



HOLY SPIRIT UNIVERSITY OF KASLIK

Institutional Gift Acceptance Policy

2021

Article 1. Policy Purpose

The Holy Spirit University of Kaslik (the “University”) solicits and receives donations to further its mission of education, research and service. The purpose of this Policy is to define the standards by which gifts will be accepted, repurposed, or returned.

The University seeks to ensure that accepted gifts are in amounts appropriate for their use; that gift requirements and restrictions as specified by the donor(s) are acceptable to the University; that gifts support the mission and values of the University and do not compromise the reputation or value of the institution; and that gifts are solicited, accepted and administered in accordance with applicable laws and this Policy.

Article 2. Definitions

For the purpose of this policy, the terms below have the following definitions:

University or USEK: refers to Université Saint Esprit de Kaslik or Holy Spirit University of Kaslik.

Gift: The gift is an irrevocable and voluntary charitable donation of value (in cash and/or in kind), from either individuals, industry, or foundations to profit the University, in exchange for which nothing in return is promised, expected, implied or forthcoming to the donor.

Senior Officers: The President, the Provost, the Vice President for Finance, or similar titled positions.

Article 3. Scope of the Policy

- This policy applies to the Trustees of the Holy Spirit University of Kaslik, the President, Senior Officers and to any member of the University community who solicits, accepts, or manages gifts on behalf of the University.
- This policy applies to all gifts and potential gifts, such as gifts which may come from: alumni, University staff, current students and their family members and friends, corporates, trusts and foundations and members of the public who may not be any of the aforementioned.



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- This policy also applies to all existing / current gifts. If it comes to light that the University have accepted and are in the process of spending, or not yet spent, were not within the ethical boundaries outlined in the body of this policy these gifts will be reviewed on a case by case basis and may potentially be returned to the donor.
- This policy **does not apply** to research funding.

Article 4. Gift Acceptance

Gifts are accepted when they contribute to the mission and needs of the University, in accordance with the following principles:

- A gift will not be accepted if, in the judgment of the University, the gift is not aligned with the University's mission of education, research and service.
- A gift will not be accepted if, in the judgment of the University, the funds or property donated were acquired by illegal or immoral activities.
- A gift will not be accepted if, in the judgment of the University, the cost required to sustain the gift does reduce the worth of the gift to an insignificant sum.
- A gift will not be accepted if, in the judgment of the University, it may undermine the University's commitment to academic freedom or its capacity to fully control the management, operations, and direction of its affairs, including but not limited to admission procedures, faculty selection and promotion, academic programs, scholarly activity, and their integrity.
- A gift will not be accepted if, in the judgment of the University, the gift grants the donor influence over the hiring or continued employment of specific personnel.
- A gift will not be accepted if, in the judgment of the University, the gift contains restrictions that unlawfully discriminate based on race, creed, color, citizenship, religion, sexual orientation, age, marital status, or disability.
- A gift will not be accepted if, in the judgment of the University, the intended purpose of the gift or being associated with the donor could compromise the University's reputation or is inconsistent with the University's values.
- The acceptance of a gift does not imply nor mean that the University endorses or approves of the donor's views, opinions, businesses, or activities.



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In certain circumstances and in accordance with applicable law, the University may treat a gift as anonymous, at the request of a donor. However, these donors are not anonymous to University leadership. The University will not treat a gift as anonymous with the purpose of shielding the University from damage to its reputation or disguising a gift which it would otherwise not have accepted in accordance with the standards set forth in this Policy.

Article 5. Gift Acceptance/Signature Authority

The authority to accept gifts in support of the University's mission of education, research, and scholarship rests with the President of the University, which may in turn delegate acceptance of some gifts to the Vice President for Finance. The delegation of gift acceptance authority should be made in writing in accordance with the terms and conditions of the University Institutional Gift Acceptance Policy.

Similarly, only the President of the University, and the Vice President for Finance to whom the President has delegated gift acceptance authority in writing, are authorized to sign any agreements related to the acceptance of any gift in accordance with this Policy.

Article 6. Return of a Gift

The University may return a gift to a donor if the University determines that it could cause damage to the University's reputation to be associated with the donor or to use the gift for its intended purpose.

Article 7. Gift Repurposing

The University's President has the authority to repurpose an unspent or endowed gift to a new University use or needs if, due to changed circumstances or applicable laws and regulations, the gift cannot be used as originally intended by the donor.

If the terms of a gift agreement prevent a gift from being directed to a new use, the University will seek permission from the donor before repurposing a gift to a new use.



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Article 8. Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy.

Article 9. Consequences for Violating this Policy

Failure to comply with this policy is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable disciplinary procedures (See Code of conduct and related disciplinary procedure applicable for staff & faculty).