



STUDENT ORGANIZATION ALLOCATIONS COMMITTEE (SOAC) CODE

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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:
 - a. 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).
 - b. Six (6) Student Member-At-Large seats, selected by the SOAC Chair and ratified by Legislative Council for a term of one year.
 - c. One (1) Graduate Student Member-At-Large, selected and ratified as specified in Section 103 D.
 - d. One (1) rotating Representative-At-Large seat
 - i. This Representative-At-Large shall sit on SOAC on a rotational basis. The Representative Council Speaker on Legislative Council will communicate with the SOAC Chair which representative will be attending each hearing.
- B. The Committee shall also be composed of the following non-voting members:
 - a. 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.
 - b. Recording Secretary, appointed by the Chair of SOAC.
- C. Recruitment for the Student Members-At-Large:
 - a. 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, marital status, or political philosophy. SOAC also recognizes the value of creating a committee with a wide range of backgrounds and on campus experience.
- D. Recruitment for Graduate Student Voting Member:
 - a. The Graduate Student Voting member is appointed by the Graduate and Professional Student Government President ratified by the Graduate School Student Assembly, GPSG and ratified by:
 - i. Legislative Council and the SOAC Chair, selected according to the procedures outlined in Section 201 A in conjunction with the GPSG 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.

- b. The SOAC chair shall contact the GPSG executive committee and CU Student Bar Association via email before the start of the second week of classes if there is a vacancy for the post-baccalaureate seat. If GPSG and SBA do not appoint a graduate voting member within one month of outreach email from the SOAC chair, the position defaults to a student member-at-large position and the responsibility to fill the voting member position lies with the SOAC chair.
- c. If the responsibility falls to the SOAC chair, the chair shall prioritize filling the seat with a graduate student. If the SOAC chair chooses to fill the seat with a Student Member-At-Large, the SOAC chair shall demonstrate to the Legislative that they prioritized searching for a graduate student.

104 Definitions

- A. Student Organization: Any group of students that is recognized, is in good standing with the Center for Student Involvement, 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 Operational Funds: Funds used to further the day-to-day activities of the organization in order to meet the mission or intent of the organization. This can include general marketing and promotion of the organization, membership recruitment, costs associated with hosting general meetings- such as office supplies or food for members, supplies or materials to engage in mission specific activities.
- 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.
 - a. 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.
 - b. 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 granted 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 Section 503 and adjustable according to Section 504.
- H. GA/IR (General Administrative/Infrastructural Recharge): An additional charge added onto 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 Post-Spending: 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 Section 903.
- K. End-of-Year Post-Spending 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 Section 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 of spring commencement.

CHAPTER 2: SOAC MEMBER DUTIES AND RESPONSIBILITIES

201 Member Duties

- A. Student Voting Members
 - a. The voting membership of SOAC shall be as defined in Section 103 of this Code.
 - b. The remainder of the Committee, as outlined in Section 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.
- B. Student Proxy Voting Members
 - a. When a standing member of SOAC is absent or a seat is vacant, the recording secretary of SOAC may serve as a proxy voting member.
 - i. All proxy voting members shall be ratified by the Legislative Council.
- C. Attendance
 - a. All SOAC voting members shall attend all scheduled SOAC meetings.
 - i. A virtual attendance option shall be available to members who cannot attend scheduled SOAC meetings in person. A member must request virtual accommodations from the Chair at least 24 hours prior to the meeting.
 - 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.
 - 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 SOAC Chair's discretion.

202 SOAC Chair Responsibilities

- A. Eligibility, Election, Term
 - a. 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.
 - i. The SOAC advisor shall be included on the hiring committee for the SOAC Chair position. Final hiring authority shall remain with the Executive(s) and Legislative Council.
 - ii. They shall serve a term of one year and may be re-appointed. It is preferred that they have prior experience on the committee.
 - iii. Chair Recommendation Process
 - 1. When hiring the SOAC Chair for the following fiscal year, the Committee may provide a formal recommendation to the Executive Branch.
 - 2. The recommendation shall not be binding and the final hiring authority remains with the Executive(s) and Legislative Council.
 - 3. The recommendation process shall proceed as follows:
 - a. Nominations shall be opened to current voting members of SOAC.
 - b. Following nominations, SOAC shall hold an internal election.
 - c. Voting members shall vote for the individual they recommend for the Chair position.
 - d. If the current SOAC Chair seeks reappointment, a voting member who is not seeking reappointment shall administer the nomination and election process.
- B. Duties
 - a. The Chair shall:
 - i. Hire, and assign roles to, student members-at-large, Senators, and Representatives-at-Large appointed to committee.

- ii. Act as the direct supervisor for the entire committee.
 - iii. Prepare meeting agendas.
 - iv. Preside over meetings.
 - v. Notify student organizations of appearances before SOAC.
 - vi. Work with the Vice Chair to prepare annual budgets and quarterly reports to be presented to Finance Board and Legislative Council.
 - b. 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.
 - c. 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).
 - d. The chair shall have the authority to determine if an expenditure request that is \$100.00 or under requires a funding hearing. If an expenditure request does not require the organization to attend a hearing, the board is still required to vote on the request without the organization being present.
- C. Removal Procedure
- a. 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
- a. 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:
- a. 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.
 - b. For a Graduate student voting member, the appointed individual must be at least a base fee-paying student.
- B. General Duties:
- a. 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
- a. 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 position:
 - b. Vice Chair
 - i. The Vice Chair shall work with the Chair to prepare and present annual budgets and quarterly reports to the Finance Board and Legislative Council.
 - ii. The Vice Chair shall be responsible for financial tracking of allocations throughout the year.
 - iii. The Vice Chair shall attend relevant finance board meetings with the Chair as part of their involvement in the financial process.
 - iv. The Vice Chair is also responsible for sitting on the CSI Board (if one is meeting throughout the year) to represent SOAC.

- 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:

- a. Take minutes and, working with the CUSG Office Manager, ensure minutes 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 members at large 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 Executives 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 student members at large 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 Sections 201, 202, or 203, exceeding the number of allowed absences per semester, financial impropriety, or violating the CUSG Constitution, any university policies, Student Fee Regulations, or this Code.
 - a. 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.
 - b. The CSI staff member may only be removed at the request of the Director of the Center for Student Involvement.

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. Meeting 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 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 (if the schedule allows) for operational requests. All budgets will be reviewed and sent back for revision to student organization (if needed). The assigned Center for Student Involvement Liaisons for each organization must review budgets sent to SOAC no later than 5:00 PM on a Friday. The SOAC Chair shall contact student organizations no later than 5:00 PM on Monday prior to their hearing regarding scheduling details and eligibility, if applicable. The Organization is required to respond to the scheduling email at a minimum of 24-48 hours before their hearing in order to be eligible to be heard. If they do not respond, SOAC has the right to deny their request.
- 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 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 Section 702.
- E. Operational Food Funding Requests
 - a. Student Organizations requesting Operational Food Funding may submit a funding request form on BuffConnect.
 - b. The form shall include, but not be limited to:
 - i. Total amount of funding requested
 - ii. Organization size
 - iii. Frequency of meetings
 - iv. Total number of meetings planned for the semester
 - v. Type of food being requested
 - vi. Advertising plans for meetings and events
 - c. The SOAC Chair shall determine whether the request requires a hearing. If a hearing is not required, then the committee shall vote on the request with the information provided during a scheduled meeting. It is the responsibility of the student organization to be as detailed as possible when submitting food only requests. All Operational Food Funding Requests remain subject to the limitations outlined in Section 602(B)

402 Eligibility

- A. Student organization must meet the following requirements to be eligible to receive an allocation from SOAC:
 - a. Have a student organization account maintained and in good standing with the CSI and University at large.
 - b. Meet open access requirements, as defined in Section 403.
 - c. Have a set of Bylaws that clearly outline the organization's mission and membership.
 - d. 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 approval of CSI.
 - e. Have properly completed and submitted mid- and end-of-year financial reports to SOAC in the previous fiscal year, if applicable.

- f. Must not operate under an account controlled by CUSG or other representative bodies, including, but not limited to, college-specific student governments.
 - g. 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 to be heard by SOAC:
- a. Must submit a complete application and comply with the timeline outlined in Section 401. A complete application shall include:
 - i. The application form for the given year developed by SOAC and the CSI.
 - ii. Additional Travel and Event request forms, if applicable.
 - iii. Complete bylaws, as outlined in Section 402 A c.
 - iv. Any further information requested by SOAC.
- C. 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.
- D. Must meet with their assigned CSI Liaison 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 each 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 Section 503 A.

503 Annual Maximum Spending

- A. The annual spending of the SOAC, including GAIR, shall be limited to the sum of the following:
 - a. The student fee allocation set by the previous year's Finance Board and adopted by the Legislative Council.
 - b. Rollback, or total allocations to student organizations unspent by two weeks before spring commencement, from the previous fiscal year as outlined in Section 502.
- B. The annual spending of SOAC shall include only the following:
 - a. Allocations to student organizations.
 - b. Payroll for SOAC members.
 - c. Costs associated with the effective operation of the Board, such as marketing materials and food for organization's meetings.
 - d. 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 Section 503, 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:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. In the case that the Finance Board Chairperson decides not to entertain said request, the request does not pass with two-thirds approval of those present and voting at the Finance Board, or 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 Section 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 Section 602 must still be maintained. Per organization's 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, or in accordance with the budget request timeline as communicated by the Finance Board.

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 Chair and Vice Chair to be knowledgeable regarding the state of the fund balance.
- C. If the Finance Board Chairperson, Executive(s), CSI Designee, 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.
 - a. 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 Section 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:
 - a. 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.
 - b. New student organizations are student organizations that have maintained an account with the CSI for one calendar year or less. New student organizations are eligible to receive a maximum of \$1,000.00 from SOAC.

602 Allocation Considerations and Limitations

- A. When making decisions regarding allocations to student organizations, SOAC shall consider:
 - a. 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.
 - b. The amount of funds remaining in the SOAC annual maximum spending budget.
 - c. The ability of the SOAC allocation to enable the student organization to effectively achieve its mission.
 - d. The educational, civic, and cultural benefit to the campus and greater community.
 - e. The number of students impacted by the organizations' proposed use of funds.
 - f. Knowledge regarding the student organization's financial history, as long as viewpoint neutrality with respect to the organization's current leadership is maintained.
- B. No more than \$1,000.00 of this Operational Funding may be allocated towards Food. RSOs may receive a total of \$3,000 allocated toward food between both Operational and Event food.
 - a. Additionally, student organizations may only request \$500.00 of operational food per semester. Student organizations can request additional funds for the semester for the following (but not limited to) reasons:
 - i. If the organization is requesting food for culturally relevant purposes.
 - ii. If the organization is of a large size and needs increased funding to support that.
- C. Organizations may request to return to SOAC if they have not already been allocated the maximum funding amount, 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 canceled due to reasons outside of student organization's control and no money had been spent.
- E. If allocated funds are used in a manner other than intended, including but not limited to a canceled 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:
 - a. Equipment and supplies: any materials necessary to accomplish the organization's mission.
 - i. SOAC shall be able to allocate funds proven to be necessary to help RSO's operate within regards to the mission of their student organization and recruit new members. In addition to materials or supplies with the intention those are to be handed out such as stickers, branded pens, etc.
 - ii. Any promotional items that are requested for the purpose of distribution within the organization, such as branded apparel, should be accessible to all students within the organization.
 - iii. Expensive materials are to be stored on campus. RSO's must provide proof of storage on campus i.e campus advisors office or any on-campus storage location. If storage cannot be found before funds are received, the RSO must communicate with their

SOAC Liaison as to where the item is being stored while an on-campus location is being identified.

1. “Expensive” is to be defined as having a cost or worth greater or equal to \$200.
 2. If there is no on campus storage space available, then the board reserves the right to not fund the same item again in the future if the items are lost or stolen.
- iv. Student Organizations are strongly encouraged to consider sustainability when selecting equipment or supplies to purchase; SOAC recommends that Organizations take both the sustainability of the company they are purchasing from as well as the supplies that they are purchasing into account.
- b. 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.
- c. 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.
- d. Office materials: items and printed materials needed for organizations with a temporary office located on campus.
- i. 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. The organization must have an office on campus to request funding for office materials.
 - 1.
- e. Food: food or drink items specifically for meetings and any and all events hosted by the organization.
- i. SOAC shall not fund any request for bottled water, or other single use plastics, per CUSG Sustainability Legislation.
 - ii. “Food” excludes any intended non-consumables or materials used for an activity outside of the purpose of physical consumption.
 - iii. Student Organizations are strongly encouraged to take tip money into account when calculating the amount of funding they’re requesting for food.
- f. 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:

a. Travel

- i. 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.
 1. Travel allocation requests must be submitted to the SOAC Chair by the specific deadlines outlined on the [SOAC Section of the CUSG Website](#). The specific dates will be updated during the summer but will reflect a similar outline as below:
 - a. July Deadline: For September/October Travel
 - b. September Deadline: For November/December Travel
 - c. October Deadline: For January/February Travel
 - d. January Deadline: For March Travel
 - e. February Deadline: For April Travel
 2. Requests submitted outside of the proposed deadlines may be funded if the SOAC Chair receives confirmation from CSI that the application process for the request began prior to the original deadline. The timeline is subject to change dependent on recruitment of the board and chair hiring.

- a. Competitive groups who will not know if they will be traveling to compete and are waiting for competition results may submit funding requests at a minimum of 30 days prior to the travel date.
 3. Due to frequent travel cost changes RSO's are not required to go through SOAC for a reallocation, as long as the costs are no more than a 15% increase of the original cost. SOAC authorizes CSI to disperse the necessary funds.
 4. SOAC will not fund Travel over recognized University breaks unless the reason for travel cannot occur at any other time. Examples of this may include specific conferences or tournaments. If Organizations are requesting funding for travel over recognized breaks, they will need to provide evidence that the travel cannot occur at a different time, and will be overwhelmingly beneficial for both the Organization and the greater University community.
 - ii. SOAC shall allow travel requests to include expenditures:
 1. Relating to airfare, lodging, retreats, conference or competition registration, and ground transportation.
 2. SOAC shall not fund any requests for purchase of food while traveling.
 3. Travel funds may only be used toward full fee-paying students' travel.
 4. No more than \$1,000.00 may be allocated towards the travel of any one member of the student organization for the fiscal year.
 - iii. For in-state travel expenses:
 1. With the exception of registration related expenses, no other funds shall be allocated to transportation related expenses (airfare, mileage reimbursement, rental car, etc.) of a request that is within a 60-mile round trip of campus.
 2. Any transportation expenditure that exceeds 60 miles round trip but remains within the state of Colorado shall be eligible to request no more than the University mileage rate.
 3. No funds shall be allocated for airfare for air travel within the state of Colorado.
 - iv. Any instances of organization travel must be open to all fee-paying student members. SOAC reserves the right to deny travel funding if the committee believes the organization's method of choosing students to travel possesses bias.
 - v. SOAC will not fund off-campus retreats.
 - vi.
 1. If, for reasons outside of the student organization's control the travel has been canceled and no money has been spent, SOAC may choose to allow those funds to be reallocated to a new funding request.
 - vii. SOAC will not reallocate funds on a single request more than two (2) times.
- b. Events
- i. 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.
 - ii. Events must be open and free for all CU Boulder students to attend.
 - iii. Event allocation requests must be submitted to the SOAC Chair prior to thirty (30) days in advance of the proposed event.
 1. 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.
 - iv. 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.
 - v. Events should demonstrate elements of education, outreach, or community enrichment.
 - vi. SOAC may fund food for events up to \$2,000.

- vii. SOAC shall not fund any request for bottled water or other single use plastics, per CUSG Sustainability Legislation.
- viii. Event funding may fund the travel and lodging for speakers at an event.
- ix. SOAC reserves the right to utilize attendance at previous similar or identical events as a method for determining appropriate level of funding.
- x. Each event in a series must be listed as a separate line item on the SOAC application

CHAPTER 7: HEARINGS AND APPEALS

701 SOAC Hearings

- A. SOAC shall hold a hearing with each organization that has followed the timeline outlined in Section 401 and meets the requirements outlined in Section 402 to determine both the student organization's eligibility and an appropriate allocation for the organization.
- B. Hearings shall proceed as follows:
 - a. 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.
 - b. 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.
 - c. 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.
 - a. 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.
 - b. 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.
- 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.
 - a. 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 Sections 401 and 402 and may only request the same allocation or a lower amount than originally requested.
 - b. 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 Section 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 Section 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.
 - a. This audit may be called by a majority, present and voting, of SOAC or by a majority, present and voting, of Legislative Council.
 - b. Any audits called must be called in a viewpoint neutral manner.
 - c. 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 post-spending report within two weeks after the beginning of the Spring semester and an end-of-year post-spending report two weeks before commencement.
 - a. If a student organization fails to produce a mid-year post-spending report by the appropriate deadline, the methods of compliance will be as follows:

- b. The student organization in question's account will be frozen until the mid-year report is received.
- c. If no mid-year report is received for the entire year, the account will be frozen for the following academic year.
 - i. 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.
- d. If a student organization fails to produce an end of year report by the appropriate deadline, the methods of compliance will be as follows:
- e. If the student organization in question fails to turn in the report by the deadline, their account will be frozen for the following academic year.

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 Section 102.
 - a. If the committee wishes to adopt additional regulations or guidelines, these must be documented in writing and passed unanimously by SOAC.
 - b. 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.
 - c. 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. Members-at-large, including the Recording Secretary, shall receive a stipend of \$150.00 bi-weekly from SOAC's funding, within the maximum annual spending amount.
 - a. The Vice Chair shall receive a stipend of \$185.00 bi-weekly to support their increased responsibility.
 - b. The Chair shall approve timesheets for the members-at-large 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.
- B. 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.
 - a. SOAC members must also complete other mandatory training in compliance with the requirements and deadlines set out in 86 LCB 03, the AUDIT bill.