

## **ACADEMIC RESEARCH GRANT BY-LAWS**

**PREAMBLE:** The purpose of these By-Laws is to provide structures and procedures to implement the Associated Student Constitution.

### **ARTICLE I. NAME & PURPOSE**

Section 1 The name shall be the AS Academic Research Grant Selection Board (herein referred to as the Board).

Section 2 The primary purpose of the Board is to provide funds to subsidize USD undergraduate academic research.

### **ARTICLE II. MEMBERSHIP**

Section 1 Membership shall consist of:

- A. The AS Vice President of Academics.
- B. The AS Director of Academic Programming.
- C. Three undergraduate status students appointed by the AS Vice President of Academics. The appointed members must represent departmental majors not represented by the AS officers.
- D. Two faculty advisors - one AS advisor from the Student Affairs Office and one from the College of Arts & Sciences.

### **ARTICLE III. ADMINISTRATIVE OFFICERS**

Section 1 The AS Vice President of Academics shall:

- A. Serve as chairperson of the Board.
- B. Serve as the presiding officer at all meetings of the Board.
- C. Serve as the AS Senate representative to the Board.

Section 2 The AS Director of Academic Programming shall:

- A. Preside over the Board in the absence of the chairperson and shall act for the chairperson in times of temporary incapacity.

#### **ARTICLE IV. MEETINGS**

- Section 1 Meetings of the board shall take place within a week of the application deadline.
- Section 2 The Board shall, as many times as needed each semester, meet in order to distribute the AS funds for research grants. The allocation of funds will also depend on the Executive Board's decision of whether to implement a semester-based or annual-based budget.
- Section 3 The Board shall meet otherwise, as deemed necessary by the chairperson or the AS Student Senate.
- Section 4 Board meetings generally will be open to all members of the Associated Students.
- Section 5 The Board may at its discretion hold closed meetings.

#### **ARTICLE V. BOARD ACTION**

- Section 1 Unless otherwise provided herein, action by the Board may be taken only at a meeting where a quorum is present (as stated in Article VI, Section 1).

#### **ARTICLE VI. QUORUM & VOTING**

- Section 1 Two-thirds (2/3) of the Boards' membership shall constitute a quorum.
- Section 2 A simple majority shall constitute voting procedures of the Board (each member casting one (1) vote unless otherwise obtaining a valid proxy). Only in the event of a tie will the chair be able to cast a vote.

#### **ARTICLE VII. QUALIFICATIONS & PROCEDURES**

- Section 1 All applicants must be currently enrolled undergraduate USD students in good academic standing with the University.
- Section 2 All applications must be received by the established deadline set by the Board.
- Section 3 A complete AS application form must include: applicant information, project title and goals, brief abstract, timeline, amount requested, budget details and at least one letter of support from a faculty advisor.
- Section 4 The application should reflect an independent undergraduate research

project. Whether or not funds will be allocated towards course-assigned projects is a decision to be made by the members of the Board.

- Section 5 Applications submitted by the stated deadlines of the Board shall be considered on an equal basis. Dependent upon the availability of remaining funds, all applications received thereafter shall be considered in order of submittance.
- Section 6 Upon the acceptance of a research grant, the researcher must submit an updated report regularly to the Board throughout the completion of the research (format, length of report and number of times to be submitted is to be decided by the Board).
- Section 7 At the completion of the research project a copy of the completed project must be submitted and becomes the official property of the AS.
- Section 8 The Board reserves the right to deny any project even if said project conforms to the rules as stated.
- Section 9 The Board reserves the right to revoke the grant upon proof mishandling the project.

#### **ARTICLE VIII. FUNDING**

- Section 1 Disbursement of grant money shall, upon the approval of the Board, be arranged through the AS Vice President of Academics and the AS Vice President of Finance.
- Section 2 Grants shall be used for purchasing needed materials. It is only after the allocation of research monies towards these materials that requests for travel expenditures be considered. All materials purchased with research grant moneys shall remain property of the AS and upon the discretion of the Student Senate be on loan to the University of San Diego.
- Section 3 When requests for grants exceed the funds available, the following criteria shall be followed in selecting grant recipients.
- A. Written application - quality of preparation. A solid overview stating the relationship between the objective of the research and materials needed.

- B. Applicant interview - Further description of project. Questions to determine quality of preparation. Alternative sources, if any, explored prior to applying to the Board.
- C. Recommendations from Faculty Advisor and others - Technical advice from a faculty advisor concerning procedure and design of student project. Relative significance of student project in perspective of larger academic community.
  - 1. Steps 1 & 2 shall be executed when a decision allocating funds to one project excludes other project/projects from receiving funds.
  - 2. Step 3 shall be executed by the Board when deemed necessary.
  - 3. The number, and amount, of grants previously awarded within individual major departments shall be considered in the awarding of grants.
  - 4. The deciding factor in awarding grants shall be the Boards' assessment of the quality of the research project.

## **ARTICLE IX. AMENDMENTS**

Section 1 These By-Laws may be amended in the following way:

- A. Any member of the Board or the AS Senate who is entitled to full participation in its activities may at any regular meeting of the Board or Senate submit a proposed amendment.
- B. The Board or Senate must approve the proposed amendment, no sooner than the next scheduled meeting.
- C. Board or Senate Recording Secretary must then keep the proposed amendments posted publicly for a period of seven (7) days.
- D. A two-thirds (2/3) majority of the members of this Board or Senate shall be necessary for the adoption of any amendment to these By-Laws.
- E. Final approval of an adopted amendment lies with the Senate.

**ARTICLE X. RATIFICATION PROCEDURES**

Section 1     The By-Laws shall be submitted by the Vice President of Academics to the AS President yearly for administrative approval.

Section 2     Final ratification of these By-Laws will be affected by a yearly vote of the Student Senate.

REVISED SEPTEMBER 21, 2000