

UNE Bequest Guidelines

Document type:	Guidelines
Administering entity:	Office of Advancement
Records management system number:	D09/129893
Date board endorsement: (if applicable)	
Date approved:	October 2009
Approved by:	Chief Development Officer
Indicative time for review:	2 years from approval
Responsibility for review:	Director Office of Advancement
Related policies or other documents:	Advancement Policy D09/129891 Gift and Donation Guidelines D09/129895 Donor Recognition Guidelines D09/129894 Alumni Relations Guidelines D09/129892

1. Rationale and Scope

- 1.1 Throughout its history, the University of New England has been the recipient of Bequests from its alumni and other members of the community. It is because of this generosity that many innovative and significant programs, facilities, and collections have been funded.
- 1.2 This Guidelines document applies to all UNE staff members, schools, faculties, colleges, groups, research centres, administrative units, directorates and divisions.

2. Principles

The objectives of this document are:

- 2.1 To ensure coordination and cooperation across the University with regard to bequests;
- 2.2 To support the University's intention and obligation to ensure probity in fundraising activities;
- 2.3 To ensure appropriate recognition procedures are followed at all times and for every bequest received across the University;
- 2.4 To facilitate compliance with legal, statutory and philanthropic industry requirements.

3. Guidelines

- 3.1 Overall responsibility for ensuring compliance with this document and its associated Policy and Guidelines documents is with the Chief Development Officer.

4. Procedures

- 4.1 All members of the UNE community are required to report and/or direct in the first instance, all enquiries regarding Bequests for the benefit of the University to the Director Office of Advancement
- 4.2 The Office of Advancement will ensure that all publications associated with the promotion of Wills and Bequests in favour of the University are regularly updated and accurate.
- 4.3 On the advice of the University's Legal office, the Office of Advancement will ensure that relevant documents including suggested wording for Bequests are readily available for forwarding to solicitors and general inquirers.
- 4.4 The Office of Advancement will be responsible for ensuring appropriate donor recognition during the benefactor's lifetime including membership of the Heritage Circle, following notification of an intended bequest.
- 4.5 The Director Office of Advancement will attend to any necessary matters with regard to the benefactor's family. It should be understood that very sensitive issues might be involved. The question of any contact with the benefactor's family should be discussed with the Director Office of Advancement before any such contact is initiated.
- 4.6 No solicitation on behalf of the University should be undertaken without the prior knowledge and approval of the Director Office of Advancement. The Director of Advancement, in liaison with the University's Legal office, will generally handle correspondence with the executors.
- 4.7 It is the University's responsibility to consider and attempt to comply with the specific desires of the donor if the bequest is accepted. Should the benefactor's proposed project cost exceed the gifted funds, the Chief Development Officer will be responsible for the determination of those projects for which support will be recommended. The Director of Advancement will brief the Public Affairs Directorate if appropriate.
- 4.8 Acceptance of a gift should be on the basis that it is consistent with the strategic objectives of the University. If there is any doubt as to the ability of the University to utilise a Gift or meet any requirements that acceptance may impose upon it, the matter should be referred in the first instance, to the Director, Office of Advancement for prior consideration or possible referral to the Chief Development Officer. A gift may be refused with the approval of the Vice-Chancellor.

- 4.9 Benefactors may be acknowledged through the naming of facilities or buildings in accordance with the University's Donor Recognition Guidelines.

Approval signature

Chief Development Officer