employment to the donor, or to anyone designated by the donor, or that would allow the donor to inappropriately influence student admission, teaching, learning or scholarship of a student, professor or program. In addition, the university will not accept gifts that give special consideration to the procurement of products or services associated with the donor.
- 1.10 Acceptance of any gift which involves a proposal to name is subject to the [Naming Policy](#) and is conditional on the final approval of the naming by the Board of Trustees.
- 1.11 Responsibility
- 1.11.1 The Vice-Principal (Advancement) is responsible for ensuring that acceptance of donations is consistent with this Policy and other policies of the university. The Vice - Principal (Advancement) shall seek the approval of the Board of Trustees before accepting any gift where consistency with this Policy is in question.
- 1.11.2 The Office of Advancement, under the direction of the Vice -Principal (Advancement) or designate, has the authority and responsibility to develop operational policies and procedures, including documentation standards, to support the solicitation, review, acceptance, receipting and recognition of gifts to Queen's University. All policies and procedures, whether current or emerging, will be periodically reviewed and approved by the External Relations and Development Committee (ERD) and senior officials of Queen's University.
- 1.11.3 The Board of Trustees authorizes the Vice-Principal (Advancement) or designate, to establish and chair the Advancement Gift Review Committee to consider gifts that are not specifically covered by this Policy, a4(vi)-2.2(i)-0.6(e)-1.5(w)1

accordance with this policy and is accountable to the Board of Trustees for such decisions.

- 1.12.3 The Principal may seek input and advice from other members of the senior administration and/or the ERD on behalf of the Board of Trustees.
- 1.12.4 The Principal may delegate authority to accept or reject gifts valued at or below \$2 million

- x gifts of life insurance;
- x gifts of residual interest;
- x publicly traded securities;
- x charitable remainder trusts;
- x bequests;
- x Canadian Cultural Property.

### 3. GIFT RECEIPTING

3.1 Accepted gifts to the university may qualify as “tax receiptable gifts” or may be “non-receipted gifts”:

- x Tax receiptable gifts – These gifts (or portion of gifts) which the university determines meet the CRA guidelines for issuance of a charitable gift tax receipt to donor. Such gifts also qualify for appropriate donor recognition by the university.
- x Non-receipted gifts – These gifts do not qualify for issuance of a charitable gift tax receipt under CRA guidelines, but are nevertheless gifts to the university and subject to appropriate donor recognition.

3.2 Charitable tax receipts for Queen's University shall be issued solely by the Office of