WHEREAS, the GPSF established the GPSF Emergency Fund in 2012–13 (Resolution 12-07) to provide graduate and professional students with emergency financial assistance, not covered by the UNC Student Emergency Fund, for unforeseen financial circumstances that could hinder their ability to complete their graduate career,

WHEREAS, although the Emergency Fund exists and has operated under “Funding Guidelines” for three years, neither the GPSF Constitution nor the Treasury Laws provide for the administration of this Fund, and

WHEREAS, the rules governing this Fund should be codified,

THEREFORE, BE IT ENACTED BY THE SENATE OF THE GRADUATE AND PROFESSIONAL STUDENT FEDERATION that the GPSF Treasury Law be amended to include the following additions as “Part 4. The GPSF Emergency Fund”:

PART 4. The GPSF Emergency Fund

A. GENERAL

1. The GPSF Emergency Fund exists to provide financial assistance to graduate and professional students with emergency financial assistance, not covered by the UNC Student Emergency Fund, for unforeseen financial circumstances that could hinder their ability to complete their graduate career.
B. FUND ADMINISTRATION

1. The Emergency Fund is administered by the Student Opportunity Advocate, a member of the GPSF Cabinet.
   a. The Student Opportunity Advocate shall be the chair of the GPSF Emergency Fund Selection Committee.
   b. The Student Opportunity Advocate shall oversee the Emergency Fund application and evaluation process, administering it according to GPSF Treasury Law and the guidelines approved by the Finance committee.

2. All applications are considered by the GPSF Emergency Fund Selection Committee.
   a. The Selection Committee consists of five members:
      i. Three graduate / professional students:
         a. GPSF Student Opportunity Advocate (Chair)
         b. GPSF Treasurer
         c. GPSF Chief of Staff
      ii. Associate Dean for Student Affairs (Graduate School)
      iii. Assistant Director for Graduate and Professional Programs (scholarship and Student Aid)
   b. The GPSF Student Opportunity Advocate, in consultation with the GPSF Chief of Staff, shall make two at-large alternate graduate/professional student appointments who can serve on the committee in case of absence or conflict of interest.
   c. All members of the committee are required to undergo confidentiality and conflict of interest training through the Office of University Counsel.
   d. All committee members should be contacted by the Student Opportunity Advocate each year by the beginning of Summer Session I to verify their continued participation on the Selection Committee.

C. ELIGIBILITY

1. To be eligible for receiving funding under the GPSF Emergency Fund, students must meet the following requirements:
   a. Demonstrate financial hardship resulting from an emergency, accident, or other unplanned event,
   b. Have been enrolled at the University in a degree-seeking program during the past six months,
   c. Not have graduated,
   d. Have considered all other resources, including emergency loans through Scholarships and Student Aid, and found these resources to be insufficient or not available in a timely manner, and
   e. Complete all questions in full and submit supporting documentation.
2. Students must first apply to the UNC Dean of Students Emergency Fund, unless an exception is granted by the Student Opportunities Advocate due to a time-sensitive emergency.

D. FUNDING LIMITATIONS

1. The GPSF Emergency Fund may be used to pay for the following:
   a. Rent, utilities, and other essential household expenses,
   b. Medications and other costs related to medical care (self or family),
   c. Safety needs (i.e., changing a lock),
   d. Replacement of essential personal belongings due to fire, theft, or natural disaster,
   e. Travel costs related to death or illness in the immediate family, and
   f. Costs related to childcare.

2. The GPSF Emergency may not be used to pay for the following:
   a. Academic-related costs, including but not limited to
      i. Study-abroad costs,
      ii. Books,
      iii. Conference/research travel, and
      iv. Tuition and fee costs;
   b. Non-essential utilities (e.g., cable), household, or furniture costs not related to damage or theft;
   c. Parking tickets or other legal/criminal fees; and
   d. Costs for entertainment, recreation, non-emergency travel, or other non-essential expenses.

E. PROCESSING

1. Application: Students must submit an application through the GPSF website and provide any necessary supporting evidence.

2. Processing:
   a. The Student Opportunity Advocate shall determine if the applicant is eligible according to the standards established in Treasury Law, Part 4, Section C, Subsection 1.
   b. If the applicant is eligible according to those requirements, the Student Opportunity Advocate shall contact the Dean of Students Emergency Fund (DOSEF) to inquire the applicant's status with them, excepting in cases where an applicant is granted a time-sensitive exception.
   c. Upon notification by DOSEF that the applicant is eligible, the Student Opportunity Advocate shall compile all application material and distribute the material to the selection committee for a blind review process within one (1) business day of notification.
   d. The Committee members will review the application and submit their funding recommendations (whether the applicant should receive funding
and, if so, the approximate amount to be awarded) to the Student Opportunity Advocate within one (1) business day of receipt of the material.

i. Committee recommendations for funding must follow the Funding Limitations listed in Treasury Law, Part 4, Section D.

e. Decision:

i. If the committee members’ recommendations are in general agreement, the Student Opportunity Advocate may create a final recommendation list and distribute it to the committee for final approval.

ii. If there are significant differences in recommendations, a meeting (or electronic communication) may be called for further discussion.

iii. Funding must be approved by a majority vote of the committee.

iv. The amount awarded shall be calculated by averaging the amounts recommended by the committee members.

f. Applications set to receive funding must be signed by the GPSF President.

g. The Student Opportunity Advocate shall notify the applicant and the Treasurer of the status of the request on the same business day as the Committee's decision is finalized.

3. **Post-Funding Requirements:** Within four (4) weeks of disbursement, a post-funding report must be submitted to the GPSF Treasurer through the GPSF website.

Done this day, the fourth of October two thousand and sixteen.

Brian A. Coussens  
Vice President of Internal Affairs

G. Dylan Russell  
President