

## **STUDENT ORGANIZATION ALLOCATIONS COMMITTEE (SOAC) CODE**

ADOPTED ON: July 2nd, 2015  
AMENDED BY 85 LCB 01: June 28th, 2016  
AMENDED BY 86 LCB 12: April 20th, 2017  
AMENDED BY 88 LCB 08: May 3rd, 2018  
AMENDED BY 90 LCB 07: May 2nd, 2019  
AMENDED BY 92 LCB 08: Feb. 8th, 2020

## CHAPTER 1: GENERAL PROVISIONS

### §101 Creation of Student Organization Allocations Committee

- A. The University of Colorado Student Government hereby establishes a Student Organization Allocations Committee; referred to herein as either Student Organization Allocations Committee or “SOAC.” SOAC is authorized to allocate funds to student organizations by the procedures outlined in this code.

### §102 Purpose

- A. It shall be the purpose of the University of Colorado Student Government’s Student Organization Allocations Committee to allocate funds to recognized student organizations on an annual basis. SOAC shall work to communicate with both the Center for Student Involvement and each individual Student Organization to ensure funds are appropriately allocated and spent. All allocation decisions shall be performed from a viewpoint-neutral standpoint with the goal of creating an inclusive campus community that encourages the involvement and participation of students on campus.

### §103 Membership

- A. The Committee shall be composed of the following voting members:
  1. SOAC Chair, selected by the Executive(s)
    - i. The SOAC Chair shall abstain from voting in all cases unless the casting of their vote influences the outcome (as outlined by Robert’s Rules of Order Newly Revised).
  2. Six (6) student members-at-large, selected by the SOAC Chair and ratified by Legislative Council for a term of one year
  3. One (1) rotating Representative-at-Large seat
    - i. This Representative-at-Large shall sit on SOAC on a rotational basis.
  4. One (1) non-voting seat shall be held for a member of the Council of Colleges and Schools.
    - i. This seat can be held by any member of the Council of Colleges and Schools and can rotate between members.
- B. The Committee shall also be composed of the following non- voting members:
  1. A non-student staff employee of Center for Student Involvement (CSI), or designee. The CSI employee shall be selected by the Director of the Center for Student Involvement. The CSI employee shall not have a vote during hearings but shall be allowed a voice in decision-making and committee conduct.
  2. CUSG Office Manager, or designee

3. A CUSG Executive, or designee
  4. Recording Secretary, appointed by the Chair of SOAC
  5. A representative for the Vice Chancellor for Student Affairs, upon request of the Vice Chancellor for Student Affairs
- C. Recruitment for the Student Members-at-Large:
1. To produce a committee that best represents the interests of the student body in its allocation of funds, the Chair will advertise and conduct interviews for the six (6) at-large positions no less than once per year. SOAC recognizes the value of diversity among its members and will not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. SOAC also recognizes the value of creating a committee with a wide range of backgrounds and on campus experience.

## §104 Definitions

- A. Student Organization: Any group of students that is recognized and maintains an account with the Center for Student Involvement, with the exception of accounts controlled by CUSG or other representative bodies, including, but not limited to, college-specific student governments
- B. Operational Funds: Funds necessary for a student organization to fulfill its stated mission on a weekly basis. This can include, but is not limited to, materials for meetings, printing and branding, and food for meetings
- C. Student Organization Meeting: a regularly scheduled gathering where the members of the student organization are the intended attendees.
- D. Program Funds: Funds requested for a student organization to use only towards programs that enable it to achieve its mission. A “program” is defined as travel or an event.
  1. Travel: A journey to an off-campus location that enables the organization to fulfill its mission while also providing an enrichment opportunity for the organization or the university as a whole.
  2. Event: An on-campus activity that serves a purpose in line with a student organization’s mission, especially as this relates to education, outreach, or community enrichment
- E. Allocation: Total funds allocated to a student organization by SOAC for a given fiscal year
- F. Fiscal Year: Year beginning on July 1 and ending on June 30 of the following year.
- G. Annual Maximum Spending: The absolute limit of SOAC spending for a given fiscal year, set according to the policies outlined in this code in §503 and adjustable according to §504

- H. GAIR (General Administrative and Infrastructural Recharge): An additional charge added onto intra-university expenditures at a rate set annually by campus administration.
- I. Liaison: Each member-at-large of SOAC shall be assigned to serve as liaison to specific student organizations as the need arises. Each student organization shall have one liaison to serve as their line of communication to SOAC following their hearing, and this relationship shall last for the remainder of the legislative session.
- J. Mid-Year Financial Report: A written report submitted by all student organizations funded by SOAC in the fall semester. Failure to submit a report by the given deadline may freeze the organization's account for one year as outlined in §903.
- K. End-of-Year Financial Report: A written report submitted by all student organizations funded by SOAC. A completed mid-year financial report shall be required to validate end-of-year report for student organizations funded by SOAC in the fall semester. Failure to submit a report by the given deadline may freeze the organization's account for one year as outlined in §903.
- L. Rollback: Before the end of the fiscal year, all student organizations' unspent funds will be returned to the SOAC fund balance
- M. Spending Deadline: The last day for student organizations to spend funds allocated by SOAC will be the date 14 days prior to spring commencement.

## **CHAPTER 2: SOAC MEMBER DUTIES AND RESPONSIBILITIES**

### **§201 Member Duties**

#### **A. Student Voting Members**

- a. The Committee shall consist of ten (10) student voting members. The following will be the voting members of the SOAC: the six (6) student members-at-large, selected by the Chair and ratified by Legislative Council for the term of one year, one (1) Representative-At-Large, appointed by the Tri-Executives(1) graduate student voting member, appointed by the Graduate School Government President, ratified by the Graduate School Student Assembly, UGGS and ratified by Legislative Council and the SOAC Chair, selected according to the procedures outlined in §202 A in conjunction with the CUSG Executive Bylaws and ratified by Legislative Council for the term of one year. The SOAC Chair shall abstain from voting in all cases unless the casting of their vote influences the outcome.
  - i. If UGGS does not appoint a graduate voting member within one month of the start of the Fall semester, the position defaults to a student member-at-large position and the responsibility to fill the voting member position lies with the SOAC chair.

#### **B. General Members**

- a. The remainder of the Committee, as outlined in §103 B, shall participate and attend all meetings and be entitled to the same rights and responsibilities as a student voting member, with the exception of voting on financial matters. General Members are welcome to add their voice as it pertains to providing institutional knowledge and recommendations regarding committee conduct.

#### C. Attendance

- a. All student members-at-large shall attend all scheduled SOAC meetings.
- b. Any member who cannot attend a meeting must inform the Chair at least 48 hours prior to the meeting. They must approve all absences, with the exception of emergencies. Emergencies may include injury and illness.
  - i. Any member with an excused absence may send a proxy, who must be a full fee paying member of the CUSG who also holds no major position within the CUSG as defined by Article 1, Section D of the CUSG Constitution, who may act in their place in the interest of meeting quorum.
  - ii. Proxy:
    - 1. Person Proxies
      - a. The name of the person to whom the voting seat would like to proxy must be submitted by the voting seat in physical writing or by email to the SOAC Chair 48 before the start of a meeting.
      - b. The person being proxied to must be a CUSG Fee-Paying Student.
      - c. No voting seat may have more than one proxied vote.
      - d. Any designated proxy, as required by the constitution and designated using the power of section.
- c. Each member is allowed two excused absences per semester. If a member exceeds this amount or has unexcused, non-emergency absences, they are subject to removal at the Committee's discretion.

#### §202 SOAC Chair

##### A. Eligibility, Election, Term

- 1. The SOAC Chair who has been hired by the CUSG Executives and ratified by the Legislative Council shall serve as the Chair of the Student Organization Allocations Committee. They shall serve a term of one year and may be re-appointed. It is preferred that they have prior experience on the committee.

## B. Duties

1. The Chair shall hire student members-at-large, and assign roles to student members-at-large, Senators, and Representatives-at-Large appointed to committee, act as the direct supervisor for the entire committee, prepare meeting agendas, preside over meetings, notify student organizations of appearances before SOAC, and work with the Vice Chair to prepare annual budgets and quarterly reports to be presented to Finance Board and Legislative Council.
2. The Chair (or designee) is required to attend any meetings of other chairs (or designees) of student fee funding bodies, as required by CUSG governing documents, to discuss funding situations and resolve any problems regarding student organizations and availability of funding.
3. The Chair and Vice Chair are responsible for reviewing the SOAC Code, and must complete this review no later than four weeks before the end of their terms (or four weeks before spring commencement).

## C. Removal Procedure

1. The removal of the individual occupying the position of SOAC Chair may occur by a two-thirds vote of all members-at-large of the committee, or by a two-thirds vote of the Legislative Council, or by a recommendation to the Executive(s) by any voting member of the SOAC upon a simple majority vote of all members-at-large of the committee. Either instance may be overridden by a two-thirds vote of the Legislative Council.

## D. Conflicts of Interest

1. In the case of a conflict of interest, especially when the SOAC Chair is a member of an organization being heard, the individual occupying the position of SOAC Chair shall temporarily relinquish the Chair position to the Vice Chair and they shall abstain from voting.

# §203 Student Members-at-Large and Representatives-at-Large

## A. Eligibility and Term:

1. Full fee paying students hired through a formal application and interview process by the SOAC Chair shall serve as the voting members-at-large of the Student Organization Allocations Committee. They shall serve a term of one year and may be re-selected to be a part of SOAC in subsequent years.
2. For a Graduate student seat, the appointed individual must be at least a base fee paying student.

## B. General Duties:

1. Each SOAC member-at-large, including full fee paying students, Senators, and Representatives-At-Large, shall serve as liaison between SOAC and student organizations receiving an allocation.

## C. Specific Duties

1. After hiring the full fee paying students as student members-at-large and appointing Representatives-at-Large and Senators, the collective will serve as members-at-large, and the SOAC Chair shall assign a student member-at-large to the following positions:
  - a. Vice Chair
    - i. The Vice Chair shall be responsible for working with the CSI to monitor the state of all SOAC funds. The Vice Chair serves, in addition to the Chair, as a second member of the Committee who is knowledgeable of SOAC fund balance status.
    - ii. The Vice Chair shall work with the Chair to prepare and present annual budgets and quarterly reports to the Finance Board and Legislative Council.
    - iii. The Vice Chair shall present at least two times per semester to SOAC regarding the state of the fund balance
    - iv. The Vice Chair shall coordinate, in a manner deemed appropriate by the Chair, mid-year and end-of-year financial reports from student organizations
    - v. Preference for the office of Vice Chair should, in most cases, be given to a returning member-at-large of SOAC.
    - vi. The Vice Chair is responsible for working with the Chair to review the SOAC Code. This review must be completed no later than four weeks before the end of their terms (or four weeks before spring commencement).
    - vii. Representatives-At-Large and Senators are not permitted to hold the position of Vice Chair

#### §204 Recording Secretary

- A. The Recording Secretary shall be responsible for taking minutes and working with the CUSG Office Manager to ensure they are made available on the CUSG website or in another similarly accessible manner within one week of the hearing.

#### §205 Vacancies

- A. Full fee paying student vacancies on SOAC shall be filled through a formal application and interview process managed by the SOAC Chair. In the case of a vacancy of the SOAC Chair position, the Vice Chair shall move to the role of Chair by approval of the Executive(s) and ratification by Legislative Council. The new Chair shall then appoint a new Vice Chair from the Committee and hire a new member to fill the newly created vacancy via a formal application and interview process and pending ratification by Legislative Council.

#### §206 Member Removal

- A. Full fee paying students and Representatives-At-Large may only be removed following an instance of inappropriate behavior. Inappropriate behavior includes, but is not limited to, the failure to substantially perform one's duties as outlined in §201, §202, or §203, exceeding the number of allowed absences per semester, financial impropriety, violating the CUSG Constitution, any university policies, the Student Fee Regulations, or this Code.
- B. Members-at-large may be removed from the SOAC by an affirmative vote of two-thirds, present and voting, of the SOAC or Legislative Council according to the Bylaws and procedures of the Council.
- C. The Chair and the CUSG Office Manager may only be removed at the request of the Executive(s).
- D. The CSI staff member may only be removed at the request of the Director of the Center for Student Involvement.
- E. The Student Affairs Administrator may only be removed at the request of the Vice Chancellor for Student Affairs.

## **CHAPTER 3: MEETINGS**

### **§301 Quorum**

- A. Five (5) voting members of SOAC are required for quorum.

### **§302 Robert's Rules of Order**

- A. Meetings shall be run according to the version of Robert's Rules of Order used by the Legislative Council, unless an alternate method is specified and used consistently by the SOAC Chair.

### **§303 Absence of Chair and Vice Chair**

- A. In the absence of the Chair, the Vice Chair shall preside over SOAC meetings. In the absence of the Chair and Vice Chair, the chair shall appoint a member-at-large to preside over SOAC meetings.

### **§304 Meeting Times**

- A. Meetings times will be determined by the Chair.
  - a. Meetings can be up to twice a week during the fall and spring semester, the specific days will be determined by the Chair each year.
  - b. Summer meetings will occur as needed, and at the discretion of the Chair.

### **§305 Meeting Procedures**



- A. Recognized Student Organizations shall be heard on a single hearing basis, unless otherwise requested and approved on by the majority of the committee members-at-large.

## **CHAPTER 4: SOAC ALLOCATIONS AND ELIGIBILITY**

### **§401 Hearing and Allocation Timeline**

- A. SOAC hearings shall be scheduled in coordination with the Finance Board, Legislative Council, and other CUSG funding boards to prevent overlap.
- B. Student organizations applying for funding must submit applications on BuffConnect by 5:00 PM on Wednesday to be eligible to be heard the following week. All budgets will be reviewed, sent back for revision to student organization (if needed), and responded to budgets by the Center for Student Involvement which must be reviewed and approved by the Center for Student Involvement no later than 5:00 PM on the Friday prior to the hearing. The SOAC Chair shall contact student organizations no later than 5:00 PM on the Monday prior to their hearing regarding scheduling details and eligibility, if applicable.
- C. The student organization's assigned SOAC Liaison will contact the student organization with the results of their hearing via the organization's listed email account no later than 5:00 PM on the Monday following the student organization's SOAC hearing.
- D. The student organization shall have one week following notification to determine whether they would like to appeal the allocation decision by the procedures outlined in §702.

### **§402 Eligibility**

- A. A student organization must meet the following requirements in order to be eligible to receive an allocation from SOAC:
  - 1. Have a student organization account maintained and in good standing with the CSI and University at large
  - 2. Meet open access requirements, as defined in §403
  - 3. Have a set of Bylaws that clearly outline the organization's mission and membership
  - 4. Have a mission that does not overlap with the mission of another student organization. Overlap is decided on a case-by-case basis and requires the agreement of both SOAC and CSI.
  - 5. Have properly completed and submitted mid- and end-of-year financial reports to SOAC in the previous fiscal year, if applicable
  - 6. Must not operate under an account controlled by CUSG or other representative bodies, including, but not limited to, college-specific student governments
  - 7. The fees must be used in support of programs and activities open to the whole student body and benefiting the maximum number of

students possible. They must benefit the student body directly through these programs and activities.

B. An organization must meet the following requirements in order to be heard by SOAC:

1. Must submit a complete application and comply with the timeline outlined in §401. A complete application shall include:
  - a. The application form for the given year developed by SOAC and the CSI
  - b. Additional Travel and Event request forms, if applicable
  - c. Complete bylaws, as outlined in §402 A 3
  - d. Any further information requested by SOAC
2. Must have representation of their organization present at the funding hearing for which they are scheduled. SOAC reserves the right to table organizations indefinitely that do not attend their scheduled hearing.
3. Must hold a budget review session with a representative from CSI to determine the reasonability of the proposed budget. Once this has been completed, it is the responsibility of the student organization to ensure that documentation of this session is communicated to the SOAC Chair.

#### §403 Student Organization Open Access Requirements

- A. The membership and leadership of the student organization must be open to all CU Boulder students. Individuals who are disruptive or otherwise interfere with a student organization's operations may be excluded from the organization's membership and activities without violating this section.
- B. All student organizations must hold at least three (3) meetings during both the fall and spring semester. Meetings must be open to all CU Boulder students, regardless of membership and must be separate from events hosted by the student organization.

### **CHAPTER 5: SOAC ANNUAL BUDGET**

#### §501 Budget and Allocation Approval

- A. SOAC's annual budget, presented by the SOAC Chair and Vice Chair, will be reviewed through the budget hearing process administered by the Finance Board and approved by the Legislative Council.
- B. The SOAC Chair and, whenever possible, Vice Chair shall be responsible for presenting quarterly reports to the Finance Board.

#### §502 Rollback of SOAC Funds

- A. Any funds remaining in a student organization account from SOAC allocations at the end of the fiscal year may not be carried over into the next

fiscal year. All funds will roll back into the SOAC account before the end of the fiscal year, and will be used in the calculation of the annual maximum spending as outlined in §503 A.

#### §503 Annual Maximum Spending

- A. The annual spending of the SOAC, including GAIR, shall be limited to the sum of the following:
  - 1. The student fee allocation set by the previous year's Finance Board and adopted by the Legislative Council
  - 2. Rollback, or total allocations to student organizations unspent by two weeks before spring commencement, from the previous fiscal year as outlined in §502
- B. The annual spending of SOAC shall include only the following:
  - 1. Allocations to student organizations
  - 2. Payroll for SOAC members
  - 3. Costs , associated with the effective operation of the Board, such as marketing materials and food for organization's meetings
  - 4. The cost of retaining legal counsel, as needed

#### §504 Annual Maximum Spending Modifications

- A. If, following the finalization of rollback and the calculation of the annual maximum spending according to the procedures outlined in §503 A, the SOAC Chair believes for any reason the resulting budget is not ideal for allocations towards student organizations for the following fiscal year, they may request an increase to the annual maximum spending.
- B. The requested increase may not result in a deficit of the SOAC fund balance.
- C. The process for requesting an increase in the annual maximum spending is as follows:
  - 1. Following the calculation of the annual maximum spending, the SOAC Chair shall notify the Executive(s), the Legislative Council President, and the Finance Board Chairperson that they wish to request an increase to the annual maximum spending.
  - 2. The Finance Board Chairperson shall then meet with the SOAC Chair to determine whether the requested increase is appropriate, and if so, what value of increase they shall entertain as a request.
  - 3. In the case that the Finance Board Chairperson decides to entertain said request, the SOAC Chair shall present the requested budget increase to the Finance Board to be voted on at the next regularly scheduled meeting.
    - a. If the request passes with two-thirds approval of those present and voting at the Finance Board, the SOAC Chair shall bring the request to the next regularly scheduled meeting of the Legislative Council.

- i. If the request passes with two-thirds approval of those present and voting at Legislative Council, the requested budget increase shall be set as the new annual maximum spending for the coming fiscal year.
    - ii. If the request does not pass with two-thirds approval of those present and voting at Legislative Council, the annual maximum spending shall be set and finalized according to the procedures outlined in §503.
  - b. If the request does not pass with two-thirds approval of those present and voting at the Finance Board, the annual maximum spending shall be set and finalized according to the procedures outlined in §503.
- 4. In the case that the Finance Board Chairperson decides not to entertain said request, the annual maximum spending shall be set and finalized according to the procedures outlined in §503.
- D. Attempts to modify the annual maximum spending shall only be requested for the current fiscal year by the current SOAC Chair.
- E. Even in cases where the annual maximum spending is modified, all allocations considerations and limits as stated in §602 must still be maintained. Per organization considerations and limits shall not be modified by the processes outlined in this section.
- F. The annual maximum spending must be finalized no later than the first Monday spring semester.

#### §505 Enforcement of the Annual Maximum Spending

- A. Any use of funds beyond the annual maximum spending is strictly prohibited and cause for immediate removal of the SOAC Chair and freezing of the SOAC account for the remainder of the fiscal year.
- B. It is the responsibility of the SOAC, informed by the Vice Chair, and the Finance Board, informed by the SOAC Chair and Vice Chair, to be knowledgeable regarding the state of the fund balance.
- C. If the Finance Board Chairperson, Executive(s), CSI Designee, or Legislative Council President or Legislative Council designee believes that the annual maximum spending has been surpassed, CSI account records for SOAC shall be utilized to determine the levels of spending by SOAC for the current fiscal year.
  - 1. These findings shall be presented to the other aforementioned members of leadership in addition to the Vice Chancellor for Student Affairs to determine appropriate next steps of action as outlined in §505 A.

## CHAPTER 6: STUDENT ORGANIZATION ALLOCATIONS

### §601 Student Organization Categories

- A. For all hearing and allocation purposes, the SOAC shall classify each student organization into one of the two following categories
  - 1. Established student organizations are student organizations that have maintained an account with the CSI for longer than one calendar year. Established student organizations are eligible to receive a maximum of \$3,000.00 from SOAC.
  - 2. New student organizations are student organizations that have maintained an account with the CSI for one calendar year or less.
    - a. New student organizations are eligible to receive a maximum of \$500.00 from SOAC.

#### §602 Allocation Considerations and Limitations

- A. When making decisions regarding allocations to student organizations, SOAC shall consider:
  - 1. The University of Colorado Student Government's role set forth in the Chancellor's Agreement to be fiscally responsible with student fees and hold Student Organizations spending student fees to the same standards.
  - 2. The amount of funds remaining in the SOAC annual maximum spending budget
  - 3. The ability of the SOAC allocation to enable the student organization to effectively achieve its mission
  - 4. The educational, civic, and cultural benefit to the campus and greater community
  - 5. The number of students impacted by the organizations' proposed use of funds
  - 6. Knowledge regarding the student organization's financial history, as long as viewpoint neutrality with respect to the organization's current leadership is maintained
- B. Established student organizations, as defined in §603 A 1, may receive no more than \$3,000.00 in any given fiscal year from SOAC, not including GAIR.
  - 1. This is further divided as a maximum of \$1,000.00 towards Operational Funding, \$500 of which may be designated for food, and \$2,000.00 towards Program Funding
    - a. Exemptions may be made for organizations that are primarily Operational or Programmatic, corresponding to their mission as outlined in their bylaws. These organizations may apply for the full \$3,000.00 in either the Operational or Program category at the discretion of SOAC.
  - 2. An organization may request to return to SOAC if it has not already been allocated the maximum of \$3,000.00, but the SOAC Chair may prioritize organizations who have yet to be heard when setting the weekly agenda

- C. New student organizations, as defined in §603 A 2, may receive no more than \$500.00 in any given fiscal year from SOAC, not including GAIR.
  - 1. SOAC must allocate these monies towards Operational funds with the goal of establishing and promoting the organization
    - a. No more than \$500.00 of this Operational Funding may be allocated towards Food
    - b. New Student Organizations are not eligible to apply for exemption in the manner outlined in §602 B 1 a.
  - 2. Organizations may request to return to SOAC if they have not already been allocated the maximum of \$500.00, but the SOAC Chair may prioritize organizations who have yet to be heard when setting the weekly agenda
- D. Unused funds shall not be reallocated to new funding requests once originally approved. Exceptions may be made on a case-by-case basis for special circumstances, such as where travel was cancelled due to reasons outside of student organization's control and no money had been spent (§603.B.2.k)
- E. If allocated funds are used in a manner other than intended, including but not limited to a cancelled event or a travel trip that does not take place, the student organization must communicate with SOAC to inform them of the situation immediately. SOAC will utilize Student Fee Regulations to determine what further action may be required of the student organization, which may include repayment of spent money.

#### §603 Line Item Definitions and Limitations

- A. Operational Funding shall include, but not be limited to:
  - 1. Equipment and supplies: any materials necessary to accomplish the organization's mission
    - a. SOAC shall not allocate funds for meeting supplies, that do not have the intention of being handed out, if the organization does not have an on-campus, non-personal, and secure location to store the supplies
      - i. Special consideration shall be taken by the committee if the supplies requested are integral to the student organization's mission but cannot be stored on campus due to University policies
  - 2. Organizational advertising materials: advertisements of any form for the organization as a whole for the organization's regularly scheduled meetings, not including any and all events hosted by the organization. Any advertisement materials funded by SOAC must include the CUSG logo.
  - 3. Contract work: one time payment to an individual or entity outside the student organization in exchange for a completed service crucial to a student organization's mission including, but not limited to, website

design and training. Contracts may only be executed on a per service basis and must be reviewed and approved through the appropriate University process prior to the completion of the contracted service.

4. Office materials: items and printed materials needed for organizations with a permanent office located on campus
  - a. SOAC shall not allocate funds for office materials that do not have the intention of being handed out, if the organization does not have an on-campus, non-personal, and secure location to store the supplies
    - i. Special consideration shall be taken by the committee if the materials requested are integral to the student organization's mission but cannot be stored on campus due to University policies
5. Food: food or drink items specifically for meetings and not including food items for any and all events hosted by the organization
  - a. SOAC shall not fund any request for bottled water, or other single use plastics, per CUSG Sustainability Legislation
  - b. "Food" excludes any intended non-consumables or materials used for an activity outside of the purpose of physical consumption.
6. Operational budgets must be approved by a representative from CSI in a budget review session

B. Program Funding shall include, but not be limited to:

1. Travel
  - a. SOAC shall allocate funds only to travel instances that enable the organization to fulfill its mission while also providing an enrichment opportunity for the organization or the university as a whole
  - b. Travel allocation requests must be submitted to the SOAC Chair prior to thirty (30) days in advance of the proposed travel
    - i. Requests submitted less than thirty (30) days in advance of the proposed travel may be funded if the SOAC Chair receives confirmation from CSI that the application process for the request began at least thirty (30) days in advance of the proposed travel or if eligibility was granted within thirty (30) days
  - c. SOAC shall allow travel requests to include expenditures relating to airfare, lodging, retreats, conference or competition registration, and ground transportation. SOAC shall not fund any requests for purchase of food while traveling
  - d. Travel funds may only be used towards full fee paying students' travel
  - e. Travel budgets must be approved by a representative CSI in a budget review session

- f. For in-state travel expenses:
  - i. No funds shall be allocated to any transportation requests that are within a 150-mile radius-
  - ii. Any transportation expenditure that exceeds 150 miles but remains within the state of Colorado shall be eligible to request no more than the University mileage rate beyond the 150 miles radius
  - iii. No funds shall be allocated for airfare for air travel within the state of Colorado
- g. For out-of-state travel expenses:
  - i. No more than \$1,000.00 may be allocated towards the travel of any one member of the student organization for the fiscal year
- h. Any instances of organization travel must be open to all fee-paying students. SOAC reserves the right to deny travel funding if the committee believes the organization's method of choosing students to travel possesses bias
- i. Each travel instance in a series of related trips, must be listed as a separate line item on the SOAC application
- j. For retreats:
  - i. Organizations must submit a detailed agenda for the retreat containing fully scheduled activities from when travel begins to when it ends. Must include viable activities that enhance the mission of the student organization and help develop a strong cohesive team.
  - ii. Organizational retreats must be alcohol and drug free. Failure to comply will require the student organization to repay the amount allocated for the retreat.
- k. If, for reasons outside of the student organization's control the travel has been cancelled and no money has been spent, SOAC may choose to allow those funds to be reallocated to a new funding request.

## 2. Events

- a. Events must be open and free for all CU Boulder students to attend
- b. Event budgets must be approved by a representative from the CSI in a budget review session
- c. Event allocation requests must be submitted to the SOAC Chair prior to thirty (30) days in advance of the proposed event
  - i. Requests submitted less than thirty (30) days in advance of the proposed event may be funded if the SOAC Chair receives confirmation from CSI that the application process for the request began at least thirty (30) days in advance of the proposed event



- d. Whenever possible, events should be held on CU's campus. In cases where this is not possible, it is the organization's responsibility to demonstrate why the event in question must occur off campus. Lack of appropriate space due to delayed planning is not sufficient reasoning for hosting an event off campus.
  - e. Events should demonstrate elements of education, outreach, or community enrichment
  - f. Event funding must not be used towards food for events
    - i. SOAC shall not fund any request for bottled water or other single use plastics, per CUSG Sustainability Legislation
  - g. Event funding must not be used toward fundraising events
  - h. Event funding may fund the travel and lodging for speakers at an event
  - i. SOAC reserves the right to utilize attendance at previous similar or identical events as a method for determining appropriate level of funding
  - j. Events must not be also funded by the Cultural Events Board or overlap in purpose with an event funded by the Cultural Events Board
  - k. Each event in a series must be listed as a separate line item on the SOAC application
- C. Student Organizations will not use any funds awarded by SOAC for any aspect of fundraising, to include but not limited to: advertising, purchasing of raw materials, venue costs, or venue or equipment deposits.

## **CHAPTER 7: HEARINGS AND APPEALS**

### **§701 SOAC Hearings**

- A. SOAC shall hold a hearing with each organization that has followed the timeline outlined in §401 and meets the requirements outlined in §402 to determine both the student organization's eligibility and an appropriate allocation for the organization.
- B. Hearings shall proceed as follows:
  - 1. Representative(s) from a student organization shall present their budget to SOAC and shall be prepared to answer any questions from the committee. SOAC reserves the right to limit hearings to 15 minutes in the interest of hearing as many organizations as possible.
  - 2. After the hearing has concluded, SOAC shall move into discussion on the organization heard. Any member-at-large of SOAC may move in favor of a proposed allocation to be voted on by SOAC. SOAC shall then vote on the proposed allocation, and shall continue voting on proposals until a majority is reached.

3. When an allocation decision has been reached, SOAC shall prepare an allocation notice to be sent to the student organization by the organization's SOAC liaison no later than 5:00 PM on the following Monday.
- C. SOAC shall reserve the right to table indefinitely any organization that the committee feels has not adequately prepared for their hearing

## §702 Appeals Process

- A. Any organization that does not attend their scheduled hearing session is not eligible to request an appeal.
- B. Any organization that has received a formal allocation notice from SOAC is eligible to appeal that decision.
  1. If an organization wishes to appeal, they must notify the SOAC Chair, the Chief Justice of the CUSG Appellate Court, and the CUSG Office Manager within one (1) week of receiving the allocation decision. Petitions must meet the requirements found in Article III Rule 14 of the CUSG Appellate Court Bylaws.
  2. The CUSG Appellate Court shall have jurisdiction to review eligibility and allocations determinations made by SOAC, and must be provided with the organization's SOAC application, the allocation notice, and minutes of the organization's SOAC hearing, at minimum.
  3. SOAC shall be represented in the Appellate Court by the Judicial Officer of SOAC, whose roles are outlined in §203 C 1 h.
- C. The CUSG Appellate Court shall be responsible for determining whether eligibility and allocations decisions have been made in conformity with the CUSG Constitution, the CUSG Legislative Council Bylaws, the SOAC Code, the Student Fee Regulations, and university policy.
  1. In the case that the Appellate Court's final judgment rules that the allocation granted to the organization is not in conformity with the CUSG Constitution, the CUSG Legislative Council Bylaws, the SOAC Code, the Student Fee Regulations, or university policy, the allocation will be ruled as unconstitutional and the organization in question may request a second hearing at SOAC to be granted in a timely manner. For this hearing, the student organization shall be expected to comply with the procedures outlined in §401 and §402 and may only request the same allocation or a lower amount than originally requested.
    - a. In the case that the annual maximum spending, as outlined in Chapter 5 of this Code, has been reached, the organization will not be granted a second hearing regardless of ruling, but the SOAC's allocations decisions may still be ruled as unconstitutional.

## CHAPTER 8: VIEWPOINT NEUTRALITY

## §801 Viewpoint Neutrality

- A. All allocation decisions by SOAC and the CUSG Legislative Council must be made in a viewpoint neutral manner, in conformity with the United States Supreme Court's decisions in *Board of Regents of the University of Wisconsin v. Southworth*, 529 U.S. 217 (2000)
- B. All allocation decisions shall be made without regard to race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy
- C. SOAC is authorized to retain a legal professional for the purposes of developing viewpoint neutral allocation guidelines, if funds are specifically appropriated to SOAC for this purpose
- D. If any members of SOAC participate in student organizations applying for an allocation, they must be out of the room for the hearing or any discussion of those organizations. They must also abstain from voting.
- E. Student organization allocation decisions shall be made in a consistent manner based upon objective criteria stated within this code and additional regulations as outlined in §1001

## CHAPTER 9: ENFORCEMENT OF CUSG POLICIES

### §901 Allocation Policy

- A. Student organizations must comply with all regulations regarding student fees found in the CUSG Constitution, Legislative Council Bylaws, SOAC Code, Student Fee Regulations, and university policies.
- B. SOAC shall only grant funds for future expenditures of the organization. There shall be no requests for reimbursements or expenditures prior to the organization's hearing under any circumstances
- C. SOAC shall not allocate any funds for fundraising expenditures
- D. All SOAC allocations will be held in a university account, for the identified allocation, and these funds shall only be accessed through university approved methods as described to the organization in a required Pre-Spending meeting with CSI financial staff..
- E. Without prior permission by a two-thirds vote of the Finance Board and a two-thirds vote of the Legislative Council, no student fee-funded student organization shall collaborate with any other student fee-funded student organization when there are any funds exchanged between the organizations or between either organization and the public. Organizations found in violation of this regulation will be appropriately sanctioned as outlined in §903.

### §902 Audit of Student Organizations

- A. SOAC reserves the right to audit a student organization that has received an allocation from SOAC during the current fiscal year at any time.
  - 1. This audit may be called by a majority, present and voting, of SOAC or by a majority, present and voting, of Legislative Council.
  - 2. Any audits called must be called in a viewpoint neutral manner.
- B. The audit may include, but is not limited to, collaboration with the CSI to view the student organizations' spending records as well as hearings with the student organization in question.

#### §903 Methods of Compliance

- A. In the case that SOAC determines by the preponderance of the evidence that a student organization has violated any university policies, CUSG regulation, legislation, or guidelines, or any state or federal law, or in the case that a student organization fails to produce both a mid-year and end-of-year financial report by appropriate deadlines, SOAC shall communicate their concerns and ask the CSI to freeze the organization's account for one year.
- B. All SOAC funded student organizations shall be required to submit a mid-year financial report within two weeks after the beginning of the Spring semester and an end-of-year financial report two weeks before commencement.
  - 1. If a student organization fails to produce a mid-year financial report by the appropriate deadlines the methods of compliance will be as follows:
    - a. The student organization in question's account will be frozen until the mid-year report is received.
      - i. If no mid-year report is received for the entire year, the account will be frozen for the following fall semester
      - ii. Upon continual negligence and lack of response from the student organization, the student organization's SOAC liaison must exercise reasonable efforts in communicating the incomplete state of the student organization's financial report including pursuing communication with at least one additional organization representative.
  - 2. If a student organization fails to produce an end of year financial report by the appropriate deadline, the methods of compliance will be as follows:
    - a. If the student organization in question fails to turn in the financial report by the deadline, their account will be frozen for the following fall semester.

### **CHAPTER 10: CODE AUTHORITY AND ADDITIONAL REGULATIONS AND GUIDELINES**

## §1001 Authority and Regulations

- A. The SOAC Code, in conjunction with the Student Fee Regulations, shall serve as the final authority over SOAC proceedings.
- B. Additional regulations and guidelines may be adopted by SOAC in order to enable the committee to accomplish its purpose, as outlined in §102.
  - 1. If the committee wishes to adopt additional regulations or guidelines, these must be documented in writing and passed unanimously by SOAC.
  - 2. Additional regulations and guidelines may only last for the remainder of the fiscal year. Permanent changes to SOAC proceedings must take the form of amendments to the SOAC Code approved by the Legislative Council.
  - 3. Additional regulations and guidelines may not contradict any section of the SOAC Code.

## **CHAPTER 11: SOAC COMMITTEE MEMBER COMPENSATION**

### §1101 SOAC Chair

- A. The Chair shall not be compensated by SOAC. The Chair is compensated as a member of the CUSG executive staff.

### §1102 Members-at-Large

- A. Member-at-large, including the Vice Chair, shall receive a stipend of \$125.00 bi-weekly from SOAC's funding, with the maximum annual spending amount.
- B. The Chair shall approve timesheets for the members-at-large and serve as their direct supervisor.

### §1103 Recording Secretary

- A. The Recording Secretary shall receive a stipend of \$125.00 bi-weekly from SOAC's funding, within the maximum annual spending amount.
- B. The Chair shall approve timesheets for the Recording Secretary and serve as their direct supervisor.

## **CHAPTER 12: DIVERSITY TRAINING**

### §1201 Diversity Training Requirement

- A. SOAC members must receive annual diversity training. New members must receive training within eight (8) weeks of being ratified by the Legislative

Council. The training must be provided by one of the CUSG advocacy centers or an organization approved in advance by the CUSG Social Equity Commission. If the Commission is not currently active, a CUSG executive staff member responsible for diversity, inclusion, or campus climate may approve the training. Once the CUSG Social Equity Commission or executive staff member has approved a training, it may be added to this code as an additional training that is compliant with the CUSG requirement.

- B. SOAC members must also complete other mandatory training in compliance with the requirements and deadlines set out in 86 LCB 03, the AUDIT bill.