



MAMSS Gift, Donation & Charitable Giving Policy

Policy

It is the policy of the Massachusetts Association of Medical Staff Services (MAMSS) to provide charitable donations and expressions of support in a fiscally responsible and equitable manner to honor members, recognize service, and acknowledge meaningful contributions to the organization and profession.

All donations and gifts shall be made in accordance with established annual budgetary limits, require appropriate documentation, and be subject to approval by the MAMSS Board of Directors.

Purpose

The purpose of this policy is to:

- Establish clear guidelines for charitable giving and member recognition.
- Ensure transparency, fairness, and consistency in the allocation of funds.
- Promote responsible stewardship of MAMSS financial resources.
- Provide meaningful ways to honor members, leaders, and contributors to the profession.

Procedure

1. Honoring a Member

MAMSS may provide a charitable donation to support, remember, or otherwise honor a MAMSS member in good standing under the following conditions:

- Subject to available budgeted funds
- Not to exceed \$100 per donation
- With appropriate documentation (e.g., published notice or written notification from a colleague)
- Within the established annual budget

Donations will be made only to established 501c3 charitable organizations (e.g., American Heart Association) or to established trusts, funds, or verified bank accounts managed by a third party.

Donations will not be made directly to a member or a member's relative.



2. Gifts of Kindness

MAMSS may provide a gift of kindness (e.g., flowers, gift baskets) directly to a MAMSS member in good standing during times of serious illness or loss under the following conditions:

- Subject to available budgeted funds
- Not to exceed \$200 with board approval
- With appropriate documentation (e.g., published notice or notification from a colleague)
- Within the established annual budget

3. Charitable Donations

A charitable donation may be made in honor of a speaker, faculty member, or other individual in appreciation for their support and contributions to the membership and profession.

Such donations:

- Subject to available budgeted funds
- Shall not exceed \$500 per donation
- Require appropriate documentation (e.g., written request from an individual or organization)
- Must fall within the established annual budget

Donations will only be made to established 501c3 charitable organizations (i.e. American Heart Association) or verified third-party managed trusts, funds, or accounts. Donations will not be made directly to individuals.

Budget Guidelines

At the start of each calendar year, a charitable giving and donations budget is based on available funds, not to exceed \$1,000 annually.

- Funds will be distributed throughout the year as requests are approved.
- Each request requires approval by a majority vote of the MAMSS Board of Directors.
- Exceptions will be made on a case-by-case basis with the approval of the board



Gift Giving for Board Service

To recognize leadership and dedicated service, a gift may be presented as follows:

Elected Board Members

- President, upon completion of their presidential term
- Secretary, upon completion of two (2) consecutive full two-year terms
- Treasurer, upon completion of two (2) consecutive full two-year terms

Appointed Board Members

- Upon completion of four (4) consecutive full years of service, subject to approval by majority vote of the elected MAMSS Board of Directors members

Any gift presented to an elected or appointed MAMSS leader shall not exceed \$200.00.

Authority

This policy is adopted by the MAMSS Board of Directors and may be amended by majority vote of the Board.

Policy Initiated by Board: 03/2014

Policy Amended & Approved by Board: 11/2016, 01/2017

Policy Amended & Approved by Board: 02/26/2026