

**ASSOCIATED STUDENTS OF  
IDAHO STATE UNIVERSITY  
STIPEND RULE BOOK**

Revised Fall 2022

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## Section 1—Duties & Responsibilities of Members of the Senate

### **Senator**

- A. Maintain a minimum 2.0 GPA and 12 credit hours.
- B. Read and understand the ASISU Bylaws, Constitution, Rule Books, Election Code, and Parliamentary Procedure.
- C. Uphold the ASISU Constitution, Bylaws, Rule Books, and Mission statement.
- D. Attend the ASISU Retreat before the Fall semester.
- E. Wear orange and black or Bengal gear every Wednesday.
- F. Publicize and promote resources and services that ASISU offers to students.
- G. Attend all Senate meetings.
- H. Attend all Caucus meetings.
- I. Attend all assigned ASISU committee meetings.
- J. Attend all assigned university-level committee meetings.
- K. Serve one (1) office hour per week.
- L. Conduct at least ten (10) field hours each month.
- M. Participate in the ROAR Report once a year.
- N. Participate in the Instagram Takeover Tuesday once a year.
- O. Contact assigned clubs one time during the first 30 days of each semester and one time at least one week prior to the date incentive points are due.
- P. Contact assigned line item account at least one (1) time per month and report to the ASISU Finance Committee one (1) time per semester (Finance Committee members only).
- Q. Perform one (1) ASISU sanctioned service project per year.
- R. Attend one (1) ASISU sanctioned event per semester on an outreach campus.
- S. Complete monthly checklists and return them to the Secretary.
- T. Attend the ASISU End-of-the-Year Banquet.
- U. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
- V. Help serve in the appointment and training of the next year's respective Senator.

## **Senate Pro-Tempore**

- A. Maintain a minimum 2.0 GPA and 12 credit hours.
- B. Read and understand the ASISU Bylaws, Constitution, Rule Books, Election Code, and Parliamentary Procedure.
- C. Uphold the ASISU Constitution, Bylaws, Rule Books, and Mission statement.
- D. Attend the ASISU Retreat before the Fall semester.
- E. Schedule a tour with an Ambassador at the beginning of the academic year for all ASISU officers.
- F. Wear orange and black or Bengal gear every Wednesday.
- G. Publicize and promote resources and services that ASISU offers to students.
- H. Attend all Senate meetings.
- I. Conduct Senate meetings that the ASISU Vice President cannot attend.
- J. Preside over all Caucus meetings.
- K. Attend all assigned ASISU committee meetings.
- L. Attend all assigned university-level committee meetings.
- M. Serve two office hours per week.
- N. Orient Senators and instruct them on their specific duties, such as office hours and committee participation.
- O. Be an advocate for senators when they have questions or concerns regarding senator responsibilities and procedures.
- Q. Make committee assignments for Committee Chairs.
- R. Guide the vision of the Senate.
- S. Complete monthly checklists, along with any committee assignments, and return it to the Secretary.
- T. Attend the End-of-the-Year Banquet.
- U. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.

### **Chair of the Finance Committee**

- A. Outline related yearly goals each with a specific timeline and share them with the Senate Pro-Tempore.
- B. Meet at least twice a month with committee members.
- C. Report the committee's progress when called by the chair during the weekly Senate meeting.
- D. Ensure financial integrity and use of funds are in alignment with the ASISU mission statement and governing documents.
- E. Work with the Director of Finance in the creation of the budget book.
- F. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.

### **Chair of the Rules & Appointments Committee**

- A. Outline related yearly goals each with a specific timeline and share them with the Senate Pro-Tempore.
- B. Meet at least twice a month with committee members.
- C. Report the committee's progress when called by the chair during the weekly Senate meeting.
- D. Review all Presidential appointments and report to the Senate.
- E. Release all bills and resolutions to the Senate after ensuring compliance with all governing documents.
- F. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.

### **Chair of the Student Involvement Committee**

- A. Outline related yearly goals each with a specific timeline and share them with the Senate Pro-Tempore.
- B. Meet at least twice a month with committee members.
- C. Report the committee's progress when called by the chair during the weekly Senate meeting.
- D. Plan and attend academic and student-led activities through the promotion of ASISU.
- E. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.

## Section 2—Duties & Responsibilities of Members of the Executive Cabinet

### **President**

- A. Maintain a minimum 3.0 GPA and 3 credit hours.
- B. Oversee the organization of ASISU.
- C. Read and understand the ASISU Bylaws, Constitution, Rule Books, Election Code, and Parliamentary Procedure.
- D. Plan the ASISU Retreat before the Fall semester.
- E. Attend the ASISU Retreat before the Fall semester.
- F. Enforce the ASISU Bylaws and Constitution.
- G. Wear orange and black or Bengal gear every Wednesday.
- H. Publicize and promote resources and services that ASISU offers to students.
- I. Attend and report to the Executive Cabinet and Senate on the President's Fall Address.
- J. Serve at least ten (10) office hours per week.
- K. Attend Leadership Council meetings once a month.
- L. Attend university level committee meetings as deemed necessary.
- M. Preside over all President Cabinet Meetings each week.
- N. Meet with the ASISU Advisor once a month.
- O. Attend Finance Committee meetings.
- P. Attend Senate meetings and present a report to the Senate during the "President's Report."
- Q. Maintain good relations with the student body, administration, and community.
- R. Ensure that ASISU money is properly used.
- S. Complete the monthly checklist and return it to the Secretary. The President's checklist will be kept on file in case of any discrepancies, complaints, or inquiries.
- T. Review all checklists for all Vice Presidents, Executive Cabinet members, and Elections Commissioner members with the Secretary.
- U. Attend State Board of Education meetings.
- V. Plan the End-of-the-Year Banquet.
- W. Attend the End-of-the-Year Banquet.
- X. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
- Y. Help serve in the appointment and training of the next year's Student Body President.

## **Vice President**

- A. Maintain a minimum 3.0 GPA and 6 credit hours.
- B. Wear orange and black or Bengal gear every Wednesday.
- C. Plan the ASISU Retreat before the Fall semester.
- D. Attend the ASISU Retreat before the Fall semester.
- E. Read and understand the ASISU Bylaws, Constitution, Senate Rule Book, Election Code, and Parliamentary Procedure.
- F. Hold at least five (5) office hours per week.
- G. Preside over all Senate meetings using Parliamentary Procedure.
- H. Attend President's Cabinet meetings each week.
- I. Attend Finance Committee meetings each week.
- J. Enforce the ASISU Bylaws and Constitution.
- K. Attend university-level committee meetings as requested.
- L. Publicize and promote resources and services that ASISU offers to students.
- M. Complete a monthly checklist and return it to the Secretary.
- N. Review checklists for the Senators and Senate Pro-Tempore with the Secretary.
- O. Plan the End-of-the-Year Banquet.
- P. Attend the End-of-the-Year Banquet.
- Q. Help serve in the appointment and training of the next year's Vice President of Idaho Falls.
- R. To exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.

## **Idaho Falls Vice President**

- A. Maintain a minimum 3.0 GPA and 8 credit hours with at least one (1) course on the Idaho Falls campus.
- B. Attend the ASISU Retreat before the Fall semester.
- C. Wear orange and black or Bengal gear every Wednesday.
- D. Attend weekly Idaho Falls ASISU meetings.
- E. Attend at least one (1) Idaho Falls Student Activities Board meeting a month.
- F. Attend President's Cabinet meetings each week.
- G. Attend Finance Committee meetings each week.
- H. Attend one (1) Senate meeting each month.
- I. Hold at least three (3) office hours per week on the Idaho Falls Campus.
- J. Publicize and promote resources and services that ASISU offers to students.
- K. Assist others in creating new student organizations and clubs on the Idaho Falls Campus.
- L. Help current student organizations and clubs with events or promotions.
- M. Publicize and promote resources and services that ASISU offers to students.
- N. Speak with students on an individual basis in order to gain a clear understanding of students' needs and requests on the Idaho Falls campus.
- O. Complete the monthly checklist and return it to the Secretary.
- P. Attend the End-of-the-Year Banquet.
- Q. Help serve in the appointment and training of the next year's Vice President of Idaho Falls.
- R. To exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.



## **Meridian Vice President**

- A. Maintain a minimum 3.0 GPA and 8 credit hours with at least one (1) course on the Meridian campus.
- B. Attend the ASISU Retreat before the Fall semester.
- C. Wear orange and black or Bengal gear every Wednesday.
- D. Attend weekly Meridian ASISU meetings.
- E. Attend at least one (1) Meridian Student Activities Board meeting a month.
- F. Attend President's Cabinet meetings each week.
- G. Attend Finance Committee meetings each week.
- H. Attend one (1) Senate meeting each month.
- I. Hold at least three (3) office hours per week on the Meridian Campus.
- J. Publicize and promote resources and services that ASISU offers to students.
- K. Assist others in creating new student organizations and clubs on the Meridian Campus.
- L. Help current student organizations and clubs with events or promotions.
- M. Publicize and promote resources and services that ASISU offers to students.
- N. Speak with students on an individual basis in order to gain a clear understanding of students' needs and requests on the Meridian campus.
- O. Complete the monthly checklist and return it to the Secretary.
- P. Attend the End-of-the-Year Banquet.
- Q. To exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
- R. Help serve in the appointment and training of the next year's Vice President of Meridian.

## **Twin Falls Vice President**

- A. Maintain a minimum 3.0 GPA and 8 credit hours with at least one (1) course on the Twin Falls campus.
- B. Attend the ASISU Retreat before the Fall semester.
- C. Wear orange and black or Bengal gear every Wednesday.
- D. Attend weekly Twin Falls ASISU meetings.
- E. Attend at least one (1) Twin Falls Student Activities Board meeting a month.
- F. Attend President's Cabinet meetings each week.
- G. Attend Finance Committee meetings each week.
- H. Attend one (1) Senate meeting each month.
- I. Hold at least three (3) office hours per week on the Twin Falls Campus.
- J. Publicize and promote resources and services that ASISU offers to students.
- K. Assist others in creating new student organizations and clubs on the Twin Falls Campus.
- L. Help current student organizations and clubs with events or promotions.
- M. Publicize and promote resources and services that ASISU offers to students.
- N. Speak with students on an individual basis in order to gain a clear understanding of students' needs and requests on the Twin Falls campus.
- O. Complete the monthly checklist and return it to the Secretary.
- P. Attend the End-of-the-Year Banquet.
- Q. To exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
- R. Help serve in the appointment and training of the next year's Vice President of Twin Falls.

## Director of Finance

- A. Maintain a minimum 2.0 GPA and 12 credit hours.
- B. Attend the ASISU Retreat before the Fall Semester.
- C. Read and understand the ASISU Constitution, Bylaws, Senate Rule Book, Executive Cabinet Rule Book, Election Code, and Parliamentary Procedure.
- D. Wear orange and black or Bengal gear every Wednesday.
- E. Attend weekly President's Cabinet meetings.
- F. Chair all ASISU Finance Committee meetings (including the annual budget process).
- G. Complete the creation of ASISU's Budget Book and Club Funding Budget.
- H. Attend weekly Senate meetings.
- I. Serve at least three (3) office hours each week to conduct ASISU financial business.
- J. Publicize and promote resources and services that ASISU offers to students.
- K. Notify student organizations and clubs of financial Bylaw amendments.
- L. Oversee and assist student organizations and clubs with financial matters.
- M. Work with the Financial Technician to update the sub account budgets when funds are used by the Senate or Executive Cabinet.
- N. Present monthly financial budget reports to the Senate.
- O. Complete monthly checklists and return, along with committee checklists, to the Secretary.
- P. Delegate financial committee needs to Finance Committee members as deemed necessary.
- Q. Attend the ASISU End-of-the-Year Banquet.
- R. Be responsible for other financial matters assigned by the President, Senate Finance Committee, or the Senate.
- S. Exercise all other responsibilities defined within the Constitution, Bylaws, and Election Code.
- T. Help serve in the appointment and training of the next year's Director of Finance.

## Director of Public Relations

- A. Maintain a minimum 2.0 GPA and 12 credit hours.
- B. Attend the ASISU Retreat before the Fall Semester.
- C. Read and understand the ASISU Constitution, Bylaws, Senate Rule Book, Executive Cabinet Rule Book, Election Code, and Parliamentary Procedure.
- D. Wear orange and black or Bengal gear every Wednesday.
- E. Attend weekly President's Cabinet meetings.
- F. Work up to 15 hours per week.
- G. Publicize and promote resources and services that ASISU offers to students.
- H. Post regularly on all social media (Facebook, Instagram, LinkedIn, and Twitter) accounts using graphics, photos, videos, and reels.
- I. Meet once a month with the ASISU's Student Involvement Committee.
- J. Attend the administration's marketing committee meetings.
- K. Attend and livestream the weekly ASISU Senate Meetings.
- L. Develop a strategic marketing plan that tracks likes/interactions.
- M. Enforce our ASISU logo on all line item swag.
- N. Highlight an active club each month on social media.
- O. Work with the Bengal newspaper on all publications relating to our ASISU column
- P. Send out monthly newsletters of ASISU's progress to all students.
- Q. Work with the Elections Commission to publicize the ASISU Election.
- R. Carry out such other functions and duties as required under the ASISU Constitution, Election Code, and Bylaws.
- S. Be responsible for other financial matters assigned by the President, Senate Finance Committee, or the Senate.
- T. Exercise all other responsibilities defined within the Constitution, Bylaws, and Election Code.
- U. Help serve in the appointment and training of next year's Director of Public Relations.

## **Director of Governmental Affairs**

- A. Maintain a minimum 2.0 GPA and 12 credit hours.
- B. Attend the ASISU Retreat before the Fall Semester.
- C. Read and understand the ASISU Constitution, Bylaws, Senate Rule Book, Executive Cabinet Rule Book, Election Code, and Parliamentary Procedure.
- D. Wear orange and black or Bengal gear every Wednesday.
- E. Attend weekly President's Cabinet meetings.
- F. Hold two office hours each week.
- G. Complete monthly checklists and return to the Secretary.
- H. Publicize and promote resources and services that ASISU offers to students.
- I. Enforce the ASISU Bylaws and Constitution.
- J. Help advance university and state government relations.
- K. Lobby the State Legislative about any legislation regarding higher education.
- L. Attend all Associated Students Meetings for Idaho's Student Government.
- M. Undergo constitutional review on any action taken by any and all members, groups and bodies of ASISU.
- N. Preside over the removal and replacement of any elected representative of ASISU who failed to perform their specified duties within a reasonable time period and maintain a neutral viewpoint perspective.
- O. Hold yearly Constitutional Conventions during the Fall semester.
- P. Attend the End-of-the-Year Banquet.
- Q. Help serve in the appointment and training of the next year's Director of Governmental Affairs.
- R. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.

## **Director of Sustainability:**

- A. Maintain a minimum 2.0 GPA and 12 credit hours.
- B. Attend the ASISU Retreat before the Fall Semester.
- C. Read and understand the ASISU Constitution, Bylaws, Senate Rule Book, Executive Cabinet Rule Book, Election Code, and Parliamentary Procedure.
- D. Wear orange and black or Bengal gear every Wednesday.
- E. Attend weekly President's Cabinet meetings.
- F. Hold two office hours each week.
- G. Complete monthly checklists and return to the Secretary.
- H. Publicize and promote resources and services that ASISU offers to students.
- I. Help execute student-led projects.
- J. Develop and implement a Bengal Sustainability Statement to encourage sustainable and ecofriendly activity on campus following approval of the Senate.
- K. Work the ASISU-funded newspaper, ASISU-funded radio, and Office of Marketing and Communications to publicize current events and activities.
- L. Partner with the Sustainability Club to help assist with Executive decisions.
- M. Collaborate with students and staff and encourage the university President's public commitment to an agreement or pledge.
- N. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
- O. Help serve in the appointment of and training for next year's Director of Sustainability.

## **Director of Student Organizational Affairs**

- A. Maintain a minimum 2.0 GPA and 12 credit hours.
- B. Attend the ASISU Retreat before the Fall Semester.
- C. Read and understand the ASISU Constitution, Bylaws, Senate Rule Book, Executive Cabinet Rule Book, Election Code, and Parliamentary Procedure.
- D. Wear orange and black or Bengal gear every Wednesday.
- E. Attend weekly President's Cabinet meetings.
- F. Hold two office hours each week.
- G. Complete monthly checklists and return to the Secretary.
- H. Publicize and promote resources and services that ASISU offers to students.
- I. Work closely with student organizations to provide funding support for events via the Benny's Funding Form.
- J. Oversee Club Funding Workshops.
- K. Speak with a representative of the Student Leadership and Engagement Center.
- L. Advocate for club needs and interests.
- M. Monitor club incentive points.
- N. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
- O. Help serve in the appointment and training of the next year's Director of Student Organizational Affairs.

## Secretary

- A. Maintain a minimum 2.0 GPA and 12 credit hours.
- B. Plan and attend the ASISU Retreat before the Fall Semester.
- C. Read and understand the ASISU Constitution, Bylaws, Senate Rule Book, Executive Cabinet Rule Book, Election Code, and Parliamentary Procedure.
- D. Wear orange and black or Bengal gear every Wednesday.
- E. Attend weekly President's Cabinet meetings.
- F. Work with the President and Vice President to address student and ASISU representative needs.
- G. Send out official meeting minutes and agendas on Fridays.
- H. Create and review officer checklists once a month.
- I. Take and track attendance of all officers.
- J. Manage the office by replying to emails, answering phone calls, and other related office duties.
- K. Update all official ASISU documents.
- L. Aid during the election campaign.
- M. Communicate directly with the advisor.
- N. Assist ASISU with purchases such as gear, name tags and swag.
- O. Plan and attend the End of the Year Banquet.
- P. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
- Q. Help serve in the appointment and training of the next year's respective Secretary.



### Section 3—Duties & Responsibilities of Member of the Elections Commission

#### **Elections Commissioner**

- A. Maintain a minimum 2.0 GPA and 12 credit hours.
- B. Attend the ASISU Retreat before the Fall semester.
- C. Serve at least one (1) office hour per week.
- D. Read and understand the ASISU Constitution, Bylaws, and Election Code.
- E. Enforce the Election Code.
- F. Wear orange and black or Bengal gear every Wednesday.
- G. Attend President's Cabinet meetings.
- H. Attend all Elections Commission meetings.
- I. Publicize and promote resources and services that ASISU offers to students.
- J. Complete a monthly checklist and return it to the Secretary.
- K. Review checklists for the Elections Commission with the Secretary.
- L. Complete the duties listed in the Elections Commission Timeline.
- M. Attend the ASISU End-of-the-Year Banquet.
- N. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
- O. Help serve in the appointment and training of the next year's Elections Commissioner.

## **Deputy Elections Commissioner**

- A. Maintain a minimum 2.0 GPA and 12 credit hours.
- B. Attend the ASISU Retreat before the Fall semester.
- C. Serve at least one (1) office hour per month.
- D. Read and understand the ASISU Constitution, Bylaws, and Election Code.
- E. Enforce the Election Code.
- F. Wear orange and black or Bengal gear every Wednesday.
- G. Attend all Elections Commission meetings.
- H. Attend all activities in relation to the Elections Commission.
- I. Act as a primary liaison between all candidates and the Commission.
- J. Complete a monthly checklist and return to the Secretary.
- K. Attend the ASISU End-of-the-Year Banquet.
- L. Assist the other members of the Commission when necessary.
- M. Carry out such other functions and duties as required under the ASISU Constitution, Election Code, and Bylaws.
- N. Help serve in the appointment and training of the next year's Deputy Elections Commissioner.

## **Publicity Elections Commissioner**

- A. Maintain a minimum 2.0 GPA and 12 credit hours.
- B. Attend the ASISU Retreat before the Fall semester.
- C. Serve at least one (1) office hour per month.
- D. Read and understand the ASISU Constitution, Bylaws, and Election Code.
- E. Enforce the Election Code.
- F. Wear orange and black or Bengal gear every Wednesday.
- G. Attend all Elections Commission meetings.
- H. Attend all activities in relation to the Elections Commission
- I. Provide extensive publicity of the election during the candidate filing period.
- J. Create the Voters' Guide, detailing the parties' and candidates' issues and stances.
- K. Advertise the election's candidates and/or party.
- L. Act as a primary liaison between all candidates and the Commission.
- M. Complete a monthly checklist and return to the Secretary.
- N. Attend the ASISU End-of-the-Year Banquet.
- O. Assist the other members of the Commission when necessary.
- P. Carry out such other functions and duties as required under the ASISU Constitution, Election Code, and Bylaws.
- Q. Help serve in the appointment and training of the next year's Publicity Elections Commissioner.