



Policy Statement

Rationale

The JCCC may at times partner with either nonprofit groups and for profit groups. This policy provides the perimeters for any partnership between the JCCC and these groups.

Definition

Description

General requirements:

Any agreements for partnership must be in writing and formally signed by both parties to take effect.

The agreement must also identify the time period for the agreement. No agreements in perpetuity are allowed and no automatic renewal clauses shall be contained in any agreement signed by the JCCC. The longest agreement period is five years. At the end of the term of the agreement the partnership will be reviewed by both parties and a determination made whether or not to renew.

The agreement must also indicate the resources both groups are contributing to the partnership.

The agreement must include an exit clause. Example: Either party can terminate this agreement with 30 days written notice.

The agreement must define how the relationship would unwind with regards to shared assets, etc.

The agreement must indicate the approval process for any use of the logo and name of the JCCC. The JCCC must approve any material in which the name and logo of the JCCC are used for public view.

For any business arrangement the agreement must detail:

- How revenue is shared
- How expenses are paid

Finally the agreement must document a resolution process for any disputes.

Non-Profit Groups:

The JCCC at its discretion may choose to partner with another non-profit group. The purpose for a partnership with a non-profit group must be consistent with the objectives and mission statement of the

JCCC. In addition for true partnership the objective and mission statement of the partner must be consistent with that of the JCCC.

Requirements for partnership with a non-profit group

The partnering group must have formal written approval sanctioned from the governing body of the partnering group for a partnership with the JCCC. Likewise any JCCC partnership must have the approval of the executive committee of the JCCC.

An agreement must identify the nature of the agreement whether it is:

- Resource sharing
- Information sharing
- Function related i.e. Partnering to put on a function
- Business related i.e. activity to generate revenue for both groups
- Promotion related
- Sponsorship related
- Charity/Cause related

For Profit Groups:

The JCCC at its discretion may choose to partner with a for-profit group.

Requirements for partnership with a for-profit group:

The partnering group must have approval for a partnership with the JCCC and the agreement will require a signature from either a signing officer with the company or someone who has authority to bind the corporation. Likewise any JCCC partnership must have the approval of the executive committee of the JCCC. The executive committee at its discretion may request legal counsel to review the agreement.

An agreement must identify the nature of the agreement whether it is:

- Function related i.e. Partnering to put on a function
- Business related i.e. activity to generate revenue for both groups
- Promotion related
- Sponsorship related
- Charity/Cause related

The JCCC may from time to time enter into partnership initiatives that require the issuance of income tax receipts to support of said initiative. In such cases, these initiatives must satisfy the following criteria:

1. The event must fall under the JCCC mandate
2. The initiative is carried out in strict compliance with CRA regulations as stated in the Income Tax Act - IT-110R3: Gifts and Official Donation Receipts Sections 110.1 and 118.1 (also Part XXXV of the *Income Tax Regulations*)

3. JCCC is the beneficiary of these funds and is able to control and direct the use of the funds in a demonstrable manner.

Ownership

Policy History

Approved	xx
Revised	xx
Supersedes	

Reference

Procedure ##