



# ACADEMIC GRANT BYLAWS

## **PREAMBLE:**

*The purpose of these Bylaws is to provide structures and procedures to implement the Associated Students Constitution.*

## **ARTICLE I NAME AND PURPOSE**

Section 1 The name shall be the Associated Student Government (ASG) Academic Grant Selection Committee .

Section 2 The primary purpose of the Committee is to provide funds to subsidize University of San Diego undergraduate academic grants.

## **ARTICLE II MEMBERSHIP**

Section 1 Membership shall consist of:

- A. The Associated Student Government (ASG) Vice President.
- B. Five faculty reviewers, one Associated Student Government advisor from Student Affairs and four faculty/professors from the sciences, engineering, humanities, and business departments, respectively If a Faculty member from a certain discipline can not be secured, then a faculty member from a different discipline can assist in the reviewal of applications.
- C. The ASG Academics Committee will make up the voting portion of the Committee.
  - a. Any and all concerns and conflicts must be directed to the Chair of Academics who, at their discretion, may consult the ASG advisor from Student Affairs and ASG Vice President.
- D. In the event of apparent inequitable student representation on the ASG Academics Committee, the Chair of Academics in consultation with the ASG Vice President shall

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appoint other ASG members capable of adequately representing the student demographic applying for funding.

## ARTICLE III ADMINISTRATIVE OFFICERS

Section 1 The ASG Vice President shall:

- A. Serve as chairperson of the Academic Grant Committee, or promote a proxy to serve in their place.
  - a. In the event of a vacancy in the office of the ASG Vice President, the acting President shall appoint a representative from the Executive Board to serve as the interim Chairperson of the Academic Grant Committee.
- B. Serve as the presiding officer at all meetings of the Board.
- C. Act as the official liaison between the Associated Student Government Academic Grant Selection Committee and all University of San Diego students, faculty, staff, and administration.
- D. Manage and implement the Associated Student Government Academic Grant Program each semester, including the following:
  - a. In this capacity, they may make decisions that reflect the best interests of the grant applicants, the Associated Student Government Body, and/or the ASG Academic Grant Selection Board at times when it is unfeasible or inappropriate for the Board to convene over the specific issue(s).
  - b. Amend any and all materials related to the ASG Academic Grant program.
  - c. Decide on deadlines related to the ASG Academic Grant Program.
  - d. Make decisions and organize any and all processes and procedures that relate to any component of the ASG Academic Grant Program.

Section 2 The ASG Vice President will act as the official representative to the Associated Student Government's Finance Committee in the Fall and Spring semesters to advocate and help determine the specific amount allotted for the ASG Academic Grant Program in the Associated Student Government's Annual Budget and shall:

- A. Revoke a grant award on behalf of the Board if the Associated Student Government Vice President has evidence that the procedures, guidelines, principles, and or

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stipulations of the ASG Academic Grant Program were violated in some manner.

## **ARTICLE IV MEETINGS**

Section 1 Meetings of the Committee shall take place within three (3) academic weeks of the application deadline.

Section 2 The Committee shall meet , as many times as needed each semester, in order to distribute the Associated Student Governments funds for academic grants.

## **ARTICLE V ACADEMIC BOARD ACTION**

Section 1 Unless otherwise provided herein, action by the ASG Grants Committee may be taken only at a meeting where a quorum of voting members is present.

## **ARTICLE VI QUORUM AND VOTING**

Section 1 Two-thirds ( $\frac{2}{3}$ ) of the Committee's membership shall constitute a quorum.

Section 2 A simple majority shall constitute voting procedures of the Committee.

- A. Only in the event of a tie will the Associated Student Government's Vice President be able to cast a vote.

## **ARTICLE VII QUALIFICATIONS AND PROCEDURES**

Section 1 All applicants must be currently enrolled undergraduate University of San Diego students in good academic standing with the University.

Section 2 All applications must be received by the established deadline set by the Chair of Academics.

Section 3 A complete Associated Student Government grant application form must include:

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applicant information, project title and goals, brief abstract, timeline, amount requested, budget details, and at least one letter of support from a faculty advisor.

- A. All applicants will be required to acknowledge that they have read and fully understood the academic grant by-laws and FAQs. In the event that a student makes an acknowledgement under false pretenses, any awarded grant in the future for that academic year may be considered subject to null and void.

Section 4 The application should reflect an undergraduate academic project independent of faculty. Whether or not funds will be allocated towards course-assigned projects is a decision to be made by the members of the Academic Grant Committee.

Section 5 Applications submitted by the stated deadlines of the Academic Grant Committee shall be considered on an equal basis.

Section 6 Faculty representatives that are invited to be a part of the academic grant committee will review applications prior to the committee's allocation meeting to provide written feedback on the application. The faculty representatives will submit feedback to the committee via the Vice President of ASG's instructions.

Section 7 Upon the acceptance of an academic grant, the researcher must submit an updated report throughout the completion of the project to the Vice President (format, length of the report, and the number of times to be submitted is to be decided by the Associated Student Government's Vice President).

Section 8 At the completion of the academic project, a copy of the completed project must be submitted and becomes the official property of Associated Student Government.

- A. All items purchased under the Associated Student Government Academic Grant Program are official property of the Associated Student Government.

Section 9 The Committee reserves the right to deny any project even if said project conforms to the rules as stated. After the Committee has made its determination and in its absence, the Associated Student Government's Vice President may revoke a grant award under the conditions outlined in Article III, Section 2, Sub section A.

Section 10 The Committee reserves the right to revoke the grant upon proof of mishandling of *Academic Grant Bylaws of the Associated Student Government of the University of San Diego; Approved in session of the Associated Student Government Senate, 30 April, 2026.*



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the project. In the absence of the Committee and with evidence, the Associated Student Government Chair of Academics may revoke a grant award under the conditions outlined in Article III, Section 2, Sub-section A.

## ARTICLE VIII FUNDING

Section 1 Disbursement of grant money shall, upon the approval of the Board, be arranged through the Student Activities and Involvement Office with the Executive Assistant of Associated Student Government.

Section 2 Grants shall be used for purchasing needed materials. All materials purchased with academic grant monies shall remain property of the Associated Student Government. Upon the discretion of the Associated Student Government Vice President and the Associated Student Government Senate, materials may be on temporary or permanent loan to the University of San Diego, or the student researcher pending the submission of a complete and approved Materials Tracking Agreement.

Section 3 When requests for grants exceed the funds available, the following criteria shall be followed in selecting grant recipients.

A. Written application:

- a. Quality of presentation: A solid overview stating the relationship between the objective(s) of the academic project, the process by which the student will test his/her hypothesis to arrive at the aforementioned objective, and the relationship of the materials requested to such academic project.
- b. Nature of academic project: Whether the project is consistent with the goals of the University of San Diego and of the Associated Student Governments Academic Grant Program.
- c. Advisor letter of recommendation: The Faculty/Staff Advisor to the project may corroborate or speak to the merits of the applicant and/or to the nature and quality of the academic project being performed. The letter shall serve as a secondary source of information and shall not be used as a primary evaluation criterion.

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- i. If deemed necessary by the Board, the project's Advisor may be consulted only under extenuating circumstances and when it is deemed necessary by a simple majority (51%) of the Board.

B. Evaluation Terms

- a. The number and reward amount of grants previously awarded to individual recipients shall be considered in the awarding of subsequent grants.
- b. The principal factor in awarding grants shall be the Board's assessment of the quality of the academic project.

Section 4 Year-long grants shall be awarded in the fall and shall be deducted from the fall budget. Only under extenuating circumstances and subject to the approval of the Associated Student Government Finance Committee, shall these terms change.

- A. The deadlines for year-long applicants are determined by the Associated Student Government's Vice President and are usually set in the fall semester.
- B. Year-long grant recipients may not reapply for funds in the following semester of the same academic year.

## ARTICLE IX APPEALS PROCESS

Section 1 Academic grant applicants may appeal an unfavorable ruling only under extenuating circumstances and if they can prove the Committee made its decision in a manner that is inconsistent with its charge, as it was previously outlined in these By-Laws.

Section 2 All appeals must be made to the Associated Student Government Senate within one (1) week of receiving the notification letter and must be filed with both the Associated Students Speaker of Senate and the Associated Students Vice President by the aforementioned deadline.

Section 3 The appeals process will commence in the following order:

- A. The Associated Student Government Speaker of the Senate shall place the appeal on the agenda of the next meeting of the Associated Students Senate after ensuring the criteria stated in Article IX, Section 2 is met.

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- B. The ASG Chair of Academics shall introduce the appeal and explain the appeals process to the Associated Student Government Senate before the appeal presentation is made. The ASG Chair of Academics may not give their personal opinion until after the appeal presentation is made by students appealing the decision.
- C. The appellant will state the grounds and rationale for their appeal to the entire body of the Associated Student Government Senate. The time allotted for the appellant's presentation is up to the discretion of the Associated Student Government Speaker of the Senate.
  - a. If there are multiple members of the group, they must choose a delegate to make the presentation. Only one (1) member may present. The faculty advisor may not present on behalf of the student group.
  - b. The positions of the remaining members and/or faculty advisor may be shared in written form and must be submitted to the Associated Student Government's Speaker of Senate immediately following the appellant's presentation.
- D. After the appellant's presentation, the appellant must leave the Associated Student Government Senate meeting, after which the ASG Chair of Academics is allowed to make a counter-argument on behalf of the whole Committee. The time allotted for the Academic Grant Committee Chair's presentation is up to the discretion of the Associated Student Government Speaker of the Senate.
- E. The Associated Student Government's Senate will then vote on (1) whether to support or deny the appeal and (2), if the appeal is upheld, the specific amount of the appeal award.
  - a. The Associated Student Government Senate must have a quorum in order to vote.
  - b. If a quorum is not present, the appellant may be asked to present, again, at a subsequent meeting.
- F. The Associated Student Government Speaker of the Senate will draft a formal letter to the appellant stating the Associated Student Government Senate's ruling and rationale. The ruling of the Associated Student Government Senate is final and may not be appealed.

## ARTICLE X AMENDMENTS

Section 1 Any member of the Board or the Associated Student Government Senate who is entitled to full participation in its activities may at any regular meeting of the Committee or Senate, submit a proposed amendment.

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Section 2 The Committee or Senate must approve the proposed amendment no sooner than the next scheduled meeting.

Section 3 Board or Chief of Staff must then keep the proposed amendments posted publicly for a period of five (5) days.

Section 4 A two-thirds (2/3) majority of the members of this Board and the Senate shall be necessary for the adoption of any amendment to these By-Laws.

Section 5 Final approval of an adopted amendment lies with the Associated Students Senate.

## **ARTICLE XI RETIFICATION PROCEDURES**

Section 1 The By-Laws shall be submitted by the ASG Chair of Academics to the Associated Student Government Vice President yearly for administrative approval.

Section 2 Final ratification of these By-Laws will be effected by a two-thirds (2/3) vote of the Associated Student Government Senate.