

ASSOCIATED STUDENTS OF
IDAHO STATE UNIVERSITY
STUDENT SENATE
SESSION LIV TERM I

IN THE SENATE
BILL 583
BY
ALEX DIVINEY, COLLEGE OF SCIENCE AND ENGINEERING
SPONSORED BY
JEREMIAH SCHILZ, COLLEGE OF BUSINESS

This bill changes the Contingency Fund to be a more permissive fund. It lowers the cooldown time on applying for or receiving contingency funds, changes the minimum amount of funds that the contingency fund needs to maintain, drops the fundraising requirement for applicants, and lowers the senate voting threshold for a request to be granted.

ASISU BYLAWS

ARTICLE IV – Financial Affairs

Section 3—Contingency Fund

Clause 1—ASISU shall maintain a contingency fund. The purpose of the contingency fund is to help cover unforeseen expenses accrued by ASISU as well as for purposes that benefit the student body of Idaho State University. Contingency funding will be used for reasons deemed appropriate by an ASISU Senate supermajority. Limitations on funding shall be at the discretion of the ASISU Senate. All ASISU unspent line item funds will be transferred into the ASISU contingency fund once year-end closeout procedures are completed.

Clause 2—Standard allocation from the ASISU contingency fund for any event, program, equipment, supplies, etc. shall not exceed \$5,000 per allocation, or 5% of the total contingency balance for that fiscal year, whichever value is lower, with the exception of the transfer of funds into the ASISU scholarship account.

Clause 3—Restrictions

- A. Contingency funds are to be allotted for reasons deemed appropriate by the ASISU Senate supermajority.
 - 1) ~~Applicants must provide documentation of proper fundraising efforts to the ASISU Finance Committee as well as the ASISU Senate for purposes specified in the contingency fund request, or they must demonstrate an extenuating circumstance that did not allow them to properly fundraise.~~
 - 2) Applicants must also demonstrate in the contingency fund request form a benefit to the university through the funding of their request. (Such as holding events, spreading ISU's name at competitions/conferences, bettering student experience, etc.)
- B. Travel Restrictions
 - 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.
- C. Application Limits

- 1) Applicants can apply for contingency funding once ~~per academic year~~ every other calendar month unless excluded by Clause 3, Section D, Part 1.
- 2) Applicants shall be eligible to receive contingency funding once ~~every two years~~ every other calendar month.
- 3) An organization shall be eligible to submit a contingency fund request ~~every other year~~ once every other calendar month. During the ~~year~~ month in which they are eligible they may only receive one contingency fund request.

D. Exceptions:

- 1) In the case of a “financial emergency” as determined by the Senate Finance Officer and Senate Finance Committee in consultation with the ASISU General Manager, an applicant may qualify for a contingency fund request exempt of the restrictions of Clause 3.

E. Contingency funds may not be directly spent on non-ASISU individuals.

Clause 4—Procedure:

- A. Requests to the ASISU contingency fund must include a letter describing the request, signed by the applicant and advisor (when applicable) to be submitted to the Senate Finance Committee. Requests must also include a budget worksheet signed by the ASISU Financial Technician.
- B. Contingency fund request information must be provided to the Senate Finance Committee with the Finance Agenda, the day before a Finance meeting is to be held. The Senate Finance Committee will then review the request at the next Finance meeting. The Senate Finance Committee will decide whether or not to hear the request, based on the merit of the request with respect to these bylaws. The applicant must be notified of this decision before the next Finance meeting.
- C. If the request is approved, the next Finance meeting there will be a formal hearing by the Senate Finance Committee in which a representative must appear to present the request. If the request is approved by the Senate Finance Committee the Finance Chair will present the request at the following Senate meeting.
- D. The Senate Finance Committee may require the applicant to place, print or affix the official ASISU logo on any materials or merchandise purchased with the contingency fund. In the case of an event, the logo may be required to be placed on any materials advertising for the event.
- E. If the request is approved, the Senate Finance Committee may require a representative to give a follow up report at a Senate meeting following the use of the contingency fund money.
- F. A copy of all contingency fund requests approved by the Finance Committee must be presented to all senators at caucus for review before voting can take place in the Senate. The proposal is then introduced to the Senate where the applicant must be present. The request must receive a ~~2/3~~ simple majority vote to be approved.

Clause 5—Any money from the ASISU contingency fund allocated for a specific purpose shall have 30 days from the date of passage of the allocation to spend the totality of the allocation unless a spend date for the funds is indicated on the initial request, in which case the totality of funds must be spent within 30 days after the indicated spend date. Any amount not spent shall revert to the ASISU contingency fund.

Clause 6—On July 1st of each fiscal year, 10% of any amount in excess of \$200,000 in the contingency account will be transferred into the ASISU scholarship account. The additional funds will be distributed as stated in Article VII, Clause 1.

Clause 7—Eligibility: In order to be eligible for contingency funding consideration applicants must be current ASISU fee paying students or a recognized ASISU Student Organization.

Clause 8—The contingency fund shall not be less than ~~\$30,000~~ \$5000 at any time

DATE OF FIRST INTRODUCTION: (DATE FIRST INTRODUCED TO SENATE)

SENATE ACTION: _____ DATE: _____

ASISU PRESIDENT: _____ DATE: _____

ASISU SECRETARY: _____ DATE: _____

