



Honorariums Policy

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY of EDMONTON

EDMONTON, ALBERTA

December 2015

Policy: Honorariums

Category: Finances

Date Approved: February 21, 2016 Date Reviewed: December 28, 2015 Date Rescinded:

POLICY

The Concordia Students' Association (CSA) recognizes that the need to provide honorarium payments to individuals that provide outstanding support for the CSA where it was not expected.

EXPECTATIONS

- 1) An honorarium payment can only be given to individuals.
 - a) Businesses, charitable organizations are not viable for honorariums.
- 2) Honorariums given cannot exceed \$500 to a particular recipient in a fiscal year.
 - a) Any amounts over \$500 become taxable and must be reported as earnings.
- 3) Honorarium Request Forms must be filled out by only the following positions:
 - a) Student Executives
 - b) Executive Director
- 4) Honorariums can only be approved by and signed by:
 - a) President
 - b) VP Finance
- 5) Honorariums can only be given to individuals who are not expecting payment for their services or support to the CSA, and are to be treated with restraint.
 - a) In order to receive an honorarium the individual recipient must provide both a personal Social Insurance Number (SIN) and address.

