

PSGSA Conference Funding Bylaws

Approved by PSGSA Board on March 30, 2026

- I. SORF is a university-wide funding organization for registered student organizations of which PSGSA is a member. From the website: “The Student Organization Resource Fee (SORF) supports Student Organizations by allocating funds to offset the cost of elements of services and programs that benefit the Illinois Campus Community. The SORF Board reviews applications with the foundational understanding that the program or service can still occur without funding from SORF. Student Organizations should submit funding applications knowing that funding is not guaranteed.”
 - A. In the event that SORF changes its name or restructures, any subsequent mention of SORF should be referred to as any similar student-fee organization that exists in the same capacity at the university.
- II. PSGSA is eligible to receive a specific amount of funds from SORF. It is up to the Board’s discretion how to apply for the vast diversity of activities that can be funded by SORF. These bylaws refer to instances in which the Board has decided to fund conference registration fees for graduate students. These bylaws address how the Treasurer should allocate these funds.
 - A. Registration fees are defined as: “Registration Fees for Individuals or Groups to participate in an activity necessary for the success and operations of the student organization.”
 - B. Services are defined as: “Funding for items necessary for the success and operations of the student organization in alignment with the mission/purpose of the student organization as stated in governing documents on file with the Department of Student Engagement.”
 - C. These definitions are subject to change based on SORF standards.
- III. The academic funding year is defined as from July 1st through May 31. SORF does not fund any activities in the month of June.
 - A. Within this academic funding year, there are four periods of funding for which PSGSA can apply. The dates vary from year to year, but are in general as follows:
 1. Period 1 - (July 1-May 31)
 2. Period 2 (October 17- May 31)
 3. Period 3 (December 5 - May 31)
 4. Period 4 (March 13 - May 31)
 - B. Funding can only be spent when the activity occurs within the dates of the funding period for which you are applying.

- IV. There will be equal funding reserved for the first two periods (July 1 - December 5) and reserved for the last two periods (December 5-May 31). For example, if the Board would like to allocate \$1,000 to conference registration fees, it should be split into \$500 for each half of the four periods.
 - A. Any funding that is unused from the first two periods may rollover into the last two periods.
- V. Limitations on funding:
 - A. Each graduate student may only receive funding for one conference per academic funding year (July 1- May 31). Conferences occurring in June **cannot** be funded.
 - B. PSGSA will only fund conference registration fees for MPSA and APSA at the member rate for graduate students for on-time registrations. For MPSA, this is the in-hotel graduate student member rate or the out-hotel graduate student member rate, depending on the hotel accommodations (subject to price increases). For APSA, this is the student member rate (subject to price increases).
 - C. PSGSA will request funding for any conference a student would like to attend, but the student should know that according to II.A. and II.B., it is up to the discretion of SORF to make the ultimate decision about whether the conference meets II.A. and II.B. requirements.
 - D. Late registration fee requests will be made on a case-by-case basis voted on by the board and only if funding is still available.
 - E. **Very important:** The registration **cannot** be purchased before the funding is approved by SORF. In all communications with graduate students, you must reiterate this so that they can receive their reimbursements.
- VI. There will be a tiered allocation of funding for conference registrations when there are more people requesting funding than we have available funds. The priority is as follows:
 - A. Job Market Candidate (defined as planning to defend dissertation and graduate within one year)
 - B. Presenter
 - 1. This will be allocated based on ABD status, then seniority.
 - C. Attendee
 - 1. This will reverse seniority, beginning with students in the first year, and ABD students last.
 - D. If there are any tiebreakers, the student will be chosen at random by a random number generator.
- VII. Rules on sending out calls for funding requests:

- A. SORF deadlines for each funding period occur between 1 to 2 months before the funding period starts. The PSGSA Treasurer must send out a survey to graduate students collecting their interest in attending conferences and receiving funding from SORF 14 days before the funding period deadline. This means that there should be a total of 4 funding request surveys sent out.
- B. The PSGSA Treasurer must communicate that conference registrations **should never** be purchased until the funding is approved by SORF as stated in V.F.
- C. Graduate students should know that calls for funding requests are only estimations. This means that filling out the survey does not guarantee funding. It also does not lock the student into attending the conference if they choose to decline participation at a later date. The requests are to collect, ideally, an overestimation of the number of students planning to attend conferences in the academic funding year and a general idea of which conferences are of interest to them.

VIII. Reimbursement process:

- A. The Treasurer is responsible for carrying out the reimbursement process.
- B. The reimbursement process requires handling confidential and personal information. The Treasurer will be held to strict confidentiality and FERPA standards.
- C. Any information obtained will be destroyed and deleted by the conclusion of the Treasurer's term.