



8.B-2024 Gift Acceptance

1. Overview

1.1 St. Mary’s University is committed to excellence in teaching and research and to the fundamental principles of academic freedom. As such, the university welcomes gifts from individuals, corporations, and foundations to help us achieve our academic mission and to enhance our programs and services to students.

1.2 Federal and provincial governments encourage voluntary gift support of charitable organizations like St. Mary’s University and allow substantial tax relief to donors. The significance of the tax laws governing charitable contributions makes it an important obligation of the University to record and acknowledge all gifts received. Only the External Relations division may issue official tax receipts on behalf of St. Mary’s University. The issuance of these receipts is done in compliance with the requirements of the Income Tax Act and in accordance with procedures established by the University (refer to Policy 3.A-2000). It is also the responsibility of the External Relations division to ensure that the highest standards of professionalism are followed in the solicitation of gifts and in working with donors (refer to Policy 3.B-1998).

1.3 While St. Mary’s University invites private donations, it reserves the right to refuse gifts that require conditions or expenditures that the University deems unacceptable.

2. Purpose

This document has been established to guide decisions about the acceptability of gifts and to outline gifts that St. Mary’s University will and will not accept.

3. Scope

This policy governs the acceptance of gifts made to St. Mary’s University and, through St. Mary’s University, to any of its subsidiaries or affiliated organizations.

3.1 St. Mary’s University will not accept gifts, enter business relationships, or accept external support that will knowingly compromise its public image or commitment to its academic mission and the University’s essential values, as articulated in its strategic documents.

| Approval Authority | Responsible Office | Effective Date | Date Last Revisited | Review Frequency |
|--------------------|--------------------|----------------|---------------------|------------------|
| Board of Governors | External Relations | April 11, 2024 | April 11, 2024 | Every 5 years |

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- 3.2 The President has delegated authority from the Board of Governors to make decisions concerning acceptance of gifts in accordance with this Policy and is accountable to the Board for implementation of this responsibility.
- 3.3 In determining the acceptability of a gift, the President may seek input and advice from other members of the senior executive team and/or the Funding/Development committee on behalf of the Board of Governors.
- 3.4 The President may delegate responsibility for decisions under this Policy for gifts of less than \$1,000,000 to the Vice-President, External Relations.
- 3.5 Acceptance of any gift that involves a proposal to name is conditional upon final approval of the naming by the Board of Governors (refer to Policy 8.C-2024 Naming Opportunities)
- 3.6 When negotiating a gift on behalf of the University, individuals must consult with the Vice President External Relations to ensure due diligence prior to making a decision to accept a gift which:
- i. Might expose the University to an uncertain and potentially significant liability;
 - ii. Is precedent-setting or involves sensitive issues;
 - iii. Has an ambiguous financial source;
 - iv. Involves a proposal to name; and
 - v. Because of its unusual nature, presents questions as to whether it is within the role and scope of the University.

4. Unacceptable Gifts

St. Mary's University has the right to decline any gift at its sole discretion without explanation.

The following are indicators that a gift is not acceptable:

- a. The gift does not align with the University's vision, mission and/or values.
- b. The gift creates scholarships, fellowships, professorships, chairs or lecture series with restrictive clauses that:
 - i. Violate the Canadian Human Rights Code or the Alberta Human Rights Act;
 - ii. Give the donor or his/her representative the right to designate the recipient; and
 - iii. Do not meet the academic priorities of the University.
- c. The gift compromises the University's academic integrity or interferes with the University's academic freedom.
- d. The gift requires an arrangement to do business with a specified person or company or future employment at the University.

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- e. The gift is financially unsound or could expose the University to liability, embarrassment, or reputational risk.
- f. The gift relies on a third-party appraisal provided to the donor that is perceived to be inaccurate or unreliable.
- g. The size or benefit of the gift is perceived to be disproportionate to the work or cost required to sustain the gift.
- h. Gifts that have not been approved by the Vice President External relations or designate.