



ASSOCIATED
STUDENTS
UNIVERSITY OF SAN DIEGO

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 Students Academic Grant Selection Board.
- Section 2 The primary purpose of the Board 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 Students Vice President.
 - B. Four faculty reviewers – one Associated Students advisor from Student Affairs and three faculty/professors from the departments with the highest number of proposals submitted.
 - C. The AS Academics Committee will make up the voting portion of the Board.
 - a. Any and all concerns and conflicts must be directed to the Chair of Academics who, at his/her discretion, may consult the Associated Students advisor from Student Affairs and Associated Students Vice President.
 - D. In the event of apparent inequitable student representation on the AS Academics Committee, the Chair of Academics in consultation with the AS Vice President shall appoint new members capable of adequately representing the student demographic applying for funding.



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ASSOCIATED
STUDENTS
UNIVERSITY OF SAN DIEGO

ACADEMIC GRANT BYLAWS

ARTICLE III ADMINISTRATIVE OFFICERS

- Section 1 The AS Chair of Academics shall:
- A. Serve as chairperson of the Board.
 - B. Serve as the presiding officer at all meetings of the Board.
 - C. Act as the official liaison between the Associated Students Academic Grant Selection Board and all University of San Diego students, faculty, staff, and administration.
 - D. Manage and implement the Associated Students Academic Grant Program each semester, including the following:
 - a. In this capacity, he/she may make decisions that reflect the best interests of the grant applicants, the Associated Student Body, and/or the Associated Students 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 Associated Students Academic Grant program.
 - c. Decide on deadlines related to the Associated Students Academic Grant Program.
 - d. Make decisions and organize any and all processes and procedures that relate to any component of the Associated Students Academic Grant Program.
- Section 2 The Associated Students Vice President will act as the official representative to the Associated Students Finance Committee in the Fall and Spring semesters to advocate and help determine the specific amount allotted for the Associated Students Academic Grant Program in the Associated Students Annual Budget and shall:
- A. Revoke a grant award on behalf of the Board if the Associated Students Vice President has evidence that the procedures, guidelines, principles,





ASSOCIATED
STUDENTS
UNIVERSITY OF SAN DIEGO

ACADEMIC GRANT BYLAWS

and/or stipulations of the Associated Students Academic Grant Program were violated in some manner.

ARTICLE IV MEETINGS

- Section 1 Meetings of the Board shall take place within three weeks of the application deadline.
- Section 2 The Board shall, as many times as needed each semester, meet in order to distribute the Associated Students funds for academic grants.

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.

ARTICLE VI QUORUM AND VOTING

- Section 1 Two-thirds of the Boards' membership shall constitute a quorum.
- Section 2 A simple majority shall constitute voting procedures of the Board.
- A. Only in the event of a tie will the Associated Students 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.



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STUDENTS
UNIVERSITY OF SAN DIEGO

ACADEMIC GRANT BYLAWS

- Section 3 A complete Associated Students application form must include: applicant information, project title and goals, brief abstract, timeline, amount requested, budget details (if travel and liability), 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 Board.
- Section 5 Applications submitted by the stated deadlines of the Board shall be considered on an equal basis.
- Section 6 Upon presentation of reviews to the voting members of the Board, the initial decision to fund or not fund the proposal will be made by a simple majority vote. If the project gets voted to receive funding, the proposer's budget will be analyzed, adjusted accordingly and confirmed by simple majority vote.
- Section 7 Upon the acceptance of an academic grant, the researcher must submit an updated report throughout the completion of the project to the Chair of Academics (format, length of the report, and the number of times to be submitted is to be decided by the Associated Students 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 Students.
- A. All items purchased under the Associated Students Academic Grant Program are official property of the Associated Students.
- B. Specific allocation of items purchased under the Associated Students Academic Grant Program is outlined in the Materials





ASSOCIATED
STUDENTS
UNIVERSITY OF SAN DIEGO

ACADEMIC GRANT BYLAWS

Tracking Agreement, subject to Associated Students Senate approval.

- Section 9 The Board reserves the right to deny any project even if said project conforms to the rules as stated. After the Board has made its determination and in its absence, the Associated Students Vice President may revoke a grant award under the conditions outlined in Article III, Section 2, Sub-section A.
- Section 10 The Board reserves the right to revoke the grant upon proof of mishandling of the project. In the absence of the Board and with evidence, the Associated Students 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 Associated Students Activities and Budget Coordinator.
- Section 2 Grants shall be used for purchasing needed materials. All materials purchased with academic grant monies shall remain property of the Associated Students. Upon the discretion of the Associated Students Vice President and the Associated Students 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: 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.



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STUDENTS
UNIVERSITY OF SAN DIEGO

ACADEMIC GRANT BYLAWS

- B. Nature of academic project: Whether the project is consistent with the goals of the University of San Diego and of the Associated Students 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.
 - a. 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. The letter of recommendation is to be turned in or mailed in via sealed envelope with valid signature by the Faculty/Staff Advisor of the project.
 - D. 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 Students Finance Committee, shall these terms change.
- A. The deadlines for year-long applicants are determined by the Associated Students 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.



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ASSOCIATED
STUDENTS
UNIVERSITY OF SAN DIEGO

ACADEMIC GRANT BYLAWS

ARTICLE IX APPEALS PROCESS

- Section 1 Academic grant applicants may appeal an unfavorable ruling only under extenuating circumstances and if he/she can prove the Board 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 Students 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 Students Speaker of Senate shall place the appeal on the agenda of next meeting of the Associated Students Senate after ensuring the criteria stated in Article IX, Section 2 is met.
 - B. The AS Chair of Academics shall introduce the appeal and explain the appeals process to the Associated Students Senate before the appeal presentation is made. The AS Chair of Academics may not give his/her personal opinion until after the appeal presentation is made by students appealing the decision.
 - C. The appellant will state the grounds and rationale for his/her appeal to the entire body of the Associated Students Senate. The time allotted for the appellant's presentation is up to the discretion of the Associated Students Speaker of Senate.
 - a. If there are multiple members of the group, they must choose a delegate to make the presentation. Only one 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 Students Speaker of Senate immediately following the appellant's presentation.



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STUDENTS
UNIVERSITY OF SAN DIEGO

ACADEMIC GRANT BYLAWS

- D. After the appellant's presentation, the appellant must leave the Associated Students Senate meeting, after which the AS Chair of Academics is allowed to make a counter-argument on behalf of the whole Board. The time allotted for the Academic Review Council Chair's presentation is up to the discretion of the Associated Students Speaker of Senate.
- E. The Associated Students 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 Students 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 Students Speaker of the Senate will draft a formal letter to the appellant stating the Associated Students Senate's ruling and rationale. The ruling of the Associated Students Senate is final and may not be appealed.

ARTICLE X AMENDMENTS

- Section 1 Any member of the Board or the Associated Students Senate who is entitled to full participation in its activities may at any regular meeting of the Board or Senate, submit a proposed amendment.
- Section 2 The Board 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.





ASSOCIATED
STUDENTS
UNIVERSITY OF SAN DIEGO

ACADEMIC GRANT BYLAWS

ARTICLE XI RETIFICATION PROCEDURES

Section 1 The By-Laws shall be submitted by the AS Chair of Academics to the Associated Students 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 Students Senate.



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