**STUDENT ORGANIZATIONS FUNDING AGENCY (SOFA) BYLAWS**

ARTICLE I.

FUNCTIONS OF THE SOFA

1. Allocations of SOFA Funds
2. 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:
   1. Any organization must be a Recognized Student Organization “in good standing” as defined by the *Code of Student Life.*
   2. An organization’s constitution must comply with the *Code of Student Life’s* non-discrimination clause. Any organization that does not comply with the *Code of Student Life* non-discrimination clause must update its constitution before it will be eligible for funding.
   3. An organization must meet the financial obligations as outlined in Article II of these Bylaws.
   4. An organization must have a current officer roster and Constitution on file with the Student Involvement & Parent Programs Office.
3. General guidelines regarding the SOFA funding
   1. Retroactive funding:
4. Programming, Equipment, Operating, Travel, 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 before allocations from the Students Organization Funding Agency.
5. Programming and Travel 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.
6. 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.
7. No organization will be funded retroactively except under extenuating circumstances.
   1. Allocation of funds will be on a “first come, first served” basis.
   2. 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 a credit appearing on the transcript.
   3. 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 before the meeting the organization would appear before the SOFA (excluding summer requests before the fall semester and winter break).
   4. To be considered for SOFA funding, a student representative from the organization requesting funding must appear at the SOFA date and time designated by the SOFA. If a student representative cannot appear for extenuating circumstances, a proxy must attend in their place.
   5. SOFA funds shall not be allocated for the following:
8. National dues
9. Membership dues
10. Trophies and/or awards of any type
11. Travel for job recruitment and/or interviews
12. Purchase of alcoholic beverages
13. Recruitment of new or transfer students to the University of North Dakota
14. Letterhead or official stationery
15. Instructional and/or coaching fees that would directly promote formal individual certification or recognition
16. Uniforms or equipment which is of personal nature
17. Fundraisers
    1. Defined as: any expenses related to raising funds or equivalent to benefit the organization itself and/or any charitable organization and/or cause including philanthropic activities.
18. Monthly service charges for telephone use by student organizations
19. Publication subscriptions
20. Parade floats
21. Banners, except for advertising
22. Personalized name badges
23. Computer software
24. Film and film/digital photo processing
25. More than half (1/2) of alumni or student mailing labels except for publication requests
26. Mailing of organization minutes
27. Expedited shipping and handling and delivery charges
28. Any other items listed on the Accounting Services Unallowable Expenditures list
29. Weapons/Ammunition (reference NDCC 12. 1-01-04 (6) (10) and62. 1-01, University Policy)
    1. General Points of Evaluation
30. Relevance of the organization or the activity to the educational mission of the University of North Dakota.
31. The extent to which the organization is open to all students and its activities are campus-wide in scope and significance.
32. Relevance of the request to the organization’s purpose as stated in its constitution.
33. The relative number of students directly involved in and affected by the activity.
34. The quality of student involvement.
35. The extent to which the organization has made effective use of the SOFA funds previously allocated.
36. The financial contribution of the organization’s funds it intends to contribute towards the activities.
37. The total amount requested.
38. The nature and purpose of the request.
    1. All requests for summer funding that begin before the start of the following academic school year must be heard at the first meeting of the fall semester by the regular summer deadlines and regulations.
    2. 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.
    3. General guidelines are subject to review and exceptions for extenuating circumstances are apparent.
    4. The SOFA may fund up to $14,000 total per fiscal year for the summation of all approved requests.
39. 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 applications except when under and for a performer’s expense as requested as such.
       1. Request forms must be submitted at least one (1) SOFA meeting before the meeting the organization would appear before the SOFA (excluding summer requests before the fall semester).
          1. Operating Budget Request Forms are used to request supplies that help maintain the organization's daily operations, including office supplies, postage, long-distance telephone expense, advertising, printing, and others.
          2. Program Budget Request Forms are used to request funds for any program, seminar, or workshop in which the performer’s fees, advertising, printing, or other incurred costs.
       2. Line Item: After any allocation has been approved by the SOFA, the organization is expected to act by each line item allocated. The SOFA line-item amounts of the 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 allocation. In both cases, the SOFA’s approval is needed for any greater modification.
    2. A reusable banner may be funded up to $200.00, and a single-use banner may be funded up to $100.00.
40. Operating funding
    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 Involvement Office. No operating budgets will be accepted after these dates. The only exception is for a group approved by the Student Government and Student Involvement and Parent Programs 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 fiscal year, followed by Student Government.
    2. SOFA may fund Operating Expenses at 75% of approved expenses up to a total of $1,000.00.
    3. 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.
41. Program Funding
    1. SOFA funds may be provided for any programs that benefit the University of North Dakota campus and student organizations. This includes conferences, speakers, films, dancers, etc. In the greater Grand Forks area.
       * + 1. All programs funded by the SOFA must be open to all students.
           2. Programs must be student-planned and student-run
           3. No student organization or program may receive funds for a single event from more than one funding source of the Student Government.
           4. All programs sponsored by the SOFA must appropriately recognize the SOFA, a division of the 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.
           5. Organizations may receive only two (2) allocations for programming expenses during each fiscal year.
    2. All organizations involved in a coalition effect 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:
       * + 1. University of North Dakota student admission prices must be priced proportionally to the amount of money the SOFA has given.
       1. For example:
          1. If the SOFA funds 75% of the program, student tickets must be 75% lower than the normal admission price.
          2. If the SOFA funds 50% of the program, student tickets must be 50% (half) lower than the normal admission price.
42. At a minimum, UND student tickets must always be 25% less than the general public tickets.
43. All prices for tickets must be approved by the SOFA before the event. If the ticket prices are unable to be set in the meeting before the event, the prices must be approved by the SOFA Chair and the SOFA Advisor before the sale of any tickets.
44. If profit is generated and expenses are within the budgetary provisions identified by the SOFA, then all profits 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.
45. The SOFA cannot fund any student organization’s proposed budget of more than 75% of the budget amount.
46. The SOFA will place a maximum of $14,000.00 that can be funded for any single programming event or two $7,000.00 programming events per fiscal year.
47. Performer’s Fees
48. The SOFA may fund up to $25.00 for gifts instead of the performer’s fee.
49. The SOFA may not fund fees to students for any services provided.
50. 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 if the calculated amount to be funded for ground travel is greater than that of the actual means of transportation used.
51. 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.
52. Performer’s Costs
53. The SOFA does not fund honoraria for faculty, staff, or University of North Dakota students.
54. The SOFA will fund the current state rates for lodging and/or meals for performers.
55. No more than $4,000.00 may be allocated towards one speaker/performance contract.
56. Food/Refreshments
57. The SOFA is willing to fund food and/or refreshments for programs.
58. The SOFA will only fund food up to 20% of the budget for other items included in the request.
59. The SOFA reserves the right to determine whether food is necessary for the program and whether it should be funded.
60. The SOFA will fund food up to 100% if the program is a cultural event and if the food is related to the education of the culture.
61. Giveaway
62. 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 for each specific request.
63. 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.
64. Travel Funding
    1. Statement: The SOFA travel allocations are intended to defray part of the actual cost of transportation, food, and other expenses or assist with registration fees. making possible a broader spectrum of organizational activities. It is expected that students make some contribution towards their travel. The prescribed general criteria shall apply, along with the following to travel funding:
       * + 1. Organizations must submit a schedule of events along with written confirmation from their destination (if applicable) with all travel requests.
           2. Organizations must submit travel requests for a minimum of two students traveling.
    2. Travel Defined:
       * + 1. Travel Budget Request Forms are used for the request funds to help defray the cost of travel by the student organizations.
           2. Area travel in the greater Grand Forks area is not funded by the SOFA.
           3. The SOFA will determine the amount to be funded by pre-set funding tiers used by the Agency.
           4. Only one request may be submitted for a single travel event.

Organizations may not request travel fees and registration fees.

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| --- | --- | --- |
| Mileage | Car Travel | Air Travel |
| 50 - 200 | $10 per person | $15 per person |
| 201 - 500 | $30 per person | $35 per person |
| 501 - 1000 | $40 per person | $60 per person |
| 1001 - 1500 | $60 per person | $80 per person |
| 1501 - 2000 | $80 per person | $100 per person |
| 2001 - 2500 | $100 per person | $200 per person |
| 2501 - 3000 | $120 per person | $220 per person |
| 3001 - 3500 | $140 per person | $240 per person |
| 3501 - 4000 | $150 per person | $250 per person |
| > 4000 | $200 per person | $300 per person |

* + - * 1. The SOFA reserves the right to edit the amount to be funded in any way as Agency members see appropriate.
  1. Amount of Funding:
     + - 1. The SOFA will fund only travel relayed expenses that can be verified with itemized receipts or set mileage formulas.
         2. The SOFA will fund only six (6) trips per fiscal year.
         3. Travel funding may be used to help defray the costs of:

1. Tickets for planes or trains related to the travel request.
2. Gas related to the travel requests.
3. Hotel stays related to the travel request.
4. Registration fees for conferences/events related to the travel request.
5. Food/drinks not including alcoholic beverages.
   1. Travel Reports: Organizations must complete a Travel Report Form upon returning from them per Article V Section B of the SOFA Constitution. The Travel Report Must be accompanied by copies of all receipts of what the money allocated was spent on during the trip. Upon receipt of the travel report, the Student Body Treasurer, SOFA Chair, and/or Vice Chair will determine if the monies were spent under the SOFA rules. If these monies have been deemed spent inappropriately, the SOFA will withdraw the funds from the student organization’s account if funds were already transferred.
6. Equipment Funding:
   1. Statement: Equipment funds shall be made to recognize student organizations for the acquisition of necessary equipment. The prescribed general criteria shall apply with the following to equipment funding.
      * + 1. Equipment Defined: Equipment may be considered to be material (vital to the accomplishments of an organization’s purpose), of a permanent quality, and of a non-personal nature. Supplies that would reasonably be depreciated in a period greater than one are considered equipment.
          2. Eligible Organizations Defined: “Equipment intense” or those considered by the agency to focus their activities on the use of equipment are eligible for equipment funding. Each request shall be evaluated on its own merits by the agency.
          3. Funding Limit: The SOFA will place a maximum of $8,000.00 that can be funded for any single equipment request or two $4,000.00 equipment requests per fiscal year. The SOFA will fund 75% of Equipment funding, and the student organization(s) are expected to acquire the additional amount through fundraising and/or other alternative sources.
          4. Submission: Equipment budget Request Forms may be submitted at any time during the academic year.
          5. Funding: The SOFA will not fund any personal clothing, equipment, or uniforms.
          6. 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.
          7. Storage-Control: The Organization must have appropriate storage and an adequate control policy over its use.
          8. All organizations requesting equipment funding must submit two (2) price quotes for each item for which funding is being requested.
   2. Equipment Reports:
      * + 1. Equipment must be purchased within 4 weeks of the approval of funding from the SOFA.
          2. 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.
          3. Reports must be accompanied by copies of the receipts for the purchase of equipment.
          4. 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.
7. Virtual Attendance
   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 costs associated with attending the event. The prescribed general criteria shall apply with the following to virtual attendance funding:
      * + 1. Virtual Attendance Defined:
8. Any event that is not attended physically but is attended in a virtual means.
9. Virtual Attendance encompasses online conferences, webinars, seminars, tournaments, and other related events deemed appropriate by SOFA.
   * + - 1. Funding Criteria
10. The SOFA will determine the amount to be funded determined by a preset formula used by the agency. The SOFA will fund up to 75% of Virtual Attendance requests.
11. Funding Limit: The SOFA will place a maximum of $14,000.00 that can be funded for all Virtual Attendance requests throughout a single fiscal year.
12. Organizations requesting Virtual Attendance funds are expected to fundraise or contribute to remaining expenses not covered by SOFA funding.
    1. Virtual Attendance Report
       * + 1. 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.
           2. Virtual Attendance post reports must be accompanied by copies of receipts or other proof of expenses of the approved SOFA allocation.
           3. Upon receipt of the Virtual Attendance post report, the Student Body Treasurer, SOFA Chair, and/or Vice Chair will determine if the allocation is deemed spent inappropriately, and the Student Body Treasurer will adjust or rescind SOFA’s allocation.
13. Publication Funding
    1. Statement: Publication funds shall be allocated to recognized student organizations to allow students to opportunity to create a publication that is oriented toward UND students, staff, and faculty.
       * + 1. Publication Defined:
14. A publication is an issue or series of issues of typed material offered for sale or distribution through a printed medium.
15. Publication Budget Request Forms are used for the request funds to help defray the cost of publications by recognized student organizations.
    * + - 1. The SOFA funding criteria shall apply, along with the following additional restrictions specially for publications:
16. Publications consist primarily of commercial advertising.
17. Publications consist solely of advertising for candidates for office and their platforms.
18. Publications that are for sale at regular prices at the UND student body.

The SOFA will allow the sale of publications to the general public.

Allowance of a discounted rate for students is required and is based on the SOFA’s funding percentage of the overall publication.

1. Publications that violate federal copyright and trademark laws.
2. Publications aimed primarily at or exclusively at audiences other than students, faculty, and staff at UND.
   * + - 1. Evaluation Criteria: The following are additional points of evaluation that the SOFA will consider while hearing a publication request. General SOFA evaluation criteria will remain in force; additional publication criteria may include:
3. Relevance of the publication to its target audience.
4. Size of the publication’s target audience.
5. Proof of circulation-coverage of its target audience.
6. Previously approved publications have met their designed purpose.
7. Volume and frequency of issues/copies to be printed and distributed.
   1. Amount of Funding:
      * + 1. The SOFA will determine the amount to be funded determined by a pre-set formula used by the agency.
          2. The SOFA reserved the right to edit the amount to be funded in any way agency members see appropriate.
          3. The SOFA shall fund no more than two publication funding requests for each qualifying student organization per fiscal year.
          4. To retain any SOFA funding allocation, all publications must meet the SOFA’s financial procedures for the current fiscal year.
          5. The SOFA will place a maximum of $5,000.00 that can be funded for any single publication request.
   2. Publication Reports: Organizations must complete a Publications Report Form upon completion of the approved publications during the current fiscal year per Article V Section B of the SOFA Constitution.
      * + 1. The publication Post Report must be accompanied by copies of all proof of expenditures for the approved publication.
          2. As each issue of an approved publication is being released, at least one copy of the issue must be submitted to the SOFA to track an organization’s progress. An additional copy of each issue must also be submitted with the publication post-report.
          3. Upon receipt of the publication report, the Student Body Treasurer, SOFA Chair, and/or Vice Chair will determine if the allocation was spent by the SOFA rules. If the allocation is deemed spent inappropriately, the SOFA will withdraw the funds from the student organization’s account.

ARTICLE 11

FINANCIAL PROCEDURES AND OBLIGATIONS OF ORGANIZATIONS

1. Statement: The following procedures are required of student organizations receiving money from the Student Organization Funding Agency (SOFA). These procedures are necessary to ensure 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.
2. Ordered Books: Any organization requesting SOFA funds must have its financial books updated and in order. The 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. If an organization does not have its audit completed by this date, its allocated funds will be returned to the SOFA. For groups traveling 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.
3. 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: The President or Treasurer of the organization, and the faculty/staff advisor.
4. 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.
5. Overdrawn accounts will be frozen automatically by Accounting Services.
6. If 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.
7. 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:
8. Freezing of funds.
9. Recall of funds.
10. The SOFA may recommend that an organization’s Constitution be revoked.
11. Any additional actions or penalties may be instituted as per the University’s Code of Student Life.
12. 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

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

Revised

08/29/2010

09/19/2010

08/28/2011

04/15/2012

04/25/2013

09/15/2013

01/25/2015

09/27/2015

09/13/2016

09/21/2016

10/11/2017

10/03/2018

09/18/2019

10/23/2019

02/24/2021

08/29/2022