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ASISU CONSTITUTION BYLAWS
AMENDMENTS THROUGH January 2023

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.

- A. 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 nine (9) 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.
- B. All president appointed positions or president created positions must carry a minimum of twelve (12) credit hours, with the exceptions of graduate students who must have at least nine (9) credit hours.

Section 2—Senate Rule Book

Clause 1—The Senate duties, responsibilities, and rules shall be outlined and clearly defined in the Senate Rule Book.

- A. The Senate Rule Book 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 Senate Rule Book must meet the same requirements as amendments to these Bylaws.
- B. All Senate positions, duties, and responsibilities beyond that addressed in the ASISU Constitution, shall be found in the Senate Rule Book rather than these Bylaws.

Section 3—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.

- A. 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.
- B. The Election Code shall only deal with ASISU Elections and related activities.
- C. All elections statutes beyond that addressed in the ASISU Constitution shall be found in the Election Code rather than these Bylaws.

Section 4—Executive Officers

Clause 1—Meeting Requirements

- A. The vice president is required to attend all Student Senate meetings of the year. Any time the vice president cannot attend the Senate pro-tempore must be notified twenty-four (24) hours before the Senate meeting.

- B. The president, vice president, Senate Finance officer, outreach campus vice presidents, elections commissioner, Senate pro-tempore, and the Student Activities Board director will attend President's Cabinet meetings.
- C. The newly elected president, vice president, and appointed chairperson positions shall be required to attend the following meetings between the date of elections and the date of installation.
 - 1) President-elect:
 - a. At least two (2) Student Senate meetings.
 - b. At least one (1) Senate Finance meeting.
 - 2) Vice president-elect:
 - a. At least three (3) Student Senate meetings.
 - b. At least one (1) Senate Finance meeting.
 - c. The parliamentary procedure/general information workshop.
 - 3) Outreach Campus vice president-elect:
 - a. At least two (2) Student Senate meeting.
 - b. At least two (2) Senate Finance meeting.
 - 4) Senate Finance officer appointee:
 - a. At least one (1) Student Senate meeting.
 - b. At least two (2) Senate Finance meetings.
 - 5) A twenty-four (24) hour notice must be given to the president of ASISU if any meetings will be missed.
 - 6) Any violation of attendance will be investigated by the Student Senate pro-tempore and appropriate action will be decided by the Senate through a majority vote before the last meeting of the Spring Semester.

Clause 2—ASISU president's Cabinet

- A. Members: vice president, Senate pro-tempore, Senate Finance officer, elections commissioner, outreach campus vice presidents, and Student Activities Board director.
- B. Weekly meetings are at the president's discretion; all regular meetings will be set one (1) month in advance.
- C. Attendance is mandatory.
 - 1) Failure to attend eighty percent (80%) of the regular Cabinet meetings of a semester will result in automatic removal from office.
 - 2) Emergency meetings will not be included in this attendance policy.
 - 3) If unable to attend president's Cabinet, a report must be made to the president twenty-four (24) hours previous to, or following, the scheduled meeting.
- D. An agenda will be set by the president and each member will be required to give a report.
- E. Each member of the Cabinet is directly responsible to and accountable to the ASISU president, except the Senate pro-tempore, and the outreach campus vice presidents.
- F. If any governmental body of ASISU wants a report by any cabinet member, a request must go to the president forty-eight (48) hours before the called meeting.
- G. If any ASISU member wishes to attend a Cabinet meeting, they must send a written or verbal request to the president asking to be placed on the agenda twenty-four (24) hours before the Cabinet meeting.

Section 5— Campus Student Government

Clause 1—Outreach Cabinet – Shall report to the Outreach Campus vice president.

- A. Outreach Campus Student Activities Board Coordinator – To be appointed by the outreach campus vice president – The Coordinator works with ASISU Student Activities Board to bring quality programming to the students of outreach campuses and oversee the Outreach Campus Student Activities Board Committee members as outlined in the Duties and Responsibilities.

- B. Outreach Campus Student Activities Board Committee Members 1 & 2 – To be appointed by the Outreach Campus vice president – The Committee Members assist the Coordinator in bringing quality programming to the Outreach Campus as outlined in the Duties and Responsibilities.

Clause 2—Election of the Outreach Campus vice president

A. Eligibility

- 1) To serve as an outreach campus vice president, a student must be enrolled in at least six (6) ISU credits, and a student must have attended at least one (1) course on the outreach campus in the year prior to their term of office. During their term, the student must also enroll in at least one (1) course on the outreach campus during both the fall and spring semesters during their term.

Section 6—Reapportionment

Clause 1—The ASISU Senate’s Rules and Appointments Committee shall reapportion the ASISU Senate every third year in the fall on the basis of full-time enrollment counting part-time enrollment at a 3:1 ratio (three (3) part-time students equal one (1) full-time student)

Clause 2—The School of Graduate Studies shall be allocated two Senators. The three largest undergraduate colleges shall each receive two Senators, and the remaining colleges shall each receive one Senator. Fall enrollment numbers should be used for the spring elections of every academic year.

Clause 3—The reapportionment will be presented to the Senate in the form of a resolution for a majority vote of approval.

Section 7—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 8—ASISU on Outreach Campuses

Clause 1—Outreach campuses of Idaho State University can request ASISU funding for student programming, after campus reaches two hundred and fifty (250) registered Idaho State University students. A campus programmer will maintain funds.

Clause 2—Outreach campuses of Idaho State University may request an ASISU student officer team once the outreach campus maintains one seven hundred (700) registered students of Idaho State University for two academic years. The team will consist of a campus vice president and a Campus Programmer. The Campus vice president will be a member of the ASISU president’s Cabinet, and ex-officio member of the student Senate.

Clause 3—All Outreach campuses will follow current ASISU Bylaws and Constitution.

Clause 4—Outreach campuses must be approved by the ASISU Senate for line item funding after being reviewed by the ASISU Finance Committee.

Clause 5—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.

Clause 6—If the student enrollment at the outreach campus drops below seven hundred (700) for two consecutive years, then that outreach program will be reviewed by the ASISU Senate for dissolution.

ARTICLE II—LEGISLATION

Section 1—Bills and Resolutions

Clause 1—Bills and resolutions shall only be sponsored by the Student senators.

Clause 2—Bills and resolutions shall be presented orally at the introduction.

Clause 3—All bills and resolutions will be presented in the Idaho Legislation format.

Clause 4—All bills shall be presented one (1) week prior to final action.

Clause 5—Any emergency legislation shall require suspension of the rules by a two-thirds (2/3) majority vote of those members present. Rules shall not include the Constitution.

Clause 6—Any and all previous bills, bylaws, or resolutions passed by the ASISU Senate shall be binding until changed by appropriate legislation.

Clause 7—Any bill shall only be read by title, purpose, and names of the members introducing the legislation on the introduction.

Clause 8—Bills and resolutions being brought before the Senate must be available to the senators by 5:00 pm the Friday before their initial presentation. The sponsor of the bill or resolution will be responsible for notifying the senators of its availability and where they may obtain the information.

ARTICLE III—EXECUTIVE ASSISTANTS

Section 1—Appointments

Clause 1—The Student Body vice president may appoint, with the confirmation of the Student Senate, an official ASISU Student Senate Parliamentarian.

ARTICLE IV—FINANCIAL AFFAIRS

Section 1—Finance Committee

Clause 1—Membership of:

- A. The Finance Committee shall be made up of the Director of Finance, seven (7) senators, the ASISU president, the executive vice president, and all Outreach Campus vice presidents.

Clause 2—Meeting Times

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

- A. The Director of Finance 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 personal account.

Clause 4—Negative Balances

- A. Clubs will not be allowed to overspend their ASISU allocation.
- B. 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.
- C. 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 Finances.

Clause 5—ASISU Student Government Budget Process

- A. 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.
- B. In order to be considered, budget requests must be submitted to the ASISU Secretary before 12 pm the Friday before the Wednesday Senate meeting.
- C. 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.

- D. If the budget request is greater than \$1000, all requests will be considered and reviewed by the Senate Finance Committee.
- E. 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.
- F. The request will be introduced in 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.
- G. 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.
- H. Expenditure of approved funds must be completed within the academic year they were approved.
- I. 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.

Clause 6—Financial Transparency

- A. 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.
- B. ASISU will be required to release all financial statements upon request through the Director of Finance. This request privilege is limited to ASISU members.
- C. Financial statements include, but are not limited to, scholarship information, specific line item budgets, and budget books.

Section 3—Benny's Funding

Clause 1—Funding

- A. 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.
- B. Eligibility: Applicants must be a current recognized ASISU Student Organization or Club or an ASISU fee paying member. 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, travel, supplies, etcetera shall not exceed \$5,000 per academic year for a single club. Disbursement of Funds for one joint event sponsored by two or more clubs or organizations shall not exceed \$6,000 per academic year. Disbursement of Funds for an individual ASISU paying member shall not exceed \$400 per academic year. Individual funding may be used for personal projects and/or research conferences. No more than \$100,000 shall be awarded during the academic year.

Clause 3—Restrictions

- 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.
- A. Application Limits
 - 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.
 - B. Exceptions:
 - 1) 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 of the restrictions of Clause 3.

Clause 4—Procedure:

- 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.

Section 4—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.

Clause 2—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. Be chartered according to Appendix “A” of the Student Code of Rights, Responsibilities Judicial Structure.
- C. All members of the organization who will be using ASISU funds are members with the full privileges of the Associated Students.

Clause 3—All ASISU funds will be awarded without discrimination of any kind on the basis of age, race, sex, gender, religion, national origin, disability, or sexual/affectual orientation.

Clause 4—All line items and student organizations, except those officially exempted by ISU shall be required to maintain all their monies through University accounts. Failure to comply will result in immediate loss of charter and subsequent ASISU funding.

- A. Exempt status for a student organization shall be determined by University Business Officer for Student Affairs upon receiving an application for exemption by the organization. Any exempt organization must submit a request to maintain exempt status to the University Business Officer for Student Affairs every three years. If exempt status revoked, the organization will have fifteen (15) days to transfer all the money to university accounts.
- B. Each organization will need to show the University Business Officer for Student Affairs that they comply with current requirements to gain or retain exempt status.

Clause 5—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:

- A. 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.
- B. 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.

Section 5—Student Organization Registration

Clause 1—All student organizations must register with the Student Organization Coordinator each year by the fifth Friday of the academic school year.

- A. If an organization does not register by this deadline, their funds will be inactive until they register with the Student Organization Coordinator, attend the Financial Workshops, and come before the ASISU Financial Technician to ask for their funds to be activated.
- B. If a student organization registers after this deadline, they will forfeit ten percent (10%) of the initial deposit funds allocated to them overall.

Section 6—Funding Information Accountability

Clause 1—The Financial technician 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.

Clause 2—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.

Clause 3—Two (2) C.E.A.S.A.R. funding workshops will be conducted by the ASISU Senate Finance Officer and/or Financial technician. 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 academic spring semester prior to the C.E.A.S.A.R. budget hearings conducted by the Senate Finance Committee. The meeting place(s) and time(s) will be posted in the ASISU Office.

Clause 4—C.E.A.S.A.R. funding application deadlines and hearings will be scheduled by the Senate Finance Committee to allow sufficient time for research.

Section 7—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.

Clause 2—All ASISU monies shall be used in accordance with university policies and the following guidelines:

- A. For on and off-campus events for students.
- B. With prudence and an understanding that funds were obtained through student dollars.
- C. Restrictions shall include:
 - 1) Lodging expenses may be funded up to one-third (1/3) of the double-occupancy rate (students may lodge singularly if there is a gender conflict).
 - 2) Travel (airfare, van rental, and gasoline) may be funded up to the state per diem rate for ground travel, and up to one-third (1/3) of actual expenses for air travel.
 - 3) Clothing, uniforms, and supplies shall not be purchased with ASISU monies unless the articles stay within the club.
 - 4) Alcohol, firearms, and ammunition shall not be purchased with ASISU monies.

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

- A. Initial Deposits:
 - 1) All initial deposit requests must be made on the Initial Deposit Request Form (available online).
 - 2) Initial deposit requests must be submitted to the ASISU Senate Financial Technician by the third Thursday of March. All requests must be acted upon and approved by the third (3rd) Monday of April.
 - 3) Clubs may receive up to five hundred dollars (\$500), which is subject to funding availability.
- B. 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.
 - 1) 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).
 - 2) Match deposit requests will be processed by the ASISU Financial Technician.
 - 3) All funding will be based on a first come basis.
 - 4) All funding will be restricted to the Match-Funds available.
 - 5) Matched funds will be deposited directly into the club account.
 - 6) Clubs and organizations can max out their matched deposit at an amount set by Senate Finance Committee for that academic year.

Section 8—Student Organization Fundraising Account

Clause 1—Fundraising shall be defined as funds received by an organization from sources other than ASISU through that organization’s efforts. Club or organization membership dues will not be considered fundraising and are therefore ineligible for matched deposit requests.

Clause 2—ASISU shall maintain an account for student organizations that desire funds for fundraising events. student organizations may apply for funds with the understanding that all funds must be repaid in full.

Clause 3—The Student Organizations Fundraising Account shall have a beginning balance of at least \$3,000.

Clause 4—All student organizations that request money must demonstrate the following:

- A. The organization is chartered and recognized by ASISU and has completed the ASISU Financial Workshops.
- B. The organization must show financial stability and good standing for at least one (1) year, or meet one (1) of the following requirements:
 - 1) Newly formed student organizations (organizations chartered for less than one (1) year) may apply for up to \$500.
 - 2) Student organizations that have been inactive for at least one (1) years and are in the process of reactivation may apply for up to \$500.
 - 3) Registered student organizations may apply for maximum of \$1,000, unless more funds are approved by a two-thirds (2/3) vote by the Senate.

Clause 5—Requests by student organizations for funds from the Fundraising Account will be processed in the following manner:

- A. Student organizations requesting funds must submit a fundraising application to the ASISU Finance Committee.
- B. The Finance Committee will review applications on the first come basis. Requests will be investigated by the ASISU Finance Committee.

Clause 6—Repayment

- A. The organization must repay the amount borrowed within five (5) business days of the fundraising activity.
- B. If a student organization fails to repay the loaned funds, ASISU will freeze the organization’s account until the Senate Finance Committee approves a repayment plan.
- C. In the event that a club fails to repay the total amount borrowed, the Fundraising Account will be restored using ASISU funds based on sources recommended by the Senate Finance Committee.

Section 9—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 ASISU Financial Technician.

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. If a club is formed after the workshops have been held club officers may meet with the Student Activities Coordinator or ASISU Financial Technician to fulfill the requirements.

Section 10—Incentive Point System

Clause 1—The Senate will allocate money each spring for the next year’s incentive-based point system funding based on the Senate Finance Committee’s recommendation, 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—The purpose of the incentive-based point system shall be to:

- A. Provide a means whereby the student organizations can document their activities.
- B. Direct a portion of ASISU funding to active student organizations.

Clause 4—Each student organization may earn points during the fall and spring semester using as criteria the Incentive-Based Funding Points Statement 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. Outreach campus student organizations must have a minimum of one (1) active student member in attendance to receive points.
- C. Any activity conducted on an outreach campus will require a minimum of one (1) active student member in attendance to receive points.
- D. Any activity conducted on the ISU Pocatello campus by an ASISU Pocatello 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 5—Tools of the incentive-based point system shall include the following:

- A. Each student organization must complete an “Incentive-Based Point Checklist” and return it to the Student Leadership & Engagement Center. The ASISU Financial Technician will be responsible for tracking and totaling the points earned by each student organization.
- B. Checklists must be turned in no later than 5:00pm on the second (2nd) Friday in November and on the last weekday in March. Points must be turned in for activities performed within the current incentive funding period. Money will be distributed no later than two (2) weeks after these dates.

Clause 6—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 7—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. A minimum of twenty five (25) points, excluding points from the student organizations retreat, will be required to receive an allocation.

Clause 8—The money received from the incentive-based system will be placed in the student organization’s personal account and may be used at their discretion.

Section 11—Line Item Budgets

Clause 1—Each line item must submit a budget to the ASISU Finance officer. The ASISU Finance Officer will give at least two (2) weeks’ notice before these budgets are due. This budget is based on the set dollar amount per student figure and projected enrollment numbers. The director of each line item has the discretion to budget the funds how he/she sees best for the organization.

- A. Within this annual budget will be included a projected student/community impact assessment that outlines how many students/community members have been reached by the line item activities. This projected student/community impact assessment will be reported in the format provided by the ASISU Finance Officer.
- B. The annual budget request will follow the outline provided by the ASISU Finance Officer.

Clause 2—The Senate shall approve the Student Government budget by the aforementioned date.

Clause 3—The ASISU Finance officer will work with each line item director and review each budget to ensure that there are no errors. After review, the Finance officer will compile all line item budgets.

Clause 4—Each line item will receive the specified dollar amount per student unless one of two events occurs:

- A. The line item is given an increased dollar amount per student as the result of a student fee increases.
- B. A reorganization occurs within a line item:
 - 1) Reorganization can happen at any time during the fiscal year.
 - 2) The Senate approves to increase the dollar amount per student awarded to one line item by decreasing the dollar amount per student awarded to another line item.

Clause 5—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 6—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.

Section 12—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 13—Club Reactivation Fund

Clause 1—Clubs that have previously been inactive for two (2) or more consecutive years and want to reactivate may apply for Club Reactivation Funding.

- A. Clubs may apply for a maximum of \$500.
- B. The final amount will be determined, and approved, by the ASISU Financial Technician.

Clause 2—Requests will be processed in the order in which they are received by the ASISU Financial Technician and funds will be dispersed on a first come, first served basis.

Clause 3—To qualify for reactivation funding, a club must show the following:

- K. At least one officer has attended both the financial workshop and new officer training. If a club reactivated after the workshops have been held, club officers may meet with the Student Activities Coordinator and ASISU Financial Technician to fulfill the requirements.
- L. The club has been inactive for at least two (2) or more consecutive years.
- M. The club has no funds in its club account.

ARTICLE V—DEPARTMENTS

Section 1—Standing Committees

Clause 1—A standing committee shall be defined as those Senate committees which exist from year to year.

Clause 2—Any individual conducting ASISU interviews shall conform to the following guidelines, unless Senate has approved otherwise:

- A. All ASISU interviews shall be conducted without discrimination of any kind on the basis of age, race, gender, religion, national origin, disability, or sexual/affectional orientation.
- B. The individual conducting the interviews shall generate in advance a standardized list of questions that shall be asked of all interviewees, not including follow-up questions.
- C. All interviewees shall be notified by phone or in writing via email of the selection results within seven (7) days of the final interview.
- D. All applications and resumes shall be kept by the ASISU Office for the current school year in which the interview was conducted and dismissed by the end of the same school year.
- E. All prospective applicants into any ASISU position must turn in an official copy of their resume at least 48 hours prior to the interview.

Clause 3—The following shall be ASISU standing committees:

- A. Elections Commission – the elections commissioner, the deputy commissioner, the publicity coordinator, at least two (2) student volunteers, and one (1) ex-officio senator.
- B. Finance Committee – the Senate Finance officer, seven (7) senators, the ASISU president, the executive vice president, and all outreach campus vice presidents.
- C. Senate Rules and Appointments committee-at least three (3) senators representing a minimum of two (2) colleges.
- D. The Student Involvement Committee -at least three (3) senators representing a minimum of two(2) colleges
- E. The Senate Pro Tempore’s Chair Committee-the chair of every standing and ad hoc committee chair or co-chairs, along with the senate Pro-Tempore.

- F. Government Relations Board –the deputy director of government relations (ASISU president), and two (2) student volunteers.

Clause 4—Committee Membership

- A. When accommodations are possible, there will be one (1) student seat held open on each ASISU committee for a student from each college or school comprising ISU. All possible efforts will be made to fill committee positions with a minimum of one (1) student from each college or school before other students are appointed.
- B. When accommodations are possible, there will be one (1) student seat held open on the standing committees under the office of the president and vice president for a student from each college or school comprising of ISU with the exception of those committees in Article V, Section 2, Clause 2 of Bylaws. All possible efforts will be made to fill committee positions with a minimum of one (1) student from each college or school before other students are appointed.

Clause 5—Application for Paid ASISU Committee Positions

- A. Applications for openings in any paid ASISU position or committee shall be accepted for three (3) weeks from date of announcements. Any change in application time period or procedures must be approved by the ASISU Senate. The ASISU office must be notified in writing of the official opening date.

Section 2 -- Paid ASISU Social Media Content Creator

Clause 1 -- Eligibility Criteria:

- A. Any full-time Idaho State University student.
- B. Preference will be given to those majoring in visual communications or corporate communication and those with experience in Adobe Illustrator, Adobe InDesign, and/or Adobe Photoshop.
- C. The candidate will be provided training by the previous content creator.
- D. The candidate must be in good academic standing.

Clause 2 -- Candidate Responsibilities:

- A. The ASISU Social Media Content Creator will be responsible for creating two to three posts weekly for ASISU Student Senate’s social media (Facebook, Instagram, LinkedIn, and Twitter) accounts.
- B. The ASISU Content Creator’s posts are not limited to graphics, if they have any photography or videography experience, they are highly encouraged to incorporate them with regular duties.
- C. The ASISU Content Creator will be responsible for attending any ISU marketing committee meetings.
- D. The ASISU Content Creator will be responsible for meeting with the Diversity and Outreach Chair weekly to discuss what should be posted.
- E. The ASISU Content Creator will meet with the Diversity and Outreach committee once a month to discuss social media post ideas and analytics.
- F. The ASISU Content Creator will be required to attend the weekly ASISU Senate Meetings.

Clause 3 -- Compensation:

- A. The ASISU Content Creator will be able to work up to 15 hours a week and will be paid in accordance to Idaho State University’s campus minimum wage.
- B. The ASISU Content Creator’s pay will come out of the ASISU Promotion funds.
- C. This will only be applicable for the fall and spring semesters.
- D. The ASISU Content Creator will hold the position for the ASISU term.
- E. Applications will be open and closed in the spring semester for the upcoming fall and Spring academic year.
- F. Interviews will be performed by the ASISU Diversity and Outreach Chair, an executive officer, and the ASISU administrative assistant.

- G. In the case that no students apply for the position, the Diversity and Outreach Committee will be responsible for the upkeep of ASISU social media platforms.

ARTICLE VI—ASISU SERVICE SCHOLARSHIP

Section 1—Distribution of Scholarships

Clause 1—Service Scholarship Rule Book

- A. All service scholarships for ASISU service positions shall be distributed by the ASISU general manager as determined in the ASISU Service Scholarship Rule Book, which can be modified by the Senate through the passing of a resolution by a 2/3 majority.

Clause 2—Reduction in Scholarship

- A. Senate scholarship reductions shall be defined in the Senate Rule Book.
- B. All scholarship positions will submit a monthly ASISU Checklist on the date designated on the Checklist by 5:00 pm, excluding May through August. The vice president will review each senator scholarship position's checklist and performance. The Elections Commissioner will review each Elections Commission Member scholarship position's checklist and performance. The President will review the Vice President's checklist and performance, the Outreach Campus Vice President's checklist and performance, the Senate Finance Officer's checklist and performance, the Elections Commissioner's checklist and performance, and the President's own checklist and performance. The President's monthly checklists will be kept on file by the ASISU secretary in case of any discrepancies, complaints, or inquiries. The Supreme Court Chief Justice will review each Supreme Court Justice scholarship position's checklist and performance and the Supreme Court Chief Justice's own checklist and performance. The Supreme Court Chief Justice's monthly checklists will be kept on file by the ASISU secretary in case of any discrepancies, complaints, or inquiries.
- C. 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.
- D. 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.
- E. Scholarship reductions for the Senate Finance Officer will be twenty (\$20) dollars for each item not completed on the checklist.
- F. 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.
- G. Scholarship reductions for the Supreme Court will be ten (\$10) dollars for each item not completed on the checklist.
- H. Scholarship reductions for the Executive positions will be fifty (\$50) dollars for each item not completed on the checklist.

ARTICLE VII—DISTRIBUTION OF ASISU SCHOLARSHIP FUND

SECTION 1- Scholarship Eligibility

Clause 1- Eligibility

- A. Only members of ASISU are eligible for the ASISU Scholarship

SECTION 2 -- Scholarship Committee

Clause 1– 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 2 – 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 3 – 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.

SECTION 3- Criteria and Distribution of Funds

Clause 1— 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 2 — 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.

NOTES: The Scholarship Office has access to the BANNER system, which provides the cumulative GPA and admitted GPA for reporting and awarding purposes.

SECTION 4 – Enrollment Considerations

Clause 1—The enrollment figures 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.
 - 1. 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.
 - 2. If the figures are not even, the larger number shall be added to the third (3 rd.) year of that program.

Clause 2—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.

Clause 3—Any new programs added by ISU to its bulletin, which are five (5) year programs, shall fall under Clause 2.

SECTION 5 – Service Scholarship

Clause 1—Service Scholarship is defined as an elected officer or appointed to an ASISU Committee or position with a scholarship.

ARTICLE VIII – DISTRIBUTION OF ASISU GRADUATE STUDENT TRAVEL RESEARCH and NONRESEARCH FUND

Clause 1 -- How is it should be awarded:

- A. Candidates should apply for the scholarship online using the Google form candidates should apply at least a month in advance to ensure proper processing of these funds, but some exceptions can be made. Awards will be based on a first-come, first-serve basis. It is important that applications are processed expediently. The application will be automatically forwarded to the ASISU Finance Chair, ASISU Secretary, and ASISU Finance officer.

Clause 2 -- Awarded amount shall be:

- A. Those applying for research travel can receive a maximum of \$400 will be awarded to individual graduate students and a maximum of \$1,000 for a group of 3 or more graduate students attending a conference or an event, be it virtual or in person.
- B. Those applying for nonresearch travel can receive a maximum of \$200 will be awarded to individual graduate students and a maximum of \$500 for a group of three or more graduate students attending a conference or an event, be it virtual or in person.

Clause 3 -- Eligibility Criteria and terms:

- A. Any full time or part time graduate student enrolled at Idaho State University is eligible for this funding.
- B. Any candidate who receives funding from the Graduate Student Research Travel Fund will not be eligible to apply for this scholarship again until the next academic semester.
- C. Submitted applications does not automatically guarantee the funding for the student. Applications will be considered on a case by case basis.
- D. Members of ASISU senate are also eligible but cannot evaluate their own proposals.

Clause 4 – Those applying will need to submit the following:

- A. A self-attested document on how attending this conference or any would help the individual career.
- B. A letter of recommendation from the candidates’ advisor stating the importance of the conference, information related to the research topic, and also how much money the department awarded the graduate student, is required if applicable.
- C. A self-attested document from the candidate stating the amount of money he/she already received or expects to receive from various sources in addition to the total expenses in detail.

Clause 5 -- Candidate Responsibilities:

- A. The ASISU finance committee may ask the candidate for more information or possibly give a presentation.
- B. The candidate must submit a report containing a minimum of 50-200 words after he/she attends the conference, stating how the conference went and how this fund supported them.
- C. The candidate will also finish the feedback questionnaire if he/she was awarded the scholarship.

Clause 6 -- Awarding Committee:

- A. The ASISU finance committee will be responsible for awarding the ASISU Graduate Research Travel fund.
- B. The awarding committee should always include at least one senator from the College of Graduate Studies. In the event that an application is rejection, the Graduate Studies Senator should be responsible for informing the applicant as to why the decision wa smade.

Clause 7 – Unused Funding

- A. The unused funds with rollover to the next academic year fund.
- B. The maximum allocation of the fund will be \$25,000. Any dollar amount on top of it will be used towards
 - 1. Any new requests from Line Items.
 - 2. ASISU Scholarships.

ARTICLE VIII- Distribution of Undergraduate Research and Professional Development Travel Fund

Clause 1 -- How is it awarded?

- A. Candidates will apply for the scholarship online using the Google Form. Candidates should apply at least a month in advance to ensure proper processing of these funds, but some exceptions can be made. Awards will be based on a first-come, first-serve basis. It is important that applications are processed expediently.

Clause 2 -- Awarded amount:

A. A maximum of \$400 will be awarded to individual undergraduate students and a maximum of \$1000 for a group of three or more undergraduate students attending a conference or an event, be it virtual or in-person.

Clause 3 -- Eligibility Criteria and terms:

A. Any full time or part time undergraduate student enrolled at Idaho State University is eligible for this funding.

B. Any candidate who receives funding from the Undergraduate Student Research and Professional Development Travel Fund will not be eligible to apply for this scholarship again until the next academic semester.

C. A submitted application does not automatically guarantee funding for the student. Applications will be considered on a case by case basis by the chair of the Finance Committee, Finance Officer, and the ASISU Secretary.

D. Members of ASISU senate are also eligible but cannot evaluate their own proposals.

Clause 4 -- Documents Needed:

A. A self-attested document from the candidate stating the amount of money they already received or expects to receive from various sources as well as the total expenses in detail, e.g., registration, flight, or lodging costs.

B. A self-attested document on how attending this conference or professional event would help the individual's professional development.

Clause 5 -- Candidate Responsibilities:

A. The ASISU finance committee may ask the candidate for more information or possibly give a presentation. If receiving this award, the candidate will have to provide documentation and receipts showing that they have attended the event or purchased lodging, flights, etc. for stated event.

Clause 6 -- Awarding Committee:

A. The ASISU finance committee will be responsible for awarding the ASISU Undergraduate Research and Professional Development Travel fund.

ARTICLE VIII—CREATING A STUDENT ORGANIZATION

Section 1—Conditions for Registration

Clause 1—Laws

A. All student organizations must abide by federal, state, and local laws as well as all University regulations.

Clause 2—Discrimination

A. No organization with restrictive membership clauses discriminating 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.

Clause 3—Membership

- A. Only currently enrolled students and currently employed faculty and staff be eligible for active membership status in student organizations. Other persons may be admitted to associate membership if the organization's constitution or bylaws permit.
- B. Only ASISU students shall be eligible to serve as appointed or elected officers in registered student organizations. Associate members may not hold office, preside, officiate, vote, officially represent, or solicit funds on campus on behalf of the organizations.
- C. Only currently enrolled ISU students may represent ISU in collegiate competition. If associate members, faculty or staff participate in non-collegiate competitive events, no ASISU funds may be used to support their participation. ASISU funds may be used to support the travel on one (1) coach and/or advisor.
- D. 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 Office of Student Organizations and Greek Life and a recommendation will be made at that time. An updated roster showing at least the required number of members may be submitted to the Office of Student Organizations and Greek Life at any time during the organization's probationary period. At that time, the club or organization may be released from its probationary status. Recommendations for exemptions to this policy will be made by the Office of Student Organizations and Greek Life.

Clause 4—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. No student organization will be granted registration status if the Office of Student Organizations and Greek Life determines that its purpose(s) and/or function(s) duplicate those of an already existing registered status if the Office of Student Organizations and Greek Life determines that it is not fulfilling its constitutionally states purposes and/or functions.

Clause 5—Hazing

- A. Registered student organizations may not engage in hazing activities. 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.

Clause 6—Delegation of Authority for Registration

- A. The authority to register student organizations is hereby delegated by the president through the Dean of Student Affairs to the Associated Students and the Office of Students Organizations and Greek Life.

Section 2—Financial Management

Clause 1—Checking and Saving Accounts

- A. All organizations will be subject to ISU policies for student organizations.

Clause 2—Tax Reporting

- A. Campus organizations are legally responsible to file the appropriate tax reports for income and sales taxes. Members can be held personally responsible for any of these taxes or penalties.
- B. Organizations are responsible for the collection and payment of sales tax. Members of the organizations can be held personally responsible for taxes and penalties not paid.

Clause 3—Product Sales on Campus

- A. 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. Please check with the Pond Student Union Scheduling and Event Services Office prior to making any final commitments to sell things.

Section 3—Approval by Office of Student Organizations and Greek Life

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 one who helped write the constitution, so he/she can answer any questions about it.

Clause 2— All student organizations must be approved by the Office of Student Organizations and Greek Life. This approval will be based only upon the organization meeting all of the above requirements.

ARTICLE IX—STUDENT ORGANIZATIONS

Section 1—Viewpoint-Neutrality

Clause 1—ASISU Student Government will treat all student organizations on a viewpoint-neutral basis in regard to the organizations’ ideologies. This applies to all ASISU student government actions, including recognition of student organizations and allocation of funds, according to existing ASISU guidelines.

Section 2—Relations of ASISU to Student Organizations and Other ASISU Affiliates

Clause 1—Recognition of student organizations and other ASISU affiliates shall not be construed as agreement, support, or approval by ASISU, but only as a process of recognition which confers certain rights and responsibilities. Further, campus organizations and other ASISU affiliates have a strong obligation to avoid representation or give the impression that their actions reflect the views of ASISU.

Clause 2--- No ASISU member shall be prohibited from attending an ASISU line-item sanctioned event by an ASISU student organization as a punishment.

Section 3—Accounts of Inactive Student Organizations

Clause 1—If a student organization is found to be completely inactive for two (2) or more consecutive years by the ASISU Financial Technician, then all money from its club account shall be reverted to Revenue/Transfer and the account shall be closed. Inactive student organizations, or student organizations that will become inactive, shall not transfer their money to another account.

Clause 2—Newly formed student organizations shall have a financial probationary period for all ASISU funds lasting one calendar year from the date of their approval by the Student Senate.

- A. If a student organization that was approved by the Senate in the previous year is found to be completely inactive and unregistered after the student organization registration deadline in the fall semester of the following year, then all monies from the student organization's Supplemental Funding Account will be reverted to the general Supplemental Funding account, and the account shall be closed.
- B. A newly formed student organization will be given 30 days notice after the student organization registration deadline to make contact with the Student Senate or the Student Organization Advisor and announce their plans to become active. If they are unable to comply with active status guidelines in that 30 day period, their account shall then be closed.

Section 4—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.

Clause 2—A club council may petition to become a line item organization if the following criteria are met:

- A. A campus department has agreed to provide administration and use of some significant resource for all student organizations within the council.
- B. A proposal is made before the Senate by the sponsoring department demonstrating how the council is or would be organized to govern the student organizations within that council.
- C. The proposed move to line item status is demonstrated to be of great benefit to the student organizations involved or ASISU in general.

Clause 3—The following financial procedures shall apply to all line item club councils:

- A. Each club council must present one budget listing each member organization's budget as a sub-budget to the Finance Committee by the deadline established for Line-item budgets.
- B. A club council may petition the Finance Committee to roll over, no more than 10% of that year's Line-item funding, at the end of the fiscal year to provide fundraising incentives or to hold as a contingency fund for unexpected costs.
 - 1) Rollover not to exceed more than two (2) years.
- C. The sponsoring department of a club council shall have power to administer the funds of the council and its clubs according to the decisions of the council.
- D. All Funds of a club council and its clubs shall be held in ASISU accounts which shall be reconciled by the ASISU Senior Accountant, or his or her delegate, each month.

Clause 4—Line item club councils must adhere to the following procedures to maintain their status as line item organizations:

- A. All bylaws, constitutions, or handbooks associated with the administration of a club council must be approved by the club council's representative body and must then be brought to the Senate for approval by a simple majority vote.
- B. Any changes made to a club council's constitution, bylaws, or handbooks shall be subject to review by the Senate at any time and must be brought to the Senate for approval by the beginning of the third week of the Fall or Spring Semester, whichever comes first.
- C. Existing or newly formed student organizations that meet all stated qualifications outlined in Article XIII; Section 4, Clause 1 and wish to become part of a line item club council may do so with approval from the Senate.
- D. All student organizations contained within a club council must meet the standards for membership and conduct required of all ASISU student organizations.
- E. While club councils shall have the prerogative to form their own governing procedures, the council shall include at least one representative from each of its member organizations and a least one neutral ASISU

senator who is not a member of any of that council's organizations as voting members.

Clause 5—Any student organization that is part of a line item club council shall have the right to appeal to the Supreme Court any decision of the said club council that the student organization's members find to be contrary to the bylaws, handbooks, or constitution of the said council or those of ASISU.

Clause 6—No student organization may be compelled to join a club council except in circumstances where membership in the said club council is shown by the sponsoring department to be necessary to mitigate the student organizations liability.