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Approved December 2021

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

ii. Duties

1. Chair: The chair of SOFA shall be the Treasurer of the SGA. The chair will then appoint a Vice-Chair, 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 shall schedule and plan training with board members.** The chair will conduct all meetings, ensure that SOFA adheres to all regulations, and serve as a tie-breaker.
2. Vice-Chair: 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.~~ **The Vice-Chair will work with Chair on meeting agendas. The Vice-Chair will work with the team members in scheduling office hours. The Vice-Chair is in charge of social media handling with the help of one board member of their choosing.** When acting as Chair, the Vice-Chair will have no vote except in the event of a tie.
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~~ **Records Keeper** to track account payments and allocations with the Office of Student Life. The Treasurer will also 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 is a voting member.
5. Records Keeper: The Records Keeper shall attend all meeting of the SOFA and shall also track the receiving of event program reports, along with **working with the Treasurer to track account payments and allocations with the Office of Student Life** ~~notifying the board if the advisor disapproves a request.~~ The Records Keeper is a voting member.
6. Board members (6): Board members must attend all meetings of the SOFA. The Board members shall participate in discussion of all funding requests and vote on requests.
7. 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, three (3) excused absences over each academic semester or three (3) consecutive absences of any kind. Any SOFA member who violates this rule is automatically eligible for removal from their SOFA position and will be notified by the Chair of this. 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 complete the Student Organization Funding Association Training. Shall attend the Student Organization Funding Association 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 through UIS Connection by 5pm the Friday prior to each board meeting.
 - 2. The funding request form must outline the expected cost and the impact of the event.
 - 3. The SOFA will not review submitted requests after the deadline.
 - ii. The SOFA will meet and discuss funding requests and submit allocation decisions 3-5 business days after the funding request due date.
 - 1. Board members cannot present or vote on a request for an organization they are a member of, but they may still participate in the discussion.
 - 2. Board members part of the specific organization are required to abstain from voting for or against the funding request.
 - iii. Members from the organization must present their request to SOFA by or at the next SOFA meeting.
 - iv. 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 past due program report is completed. If past the 10 business days a letter of appeal will be required along with the program report. Funding requests submitted after failure to turn in past due event program report qualify for an automatic denial.

c. Policies

- i. At the beginning of the academic year, the board should issue a vision statement for the board, outlining the goals and vision of the board and its idea on how to best allocate its funds.
- ii. SOFA meetings shall be held at least once a month, a minimum of 6 times per fall and spring semester, ~~and one meeting during the summer~~ (generally concurrent with SGA meetings). The meeting schedule must be approved by SOFA Board Members ~~and SGA Treasurer.~~
- 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.

1. 35% for fall semester, 35% for spring semester, 10% for summer, 10% for UIS facilities usage cost (i.e. police overtime, rental costs) funding and 10% for SOFA operational costs.

- 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. If quorum is not met at a funding meeting, the SOFA will attempt to obtain quorum through an online means. Those who are considered voting members may vote electronically if a scheduled SOFA meeting is occurring. Voting members may also vote through online means if a campus emergency occurred and the Chair presents a voting matter to the member(s).
- 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. Changes to a request after approval should be made known to the SOFA team and must receive an approval first
- x. Student organizations must turn in receipts for reimbursement for events within 3 weeks following the event. Receipts turned in after the deadline will not be reimbursed, unless prior approval has been given.
- xi. 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.
- xii. 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.
- xiii. All events allocated SOFA Funding are required to put the SOFA logo on all advertising materials.

d. Funding 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 \$100 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.~~
- 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 will consider all other events occurring on campus when reviewing funding requests.
- v. Events funded by SOFA for over \$250 are required to swipe in students to record attendance. After the event, the recorded attendance needs

to be reported to SOFA within the program report required within 10 business days after the event.

vi. SOFA MAY fund:

1. Apparel (t-shirts, hats, hoodies, sweatshirts etc.) funding requests may not exceed \$300 for the total cost of the purchase including tax. No organization shall be granted more than the specified \$300 for apparel in a given SOFA year, excluding apparel items such as competition, dance, or reusable apparel costumes kept and maintained by the organization for member use (apparel not kept by, or handed out to, individuals). Apparel purchased with SOFA funds must have some marker clearly visible to indicate the item was purchased by SOFA funds, be it a small SOFA logo, script stating the apparel was sponsored or funded by SOFA, or another similar marker. A reminder that no Apparel cannot be individualized and should be available to all students that wish to receive the apparel and ample opportunity for students across campus to receive the apparel. A mockup of the apparel requested by the student organization must be presented to the board at the time of request.
2. Costumes-essential to the mission or objective carried out by the organization- may be requested once a semester for up to \$500.
3. Uniforms- a generalized multiuse item required for competition or performance-may be requested once a semester for up to \$400. Not to include warmups, personalized or customized items, line jackets, membership apparel, and non-required uniforms. A mockup of the uniform requested by the student organization must be presented to the board at the time of request.
4. ~~For organization's travel to and from events~~
5. The purchase of food for organization's events
6. The purchase of meeting refreshments up to \$40 maximum per meeting.
7. The purchase of supplies integral to the advertisement and carrying out of an event.
8. The purchase of prizes for an event up to \$50 \$70, but the amount for prizes should not exceed 20% of total event costs.
9. No organization shall receive more than 5% of the SOFA funds available in a year except when overridden by the unanimous vote of all SOFA members.
 - a. Due to the ever-increasing demand for limited SOFA funds, student organizations are never guaranteed to receive the maximum amount of funding
10. No event shall receive more than 7% of the SOFA funds available in a year.
11. Police security (max \$400) for parties/dances held in UIS facilities. A separate fund set aside for facilities, as stated in section c1, will be utilized so the costs will not count towards the organization's maximum funding amount. Once this budget

for police funds runs out, the costs will start counting towards the organization's maximum funding amount from SOFA. First-come, first-serve basis.

vii. 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, including invite-only events or events not advertised.
 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 religious materials including but not limited to religious texts, worship materials, or devotional books.
 12. The purchase of film or film processing
 13. Requests for costs associated with conferences and retreats external to University of Illinois Springfield.
- e. 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).
- f. The SGA shall then deal with the appeal at their next regularly scheduled meeting. A 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.

IV. 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.

V. 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, the SOFA faculty advisor, along with the director of Student Life and the Internal Vice-President of SGA shall hear the charges from the plaintiff(s). If the Internal Vice-President of SGA is also a SOFA member, the President of the SGA shall select a different SGA Executive Board member who is not a SOFA member to 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 Rules and Constitution Committee 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.