

# STUDENT ORGANIZATION FUNDING AGENCY (SOFA) BYLAWS

## ARTICLE I.

### FUNCTIONS OF THE SOFA

- 5 A. Allocations of SOFA Funds
1. To be eligible for SOFA funds all recognized student organizations must meet the following criteria. Any organization not meeting these criteria will not have their request heard by SOFA:
- 10 a. An organization must be a Recognized Student Organization “in good standing” as defined by the *Code of Student Life*.
- b. An organization’s constitution must comply with the *Code of Student Life* non-discrimination clause. Any organization whose constitution does not comply with the *Code of Student Life* non-discrimination clause must update their constitution before they will be eligible for funding.
- 15 c. An organization must meet the financial obligations as outlined in Article II of these Bylaws.
- d. An organization must have a current officer roster and Constitution on file with the Student Involvement and Leadership Office.
2. General guidelines regarding the SOFA funding.
- 20 a. Retroactive funding:
1. Programming, Equipment, Operating, Transportation, Virtual Attendance, and Publication requests will not be heard or funded if any transfers out of an organization’s funds for the items or event have been made prior to allocations from the Student Organization Funding Agency.
- 25 2. Programming and Transportation requests will not be heard or funded if the date of the travel or event has passed before the meeting in which the request is scheduled to be heard.
3. Publication requests will not be heard or funded if the publication has been published before the meeting in which the request is scheduled to be heard.
- 30 4. No organization will be funded retroactively except under extenuating circumstances.
- b. Allocation of funds will be on a “first come, first served” basis.
- 35 c. Academic Instruction: It is the opinion of the SOFA that the cost of *formal* academic instruction should be borne by non-student fee dollars; therefore, the SOFA funds shall not be allocated for any credit generating activity, though not wholly inclusive to, classroom, academic credit towards graduation, or credit appearing on transcript.
- 40 d. Request forms are available through the Student Involvement website on Collegiate Link ([www.involvement.und.edu](http://www.involvement.und.edu)). Requests must be submitted by at

least one (1) SOFA meeting prior to the meeting the organization would appear before the SOFA.

- 45 e. In order to be considered for SOFA funding, a student representative from the organization requesting funding must appear before the SOFA at the date and time designated by the SOFA. If for extenuating circumstances a student representative cannot appear, a proxy must attend in their place
- f. SOFA funds shall not be allocated for the following:
- 50 1. National dues
  2. Membership dues
  3. Trophies and/or awards of any type
  4. Travel for the purpose of job recruitment and/or interviews
  5. Purchase of alcoholic beverages
  - 55 6. Recruitment of new or transfer students to the University of North Dakota
  7. Letterhead or official stationary
  8. Instructional and/or coaching fees that would directly promote formal individual certification or recognition
  9. Uniforms or equipment which are of a personal nature
  - 60 10. Fundraisers
    - a. Defined as: any expenses related to raising of funds or equivalent to benefit the organization itself and/or any charitable organization and/or cause including philanthropic activities.
  - 65 11. Monthly service charges for telephone use by student organizations
  12. Publication subscriptions
  13. Parade floats
  14. Banners, except for the purpose of advertising
  15. Personalized name badges
  - 70 16. Computer software
  17. Film and film/digital photo processing
  18. More than half (1/2) of alumni or student mailing labels except for publication requests
  19. Mailing of organization minutes
  - 75 20. Expedited shipping and handling and delivery charges
  21. Any other items listed on the Accounting Services Unallowable Expenditures list
  22. Weapons/Ammunition (reference NDCC 12. 1-01-04 (6) (10) and 62. 1-01, University Policy)
  - 80 g. General Points of evaluation
    1. Relevance of the organization or the activity to the educational mission of the University of North Dakota.
    2. The extent to which the organization is open to all students and its activities are campus-wide in scope and significance.

- 85                     3. Relevance of the request to the organization’s purpose as stated in its constitution.
- 4. Relative number of students directly involved in and affected by the activity.
- 5. The quality of student involvement.
- 90                     6. The extent to which the organization has made effective use of the SOFA funds previously allocated.
- 7. Financial contribution of the organization’s own funds it intends to contribute towards the activities.
- 8. The total amount requested.
- 95                     9. The nature and purpose of the request.

h. All requests for summer funding which begin prior to the start of the following academic school year must be heard during the spring semester in accordance with the regular spring deadlines and regulations.

100                    i. Funds will be transferred into the student organization’s on-campus account after the approval of the minutes from the meeting in which the request was approved.

j. General guidelines are subject to review and exception if extenuating circumstances are apparent.

k. The SOFA may fund up to \$14,000 total per fiscal year for the summation of all approved requests.

105                    B. General Operating and Program Funding Guidelines and Definitions

1. Statement: Operating and Programming Funds are intended to defray the costs of maintaining the daily operations and special activities of an organization. Requests for travel and/or equipment funds must be made through separate application except when under and for a performer’s expense as requested as such.

110                    a. Request forms must be submitted at least one (1) SOFA meeting prior to the meeting the organization would appear before the SOFA.

1. Operating Budget Request Forms are used to request supplies that help maintain the daily operations of the organization including office supplies, postage, long distance telephone expense, advertising, printing, and other.

115                    2. Program Budget Request Forms are used to request funds for any program, seminar, or workshop in which performer’s fees, advertising, printing, or other incurred costs.

120                    b. Line Item: After any allocation has been approved by the SOFA, the organization is expected to act in accordance with each line item allocated. The SOFA line item amounts of organizations receiving \$500.00 or more in SOFA funds may be modified up to five (5) percent of the total SOFA allocation. Those organizations receiving less than \$500.00 in SOFA funds may modify their SOFA line item amounts up to fifteen (15) percent of the total SOFA allocation.  
In both cases, the SOFA’s approval is needed for greater modification.

125                    2. A reusable banner may be funded up to \$200.00, and a single use banner may be funded up to \$100.00.

C. Operating Funding

130 1. Budgets must be submitted to the SOFA by the first meeting day of October for the fall  
semester or the first meeting day of February for the spring semester by the closing time  
of the Student Government Office. No operating budgets will be accepted after these  
dates. The only exception is for a group approved by the Student Involvement and  
Leadership Office after this date. Organizations may receive only one (1) allocation for  
operating expenses during each fiscal year. Budget requests may be made for the entire  
135 fiscal year as followed by Student Government.

- 140 a. SOFA may fund Operating Expenses at 75% of approved expenses up to a total  
of \$1,000.00.
- b.b. Operating Report: Organizations must submit an operating report within the  
time frame specified under Article V Section B of the SOFA Constitution. The  
report must be in no later than the last SOFA meeting of the year.

D. Program Funding

- 145 1. SOFA funds may be provided for any programs that are seen as a benefit to the  
University of North Dakota campus and student organizations. This includes  
conferences, speakers, films, dancers, etc. in the greater Grand Forks area.
  - 150 a. All programs funded by the SOFA must be open to all students.
  - b. Programs must be student planned and student run.
  - c. No student organization or program may receive funds for a single event from  
more than one funding source of Student Government.
  - d. All programs sponsored by the SOFA must appropriately recognize the SOFA, a  
division of Student Government, for its sponsorship. "Cosponsored by the  
Student Organization Funding Agency, a Division of Student Government," must  
be placed on all preapproved advertisements, posted at the event, and read aloud  
before the performance or event.
  - 155 e. Organizations may receive only two (2) allocations for programming expenses  
during each fiscal year.

- 2. All organizations involved in a coalition effort must be named on one request form.
- 3. It is the goal of the SOFA to offer free programming and education to UND students,  
however, groups may charge admission for programs funded by the SOFA under the  
following conditions:

- 160 a. University of North Dakota student admission prices must be priced  
proportionally with the amount of money the SOFA has given.
  - 1. For example:
    - 165 a. If the SOFA funds 75% of the program, student tickets must be  
75% lower than the normal admission price.
    - b. If the SOFA funds 50% of the program, student tickets must be  
50% (half) lower than the normal admission price.
  - b. At a minimum, UND student tickets must always be 25% less than the general  
public tickets.
  - 170 c. All prices for tickets must be approved by the SOFA prior to the event. If the  
ticket prices are unable to be set in the meeting before the event, the price must  
be approved by the SOFA Chair and the SOFA Advisor prior to the sales of any  
tickets.

- 175 d.If profit is generated and expenses are within the budgetary provisions identified to the SOFA, then all profit shall be returned to the SOFA up to the amount originally funded.
1. Profit shall be defined as the difference between all income (e.g. admission prices) minus all expenses as outlined in the SOFA approved program budget.
- 180 e. The SOFA cannot fund any student organization's proposed budget more than 75% of the budget amount.
- f. The SOFA will place a maximum of \$14,000.00 that is able to be funded for any single programming event or two \$7,000.00 programming events per fiscal year.
- g. Performer's Fees
- 185 1. The SOFA may fund up to \$25.00 for gifts in lieu of the performer's fee.
  2. The SOFA may not fund fees to students for any services provided.
  3. Any performer receiving funds for traveling by ground will be funded by using the ND state vehicle rate for a mid-sized sedan. Performers traveling by air will receive funding based on ground travel using the ND state vehicle rate for a mid-sized sedan. Cost for flight/train tickets will be used in the event that the calculated amount to be funded for ground travel is greater than that of the actual means of transportation used.
  - 190 4. The SOFA reserves the right to determine the fair value of a performer's fee and to refuse funding to any student organization that does not show a breakdown of a performer's fee.
- 195 h. Performer's Costs
1. The SOFA does not fund honoraria for faculty, staff, or students of the University of North Dakota.
  2. The SOFA will fund the current state rates for lodging and/or meals for performers.
  - 200 3. No more than \$4,000.00 may be allocated towards one speaker/performance contract.
- i. Food/Refreshments
1. The SOFA is willing to fund for food and/or refreshments for programs.
  - 205 2. The SOFA will only fund for food up to 20% of the budget of other items included on the request.
  3. The SOFA reserves the right to determine if food is a necessity for the program and if it should be funded or not.
- j. Giveaways
- 210 1. The SOFA discourages the use of "giveaways", or other promotional items to encourage program attendance. It is up to the discretion of the SOFA to determine whether the funding of such items is appropriate with each specific request.
- k. Program Report: Organizations must submit a program report within the time frame specified under Article V Section B of the SOFA Constitution. The Program Report must be accompanied by copies of all receipts and or contracts from the event.
- 215

E. Transportation Funding

- 220 1. Statement: The SOFA transportation allocations are intended to defray part of the actual cost of travel, making possible a broader spectrum of organization activities. It is expected that students make some contribution towards their transportation. The prescribed general criteria shall apply, along with the following to transportation funding:
- 225 a. Organizations must submit a schedule of events along with written confirmation from their destination (if applicable) with all transportation requests.
  - 225 b. Organizations must submit transportation requests for a minimum number of two students travelling.
- 230 2. Transportation Defined:
- 230 a. Transportation Budget Request Forms are used for the request of funds to help defray the cost of travel by the student organizations.
  - 230 b. Area travel is travel in the greater Grand Forks area and is not funded by the SOFA.
  - 230 c. The SOFA will determine the amount to be funded by pre-set funding tiers used by the Agency.
    - 235 1. 50 to 200 miles, \$10.00 per person
    - 235 2. 201 to 500 miles, \$30.00 per person
    - 235 3. 501 to 1000 miles, \$40.00 per person
    - 235 4. 1001 to 1500 miles, \$60.00 per person
    - 235 5. 1501 to 2000 miles, \$80.00 per person
    - 240 6. 2001 to 2500 miles, \$100.00 per person
    - 240 7. 2501 to 3000 miles, \$120.00 per person
    - 240 8. 3001 to 3500 miles, \$140.00 per person
    - 240 9. 3501 to 4000 miles, \$150.00 per person
    - 240 10. > 4000 miles, \$200.00 per person
  - 245 d. The SOFA reserves the right to edit the amount to be funded in any way as Agency members see appropriate.
- 250 3. Amount of Funding:
- 250 a. The SOFA will fund only for travel related expenses that can be verified with itemized receipts or set mileage formulas.
  - 250 b. The SOFA will fund only six (6) trips per fiscal year.
  - 250 c. Transportation funding may be used to help defray the costs of:
    - 255 1. Tickets for plane or train related to the transportation request.
    - 255 2. Gas related to the transportation request.
    - 255 3. Hotel stays related to the transportation request.
    - 255 4. Registration fees for conferences/events related to the transportation request.
    - 255 5. Food/drinks not including alcoholic beverages.
- 260 4. Transportation Reports: Organizations must complete a Transportation Report Form upon returning from their trip in accordance with Article V Section B of the SOFA Constitution. The Transportation Report must be accompanied with copies of all receipts

pertaining to what the money allocated was spent on during the trip. Upon receipt of the transportation report, the Student Body Treasurer, SOFA Chair, and/or Vice Chair will determine if the monies were spent in accordance with the SOFA rules. If these monies have been deemed spent inappropriately, the Student Body Treasurer will withdraw the funds from the student organization's account if funds were already transferred.

265

F. Equipment Funding

1. Statement: Equipment funds shall be made to recognized student organizations for the acquisition of necessary equipment. The prescribed general criteria shall apply with the following to equipment funding.

270

a. Equipment Defined: Equipment may be considered to be material (vital to the accomplishments of an organization's purpose), of a permanent quality and a non-personal nature. Supplies that would reasonably be depreciated in a time period greater than one year are considered equipment.

275

b. Eligible Organizations Defined: "Equipment intense" or those considered by the agency to focus their activities around the use of equipment are eligible for equipment funding. Each request shall be evaluated on its own merits by the agency.

280

c. Funding Limit: The SOFA will place a maximum of \$8,000.00 that is able to be funded for any single equipment request or two \$4,000.00 equipment requests per fiscal year. The SOFA will fund 75% of Equipment Requests. Organizations requesting Equipment funding are expected to acquire the additional amount through fundraising and/or other alternative sources.

285

d. Submission: Equipment budget Request Forms may be submitted at any time during the academic year.

e. Funding: The SOFA will not fund any clothing, equipment, or uniforms of a personal nature.

f. Upkeep-Additions: The expense of equipment upkeep and purchases of additional equipment within the SOFA's fiscal year will not be funded by the SOFA.

290

g. Storage-Control: The organization must have appropriate storage and an adequate control policy over its use.

h. All organizations requesting equipment funding must submit two (2) price quotes for each item which funding is being requested.

2. Equipment Reports:

295

a. Equipment must be purchased within 4 weeks of the approval of funding from the SOFA.

b. Organizations receiving equipment funding are required to submit an Equipment Report to Student Government as specified in Article V Section B of the SOFA Constitution.

300

c. Reports must be accompanied with copies of the receipts for the purchase of equipment.

d. If receipts and/or reports are not submitted the allocated funds shall be transferred to the student organization's account. If the amount of purchase is less than the quoted amount used to calculate the total, the SOFA will adjust the

305 total to re-calculate the amount to be funded and the remaining balance will then  
be withdrawn out of the student organizations on campus account.

#### G. Virtual Attendance

310 1. Statement: Virtual Attendance funds are intended to defray part of the costs of attending a  
virtual event related to the organization's mission and purpose. It is expected that  
students make some contribution towards the fees or cost associated with attending the  
event. The prescribed general criteria shall apply with the following to virtual attendance  
funding:

##### a. Virtual Attendance Defined:

- 315 1. Any event that is not attended physically, but is attended in a virtual  
means  
2. Virtual Attendance encompasses online conferences, webinars, seminars,  
tournaments, and any other related event as deemed appropriate by  
SOFA

##### b. Funding Criteria

- 320 1. The SOFA will determine the amount to be funded determined by a pre-  
set formula used by the agency. The SOFA will fund up to 75% of  
Virtual Attendance requests  
2. Funding Limit: The SOFA will place a maximum of \$14,000.00 that is  
able to be funded for all Virtual Attendance requests throughout a single  
325 fiscal year.  
3. Organizations requesting Virtual Attendance funds are expected to  
fundraise or contribute to remaining expenses not covered by SOFA  
funding

#### 2. Virtual Attendance Reports

- 330 a. Organizations must complete a Virtual Attendance post report within 30 days of  
the virtual event attended as specified in Article V Section B of the SOFA  
Constitution.  
b. Virtual Attendance post reports must be accompanied by copies of receipts or  
other proof of expenses pertaining to the approved SOFA allocation.  
335 c. Upon receipt of the Virtual Attendance post report, the Student Body Treasurer,  
SOFA Chair, and/or Vice Chair will determine if the allocation was spent in  
accordance with the SOFA rules. If all or part of the allocation is deemed spent  
inappropriately, the Student Body Treasurer will adjust or rescind SOFA's  
allocation.

#### 340 H. Publication Funding

1. Statement: Publication funds shall be allocated to recognized student organizations to  
allow students the opportunity to create publications that are oriented toward UND  
students, staff, and faculty.

##### a. Publication Defined:

- 345 1. A publication is an issue or series of issues of typed material offered for  
sale or distribution through a printed medium.  
2. Publication Budget Request Forms are used for the request of funds to  
help defray the cost of publications by recognized student organizations.



- 350 b. The SOFA funding criteria shall apply, along with the following additional  
restrictions specifically for publications:
1. Publications consisting primarily of commercial advertising.
  2. Publications consisting solely of advertising for candidates for office and  
their platforms.
  - 365 3. Publications that are for sale at regular price to the UND student body.
    - a. The SOFA will allow sale of publications to the general public.
    - b. Allowance of a discounted rate for students is required and is  
based on the SOFA's funding percentage of the overall  
publication.
  - 360 4. Publications that violate federal copyright and trademark laws.
  5. Publications aimed primarily at or exclusively at audiences other than  
students, faculty, and staff at UND.
- c. Evaluation Criteria: The following are additional points of evaluation that the  
SOFA will consider while hearing a publication request. General SOFA  
evaluative criteria will remain in force; additional publication criteria may  
365 include:
1. Relevance of the publication to its target audience.
  2. Size of the publication's target audience.
  3. Proof of circulation – coverage of its target audience.
  - 370 4. Previously approved publications have met their designated purpose.
  5. Volume and frequency of issues/copies to be printed and distributed.
2. Amount of Funding:
- a. The SOFA will determine the amount to be funded determined by a pre-set  
formula used by the agency.
  - 375 b. The SOFA reserves the right to edit the amount to be funded in any way as  
agency members see appropriate.
  - c. The SOFA shall fund no more than two publication funding requests for each  
qualifying student organization per fiscal year.
  - d. All publications must meet the SOFA's financial procedures for the current fiscal  
year in order to retain any SOFA funding allocations.
  - 380 e. The SOFA will place a maximum of \$5000.00 that is able to be funded for any  
single publication request.
3. Publication Reports: Organizations must complete a Publications Report Form upon  
completion of the approved publications during the current fiscal year in accordance with  
Article V Section B of the SOFA Constitution.
- 385 a. The Publication Post Report must be accompanied with copies of all proof of  
expenditures for the approved publication.
  - b. As each issue of an approved publication is being released, at least one copy of  
the issue must be submitted to the SOFA in order to track an organization's  
progress. An additional copy of each issue must also be submitted with the  
390 publication post report.
  - c. Upon receipt of the publication report, the Student Body Treasurer, SOFA Chair,  
and/or Vice Chair will determine if the allocation was spent in accordance with  
the SOFA rules. If the allocation is deemed spent inappropriately, the Student  
Body Treasurer will withdraw the funds from the student organization's account.

ARTICLE II

FINANCIAL PROCEDURES AND OBLIGATIONS OF ORGANIZATIONS

- A. Statement: The following procedures are required of student organizations receiving money from the Student Organization Funding Agency (SOFA). These procedures are necessary to insure consistency among student accounts. All student organization on-campus accounts must be run through the Accounting Services and those who have received Student Government funding must be audited yearly.
1. Ordered Books: Any organization requesting SOFA funds must have its financial books updated and in order. Financial books of the organizations are subject to review by the SOFA at any time, and must be returned to the Student Involvement and Leadership Office or other designated UND staff or faculty for an annual audit at the end of the spring semester. Audits must be completed by the last day of finals of the spring semester. If an organization does not have their audit completed by this date, their allocated funds will be returned to the SOFA. For groups travelling after May 1<sup>st</sup>, their annual audits will be due by the first SOFA meeting of September or their funds will be returned to the SOFA.
  2. Accounting Services Rules: When withdrawing money, the representative must present a properly signed voucher to Accounting Services. The request must be signed by two (2) of the following: President or Treasurer of the organization, and the faculty/staff advisor.
  3. Receipt of Expenditures: When a representative withdraws money, supporting evidence or proof of the obligation (e.g. invoices, receipts) must be presented with the voucher. If any invoice or receipt is not available, Accounting Services policies must be followed to verify the proper usage of all SOFA allocated funding. If an individual has charged any item to bring any financial obligations to an organization, the individual's signature is required on the receipt.
  4. Overdrawn accounts will be frozen automatically by Accounting Services.
  5. In the event that the SOFA rescinds funding from an organization and a negative balance is then incurred, the balance and all debts incurred shall be the responsibility of the organization.
  6. SOFA Action: If there is evidence of misuse of SOFA allocated funds, improper accounting procedures, or evidence that students are denied the right to determine how the SOFA allocated funds are to be spent, the organization is subject to one or more of the following actions:
    - a. Freezing of funds.
    - b. Recall of funds.
    - c. The SOFA may recommend that an organization's Constitution be revoked.
    - d. Any additional actions or penalties may be instituted as per the University's Code of Student Life.
  7. Individual Responsibility: Unauthorized expenditures of SOFA funds or overdrafts in SOFA accounts incurred by individuals shall be the sole responsibility of those persons incurring the obligation.

ARTICLE III

A. The SOFA may suspend its bylaws with a two-thirds (2/3) majority vote to avoid imposing an absurd, unjust, or unintended consequence of any section of the Bylaws.

440

Revised

08/29/2010

09/19/2010

08/28/2011

445

04/15/2012

04/25/2013

09/15/2013

01/25/2015

09/27/2015

450

09/13/2016

09/21/2016

10/11/2017

10/03/2018

09/18/2019

455

10/23/2019

02/24/2021