

Canadian Society of Zoologists
Policy on CSZ Funding of Non-CSZ Activities

Adopted by CSZ Council, May 5, 1999
Ratified by CSZ Membership, May 8, 1999

A. Scope

This policy shall apply to all requests for the Canadian Society of Zoologists (the Society) to provide funds to sponsor events or activities that are not directly under the control of the Society. The Society considers all such requests as outside the normal course of its conduct, but the Society may provide up to \$2,000 in sponsorship for any single event. The Society will only consider requests that advance the aims and objectives of the Society, and that do not adversely impact on the financial health of the Society. In the event that the Society agrees to sponsor or endorse outside events or activities by lending its name only, the Society will be under no obligation to honor subsequent requests to provide funding for that event.

B. Application Procedures

1. Requests should normally be made in writing to the Secretary at least 1 month prior to either the May or December meeting of Council, for consideration at that meeting.
2. The request must be presented by a member in good standing of the Society, or on behalf of a Section of the Society. Requests should state explicitly how the funds will be used and how the activity will advance the Objectives of the Society as stated in the By-laws. The applicant must agree to publicly acknowledge the Society's sponsorship at the event, and to write a report on the event for the *Bulletin*.

C. Approval Procedures

1. The Secretary will distribute the request to the other members of Council. The Treasurer will prepare a recommendation outlining the financial consequences to the Society, and distribute that recommendation to Council at least 1 week in advance of the meeting.
2. Requests for \$100-\$999 can be approved solely by a majority vote of Council. Requests for \$1000-\$2000 require a majority vote of Council to be recommended to the membership, and require a majority vote by the Society membership at the next Annual General Meeting before they can be considered approved.
3. Council may, at its discretion, direct the Treasurer to pay seed money that can be accounted for at a later date, or pay the obligations only upon presentation of appropriate receipts.
4. Council may impose any additional conditions that it deems appropriate.