



Student Organization
Funding Agency

A Division of Student Government

Tuesday, September 13th, 2016

Leadership Room

6:30 PM

Meeting Agenda

- I. Call to Order
- II. Minutes
- III. Reports
 - A. Advisor – Andrew Frelich
 - B. Senate Liaison – John T. Opland
 - C. Treasurer
 - D. Vice Chair – Britten Croves
 - E. Chair – Nate Schroeder
- IV. Old Business
- V. New Business
 - A. Phi Alpha Delta Law (Operating) – Sam Smokrovich
 - B. SA for Nutrition & Dietetics (Transportation) – Ben Dzieweczynski
 - C. Women's Rugby Club (Transportation) – Shane Hill
 - D. Actuarial Science Club (Transportation) – Shane Hill
 - E. Accounting Club (Transportation) – Nick Adams
 - F. Fencing Club (Operating) – Nick Adams
 - G. Chinese Student Association (Programming) - Ben Dzieweczynski
 - H. Baseball Club (Transportation) – Shae Johnson
 - I. Baseball Club (Transportation) – Shae Johnson
 - J. Baseball Club (Operating) – Shae Johnson
 - K. Baseball Club (Programming) – Shae Johnson
 - L. Baseball Club (Programming) – Shae Johnson
 - M. Baseball Club (Equipment) – Shae Johnson
 - N. Bylaws voting
- VI. Announcements
 - A. SOFA is hiring new liaisons, stop by the student government office for an application!
- VII. Adjournment

Everyone is welcome to attend!



Student Organization
Funding Agency
A Division of Student Government

Tuesday, ~~August 30~~ ^{Sep. 13}, 2016
Student Government Boardroom
6:30 PM

Name	Position		
Nate Schroeder	Chair <i>NS</i>	701-425-3343	nathaniel.schroeder@und.edu
Britten Croves	Vice Chair ✓	701-429-1710	britten.croves@my.und.edu
Shae Johnson	SOFA Liaison ✓	701-202-9737	shaejohnson1993@gmail.com
Shane Hill	SOFA Liaison ✓		shane.j.hill@und.edu
	SOFA Liaison		
	SOFA Liaison		
Benjamin Dzieweczynski	SOFA Liaison ✓	651-280-5455	benjamin.dzieweczynski@und.edu
Nicholas Adams	SOFA Liaison ✓	612-990-1243	nicholas.r.adams@und.edu
Jeff Elliot	SOFA Liaison	651-328-1378	jeffrey.elliott@und.edu
Samuel Smokrovich	SOFA Liaison	218-256-2592	samuel.smokrovich@und.edu
Brandon Deyer <i>Jake</i>	SOFA Treasurer	701-777-3307	und.sgtreasurer@und.edu
Ben Heller	SOFA Staff Member	701-777-4864	benjamin.heller@und.edu
	SOFA Faculty Member		
Andrew Frelich	SOFA Advisor ✓	701-777-1695	andrew.frelich@und.edu

Guest Attendance:

First and Last Name

Contact (Phone or Email)

Name of Organization

Sam Erickson
Emily Zox
Linsey Johnson
Erin Lukner
- Sarah Coiro
Evan Koopke
Michaela Heeren
Haley Lai
Yifan Zhang

(701) 552-2694
701 412 1625
218 290 2345
218-965-8575
701-789-0179
661-303-2653
Michaela.heeren@und.edu
701 215 2268
701-215-9966

Accounting Club
Womens Rugby Club
SAND
SAND
Acrostal Science Club
Acrostal Science Club
Fencing Club
Fencing Club
CSSA



Student Organization
Funding Agency
A Division of Student Government

Tuesday, September 13th, 2016

Leadership Room

6:30 PM

Minutes

- I. Call to Order**
N. Schroeder called the meeting to order at 6:30 PM.
- II. Minutes**
No approval of the minutes
- III. Reports**
- A. Advisor**
A. Frelich had no report
 - B. Treasurer**
J. Eischens presented SOFA's current finance report
 - C. Vice Chair – Britten Croves**
B. Croves had no report
 - D. Chair – Nate Schroeder**
N. Schroeder had no report
- IV. Old Business**
No old business
- V. New Business**
- A. Phi Alpha Delta Law (Operating)**
Alyssa Wall requested funding to help with registration fees.

Read by Sam Smokrovich

Everyone is welcome to attend!

Summation of A. Office Supplies	\$0.00
Summation of B. Postage	\$0.00
Summation of C. Telephone	\$0.00
Summation of D. Advertising and Printing	\$0.00
Summation of E. Other Expenses	\$500.00
Total	\$500.00
Amount Fundable = Total *.75	\$375.00

Concured by B. Dziweczynski

MOTION S.Smokrovich moved to approve \$375.00 to the Phi Alpha Delta Law

SECOND N. Adams seconded the motion

VOTE **MOTION APPROVED**

B. SA for Nutrition & Dietetics (Transportation)

Lindsey Johnson requested funding for travel to Boston for Food & Nutrition Expo. on October 14-18.

Request read by B. Dziweczynski

Round Trip Mileage 3,420 miles

Number of Students
Traveling

4

Funding Tier Amount
Amount to be Funded

x	\$140.00
	\$560.00

Amount Funded by
SOFA

\$560.00

Concurred by S. Johnson

MOTION B. Dziweczynski moves to allocate \$560.00 to SA for Nutrition & Dietetics

SECOND S. Hill seconded the motion

Everyone is welcome to attend!

VOTE

MOTION APPROVED

C. Women's Rugby Club (Transportation)

Emily Zok requested funding for travel to Winona, MN for gas and housing for one night October 8.

Request read by S. Hill

Round Trip Mileage

868

 miles

Number of Students
Traveling

30

Funding Tier Amount
Amount to be Funded

x

\$40.00
\$1,200.00

Amount Funded by
SOFA

\$1,200.00

Concurred by B. Croves

MOTION

S. Hill moves to allocate \$1,200.00 to Women`s Rugby Club

SECOND

S. Johnson seconded the motion

VOTE

MOTION APPROVED

D. Actuarial Science Club (Transportation)

Evan Roepke requested founding for travel to the University of Minnesota for an actuarial career fair on September 26th. It is planned to be a one day trip.

Request read by S. Hill

Round Trip Mileage

632

 miles

Number of Students
Traveling

10

Funding Tier Amount
Amount to be Funded

x

\$40.00
\$400.00

Everyone is welcome to attend!

Amount Funded by
SOFA

\$400.00

Concurred by B. Croves

MOTION

S. Hill moves to allocate \$400.00 to Actuarial
Science Club

SECOND

S. Johnson seconded the motion

VOTE

MOTION APPROVED

E. Accounting Club (Transporation)

Sam Erickson requested funding for travel to Minneapolis,
MN to visit firms on April 27th 2017

Read by N. Adams

Round Trip Mileage

632

miles

Number of Students
Traveling

40
\$40.00
\$1,600.00

Funding Tier Amount
Amount to be Funded

x

Amount Funded by
SOFA

1600

Concurred by B. Croves

MOTION

N. Adams moved to allocate \$1,600.00 to the
Accounting club

SECOND

J. T. Opland seconded the motion

VOTE

MOTION APPROVED

F. Fencing Club (Operating)

Hokyi Lai requested funding for the rental of a
room at the Hyslop for training.

Read by N. Adams

Everyone is welcome to attend!

Summation of A. Office Supplies	\$0
Summation of B. Postage	\$0
Summation of C. Telephone	\$0
Summation of D. Advertising and Printing	\$0
Summation of E. Other Expenses	\$1,400.00
Total	\$1,400.00
Amount Fundable = Total *.75	\$1,000.00

B. Croves Concurred

MOTION

N. Adams moved to allocate \$1,000.00 to the Fencing Club

SECOND

B. Dzieweczynski seconded the motion

VOTE

MOTION APPROVED

G. Chinese Student Assosiation (Progammng)

Yifam Zheng requested funding for rental of the ballroom for their performance on September 17th.

B. Dzieweczynski read the request

Summation of A. Advertising Costs	\$190.00
Summation of B. Performers' Expenses	\$0.00
Summation of C. Other Expenses	\$800.00
Line item D (if applicable). Food Expenses	\$1,400.00
Total	\$2,390.00
Amount Fundable = Total *.75	\$1,792.50

B. Croves Concurred

MOTION

B. Dzieweczynsk moved to approve \$1,792.50 to Chinese Students Association

SECOND

S. Johnson seconded the motion

VOTE

MOTION APPROVED

Everyone is welcome to attend!

NOT FINISHED FROM THIS POINT DOWN

H. Baseball Club (Transportation)

Anthony Loehr requested funding for travel to St. Thomas, MN.

Request read by S. Johnson

Round Trip Mileage	<table border="1"><tr><td>652</td></tr></table>	652	miles
652			
Number of Students Traveling	<table border="1"><tr><td>22</td></tr></table>	22	
22			
Funding Tier Amount	x	<table border="1"><tr><td>\$40.00</td></tr></table>	\$40.00
\$40.00			
Amount to be Funded		<table border="1"><tr><td>\$880.00</td></tr></table>	\$880.00
\$880.00			
Amount Funded by SOFA		<table border="1"><tr><td>\$880.00</td></tr></table>	\$880.00
\$880.00			

Concurred by B. Croves

MOTION

N. Adams moved to allocate \$880.00 to the Baseball Club

SECOND

B. Dziewecynski seconded the motion

VOTE

MOTION APPROVED

I. Baseball Club (Transportation)

Anthony Loehr requested funding for travel to the University of Wisconsin, Superior April 22, 2017

Request read by S. Johnson

Round Trip Mileage	<table border="1"><tr><td>530</td></tr></table>	530	miles
530			
Number of Students Traveling	<table border="1"><tr><td>22</td></tr></table>	22	
22			
Funding Tier Amount	x	<table border="1"><tr><td>\$40.00</td></tr></table>	\$40.00
\$40.00			
Amount to be Funded		<table border="1"><tr><td>\$880.00</td></tr></table>	\$880.00
\$880.00			

Everyone is welcome to attend!

Amount Funded by
SOFA

\$880.00

Concurred by B. Croves

MOTION

S. Johnson moved to allocate \$880.00 to the
Baseball club

SECOND

B. Dzieweczynski seconded the motion

VOTE

MOTION APPROVED

J. Baseball Club (Operating)

NAME requested funding for league fees.

Request read by S. Johnson

Summation of A. Office Supplies	\$0
Summation of B. Postage	\$0
Summation of C. Telephone	\$0
Summation of D. Advertising and Printing	\$0
Summation of E. Other Expenses	\$1,525.00
Total	\$1,525.00
Amount Fundable = Total *.75	\$1,000.00

Concurred by B. Croves

MOTION

S. Johnson moved to allocate \$1,000.00 to the
Baseball Club

SECOND

J. T. Opland seconded the motion

VOTE

MOTION APPROVED

K. Baseball Club (Programming)

NAME requested funding for umpire and field Oct 29
2016.

Request read by S. Johnson

Summation of A. Advertising Costs	\$0
Summation of B. Performers' Expenses	\$0
Summation of C. Other Expenses	\$660.00
Line item D (if applicable). Food Expenses	\$0

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Total	\$660.00
Amount Fundable = Total *.75	\$495.00

Concurred by B. Croves

MOTION

S. Johnson moved to allocate \$495.00 to the Baseball club

SECOND

B. Dzieweczynski seconded the motion

VOTE

MOTION APPROVED

L. Baseball Club (Programming)

NAME requested funding for games against SDSU April 1-2 2017.

Request read by S. Johnson

Summation of A. Advertising Costs	\$0
Summation of B. Performers' Expenses	\$0
Summation of C. Other Expenses	\$1,320.00
Line item D (if applicable). Food Expenses	\$0
Total	\$1,320.00
Amount Fundable = Total *.75	\$990.00

Concurred by B. Croves

MOTION

S. Johnson moved to allocate \$990 to the Baseball Club

SECOND

B. Dzieweczynski seconded the motion

VOTE

MOTION APPROVED

M. Baseball Club (Equipment)

Anthony Loehr requested funding for catchers gear, helmets and baseballs/

Request read by S. Johnson

Total: \$380.00

Amount Fundable by SOFA = *75%: \$285.00

Everyone is welcome to attend!

Concurred by B. Croves

MOTION

S. Johnson moved to allocate \$285.00 to the
Baseball Club

SECOND

B. Dzieweczynsk seconded the motion

VOTE

MOTION APPROVED

N. SOFA Bylaw Changes

MOTION

S. Hill motioned to approve the changes to the
SOFA Bylaws as presented. (See attachment with
marked changes)

SECOND

B. Croves seconded the motion

VOTE

MOTION APPROVED

VI. Announcements
No Announcements

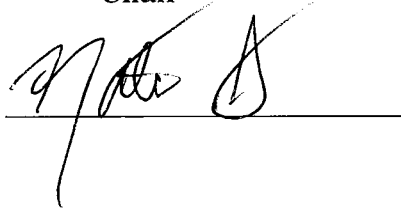
VII. Adjournment

N. Schroeder adjourned the meeting at 7:20 PM

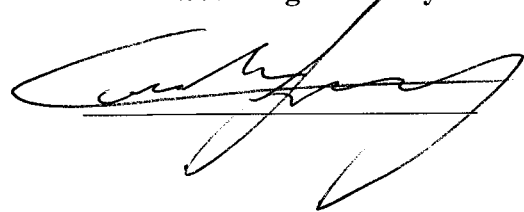
Everyone is welcome to attend!

RESPECTFULLY SUBMITTED

**Nathaniel Schroeder
Chair**

A handwritten signature in black ink, appearing to be 'N. Schroeder', written over a horizontal line.

**Caroline Jarving
Recording Secretary**

A handwritten signature in black ink, appearing to be 'Caroline Jarving', written over a horizontal line.

Everyone is welcome to attend!

TO: SOFA Members
CC: Andrew Frelich, SOFA Advisor
FROM: Jake Eischens, Student Body Treasurer
DATE: 9/13/2016
RE: SOFA Statement

Student Gov-SOFA (Fund# 22340 Dept# 5141)

Line Item	Amount Budgetted to SOFA	Allocated to Student Orgs. At Meetings	Amount Allocated but Unused	Amount to be Reallocated	Amount Transferred by Treasurer	Remaining Unallocated Funds
Operations						
Retreat	\$ 200.00	\$ -	\$ -		\$ -	\$ 200.00
Transfers Out						
FY16 Rollover	\$ 17,371.92	\$ 16,771.92	\$ 15,603.50	\$ 1,196.45	\$ 1,168.42	\$ 1,796.45
Transfers Out (Fall)	\$ 77,500.00	\$ 8,141.57	\$ -	\$ -	\$ -	\$ 69,358.43
Transfers Out (Spring)	\$ 77,500.00	\$ -	\$ -	\$ -	\$ -	\$ 77,500.00
FY17 AddBacks	\$ -	\$ -			\$ -	\$ -
Total	\$ 172,571.92	\$ 24,913.49	\$ 15,603.50		\$ 1,168.42	\$ 148,854.88
Amount Transferred In	\$ 10,000.00					
Current Cash in Fund #22340	\$ 8,831.58					

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, 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). Requests must be submitted by at

Deleted: ¶
An organization representative must have completed at least one Treasurer’s Workshop annually before the organization is eligible for funding.

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- 4. Relative number of students directly involved in and affected by the activity.
- 90 5. The quality of student involvement.
- 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.
- 95 8. The total amount requested.
- 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.

B. General Operating and Program Funding Guidelines and Definitions

105 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.

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

175

4. 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.

180

a. 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.

d. The SOFA cannot fund any student organization's proposed budget more than 75% of the budget amount.

185

e. The SOFA will place a maximum of \$16,000.00 that is able to be funded for any single programming event or two \$8,000.00 programming events per fiscal year.

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f. Performer's Fees

- 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

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195

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.

g. 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.
- 3. No more than \$4,000.00 may be allocated towards one speaker/performance contract.

200

h. Food/Refreshments

- 1. The SOFA is willing to fund for food and/or refreshments for programs.
- 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.

205

i. 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.

210

E. Transportation Funding

215

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:

265

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.

270

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.

Deleted:

Organizations requesting Equipment funding are expected to acquire the additional amount through fundraising and/or other alternative sources.

Deleted: amount to be funded of \$8,000.00 on all equipment requests

275

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.

280

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.

g. Storage-Control: The organization must have adequate storage facilities for equipment on campus as well as 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.

285

2. Equipment Reports:

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.

290

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 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.

295

G. Publication Funding

300

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:

305

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.

b. The SOFA funding criteria shall apply, along with the following additional restrictions specifically for publications:

ARTICLE II

FINANCIAL PROCEDURES AND OBLIGATIONS OF ORGANIZATIONS

- 360 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.
- 365 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
370 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 1st, their
annual audits will be due by the first SOFA meeting of September or their funds will be
returned to the SOFA.
- 375 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.
- 380 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.
- 385 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.
- 390 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.
- 395 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