

University of Illinois at Springfield

Student Government Association

Resolution 2009-16

Resolution Amending the ICCB Bi-Laws

WHEREAS, The Student Government Association is vested with the authority to represent the students of The University of Illinois at Springfield (UIS) in issues affecting them; and

WHEREAS, ICCB has submitted changes to their bi-laws, to the SGA, for approval.

THEREFORE BE IT RESOLVED, that the SGA approves the amended ICCB bi-laws as follows:

Student Organization Funding Association (SOFA) By-Laws**I. SOFA Mission Statement**

The Student Organization Funding Association (SOFA) is a standing committee of the Student Government Association (SGA). As a guiding body for student organizations under the SGA, this committee looks to ensure equal opportunities for all student organizations involved in planning campus and community events. The purpose of this committee is to promote, facilitate and supplement funding for student organizations wishing to host events for the UIS community. The SOFA encourages its student organizations to plan activities that promote diversity, learning, community awareness, and civic engagement.

II. SOFA Membership, Duties, and Eligibility**a. Membership and Duties**

i. Membership to the Student Organization Funding Association shall be comprised of:

1. Chair
2. Vice-Chair (Treasurer of the SGA)
3. Treasurer
4. Secretary
5. Board Members (7)
6. Advisor(s)

ii. Duties

1. Chair: The chair of SOFA shall be nominated by the Vice President of the SGA and confirmed by the SGA. The chair will then appoint a Treasurer, Secretary, and additional committee members with an effort to represent a diverse group of students. The chair must schedule all meetings for the academic year. The chair will conduct all meetings, ensure that SOFA adheres to all regulations, and serve as a tie-breaker.
2. Vice-Chair: The position of Vice-Chair of SOFA will be filled by the Treasurer of the SGA. The Vice-Chair is required to attend all SOFA meetings. The Vice-Chair should work with the Treasurer of SOFA to track account payments and allocations with the Office of Student Life. When acting as Chair, the Vice-Chair will have no vote except in the event of a tie.

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3. Treasurer: The Treasurer shall attend all meetings of the SOFA and keep close track of all money allocations to student organizations. The Treasurer shall keep records of every expense and allocation and shall work with the Vice-Chair to track account payments and allocations with the Office of Student Life. The Treasurer will also track advisor approvals for requests, as well as track differences in amount allocated and amount spent and report this information to the board every meeting. The Treasurer is a voting member.
4. Secretary: The Secretary shall attend all meeting of the SOFA and keep track of member attendance. The Secretary will also keep very detailed minutes of each meeting, while providing for member anonymity. Minutes are to be sent to the board members, Student Life, and the organization representative from the meeting described. The Secretary shall also track the receiving of event program reports. The Secretary is a voting member.
5. Board members (7): Board members must attend all meetings of the SOFA. The Board members shall participate in discussion of all funding requests and vote on requests.
6. Advisor(s): The Advisor(s) may be a faculty, staff, or a GA. The advisor(s) is/are a non-voting member.

b. Eligibility

- i. In order to be eligible for a position on the SOFA you must adhere to the following requirements:
 1. Any member of the SOFA must be a currently enrolled undergraduate or graduate student at UIS.
 2. Any member of the SOFA must not show preference in discussion or decision of funding requests based on race, gender, religion, sexual orientation, political ideology, academic affiliation, etc.
 3. Any member of the SOFA is expected to commit to serve for the entire academic year
- ii. Attendance is required at every SOFA meeting
 1. An absence will be deemed excused or unexcused by a majority vote of the board members. To be excused, an absence must be made known to the Chair no later than 48 hours before the said meeting.
 2. No board member shall have more than two (2) unexcused absences over the academic school year. If any member of the SOFA is unexcused from two (2) meetings, they will be notified by the Chair of their absences and their eligibility for removal if they are unexcused a third time. Due process will be given.

III. Funding Process

- a. Eligibility—In order to be eligible to receive funding from SOFA, student organizations must meet the following criteria:
 - i. The student organization must be recognized by the Office of Student Life and SOFA by completing the following
 1. Complete an organization registration form or renewal form for returning organizations in accordance with Student Life policies.
 2. Must be in accordance with the SOFA requirements listed below
 - ii. One member of the student organization must attend the Student Organization President Workshop which shall serve as SOFA orientation.
 1. Any club unable to have a member attend the Student Organization President Workshop must make special arrangements to receive the information provided at the workshop.
- b. Process—Once an organization is registered, certain procedures must be followed in order to receive funding:

1. To receive funding the student organization should submit a completed funding request form to the Office of Student Life by 5pm the Friday prior to each board meeting.
 2. The funding request form must outline the expected cost and impact of the event.
 3. The SOFA will not review requests submitted after the deadline.
- ii. A member of the student organization must be present at the SOFA meeting at which their request will be considered in order to receive funding.
 1. Board Members cannot present or vote on a request for a club they are a member of but they may still participate in the discussion.
 2. Board Members part of the specific organization are expected to abstain from voting for or against the funding request.
 - iii. After receiving funding, the student organization must complete and submit a program report to SOFA and the Secretary within 10 business days after the event. Student organizations will not be eligible to receive additional funding until the previous program report is completed.
- c. Policies**
- i. At the beginning of the academic year, after the SOFA chair is chosen, the board should issue a vision statement for the board, outlining the goals and vision of the its idea on how to best allocate its funds.
 - ii. SOFA meetings shall be held every other Sunday, concurrent with the SGA meetings.
 - iii. Meeting dates will be set at the beginning of the semester by the SOFA Chair. Changes to the meeting schedule may be made with student body notification ten (10) days prior to the planned meeting.
 - iv. The SOFA must split total budget for the year for every semester. (45% for fall semester, 45% for spring semester, and 10% for summer)
 - v. The fundraising efforts of Student Organizations will be considered when making funding decisions.
 - vi. SOFA quorum shall be 2/3 of SOFA board members present at a funding meeting, with a minimum of five voting members present.
 - vii. A simple majority is required to pass a vote. Roll-call votes are available at any time upon request of a board member. In the event of opposition in voting, individual member's votes will be recorded in the meeting's minutes.
 - viii. Student funds must be used for student organizations only and are not for the personal use of SOFA or SGA.
 - ix. Student organizations must turn in receipts for reimbursement for events within 2 weeks following the event. Receipts turned in after the deadline will not be reimbursed.
 - x. Requests that meet all eligibility requirements under the SOFA By-Laws, but for which a quorum of voting SOFA members does not exist, will be presented to the Student Government Association for approval.
 - xi. Money that is allocated to an organization for an event, but is not fully used shall be returned to the SOFA fund following the event. This money allocated is for the event, not for the organization's other uses.
 - xii. The board will determine an allocation limit per club at the beginning of each semester. The board should make the decision based on the number of organizations registered and the SOFA budget at that point in time. This amount should be determined by the SOFA chair with the approval of the board before the beginning of the 2nd meeting of the semester."
- d. Funding Guidelines**
- These guidelines are just guidelines. The funding requests will be evaluated by SOFA on a case by case basis while keeping these guidelines, SOFA rules, and the vision of the board in mind.
- i. Funding requests must be for events open to the general UIS community
 - ii. Start-up funds for student organization fundraising will be available, with a cap of \$50 per request. This money must be reimbursed to the SOFA within thirty (30) days of the fundraising event or the student organization will not receive further funding.

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- iii. Requests over \$500 must be turned in at least four weeks prior to the event. The request must also be accompanied by a written explanation of how the event will impact the UIS community.
- iv. SOFA MAY fund:
 - 1. Up to 25% of total cost OR up to \$5 per unit of apparel items such as t-shirts, sweatshirts, hats, etc.
 - 2. For organization's travel to and from events
 - 3. The purchase of food for organization's events
 - 4. The purchase of meeting refreshments up to \$30 maximum per meeting.
 - 5. The purchase of supplies integral to the advertisement and carrying out of an event.
 - 6. The purchase of prizes for an event up to \$50, but the amount for prizes should not exceed 10% of total event costs.
- v. SOFA will NOT fund:
 - 1. Events that have already occurred (no retroactive funding is allowed).
 - 2. The purchase of computer hardware or software with the possible exception of flash drives or other computer disks.
 - 3. The purchase of products/supplies intended for individual use, rather than organization purposes.
 - 4. The purchase of memberships, dues, private lessons, or salaries
 - 5. Receptions and dinners exclusive to that organization
 - 6. The purchase of food for events that exceeds \$20 per person
 - 7. The purchase of personal clothing, unless reusable gear or considered integral to the production of the event (costumes).
 - 8. The purchase of letterhead, official stationery, or business cards
 - 9. The purchase of subscriptions to journals or publications
 - 10. Monthly service charges for telephone use
 - 11. The purchase of devotional materials
 - 12. The purchase of film or film processing
- vi. Club Sports funding
 - 1. A Club Sport, as categorized by Student Organizations, will be subject to the following, separate guidelines.
 - a. Club Sports may receive up to \$300 for initial startup equipment costs.
 - b. Club Sports may receive up to \$100 for equipment in each subsequent year, taking into account condition and quality of current equipment.
 - i. SOFA will not fund the purchase of personalized items (i.e. personalized equipment, equipment specific to a particular Club Sport member, etc.)
 - ii. All equipment purchased by SOFA shall be bought with the intention of reusing in future years and will be the property of student life.
 - c. Club Sports may receive up to \$200 for the purchase of uniforms, taking into account condition and quality of current uniforms.
 - i. SOFA will not fund the purchase of personalized items (i.e. personalized uniforms, uniforms specific to a particular Club Sport member, etc.)
 - ii. All apparel bought by SOFA shall be bought with the intention of reusing in future years and will be the property of student life.
 - d. Club Sports may receive money for travel costs and other events at the discretion of the SOFA board, in accordance with SOFA guidelines.

IV. Appeals Process

- a. An organization dissatisfied with SOFA decisions must first, upon submitting a written appeal, return to the next regular meeting of the SOFA for reconsideration of the matter in question. If again dissatisfied with the SOFA decision, they may make, within ten (10) business days, a written appeal delivered to Student Life to be submitted to the Student Government Association (SGA).

- b. The SGA shall then deal with the appeal at their next regularly scheduled meeting. An SOFA representative shall be present at the meeting to explain SOFA's decision. The decision of the SGA shall be final and subject to SOFA, Student Life, and University policies.

V. Amendments

- a. Any member of SOFA may offer, in writing, a proposed amendment to the SOFA By-Laws by submitting it to the board as a whole five days before the next regular meeting.
- b. All proposed amendments must receive a two-thirds majority of the SOFA members present and voting.
- c. The chair is responsible for informing the SGA of amendments proposed to the by-laws in a timely manner.
- d. Amendments will go into effect the semester following their approval by both SOFA and SGA unless otherwise stated.
- e. As a standing committee of SGA, SOFA By-Laws must be approved by the SGA.

VI. Resignation/Removal/Replacement of Board Members

- a. Disciplinary action may be taken against any elected or appointed board member of the SOFA.
- b. Charges may be brought against any elected or appointed official by any member of the board who is able to show just cause for removal according to SOFA bylaws set within the University of Illinois at Springfield Student Government Association Constitution and the University of Illinois at Springfield Student Rights and Policies. The SOFA, along with the director of Student Life and the Vice-President of SGA shall hear the charges from the plaintiff(s).
 - i. The member being charged shall be allowed an opportunity to respond to any charges brought against him/her.
 - ii. A three-fourths majority vote of all voting SOFA members in secret ballot shall be necessary to remove the officer from office.
 - iii. Decisions may be appealed with the Executive board of the SGA
- c. In the event of a board member not adhering to the attendance policy, removal process will go into effect.
- d. In the event of resignation or cause of removal of an SOFA Member, the Chair will accept applications for a two week period. At the closure of the two week period, the Chair will appoint a new SOFA Member to complete the academic year.

VII. Proposed By-Law changes presented January 2010

- a. Following the passage of the By-Law changes on January 2010, the By-Laws shall take immediate effect at the next ICCB/SOFA meeting.
- b. ICCB will continue to be used until a vote shall be made to the student body on the proposed constitutional change to change the name from ICCB to SOFA. The constitutional vote shall take place during the next scheduled election.
 - i. The question on the ballot shall read, "Shall the Inter-Council Club Board (ICCB) be renamed to Student Organization Funding Association (SOFA)?"
- c. If the proposed constitutional change is not passed then the By-Laws shall rename SOFA back to ICCB, no vote is necessary for these changes to be made.
- d. If the proposed constitutional change does pass then the name SOFA shall take effect beginning with the next semester.