

AFSCME Local 3758 Base Unit Mutual Aid & Emergency Fund

Mission Statement:

The AFSCME Local 3758 Base Unit Mutual Aid & Emergency Fund (“the Fund”) provides assistance to base unit members of AFSCME Local 3758 who are suffering an immediate and severe financial hardship.

Administration of the Mutual Aid & Emergency Fund:

- A committee consisting of a minimum of three (3) and up to seven (7) members will comprise a “Fund Committee” and oversee the Fund.
- The Fund Committee **must** consist of three (3) AFSCME Local 3758-B Executive Board members who are also signatories on the union bank account.
- After the first year of operation, up to four (4) Fund Committee members, in addition to the three bank account signatories, may be elected yearly thereafter to serve three year terms.
- All decisions regarding the Fund will be at the sole discretion of the Fund Committee.
- The Fund Committee will review the Fund on a monthly basis, as needed.
- A majority of the Fund Committee—including at least one (1) bank account signatory—will be required to conduct any business regarding the Fund.
- An accessible flyer explaining what the Fund is and how to apply to an award will be placed on every union bulletin board.
- An online form, overseen by the committee, will be created to help manage submissions.

Eligibility guidelines for consideration of assistance:

- Must be a base unit member of AFSCME Local 3758 in good standing (including former members who have been terminated or laid off from Timberland Regional Library in the past twelve months.).
- Member has suffered an emergency situation that has resulted in a financial shortfall due to (but not limited to) a natural disaster, immediate family crisis, acute illness, injury, accident, theft, eviction, etc.
- OR member is unable to cover immediate, essential expenses (including but not limited to housing, food, medical, child care, utilities, transportation, burial, or general bills).

Availability of assistance:

- A maximum amount of \$250 per granted award from the Fund, with required statement from member showing need.
- A member may receive one (1) granted award from the Fund on a rolling twelve (12) month basis.
- All granted awards from the Fund are subject to the availability of funds.
- At the first meeting after the beginning of the fiscal year, the Treasurer will update Membership on the current status of the Fund.

Process to apply for assistance:

- Members may contact any member of the Fund Committee to initiate this process.

- Members may also use a web form at local3758.org/fund to submit an application.
- Members must provide the Fund Committee a written statement or other documentation outlining the reason and/or need for assistance from the Fund.
- Other supporting documentation may be requested by the Fund Committee.

Review and Approval Process:

- The Fund Committee will review all submissions.
- If the member requesting assistance is on the Fund Committee, they must temporarily recuse themselves.
- Confidentiality will be maximized at every possible junction. The names of applicants will only be shared when absolutely necessary during the application, review, and dispensation processes.
- Awards may be granted only by a majority vote for approval by the Fund Committee.
- The Award will be paid directly to the member.
- The Fund Committee shall respond to all member submissions for assistance within ten (10) business days of receipt and awards shall be disbursed to the member within ten (10) business days of making the decision to grant the funds.
- Referrals for other assistance to the member may be provided, subject to availability.
- The Fund Committee will also offer to make a direct plea to membership for donations, subject to permission from the member.
- Any exceptions to this policy will be taken into consideration by the Fund Committee on a case-by-case basis.
- Applications may only be denied if the current balance of the Fund is below the requested amount, or if there are severe and irremediable objections to the application.
- In the event that the Fund Committee votes to deny an application for an Award, they must provide their reasons for the refusal in a signed letter addressed to the member.

Funding of the Mutual Aid & Emergency Fund:

- Background: In recent years, expenditures for Local 3758-B have been drastically under budget, resulting in a large surplus balance.
- As a one-time transfer, 20% of this unbudgeted surplus (as of 4/20/22) will be allocated to the Fund.
- Moving forward, membership approves the allocation of 10% of the amount equal to the monthly rebate received from membership dues to be distributed to the Mutual Aid Fund on a monthly basis.
 - The Treasurer will create a separate budget line-item for the Fund.
- Donations from members of AFSCME Local 3758-B may be added to the Fund.
- Donations from outside of AFSCME Local 3758-B may be added to the Fund, subject to approval from the Executive Board.

The AFSCME Local 3758 Base Unit Mutual Aid & Emergency Fund was approved and established by the membership of AFSCME Local 3758-B on 4/20/2022.

Credit to Amy Tannenbaum and AFSCME Local 609 for this template.