

## CAPE Donation Policy

### 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. The Donations Policy applies to funds associated with or that fall within the donations funding allocated in CAPE's budget only. This policy may be applied at the discretion of CAPE Local executives to donations made by their respective CAPE Local.

### Definitions

4. In this policy:
  - a) "Day" means a day where the Association's employees normally works, and for computing time limits, the delay starts the day after receiving the request;
  - b) "Recipient organization" means an organization that is:
    - a) a registered Canadian charity in good standing with the Canada Revenue Agency;
    - b) a not-for-profit entity duly registered as such under relevant federal and/or provincial/territorial legislation; or
    - c) a federal public service bargaining agent member of the National Joint Council.

The recipient organization must be an organization that is at arm's length, within the meaning of s251 of the Income Tax Act, from the NEC and the National President

- c) "Recurring initiative": the NEC shall determine what constitutes a recurring initiative except as it concerns donations made pursuant to paragraph 18 where the President has the discretion to make that determination.

### Recipient Organizations

5. Donations by CAPE under this Policy can only be made to a recipient organization.

### Responsibilities

6. The NEC has the sole authority to disburse donation funds identified in CAPE's budget, and to decide whether to apply other resources, whether material or staff, as appropriate or necessary for the purposes of Paragraph 1 of the policy.

7. 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 their responsibilities as defined under Paragraph 9.1 of the Constitution.
8. The information identified in Paragraph 13 below must accompany a request for a donation and should be submitted in a timely manner.
9. The Finance Committee is responsible for ensuring that all donations outlined in Paragraph 3 are made in accordance with this Policy.

## Principles

10. Donations must be consistent with the interest of the members of the Canadian Association of Professional Employees and with the Constitution and Bylaws. As elected officials, the NEC can determine members' interest.
11. Donation requests may but are not required to align with CAPE principles and objectives as identified and defined within CAPE strategic planning documents but are encouraged to align with CAPE values of democracy, solidarity, and equity.

## Procedure

12. A written request for a donation must be submitted in a timely manner directly to the NEC or to the President of CAPE who will forward the appropriate documentation to the NEC for a decision as early as practical.
13. The person(s) making the request must 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) timeline 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; and
  - h) if the recipient organization is a registered Canadian charity, its charitable registration number.
14. CAPE will publish the written donation request(s) on CAPE's website within 5 days of receipt of the request:
  - 14.1. The publication of the written donation request(s) will be subject to privacy legislation, CAPE's Privacy Policy and confidentiality.

## Decision

15. A decision to make a donation requires a simple majority of the members of the NEC present at a meeting with quorum.

16. A decision to make a donation can only be made at least 10 days after the requirement in paragraph 14 of publishing the written donation request on CAPE’s website has been satisfied.
17. The decision of the NEC will be provided in writing and in a timely manner to the person(s) making the request.
18. The President of CAPE may make a donation on behalf of CAPE in accordance with this policy of no more than four hundred dollars (\$400). All donations made by the President must be reported back to the NEC at its next meeting.
  - a) Following the President’s report, any NEC member can request a vote of agreement with the donation.
  - b) The purpose of this vote is to evaluate the support of the presidential donation within the NEC.
  - c) During the vote, NEC members will have the option to “agree”, “disagree”, or “abstain” regarding the presidential donation.
  - d) This vote must be a recorded vote.
  - e) This vote does not cancel the donation made by the president; any donation by the president must originate from the President’s discretionary budget and therefore is not subject to withdrawal by the NEC.
  - f) Details of the donation will be made available on the CAPE website in a timely manner in a portion of the website dedicated to reporting on donations.

### **Conditions of a donation**

- 19.1. A donation cannot be renewed or used to support a recurring initiative as defined in paragraph 4.
- 19.2. It must be a condition of a donation that unused donated funds be returned to CAPE upon the conclusion of the donation’s purpose.

### **Review**

20. 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 by the Governance Sub-Committee and the CAPE legal/policy team. The Governance Sub-Committee will present any recommendations or updates to the policy to the NEC for a vote to adopt policy changes at either a pre-scheduled monthly NEC meeting.

### **Effective Date**

January 25, 2019.

### **Last Updated**

January 31, 2025.