

**MISSISSIPPI LAKES ASSOCIATION  
APPRECIATION AND CONDOLENCE POLICY**

**PURPOSE**

1. The aim of this policy is to specify the circumstances and conditions under which the MLA will extend official recognition to show appreciation or sympathy.

**APPRECIATION**

2. This section establishes procedures and conditions whereby the Board may, from time to time, wish to recognize services rendered to the MLA by individuals or groups. All recommendations for recognition are to be submitted to the Board for assessment and decision.

- a. Occasions - examples include but are not limited to:
  - i. presentations made by a guest speaker at a MLA meeting or seminar, including activities undertaken by MLA Committees; and
  - ii. volunteer services of an extended or exceptional nature in terms of time and/or resources (eg: loan of equipment, etc.) provided to a project or MLA activity, beyond that which would normally be expected or reasonable. The Board will decide such occasions on a case by case basis;
- b. Memento - The Board shall adopt a standard non-monetary gift to be used as the official MLA memento to extend appreciation for support or service to the MLA. The memento is to sport an MLA logo and be suitable for display by the recipient. Monetary gifts and/or Honoraria shall not be extended;
- c. Presentation - shall be made by the President, or representative as deemed appropriate, in a public ceremony so as to afford the recipient due recognition.

3. On an exceptional basis, if the Board deems that a particular service to the MLA merits special recognition, and that the standard memento is insufficient for this purpose, the Board may authorize a memento of greater value, but not to exceed \$100. Monetary gifts, including gift certificates or cards, tickets to sporting events, and similar mementos are not allowable.

4. Funding for gifts or mementos to recognize personal achievements or events shall not be provided by the MLA. These include but are not limited to: birthdays, engagements, weddings, promotions, retirements, birth announcements, religious occasions such as Christmas, and any similar occasions.

5. Services to the MLA for which an individual or group would normally be paid do not qualify under this Policy.

## **CONDOLENCES**

6. This section establishes procedures and conditions whereby the Board may wish to extend sympathy on behalf of the Association.

- a. Occasions - serious illness or accident, hospitalization, or death;
- b. Recipients
  - i. MLA Director;
  - ii. any individual regardless of MLA membership status who in the opinion of the Board has made a significant contribution to the governance and/or operation of the Association, or has otherwise provided significant support to the MLA; and
  - iii. a member of the immediate family (spouse, children, parents, siblings) of the individuals specified in (i) or (ii) above;
- c. Tokens of Condolences - will consist of a sympathy card or get well card as appropriate, signed by the President on behalf of the Board and the MLA. In addition, non-monetary tokens of condolences such as flowers, or wreaths, with total value not exceeding \$100, may be approved by the Board, or the President if so authorized by the Board;
- d. Donation - if requested by the family of the individual, in lieu of non-monetary tokens of condolences, a monetary donation not exceeding \$100 on behalf of the MLA may be approved by the Board or the President if so authorized by the Board. The donation will be made by cheque or e-transfer to a registered charity of the family's choosing. The donation is to be forwarded via a covering letter of sympathy from the MLA and signed by the President.

## **FUNDING**

7. Funding in support of this Policy will be provided via the MLA Operating Fund, for which an appropriate amount is to be approved as a separate line item in the annual budget.

## **RECOGNITION BY INDIVIDUALS OR GROUPS**

8. Where MLA recognition is not allowable under this Policy, nothing in this Policy prevents individuals or groups from extending their own private recognition as they deem appropriate, provided that: (a) individuals/groups raise personal funds through voluntary contributions; and (b) these contributions are not identified as an MLA contribution.

9. Where MLA recognition is allowable under this Policy, but individuals or groups wish to provide greater recognition, nothing in this Policy prevents such additional recognition provided that: (a) all such individual/group contributions are collected separately on a volunteer basis; and (b) the additional gift/contribution is not comingled with the MLA recognition.