

Texas Woman's University Regent Policy

Regent Policy Name: Gift Acceptance Policy

Regent Policy Number: Regent Policy: D.40000

POLICY STATEMENT

It is the intent of the Board of Regents of Texas Woman's University ("TWU" or "University") to encourage a program of benefaction to TWU including to responsibly receive and administer donations of money or other gifts designated to increase the renown, to extend the services, to improve the facilities, and to further the mission or promote in any way the welfare of TWU.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, Staff, and Guests.

DEFINITIONS

1. "Faculty" means a person who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty.
2. "Gift" includes the terms "gift", "donation", "charitable contribution", or "philanthropic grant" and means the voluntary transfer of cash, securities, pledges, or an item of tangible personal or real property by a private donor (i.e., an individual, organization, private foundation, corporation, or other private entity) to TWU without an expectation of a specific benefit to the donor.
 - a. "Restricted gift" means a gift in which the donor has specified a purpose or time period for use of the gift beyond the designation of the component for which the gift is intended to benefit.
 - b. "Unrestricted gift" means a gift in which the donor has specified no purpose or time period on use of the gift beyond the designation of the component for which the gift is intended to benefit

- c. "Gift-in-kind" means a gift of real or tangible personal property, including, but not limited to, gifts of art, gifts of land, and gifts of cryptocurrency.
3. "Guest" means any individual not affiliated with TWU.
4. "Staff" means each classified, administrative, and professional employee who is appointed to work at least 20 hours each week for a period of four and one-half months, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching or research positions classified as faculty.
5. "Student" means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.

POLICY

I. Texas Woman's University Foundation

Recognition of the TWU Foundation ("Foundation"). The TWU Board of Regents recognizes the Foundation and its mission to accept and manage gifts on behalf of TWU. Through the Foundation, TWU solicits and receives private gifts that further the educational, research, and public service mission of the University. All funds or gifts accruing to or received by the University, whether solicited or unsolicited, are for the use and benefit of the University and are held in accordance with the trust or restriction imposed thereon by the donor.

II. Authority

Sole Authority. The Foundation, assisted by the Division of University Advancement, has the sole authority to receive, administer, and invest all private gifts to the University, as chartered by the State of Texas and described in a Memorandum of Understanding between the University and the Foundation.

III. Approval of Gifts and Fundraising Efforts

Section 1 Approval of Gifts. All fundraising efforts must be approved by the Chancellor and President or the Division of University Advancement, as appropriate, and coordinated with the unit(s) affected by the directions, limitations, or provisions associated with the donation, unrestricted gift, restricted gift, gift-in-kind, grant, or endowment.

Section 2 Fundraising Efforts. All fundraising activity (excluding solicitations of governmental grants and sponsored projects) is to be coordinated through the Vice President for Advancement and Alumni Engagement, or their designee. The Vice President for Advancement shall coordinate with other TWU employees as necessary and appropriate. TWU employees who engage in fundraising activities on behalf of the University must coordinate with, and have their efforts approved by the Division of University Advancement in advance. Nonemployees wishing to fundraise on behalf of the University must contact the Division of University Advancement and obtain written permission prior to engaging in such efforts. The Vice President for Advancement and Alumni Engagement, or their designee, shall determine the appropriate person to undertake the solicitation of individual, corporate, and foundation prospects on behalf of the University. TWU employees are responsible for complying with fundraising and gift acceptance procedures established by the Division of University Advancement.

IV. University Regulations and Procedures – Gift Acceptance

Adoption of Regulations and Procedures. TWU is committed to a program of benefaction. TWU shall adopt University Regulations and Procedures concerning gift acceptance consistent with state and federal law.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, or internal processes or procedures.

REFERENCES

TWU Foundation Memorandum of Understanding

FORMS AND TOOLS

None

Adopted: November 10, 2016

Revised: November 13, 2020; November 8, 2024