

## CUPE Local 3907 Donations Guidelines (adapted from CUPE 3902)

The total amount of money to be donated by the Local in a given fiscal year is determined by the membership in adopting a budget pursuant to the provisions of Local bylaws. Excepting strike support and sustained donations approved by the membership, only one donation per fiscal year will be made to any given organization, group, cause, or campaign. The executive shall maintain a current list of all donations made in the fiscal year.

The Local commits to spend at least one percent (1%) of the previous fiscal year's total dues revenue on donations. The executive will make every effort to ensure that all of the money available for donations is distributed every year – up to and including the presentation of an executive motion at the Annual General Meeting to top-up previous requests or direct the amount remaining to one or more union- or labour-controlled funds.

### *General criteria for donations*

Donations will be considered for organizations, groups, causes, and campaigns that share the Local's goals of social justice, international solidarity, quality public education, and advancing the labour movement. Requests for funds to attend or organize academic conferences will not normally be considered.

Donations to local, grassroots, volunteer-based efforts will be given priority. Only donations to support secular initiatives will be considered. This does not preclude requests from or on behalf of religious organizations, as long as there is no religious test, requirement, or proselytizing associated with the activity that the donation will be used to support.

Each donation request will be carefully reviewed even if the Local has donated to a particular organization, group, cause, or campaign in the past.

Personal appeals and donations to individuals for financial hardship are discouraged, but will be considered in exceptional circumstances. The Executive Committee will protect the privacy of individuals making direct appeals to the extent necessary and appropriate.

### *Donation approval*

All donation requests will be processed by the Executive Committee, which may

1. approve a donation of not more than one hundred dollars (\$100.00), or the amount authorized by the bylaws if it changes in the future, or
2. reject the donation request, or
3. refer the donation request to the next General Membership Meeting.

Donation requests may be made by submitting the request to [cupe3907@gmail.com](mailto:cupe3907@gmail.com), using the standard form which is posted on the Local's website.

### *Reporting*

The Executive Committee will report approved donations regularly to the membership.

Where appropriate, the Executive Committee will ask that the Local's contribution be acknowledged by the recipient in its printed material, and that the recipient submit an article for publication on the Local's website.

Whenever practical, the Executive Committee will publicize the recipient's activities to the membership, and will solicit member involvement.

### *General donation guidelines*

Solicitations from the following organizations will be considered:

1. Labour
2. Student
3. Social Justice/Community
4. Other

Within each category, groups working on local issues or local groups building solidarity nationally and internationally shall be the highest priority.

Only one donation per fiscal year shall be made to any organization.

### *Donation records*

A working document is to be maintained by the Recording Secretary and the Treasurer to which new donations that have been approved either by the Executive Committee or the General Membership will be added.

The list of donations will include the name of the organization/cause, a brief explanation (including a link to a website when one is available), the body that approved the donation (Executive or general membership), the date, and the amount of the donation.

This list is to be posted on the Local's website, and will be updated at least quarterly by the Recording Secretary. The updated total amount of donations for the current fiscal year will be indicated at the end of the list.