

ACADEMIC INITIATIVES STIPEND COMMITTEE (AIS) BY-LAWS OF THE UW-L STUDENT ASSOCIATION

ARTICLE I: NAME

Section I: **Name-** The name of this committee shall be the University of Wisconsin-La Crosse Academic Initiatives Stipend Committee, a sub-committee of the UW-La Crosse Student Association's Academic Initiatives Oversight Committee.

ARTICLE II: PURPOSE

Section I: **Purpose-** The Academic Initiative Stipend Committee is responsible for distributing the Academic Initiative Stipend for internationalization to students from UW-L whom chose to study abroad.

ARTICLE III: MEMBERSHIP

Section I: Membership

- a) The membership shall consist of four (4) students selected by the Vice-President of the UWLSA. The Chairperson of the committee is non-voting unless a member is absent.
- b) At least one (1) representative from the Office of International Education will serve as a non-voting member

Section II: Elections

- a) **Officers-** The committee shall elect a student chairperson, a student vice-chair person, and a student secretary from its membership.
- b) **Terms-** The officers shall serve for one academic year and their term shall begin immediately after election.
- c) **Vacancy-** If a vacancy of the chairperson occurs; the vice-chairperson shall assume the office of chairperson. If the office of vice-chairperson is vacated, a new vice-chairperson shall be elected by the same elective process.
- d) **Eligibility-** The chair will be a voting member when a committee member is absent.

ARTICLE IV: RESPONSIBILITIES

Section I: Stipend Allocations

- a) The committee reviews applications and determines award amount received by each individual that applied for the Academic Initiative Stipend. The minimum amount to be awarded is \$0 and the maximum is the amount set by the committee for program length and type.
- b) The committee is responsible for setting the award amounts for the following year before adjournment.
- c) Applications which are submitted up to fourteen days following the deadline will be eligible for up to one half of the corresponding award. Applications submitted after the fourteen day grace period will not be considered.
- d) Appeals for reconsideration will be honored at the discretion of the committee. Appeals which are granted due to missing information will be granted seven days to submit the required materials.

ARTICLE V: DUTIES OF OFFICERS

Section I: Chairperson

- a) Call meetings of the committee.
- b) Preside at meetings of the committee.
- c) Prepare and establish the agenda for the committee.
- d) Act as official representative of the committee.
- e) Serve as or appoint an ex-officio member of all subcommittees of the committee.
- f) Make reports to the Student Senate regarding committee actions.
- g) Excuse absences of the committee members.
- h) Responsible for all correspondences from and to the AIOC.
- i) Vote in the absence of a committee member

Section II: Vice-Chairperson

- a) Preside at meetings of the committee in the absence of the chairperson.
- b) Assume the position of the chairperson if the chairperson becomes unable to perform the duties of office.
- c) Excuse the chairperson from meetings of the committee.
- d) Carry out any reasonable instructions of the chairperson.

Section III: Secretary

- a) Record the minutes of all committee meetings.
- b) Distribute all minutes to the committee.
- c) Maintain a record of committee minutes from the beginning of the year.

ARTICLE VI: COMPENSATION

Section I: **Chair-** The chair is eligible to receive compensation at the discretion of the President of the UWLSA.

Section II: **Committee Members-** No members of this committee will receive compensation for their membership on the committee.

ARTICLE VII: VOTING

Section I: **Quorum-** A quorum will consist of three (3) voting members

Section II: **Motions-** Action of the committee shall be by a majority vote.

ARTICLE VIII: MEETINGS

Section I: **Convening of the First Meeting-** It shall be the role of a Study Abroad Officer to convene the first committee meeting of the year.

Section II: **Meetings-** Meetings shall be held as needed at the discretion of the chairperson during the academic year.

Section III: Special Meetings

- a) Special meetings may be called by the chairperson by providing written notice to all committee members within twenty-four (24) hours.

Section IV: **Open Meetings-** All meetings will be held in compliance with the Wisconsin Open Meeting Law.

Section V: Parliamentary Procedure- Robert's Revised Rules of Order shall be used as the parliamentary authority.

Section VI: Business Conduct

- a) The committee will conduct its business in accordance with the rules of the University of Wisconsin-La Crosse.
- b) The committee will conduct its business in accordance with the rules of the University of Wisconsin-System.
- c) The committee will conduct its business in accordance with the rules of the state of Wisconsin.

ARTICLE IX: ATTENDANCE

Section I: Absences- A member is allowed two (2) unexcused absences. An unexcused absence will be defined as any absence where the chair of the committee is not notified prior to the meeting missed. A third unexcused absence will be considered abandonment of the committee and will result in dismissal.

ARTICLE X: AMENDMENTS

Section I: Amendments- Amendments to the Academic Initiatives Stipend Committee by-laws shall require a two-thirds (2/3) vote of the committee, endorsement of the Academic Initiatives Oversight Committee, and Student Senate Approval.

Enacted May 5th 2010
Amended: 5/2011