

## **Baylor University Family Compassion Fund By-Laws**

### **Purpose**

The Baylor University Family Compassion Fund, “Compassion Fund”, is a charitable assistance program funded by Baylor faculty, staff, and others, for the sole purpose of providing financial assistance to current Baylor faculty, staff, and official retirees and current employees of Baylor’s official vendor partners who work on the campus in support of Baylor. No individual is entitled to a grant from the Compassion Fund based on their prior contributions to the Compassion Fund. The Compassion Fund is intended to be a last resort resource after the potential recipient has exhausted all other reasonable avenues of assistance to meet their needs. A qualifying need shall be considered any unforeseen situation of the potential recipient or their immediate family members, i.e. spouse or dependent child, that is beyond their control and requires immediate action to avert severe hardship.

### **Criteria**

Recipients must be current Baylor faculty, staff, or official retirees or current employees of Baylor’s official vendor partners who work on the campus in support of Baylor. Faculty and staff members must normally be employed for a minimum of 90 days before applying for assistance. Requests must be made directly by the intended recipient and, except in cases where the intended recipient is incapacitated, may not be made on behalf of someone else. Requests must be made through the Baylor University Family Compassion Fund Application for Assistance form providing the following information:

- Name and contact information of person making request
- Classification (i.e. faculty, staff, official retiree, vendor employee)
- Description of need and dollar amount requested
- Explanation of other avenues of assistance already explored
- Copy of bill(s) or other documentation to include the person’s name and address, along with the name of the specific agency or company needing payment (if applicable)
- Signature of person making request and date of request

### **Review of Requests**

All requests will be kept as confidential as possible and will only be shared with individuals who have a legitimate need to know. Requests will be reviewed by a five-person Compassion Fund Committee, “Committee”, of Baylor faculty and staff members, including a member from Baylor’s Human Resources department. The Committee will include designees from the Staff Council, Faculty Senate, and Human Resources. The Vice President (VP) for Human Resources will serve as chair of the Committee and will coordinate the review process. Committee members will serve without compensation and are not eligible to benefit from the Compassion Fund while serving.

Applications for grants from the Compassion Fund will be directed to the VP for Human Resources who will share as minimal information as possible about the individual making the request, without limiting

the Committee's ability to make an informed decision. Unless it is necessary for decision-making, the applicant's name will be withheld from the Committee. If time permits, the Committee will deliberate in person, but in urgent situations, the Committee may make its decision via phone conversations and/or email correspondence. The basis for a Committee decision will be a majority vote. In the event that there is a tie, the VP of Human Resources will be the deciding vote.

### **Guidelines for Grants**

Grants from the Compassion Fund are intended to address a specific need and are not intended to serve as supplemental income to the recipient. Typical grants will not exceed \$500, but the amount will be at the discretion of the Committee and dependent on funds available. Grants will typically not be made to an individual if that person has received a grant from the Compassion Fund within the previous twelve (12) months. Whenever possible, grants will be made directly to an individual agency or company (e.g. utility company, mortgage company, hospital) and not directly to the individual making the request.

### **Contributions to Compassion Fund**

Contributions to the Compassion Fund will be made by Baylor faculty, staff, and retirees as part of the University's United Way campaign. Contributions may be made as a payroll deduction or as a direct payment through the United Way pledge process. The Compassion Fund may also receive contributions from other donors directly to the Compassion Fund. Contributions may not be earmarked for particular recipients.

### **Maintenance of Compassion Fund**

Baylor University will maintain a separate account in its books and records of all contributions to the Compassion Fund. Grants will be disbursed from the Compassion Fund account at the request of the Compassion Fund Committee in accordance with procedures established by Baylor.