

Acadia University Faculty Association Member Emergency Support Fund Policy

1. **Purpose:** This policy formalizes the operation of the Member Emergency Support Fund, herein referred to as “the Fund”, to support members facing an extraordinary financial crisis.
2. **Authority:** Allocations from the Fund shall be made, subject to the limits and conditions outlined below, by collective decision of the AUFA Treasurer and two of the Members-at-Large of the AUFA Executive.
3. **Total expenditure:**
 - a. The total maximum expenditure from the Fund shall be \$5,000 per year.
 - b. Expenditures from the Fund beyond the \$5,000 maximum each year must be approved by the AUFA Executive.
4. **Eligibility:**
 - a. For the purposes of the Fund, an individual eligible to receive funds, herein referred to as “member”, shall include any current member of AUFA and any Teaching Affiliates.
 - b. Without limiting the discretion to determine the outcome of individual applications to the Fund, applications to the Fund may be based on bereavement; sudden or serious injury or illness of a member or immediate family member leading to extraordinary costs or a disruption in income; a sudden or unanticipated change of residence; or sudden or unanticipated change in employment status.
 - c. The Fund is to be used when there is an *unexpected* change in remuneration or when an *extraordinary financial crisis* arises.
 - d. The Fund is not a replacement for financial assistance and grant programs provided by the government or other agencies to which the member is eligible to apply. AUFA may refer individuals to the appropriate agencies for assistance.
 - e. Expenditures from this Fund are not considered loans. However, should a recipient wish to make a future donation to the Fund, this shall be accepted.
5. **Allocations:**

- a. Normally, expenditures shall be restricted to individual allocations of \$500, and members shall be eligible to receive up to a maximum of \$1,000 per fiscal year.
- b. Members requesting funds beyond the initial allocation within a fiscal year may be required to provide evidence of sustained and extraordinary or unexpected change in remuneration or financial crisis and may be approved as per the process noted below.
- c. Members may not request funds in consecutive years.

6. Process:

- a. A member is to submit a written request to the Union Officer of AUFA (jane.longley@acadiau.ca) outlining the amount requested and the reason for the request, providing evidence, as appropriate, to support the request.
- b. Requests shall be redacted prior to distribution to the participants in the decision; all efforts shall be made to maintain the anonymity of the individual submitting the request. Where anonymity is not possible due to knowledge of member circumstances, participants in the decision shall maintain the confidentiality of the member requesting support.
- c. Allocations from the Fund shall be made, subject to the limits and conditions outlined above, by collective decision of the AUFA Treasurer and two of the Members-at-Large of the AUFA Executive.
- d. All efforts shall be made to ensure a timely response to requests. A decision shall be made and communicated to the member within five business days of receipt of a funding request.
- e. As part of their regular reporting to the general membership on AUFA expenses, the Treasurer will report when a request(s) for funding has been granted and its amount. This report shall maintain members' anonymity and confidentiality.