

ASSOCIATED STUDENTS OF
IDAHO STATE UNIVERSITY
STUDENT SENATE
SESSION LXIV TERM II

IN THE SENATE

BILL 619

BY

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This bill seeks to amend the existing Article VIII of the ASISU bylaws regarding the Student Conference Travel Fund. The amendment's purpose is to transition the management and allocation of the Student Conference Travel Fund from ASISU to the respective departments, namely the Graduate School for Graduate Travel Fund and the Provost Office for Undergraduate Travel Fund., This amendment reflects ASISU's commitment to efficient funding management and enhanced support for student participation in academic, professional, and personal development conferences.

ARTICLE VIII—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 student participation in conferences that contribute to academic, professional, and personal development.

~~Section 2—Types and funding amounts:~~ Type of funding and Annual Budget Allocation:

~~A. Research Conference:~~

~~a. For students presenting at research-focused events, symposiums, or conferences can receive up to \$600.~~

~~b. For students only attending research-focused events, symposiums, or conferences can receive up to \$300.~~

~~B. Other Conferences: Students attending conferences that do not primarily focus on research but contribute to academic or professional growth can receive a maximum amount of up to \$400:~~

~~a. Professional Conference: The funding amount for this category shall be determined on a case-by-case basis. Students attending conferences centered on professional development, industry insights, or discipline-specific knowledge-sharing are eligible to apply.~~

~~b. Workshop: The funding amount for workshops, which are typically hands-on or skills-based sessions, shall be determined on a case-by-case basis.~~

~~c. Pitch Competitions: Students participating in competitions where the present business, product, or project ideas to a panel can apply for funding. The specific amount will be determined on a case-by-case basis.~~

- ~~d. Hackathons: Students participating in intensive coding, design, or ideation marathons can apply for funding. The specific amount shall be determined on a case-by-case basis.~~
- ~~e. Networking Events: Students attending events specifically designed for making professional or academic connections can apply for funding. The specific amount will be determined on a case-by-case basis.~~
- ~~f. Virtual Conference: Students attending any of the above-listed conferences virtually can apply for funding. The specific amount will be determined on a case-by-case basis.~~

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 the 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. Pre-Conference Disbursement: Prior to the conference, students can access the awarded funds upon presenting evidence such as conference registration, formal invitation, or any other relevant documentation to validate their participation.~~
- ~~B. Post-Conference Disbursement: After the conference, students are required to submit receipts that total up to or beyond the pre-dispersed awarded amount. This ensures accountability and authentic use of the 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 12 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 3 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.

~~C. Prior Funding: Applicants who have previously received funding from the ASISU Student Conference Travel Fund for a specific conference type in the current academic year are not eligible to apply for the same type again until the next academic year.~~

~~D. Conference Relevance: The conference in question should be directly relevant to the student's current field of study or professional aspiration.~~

~~E. ASISU: Members of the ASISU are also eligible but cannot evaluate their own proposals.~~

~~F. Submitted applications do not automatically guarantee the funding for the student. Applications will be considered on a case-by-case basis~~

Section 5—Application Requirements

~~A. All students desiring funding must submit a complete application through ASISU website link, detailing the nature, aim, and relevance of the chosen conference in relation to their academic or professional progression.~~

~~B. Students are required to provide a current unofficial ISU academic transcript along with their application to verify their enrollment status and academic performance.~~

~~C. As part of the application, students must provide a letter of recommendation from their relevant ISU faculty and Staff. This letter should articulate the necessity of the conference attendance and discuss its anticipated impact.~~

~~D. For pre-conference disbursement, candidates are required to present evidence such as conference registration, formal invitation, or other relevant documentation. Post-conference, candidates must submit receipts that match or exceed the pre-disbursed awarded amount to validate the genuine utilization of funds.~~

Section 6—Procedure and Responsibility

- ~~A. The Chair and Director of Finance will evaluate all applications, ensuring they align with defined objectives and checking against fund availability.~~
- ~~B. The Chair and Director of Finance will confirm the authenticity of letters of recommendation and any other provided documents.~~
- ~~C. 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.~~
- ~~D. In the following week the request is introduced in the Senate, and the Senate can approve, table, or deny the request. Any action taken requires a supermajority.~~
- ~~E. Upon approval, The ASISU Director of Finance will disburse the funds to eligible students either pre or post-conference, based on the provided evidence and receipts.~~
- ~~F. The Chair of Finance and Director of Finance will routinely review any funds from specific conference categories that remain unused at the academic year's end and decide on potential reallocation or carry-over to the subsequent academic year.~~
- ~~G. In the event of the application rejection by the finance committee, the Director of Finance is required to email the applicant within the next 24 hours. The Director of Finance must cc the President of the ASISU, Senate Pro Temp, Vice President of the ASISU, Chair of the Finance Committee, and ASISU Secretary.~~
- ~~H. In the event of the application rejection by the ASISU Senate, the Senate Pro Temp is required to email the applicant within the next 24 hours. The Senate Pro Temp must cc the President of ASISU, Vice President of ASISU, Chair of the Finance, Director of Finance, and ASISU Secretary.~~
- ~~I. In the event of application acceptance by the both finance committee and the ASISU Senate, the Director of Finance is required to email the applicant within the next 24 hours. The Director of Finance must cc the President of the ASISU, Senate Pro Temp, Vice President of the ASISU, Chair of the Finance Committee, and ASISU Secretary.~~

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 fund.
- B. Monitoring the status of allocated funds and their utilization to ensure they are being used effectively for student conference participation.
- C. Collaborating 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 or 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.

DATE OF FIRST INTRODUCTION:

SENATE ACTION: _____ DATE: _____

ASISU PRESIDENT: _____ DATE: _____

ASISU SECRETARY: _____ DATE: _____