



The Associated Students of Idaho State University Bylaws

Amended Fall 2023

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ARTICLE I—STUDENT GOVERNMENT

Section 1—Scholastic Requirements and Seat Resignation

Clause 1—All officers, presidential appointments, or committee members are required to have a minimum scholastic requirement.

Clause 2—After election and continuously during the term in office, excluding the summer session, undergraduate senators shall be registered for a minimum of twelve (12) credit hours; Graduate Senators shall be registered for a minimum of six (6) credit hours; Executive Cabinet members shall be registered for a minimum of twelve (12) credit hours; the ASISU Vice President and outreach campus Vice Presidents shall be registered for a minimum of six (6) credit hours; and the ASISU President shall be registered for a minimum of three (3) credit hours.

Clause 3—In the event of a seat resignation, the President, Vice President, Secretary, and Rules and Appointment Committee Chair shall oversee the formal application and interview process to fill the vacant position upon $\frac{2}{3}$ majority Senate approval.

Section 2—ASISU Service Scholarship

Clause 1— The ASISU Service Scholarship is designed to compensate all elected and appointed ASISU officials. All scholarships shall be distributed by the ASISU Advisor as determined in the ASISU Annual Budget. All officers are required to fulfill all duties and responsibilities unless prior arrangements are made.

Clause 2—All scholarship positions will submit a monthly ASISU Checklist to the Secretary the

last Thursday of each month by 5:00 pm mountain time. The Secretary will review each member's performance. In the event of a reduction in an officer's scholarship or stipend, the Secretary will inform the officer via email. Emergency meetings will not be subject to scholarship or stipend reductions.

Clause 3—If a checklist is submitted after the time indicated on the due date, the scholarship will be docked twenty (\$20) dollars per day, excluding holidays, until the scholarship amount for that pay period has been exhausted.

Clause 4—If a checklist is not submitted within twenty-four (24) hours of the original due date, the scholarship distribution for that pay period will be held until the next pay period.

Clause 5—Scholarship reductions for the Senators will be twenty (\$20) dollars for each item not completed on the checklist.

Clause 6—Scholarship reductions for the Elections Commissioner will be fifteen (\$15) dollars for each item not completed on the checklist. Scholarship reductions for the Elections Commission members will be ten (\$10) dollars for each item not completed. Clause 7—Scholarship reductions for the Executive positions will be fifty (\$50) dollars for each item not completed on the checklist.

Clause 8—If an officer is unable to attend the ASISU Retreat, there will be a one hundred dollar (\$100) deduction from the officer's scholarship.

Clause 9—If an officer is unable to attend the ASISU End-of-the-Year Banquet, there will be a fifty dollar (\$50) deduction from the officer's scholarship.

Clause 10—If an officer is unable to attend a committee or board meeting that was set at least 48 hours prior to the meeting, there will be a twenty (\$20) deduction from the officer's scholarship. Meetings for which the officer can present to the Secretary a valid written medical, religious, or other valid excuse explaining the reason(s) for non-attendance twenty-four (24) hours before the meeting, or for a medical reason promptly after the absence, shall be excused.

Clause 11—If a Senator is unable to attend the Club Funding Workshop, there will be a twenty (\$20) deduction from the Senator's scholarship.

Clause 12—Failure to conduct 3 office hours will result in one (1) absence (Moved from Senate Rule Book).

Section 3—ASISU Service Scholarship Appeal

Clause 1—In the event of extenuating professional or personal circumstances, an officer may appeal to the Secretary in an attempt to gain exemption from an absence. Where possible, the appeal must be submitted to the ASISU Secretary the week prior to the intended absence(s). The absence will be considered exempt only by approval of the President. In the event of an unforeseen period of exemption, the Secretary will receive the appeal upon the member's return (Moved from Senate Rule Book).

Section 4—Office Removal Due to Insufficient Attendance

Clause 1—An officer shall be removed from office if at any time during a semester the officer has failed to attend sufficient meetings such that, by the end of the semester, be able to have attended eighty percent (80%) of the regular meetings. Attending a meeting shall be defined as presence at the first and final roll calls between the beginning of the meeting and the time scheduled for adjournment according to the agenda, plus presence (defined as a yes, no, or abstention) at seventy percent (70%) of roll calls relating to main motions between those two points in time.

Clause 2—After three (3) unexcused absences, the Secretary shall report an officer's delinquency during the regular weekly meeting. At that time, those present may censure the officer in question by a two-thirds (2/3) vote. If censoring is imposed, the officer in question shall be notified of the action by the Secretary (Moved from Senate Rule Book).

Section 5—Senate Rule Book

Clause 1—The Senate's rules and procedures shall be outlined and clearly defined in the Senate Rule Book.

Clause 2—The Senate Rule Book shall be considered to be additional Bylaws, with the full binding and governing force as these Bylaws. Amending the Senate Rule Book must meet the same requirements as amendments to these Bylaws.

Section 6—Executive Cabinet Rule Book

Clause 1—The Executive Cabinet's rules and procedures shall be outlined and clearly defined in the Executive Cabinet Rule Book.

Clause 2—The Executive Cabinet Rule Book shall be considered to be additional Bylaws, with the full binding and governing force as these Bylaws. Amending the Executive Cabinet Rule Book must meet the same requirements as amendments to these Bylaws.

Section 7—Officer Duties and Responsibilities Rule Book

Clause 1—The duties and responsibilities of all ASISU members shall be outlined and clearly defined in the Officer Duties and Responsibilities Rule Book.

Clause 2—The Officer Duties and Responsibilities Rule Book shall be considered to be additional Bylaws, with the full binding and governing force as these Bylaws. Amending the Officer Duties and Responsibilities Rule Book must meet the same requirements as amendments to these Bylaws.

Section 8—Election Code

Clause 1—The Senate shall be responsible for establishing rules and regulations for all ASISU elections through the formation of the ASISU Election Code.

Clause 2—The Election Code shall only deal with ASISU Elections and related activities.

Clause 3—All elections statutes beyond that addressed in the ASISU Constitution shall be found in the Election Code rather than these Bylaws.

Clause 4—The Election Code shall be considered to be additional Bylaws, with the full binding and governing force as these Bylaws, for the governing of the Association. Amending the Election Code must meet the same requirements as amendments to these Bylaws.

Section 9—Sponsorship and Endorsement

Clause 1—ASISU shall not sponsor or endorse any group that discriminates based on race, religion, sex, gender, sexual orientation, disability, age, marital status, veteran status, ethnicity, national origin, color, language, or creed.

Section 10—ASISU Student Scholarship Fund

Clause 1—Only ASISU fee-paying members are eligible for the ASISU

Scholarship. Clause 2—Formation of the Scholarship Committee

A. Each college shall have an ASISU Scholarship Committee.

B. The ASISU Scholarship Committee shall consist of all student senators from that college

and two (2) faculty members from the same college.

- C. At least one senator must be present in the committee meeting where an official vote on the Senate's recommendation is taken. That recommendation shall be brought before the Student Senate to accept, reject, or amend.

Clause 3—Scholarship Evaluation by Committee

- A. During the ASISU Scholarship Committee meetings, each committee will identify student applicants exclusively by their Bengal ID number.
- B. The Free Application for Federal Student Aid (FAFSA) may not be considered during the application or committee selection process.

Clause 4—Abstain of Senator from the Committee

- A. When in attendance at the scholarship meeting, a senator must abstain from deciding who receives the scholarship if the senator is considered for the scholarship.

Clause 5—Distribution of Funds

- A. The distribution of funds shall be based on figures for enrollment taken at ten (10) day enrollment figures, as supplied by the Registrar. ASISU Academic Sophomore, Upperclassmen, and Graduate Scholarship funds shall be distributed to each college in amounts proportional to the number of students within each college. It will result in each college having a sum of money to distribute, not a number of scholarships.
- B. Scholarships will be awarded in amounts not to exceed 25% of full-time resident fees.
- C. Each College Committee shall provide recommendations for distribution to the student Senate in the amounts proportional to the number of full-time fee-paying students in each academic class (i.e., sophomore, junior and senior), and shall be distributed on the following basis: eighty percent (80%) emphasis on GPA and twenty percent (20%) emphasis on credit accumulation with a maximum of 128 allowed.
- D. Scholarship funds not distributed will be returned to the ASISU Academic Sophomore, Upperclassmen, and Graduate Scholarship Fund.

Clause 6—The ASISU Scholarship committee for College of Graduate Studies shall distribute money on the following basis:

- A. For those individuals who are “new” to the ISU Graduate Program, the scholarship office will use/report the “admitted GPA” used by the College of Graduate Studies for their first semester only.
- B. For those individuals with an established ISU graduate GPA (completed one semester or greater at ISU), the ISU Cumulative Graduate GPA will be used. This GPA will be divided by their program average GPA to standardize by program. If the standardized GPA is greater than 1.0, then the student is considered as above average student and vice versa.
- C. The final selection process will be based on the standardized GPA and total number

of credits taken by the student at ISU.

Clause 7—The enrollment figures that will be considered shall be:

A. For a four (4) year program, the upper three (3) years shall be considered. B. For a five (5) year program, the upper four (4) years shall be considered. a. Formally adopted programs of five (5) years, as stated in the ISU Bulletin, shall be allowed to distribute the number of students in the second year of that program throughout the remaining three (3) years of the program evenly.

b. If the figures are not even, the larger number shall be added to the third year of that program.

C. Defined by the ISU Bulletin as a six (6) year program, the College of Pharmacy shall be allowed to use enrollment figures for the upper five (5) years of that program for enrollment consideration.

Section 11—ASISU on Outreach Campuses

Clause 1—Outreach campuses of Idaho State University will consist of a campus Vice President and a Campus Programmer.

Clause 2—All Outreach campuses will follow all governing documents.

Clause 3—Outreach campuses must be approved by the ASISU Senate for line item funding after being reviewed by the ASISU Finance Committee.

Clause 4—All Outreach Campuses must be approved by the ASISU Student Senate and have at least one advisor on site to be considered a Governing Body.

ARTICLE II—FINANCIAL AFFAIRS

Section 1—Finance Committee

Clause 1—The Finance Committee shall be made up of the Director of Finance, seven (7) Senators, the ASISU President, the Vice President, and all Outreach Campus Vice Presidents. A Finance Meeting may be called by the Vice President, the Finance Committee Chair, the Director of Finance, or any three (3) senators thereof. Five (5) members shall constitute a quorum.

Clause 2—The Finance Committee shall meet weekly at 6:00pm on the same night as the regularly held Senate Meeting, unless otherwise called.

Clause 3—Meeting Decorum:

A. The Finance Committee shall operate under the rules of Parliamentary Procedure, as defined by Roberts Rules of Order.

- B. The Director of Finances shall conduct the Finance Meetings.
- C. Each Agenda Item shall be allotted ten (10) minutes, unless time is extended.
- D. Any elected or appointed ASISU official who is affiliated with an organization, club, or line item cannot propose, present, or vote on any related requests made by that entity. Any affiliated ASISU official must abstain.

Clause 4—Finance Meeting:

A. Order of Business

- CALL TO ORDER
- ROLL CALL
- APPROVAL OF THE MINUTES
- APPROVAL OF THE AGENDA
- CHAIR REPORT
- OLD BUSINESS
 - Financial Requests - Second Reading
- NEW BUSINESS
 - Financial Requests - First Reading
- ADJOURNMENT

Section 2—Reporting

Clause 1—The Director of Finance shall be responsible for reporting monthly to the Senate throughout the academic year. This report shall consist of a financial statement of the ASISU designated budget, including all income and expenditures of the ASISU committees and organizations. The Chair of the Finance Committee shall be responsible for reporting weekly to the Senate throughout the academic year. This report will consist of the weekly business of the Finance Committee.

Clause 2— Persons traveling with ASISU funds are responsible to complete a travel report within ten (10) days of return. All unspent funds must be returned when the travel report is submitted.

Clause 3—Failure to comply with Section 2, Clause 2, shall result in a hold on the responsible person's ISU account.

Section 3—ASISU Student Government Budget Process

Clause 1—ASISU shall have their own budget. All funds being pulled from the ASISU Student Government Budget must be put on the Finance and Senate agenda in order to be considered.

Clause 2—In order to be considered, budget requests must be submitted to the ASISU Secretary before 12 pm the Friday before the Wednesday Senate meeting.

Clause 3—Budget requests and verbal presentations must include, at a minimum, the following: a short description of the request, an itemized report of the request, the sub account the funds would come out of, an explanation of how the funds will be used, potential issues the request may bring about, and how many people will be impacted by the request to be considered. If the budget request is greater than \$1000, all requests will be considered and reviewed by the Senate Finance Committee.

Clause 4—During the following week the request is introduced, the Senate Finance Committee will vote on the request. If the request is approved, the Finance Committee Chair will release the request the same day during the Senate meeting.

Clause 5—The request will be introduced in the Senate under New Business. The following week, the request will move to Old Business. During the second Senate meeting, the Senate can approve, table, or deny the request. Any action taken requires a supermajority.

Clause 6—Once the budget request is approved by the Finance Committee and Senate, the requestor must work with the Director of Finance, Vice President, and Secretary to ensure that the request is carried out. These positions have the ability to revoke spent funding if the funds are not being appropriately used.

Clause 7—Expenditure of approved funds must be completed within the academic year they were approved.

Clause 8—If the financial request is less than \$1000, the request does not need to be introduced and approved by the Finance Committee. The request will need to follow all other procedural requirements and be introduced and approved by the Senate in order for the request to be approved.

Section 4—Financial Transparency

Clause 1—It will be the outgoing ASISU's responsibility to release their approved budget for the next fiscal year to ASISU's website and any student who asks to see it before the end of their term. The Secretary or Director of Public Relations will be required to carry this out and update the website following ASISU's budget approval.

Clause 2—ASISU will be required to release all financial statements upon request through the Director of Finance. This request privilege is limited to ASISU members.

Clause 3—Financial statements include, but are not limited to, scholarship information, specific line item budgets, and budget books.

Section 5—Financial Audit

Clause 1—A request for an audit of any organization, department, or subsidiary body receiving money from ASISU can be recommended by any member of the Student Senate or Senate Finance Committee and will be enacted by a majority vote of the Senate.

Clause 2—The Senate Finance Committee will be required to review the account and recommend to the Student Senate if the request for an audit should be continued and pursued.

Clause 3—If the Senate decides to pursue and audit, independent of ASISU, a written request outlining the reasons for an audit will be sent to the University Auditor within two (2) weeks. Based on the information provided by the Student Senate, the University Auditor can determine if an audit is needed, the scope, and who should conduct the audit. ASISU will pay for all costs to an outside firm for an audit initiated by the Student Senate.

Section 6—Financial Violation

Clause 1—Any organization, line item, or student, in violation of any funding requirements or in misappropriation of said funds shall be given a sanction as determined by the ASISU Senate. Depending upon the severity of the violation or misappropriation of funding, the ASISU Senate may impose one of the following sanctions:

Clause 2—The organization may be placed on a probationary period of one, two, or three (1, 2, or 3) year(s) as determined by the severity of the violation or misappropriation.

Clause 3—ASISU funding can be revoked in the case of a severe violation or misappropriation; funding may also be revoked in the case of an organization violating its probation from previous violation or misappropriation.

ARTICLE III—CLUB AND STUDENT ORGANIZATIONS

Section 1—Creating a Club or Student Organization

Clause 1—Requirements:

- A. All student organizations must register with the Student Leadership & Engagement Center each year by the fifth Friday of the academic school year.
- B. If an organization does not register by this deadline, their funds will be inactive until they register with the Student Leadership & Engagement Center.
- C. If a student organization registers after this deadline, they will forfeit ten percent (10%) of the initial deposit funds allocated to them overall.
- D. All student organizations must abide by federal, state, and local laws as well as all University regulations.
- E. No organization shall discriminate on the basis of race, religion, sex, gender, sexual/affection orientation, disability, age, marital status, veteran status, ethnicity,

national origin, color, language or creed shall obtain or maintain University regulations. F. No club or organization shall participate in the act of hazing, Hazing is defined as any activities that cause exhaustion, loss of sleep, or interference with study time needed for a superior college effort; activities that could cause physical injury to any individual such as requiring feats of endurance; any activities that could cause sickness or death, such as requiring an individual to eat or drink anything, or eating repulsive-looking food from an objectionable container; any act of perversion; subjecting individuals to road trips, kidnaps, or leaving them to find their way home without resources and directions. G. All organizations will be subject to ISU policies for student organizations for their respective saving and checking accounts. H. Campus organizations are responsible to responsible for accurately reporting any income and its origins so that any tax obligations are met through Idaho State University's Finance Department. to file the appropriate tax reports for income and sales taxes. Members can be held personally responsible for any of these taxes or penalties. I. If an organization's income reaches a taxable revenue organizations are responsible for the collection and payment of taxes. Members of the organizations can be held personally responsible for taxes and penalties not paid. J. The University has entered into contracts with a number of vendors to supply the campus with a variety of products and services. These contracts will often give the vendor exclusive rights to the sale of a particular product or service on the campus and organizations may be prohibited from selling that same item.

Clause 2—Membership

- A. Only currently enrolled students and currently employed faculty and staff are eligible for active membership status in a club or student organization.
- B. Only ASISU full fee paying students shall be eligible to serve as appointed or elected officers in registered student organizations.
- C. An organization must have a minimum of eight (8) currently enrolled students as active members at the time charter is sought. An organization from an outreach campus must have a minimum of six (6) currently enrolled students as active members at the time charting is sought. The majority of their constituency and programming will be drawn from, and centered on an outreach campus. In order to retain its registered status, the minimum number of members must be maintained. Should membership status fall below the required number of members, the organization will be placed on probation for a period of one (1) academic year. At the end of the probationary period, the organization's status will be reviewed by the Student Leadership & Engagement Center and the organization come in front of ASISu to make a decision on allowing less than 8 members. An updated roster showing at least the required number of members may be submitted to the Student Leadership & Engagement Center at any time during the organization's probationary period. At that time, the club or organization may be released from its probationary status.

Clause 3—Purpose

- A. The purpose of a student organization must not conflict with the educational functions or established policies of the University. It is incumbent upon any person presenting objections to the application for registration or continuance of an organization to demonstrate how and what manner the registration or continuance of that organization would conflict with the educational functions or established policies of the University.
- B. No student organization will be granted registration status if the Student Leadership & Engagement Center determines that its purpose(s) and/or function(s) duplicate those of an already existing registered status.

Section 2—Approval from the Student Leadership & Engagement Center

Clause 1—It is required that a representative from your organization attend the meeting in which your constitution is being reviewed. The representative must be someone who helped write the constitution, so they can answer any questions about it.

Clause 2— All student organizations must be approved by the Student Leadership & Engagement Center and the Senate. This approval will be based only upon the organization meeting all of the above requirements.

Section 3—Club Councils

Clause 1—Any group of student organizations with a common purpose, interest, or needs may form a council and petition the Senate for ASISU recognition as a normal student organization. The purpose of the council is to provide a space where multiple clubs can interact and collaborate on projects and events.

Section 4—Negative Club Balances

Clause 1—Clubs will not be allowed to overspend their ASISU allocation.

Clause 2—If an ASISU-funded organization or sub-body has a negative account balance, all spending except payroll and minimal operating expenses will be frozen. Operating expenses for frozen accounts must be approved by the Finance Committee.

Clause 3—The investigation and recommendation of negative accounts must be completed by the Senate Finance Committee and sent to the Senate within five (5) working days of receiving written notice from the Director of Finance.

Section 5—Probation

Clause 1— probation is determined by ASISU or the Student Leadership & Engagement Center and can be determined for any reason.

- A. Probation can be incurred for a number of reasons including but not limited to inappropriate actions while representing your club, hazing, signing unapproved contacts, etc.
- B. The determination of how long a probation period will last is determined by the Student Leadership & Engagement Center.

ARTICLE IV– CLUB AND STUDENT ORGANIZATION FUNDING

Section 1—Eligibility

Clause 1—All funding within Article V shall be from the Club Fee.

- A. A minimum of \$5,000 must remain in the CLBFEE account as emergency funding to be used supplementary during times of low CLBFEE activity.

Section 2—Requirements

Clause 1—Financial Workshops:

- A. The Student Leadership & Engagement Center will conduct Financial Workshops in the fall semester of each academic year. The purpose of these workshops will be to inform clubs of the financial requirements involved with club funding procedures.
- B. To qualify for club funding through ASISU, each club is required to have an officer attend the financial workshop and new officer training. Each club must host a booth during at least one (1) student organization fair during the academic year. The Student Organizations retreat will be incentivized according to the ASISU incentive point system. Each club must have one (1) officer attend at least one (1) Senate meeting per academic year. Current ASISU members cannot be counted as attending officers for Senate meetings. For trainings and Senate meetings an officer can only represent one (1) club. Clubs must have attended a meeting prior to the third Wednesday in March.
- C. Two (2) C.E.A.S.A.R. funding workshops will be conducted by the Student Leadership & Engagement Center. The purpose of these workshops will be to inform clubs of the C.E.A.S.A.R. funding process. These workshops will be held in the fall and spring semester. The meeting place(s) and time(s) will be publicly advertised.

Clause 2—Club Fund Utilization Requirements

- A. All ASISU monies shall be used in accordance with university policies for on and off-campus events for students.
- B. Alcohol, firearms, and ammunition shall not be purchased with ASISU monies.

Section 3—New Club Fund

Clause 1—Clubs may apply for new club funding through the end of the semester following the semester in which they were organized.

A. Clubs may apply for a maximum of \$500.

B. The amount will be approved by the Senate.

Clause 2—Clubs may not receive both new club funding and initial deposit in the same semester.

A. A newly organized club may apply for both new club funding and initial deposit in the spring semester but only if the new club funds are to be received in the spring. B. Once initial deposit has been received clubs are ineligible for new club funding.

Clause 3—To qualify for new club funding a club must have at least one officer attend both the financial workshop and new officer training and one senate meeting. If a club is formed after the workshops have been held club officers may meet with the Student Leadership & Engagement Center to fulfill the requirements.

Section 4—C.E.A.S.A.R. (Club Efforts Are Supplemented and Rewarded) Funding

Clause 1—C.E.A.S.A.R. funding shall be used to supplement funds obtained through club efforts. All organizations requesting ASISU C.E.A.S.A.R. funds shall meet the following requirements:

A. Be a registered organization according to Article IX of the ASISU Bylaws. B. Do not participate in discrimination of any kind on the basis of age, race, sex, gender, religion, national origin, disability, or sexual/affectional orientation.

C. Maintain all their monies through University accounts, except those officially exempted by ISU.

D. Failure to comply will result in immediate loss of charter and subsequent ASISU funding.

Clause 2—Clubs and Student Organizations with an Exempt Status:

A. Clubs and Student Organizations attempting to establish an exempt status should work with a University Business Officer (UBO) for Student Affairs to demonstrate compliance with current requirements and submit an application for exemption.

B. Those in exempt status must renew their status every three (3) years. C. If an organization's exempt status is revoked, it will have fifteen (15) days to transfer all the money to university accounts.

Clause 3—C.E.A.S.A.R. funding shall be divided into two (2) categories: 1) initial deposit

and 2) matched deposits.

A. Initial Deposits:

- a. All initial deposit requests must be made on the Initial Deposit Request Form (available online).
- b. Initial deposit requests must be submitted to the asisufin email by the third Thursday of March by 5:00 PM. All requests must be acted upon and approved by the third (3rd) Monday of April.
- c. Clubs may receive up to five hundred dollars (\$500), which is subject to funding availability.

B. Matched Funds:

- a. All matched funds distributed after the initial deposit shall be based on the ratio determined by the Senate Finance Committee and available student funding in the current year at the end of the C.E.A.S.A.R. Funding Hearing the previous year.
- b. When a club deposits fundraised money into their club account, they may apply for their funds to be matched. Matched deposit requests must be made on the Matched Deposit Request Form (available online).
- c. Match deposit requests will be processed by the Student Leadership & Engagement Center.
- d. All funding will be based on a first come basis.
- e. All funding will be restricted to the Match-Funds available.
- f. Matched funds will be deposited directly into the club account.
- g. Clubs and organizations can max out their matched deposit at an amount set by the Senate Finance Committee for that academic year.

Section 5—Incentive Points

Clause 1—The purpose of the incentive-based point system is to require documentation of active student clubs and organizations' activities and provide ASISU funding. Based on the Senate Finance Committee's recommendation, the Senate will allocate money each spring for the next year's incentive-based point system funding which will be divided equally between the fall and spring semester.

Clause 2—Any group that receives line item funding will not be eligible to participate in the incentive-based point system.

Clause 3—Each student organization may earn points during the fall and spring semester based on criteria approved by the Senate Finance Committee and Senate.

- A. The list of categories may be changed by a simple majority vote from the Senate Finance Committee and Senate.

- B. Any activity conducted by an ASISU recognized club must have a minimum of one (1) active student member in attendance to receive points and up to six (6) active student members to receive the full point amount. This system also pertains to outreach campuses.

Clause 4—Tools of the incentive-based point system shall include the following:

- A. Each student organization must complete an “Incentive-Based Point Checklist” and email it to the asisufin@isu.edu email. The Student Leadership & Engagement Center along with the Director of Finance will be responsible for tracking and totaling the points earned by each student organization.
- B. Checklists must be turned in no later than 5:00 pm on the second (2nd) Friday in November and on the last Friday in March by 5:00 pm. Points must be turned in for activities performed within the current incentive funding period.

Clause 5—Any student organization wishing to appeal their point total, may send a formal appeal to the Senate Finance Committee and the Senate. Both bodies must hear the appeal on the same day.

Clause 6—Incentive-Point System funds shall be distributed according to the following guidelines:

- A. Each point will be assigned a dollar amount by dividing the incentive based funding for that semester by the total number of points earned.
- B. Each student organization’s points will be multiplied by the per-point dollar amount to arrive at the total dollars to be distributed to each student organization.
- C. There are no minimum points necessary to receive incentive point funding.

Section 6—Club Reactivation Fund

Clause 1—If a club or organization is found to be completely inactive for two (2) or more consecutive years, then all money from its club account shall be reverted to the general ASISU fund and the account shall be closed. Clubs that have previously been inactive for two (2) or more consecutive years and want to reactivate may apply for New Club Funding. Clubs may apply for a maximum of \$500. See new club funding for requirements for new club funding.

Clause 2—Requests will be processed in the order in which they are received by the Student Leadership & Engagement Center and funds will be dispersed on a first come, first served basis.

ARTICLE V—BENNY’S FUNDING

Section 1—Purpose

Clause 1—ASISU shall maintain a Benny’s Fund. The purpose of the Benny’s Fund is to supplement single club or organization, joint club or organization, and individual funding

requests. The Benny's Fund is to be allotted for reasons deemed appropriate by the ASISU Senate supermajority. Limitations on funding shall be at the discretion of the ASISU Senate. All unspent funds will remain in the Benny's Fund and carry over into the following year.

Section 2—Eligibility

Clause 1—Applicants must be a current recognized ASISU Student Organization or Club. The student organization or club must be in good standing for at least a month prior to requesting funding.

Clause 2—Disbursement of funds for events, equipment, supplies, etcetera shall not exceed \$2,000 for a single club event. Disbursement of Funds for one joint event sponsored by two or more clubs or organizations shall not exceed \$3,000 per academic year.

- A. Each club may only get a maximum of \$4,000 per academic year from Bennys funding.
 - a. Joint events count as the cost of the joint event divided by the total number of organizations hosting the event towards a clubs academic year total.

Clause 3—No more than \$100,000 shall be awarded during the academic year.

Section 3—Requirements

Clause 1—When applying for funding, applicants must adhere to these requirements:

- A. Benny's Funds cannot be directly spent on non-ASISU individuals.
- B. Benny's Funds must in some way contribute to the mission and purpose of ASISU.
- C. Benny's Fund request must show a thorough understanding of its purpose and an outlined budget.
- D. Benny's Funds must be used within the semester they receive funding. All unspent funds will revert back into the Benny's Fund.
- E. The beneficiaries of Benny's Fund must promote ASISU in some way based on an agreement decided at time of funding.
- F. Benny's Fund applications must be sent out the Friday before the Finance Committee Meeting.

Section 4—Application Process

Clause 1—Applications for funding may be submitted as early as the first Senate meeting and funding will be dispersed on a first come first serve basis. Funding disbursement will be at the discretion of the Senate.

Clause 2—In the case of a “financial emergency” as determined by the Director of Finances and Finance Committee and Senate, an applicant may qualify for a fund request exempt.

Section 5—Procedure

Clause 1—The ASISU Senate must follow these steps to approve funding:

- A. All Benny's Fund requests will be submitted through an ASISU website link. B. Applications must include the following: a short description of the club/organization's request, an explanation of how the funds will be used, how many people will be impacted by the request, to be considered.
- C. All Benny's Fund requests will be considered and reviewed by the Senate Finance Committee.
- D. The Director of Finance and Finance Committee Chair will decide whether or not to hear the request, based on the merit of the request with respect to these bylaws. E. Special requests will be made to have the applicant/organization give a short presentation in front of the committee.
- F. The Senate Finance Committee will then vote on the request at the next Finance meeting. If the request is approved, the Finance Committee Chair will release the request at the Senate meeting.
- G. In the following week the request is introduced in the Senate, the Senate can approve, table, or deny the request. Any action taken requires a supermajority.
- H. The Finance Committee may require the applicant to place, print or affix the official ASISU logo on any materials or merchandise purchased with the funding. In the case of an event, the ASISU logo may be required to be placed on any materials advertising for the event.
- I. Once the request is approved, the applicant must spend funds within sixty (60) days of approval.
- J. Following the expenditure of Benny's Funds, the applicant must fill out an expenditure form. The Director of Finance, Vice President, and Secretary will closely monitor these applications. These positions have the ability to revoke spent funding if the funds are not being appropriately used.

ARTICLE VI—LINE ITEMS

Section 1—Purpose

Clause 1—The purpose of Line Items is to financially support departments and entities on campus that benefit all students.

Section 2—Eligibility

Clause 1—All groups or organizations that request and/or receive line item funding must:

- A. Be chartered and recognized by ASISU.

- B. Show financial stability and good standing for at least two (2) years.
- C. Be approved by the Senate before submitting a request for funding to the Senate Finance Committee.
- D. Follow procedures and guidelines set by the Senate Finance Committee.
- E. Display or attach the current ASISU logo on any product or promotional material dispersed by that line item. If the line item hosts events on or off campus, ASISU must be mentioned as a sponsor or financial provider of that activity.
- F. Help advance ASISU's mission.

Section 3—Establishing a Line Item

Clause 1—To establish a line item, the Senate must approve a Resolution in support of the creation of the said Line Item.

Section 4—Annual Budget Proposal Requirements

Clause 1—Each existing line item must submit an essential and surplus budget to the Director of Finance. The Director of Finance will give at least two (2) weeks' notice before these budgets are due. The director of each line item has the discretion to budget the funds how they believe it will be best utilized. The annual budget request will follow the outline provided by the Director of Finance.

Clause 2—The Director of Finance will work with each line item director and review each budget to ensure that there are no errors. After review, the Director of Finance will compile all line item budgets into an annual ASISU Budget Book.

Clause 3—Unencumbered balances, except for the Capital Account in the Senate's, Student Activity Board's, and Student Organization's budgets at the end of the fiscal year (after June 30) shall either be reapportioned to the account or transferred back to the Revenue and Transfer Account upon recommendation of the Senate Finance Committee and the approval of the Senate. Balance in the Capital Account in the aforementioned budgets will be transferred to a capital account.

Clause 4—The ASISU Student Senate shall not act upon any financial requests unless the Senate Finance Committee makes an official recommendation. Exceptions shall be granted with a two-thirds (2/3) majority vote of the Senate in the case of an emergency when an appeal is made to the Senate by the requesting individual or organization.

ARTICLE VII—ASISU STUDENT CONFERENCE TRAVEL FUND

Section 1—Purpose:

The purpose of this article is to define and allocate specific funding amounts for various types of student conferences. ASISU shall provide financial support to encourage and facilitate students participation in conferences that contribute to academic, professional, and personal development.

Section 2—Types of Funding and Annual Budget Allocation:

Type of Funding:

The ASISU Student Conference Travel Fund will be divided into two distinct funds: the Graduate Student Travel Fund and the Undergraduate Student Travel Fund. Management and allocation responsibilities for these funds will be transitioned as follows:

- A. The Graduate Travel Fund will be managed by the Graduate School (or the designated Department for Graduate Students).
- B. The Undergraduate Travel Fund will be managed by the Provost's Office (or the designated Department for Students).

Annual Budget Allocation:

During the annual budget process, ASISU will decide the total amount allocated to the Graduate Travel Fund and the Undergraduate Travel Fund. This decision will be based on the availability of funds, anticipated demand, and the strategic objectives of ASISU in supporting student development. The specific allocation for each fund will follow annual budget procedures and be communicated to the respective managing departments.

The ASISU Director of Finance, in collaboration with the ASISU President, will propose preliminary budget allocations for each fund, subject to approval by the ASISU Senate.

Once approved, each allocation will be outlined in a Memorandum of Understanding (MoU) with the respective managing departments, ensuring transparency and alignment with the goals of supporting student conference participation.

Section 3—Disbursement of funds:

- A. Allocation of the Funds to the Management Departments:

The funds managed by ASISU for student conference travel will be allocated to the Graduate School for graduate student travel and the Provost's Office for undergraduate student travel (or the designated Department for Graduate and Undergraduate Students) as part of the annual fiscal budget. The funds may not rollover next fiscal year.

B. Memorandum of Understanding:

ASISU will establish separate Memorandum of Understanding (MoU) with the Graduate School and the Provost's Office (or the designated Department for Undergraduate Students) for the management of the Graduate and Undergraduate Travel Funds, respectively. These MoUs will outline the fund allocation, application procedures, eligibility criteria, and reporting requirements, and will be reviewed and updated annually.

Section 4—Eligibility

A. Student Status:

- a. Applicant must be recognized as an ASISU full time and part-time fee-paying member.
- b. Undergraduate Students: Applicants must be currently enrolled as undergraduate students at ISU with a minimum of 09 credits at the time of applying for funds.
- c. Graduate Students: Applicants must be currently enrolled as graduate students at ISU with a minimum of 03 credits at the time of applying for funds.

B. Academic Standing:

- a. Undergraduate Students: Applicants must have a minimum GPA of 2.5 at the time of application.
- b. Graduate Students: Applicants must have a minimum GPA of 3.0 at the time of application.

Section 6—Procedure and Responsibility

The ASISU Chair and the Director of Finance, in collaboration with the management departments (the Graduate School for the Graduate Travel Fund and the Provost's Office or the designated Department for Undergraduate Students for the Undergraduate Travel Fund), will be jointly responsible for ensuring the smooth allocation and utilization of the funds.

Responsibilities include:

- A. Monthly meetings to review fund allocation and disbursement processes. A monthly report will be submitted to the ASISU Senate showing the usage and position of the funds.
- B. Monitoring the status of allocated funds and their utilization to ensure they are being used effectively for student conference participation.
- C. Collaboration on annual reports that detail the impact of the funds on student development and conference participation.

Section 7—Termination Clause and Reversion of Funds:

- A. Either ASISU or the respective management departments may terminate their agreement regarding the management and allocation of the Student Conference Travel Funds at any time. Upon termination:
- B. All parties must provide a minimum notice period of fifteen (15) days before the termination becomes effective.
- C. Any unused funds allocated to the Graduate Travel Fund of the Undergraduate Travel Fund must be reverted to ASISU. ASISU Director of Finance will ensure the funds are reverted within one (1) month of termination of the MoU.
- D. A final accounting and report will be conducted to determine the total unused funds to be reverted. This process will ensure transparency and accountability in the reversion of funds.

ARTICLE IX—ASISU RESERVE FUND

Section 1 - Purpose

The purpose of this article is to establish a clear and responsible process for the utilization of the Associated Students of Idaho State University (ASISU) reserve funds. This article aims to ensure fiscal responsibility while allowing for the strategic use of reserve funds to support significant initiatives that benefit the student body.

Section 2 - Definition of Reserve Funds

Reserve Funds are defined as the total accumulated surplus funds not allocated for operational or designated purposes at the end of the fiscal year. These funds are intended to serve as a financial safety net for ASISU, enabling the organization to address unforeseen expenses or to invest in substantial projects that benefit the student community.

Section 3 - Limitation on Use of Reserve Funds

- A. ASISU shall be allowed to utilize up to 10% of the total reserve funds amount for expenditures within the current fiscal year.
- B. The allowable amount from the reserve funds will be determined based on the total reserve amount at the close of the previous fiscal year (June 30th).
- C. The ASISU President and the Director of Finance of ASISU will provide the calculated allowable amount from the reserve funds during the first four meetings of the ASISU Senate in the new fiscal year.

Section 4 - Approval Process for Reserve Fund Expenditure within 10% allocation

- A. Initial Approval for Up to 10%: Proposals to utilize reserve funds within the approved threshold of up to 10% must first be introduced to and passed with a 2/3 vote by both the

ASISU Finance Committee and Senate. This ensures that proposals are thoroughly evaluated by ASISU's legislative and financial governance structures.

Section 5 - Approval Process for Reserve Fund Expenditure Beyond 10%

A. ASISU Finance Committee and Senate Approval:

Proposals aiming to utilize reserve funds beyond the initially approved 10% threshold, or when seeking additional funds after the entire 10% has been allocated or spent, must first be introduced to and passed with a 2/3 vote by the ASISU Finance Committee and then the ASISU Senate. This preliminary step ensures that proposals are rigorously reviewed by the designated governance bodies responsible for ASISU's fiscal oversight.

B. Development of Detailed Proposal:

Following approval by the ASISU Finance Committee and Senate, the individual or entity requesting the funds is responsible for developing a detailed proposal document. This document, not to exceed two pages, must succinctly outline the purpose of the expenditure, the specific amount requested beyond the 10% threshold, and the rationale for needing additional reserve funds. The document should provide comprehensive yet concise information to inform the student body about the proposal's merits and justifications.

C. ASISU President's Final Approval:

Before proceeding to a student body vote, the detailed proposal document must receive final approval from the ASISU President. This step ensures that the proposal aligns with ASISU's overall mission and has the endorsement of its executive leadership.

D. Student Body Vote:

With the ASISU President's approval, the proposal will then be presented to the student body for a vote. Adequate marketing efforts, including publication in the student-run newspaper and an email to the student body, must be undertaken to ensure widespread student awareness and participation. The informational document will be made available at voting locations and online platforms to aid students in making an informed decision.

E. Requirements for Approval:

A supermajority vote (defined as at least two-thirds of the participating student body) is required for the proposal to be approved. Additionally, at least 5% of the student body must participate in the vote for the outcome to be deemed valid, ensuring the decision is representative of the broader student interest.

Section 6 - Voting Process and Result Publication

- A. The Election Commission will execute the necessary responsibilities for conducting the voting process, under the direct oversight of the Dean of Students, ASISU President, and the Chair of Finance.
- B. The vote count and results will be verified by the Dean of Students Office, the Election Commissioner, the ASISU Secretary, and the Chair of Finance.

- C. The results will be published within five business days following the close of the voting period, ensuring timely communication to the student body.

Section 7 - Implementation and Oversight

- A. The ASISU Senate Finance Committee, in collaboration with the ASISU President and the Director of Finance, shall be responsible for monitoring the implementation of approved reserve fund expenditures.
- B. An annual report detailing the use of the reserve funds, outcomes of the funded initiatives, and the remaining reserve fund balance will be published for transparency and accountability.

Section 8 - Handling Unused Funds

- A. **Return of the Unused Funds:** At the close of each fiscal year (June 30th), any funds from the allocated 10% of the reserve that remain unused will be returned to the reserve fund.
- B. **Recalculation of Available Reserve:** Following the return of unused funds to the general reserve, the total amount of the reserve will be recalculated by the Director of Finance in collaboration with the ASISU President. This updated total will serve as the basis for determining the 10% limit available for allocation in the upcoming fiscal year. This recalculation ensures that our fiscal policies remain responsive to the actual usage of reserved funds, aligning our financial planning with current needs and priorities.
- C. **Annual Review and Approval:** The ASISU Finance Committee, in collaboration with the Director of Finance, will conduct an annual review of the reserve fund's total amount. This review will occur promptly at the fiscal year's end or at an appropriate time as determined by ASISU's financial calendar. The recalculated 10% allocation for the upcoming fiscal year, based on the updated reserve total, will be presented to the ASISU Senate.
- D. **Transparency and Communication:** The process of returning unused funds, recalculating the reserve total, and determining the new fiscal year's 10% allocation will be documented and communicated transparently to the ASISU Senate and the student body. This may include reports at Senate meetings, updates on official ASISU platforms, and summaries in student communications to ensure the community is informed about how ASISU manages and utilizes its financial resources responsibly.
- E. **Policy Review:** This policy will be subject to periodic review to ensure it continues to meet the needs of the student body effectively and aligns with best financial management practices. Any proposed changes to the policy will follow the standard procedure for bylaw amendments, requiring discussion, approval, and, if necessary, a vote by the ASISU Senate and potentially the student body.