ASSEMBLY RESOLUTION 7-048

**A RESOLUTION to AMEND THE CoMPILED CODE TO UPDATE SOFC OPerations AND REPORTING**

**WHEREAS,** The Constitution of the University of Michigan Ann Arbor Campus Student Body states that the Assembly “shall appropriate all funds collected within the fee limit to student organizations and student body programs and events as it shall deem expedient”; ­­**AND**

**WHEREAS,** The method by which the Assembly implements its funding of student organizations is the Student Organization Funding Commission (SOFC); ­­**AND**

**WHEREAS,** The Assembly has allocated greater than 50% of the CSG budget each semester to SOFC for the past 3 Assemblies; ­­**AND**

**WHEREAS,** It is the opinion of the authors that the Assembly should know how SOFC is awarding funds to student organizations and should have oversight of such operations; ­­**AND**

**WHEREAS,** The current oversight mechanisms established by the Compiled Code is outdated, vague in some locations, and unused; ­­**AND**

**WHEREAS,** It is the opinion of the authors that the current oversight mechanism need to be updated and streamlined to increase transparency, to make representatives and the student body more aware of SOFC’s purpose and operations, and to ensure that SOFC is operating in an effective manner that the Assembly deems appropriate; ­**AND**

**WHEREAS,** The authors and the current Treasurer and SOFC chair have agreed upon a set of changes to the Compiled Code which will allow for greater transparency in SOFC reporting, more Assembly oversight of the Vice Chairs, and the elimination of vague wording; ­­**THEREFORE BE IT**

**RESOLVED,** That these agreed upon changes, detailed in Appendix A, be made to Article VII of the compiled code.

Authors

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President’s Approval

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Presented to the Assembly for *First Reads* on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presented to the Assembly for *Second Reads* on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Abs: \_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Necessary: \_\_\_\_\_\_ Signature Received By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_

**Appendix A.**

**Article VII**

**Student Organizations Funding**

1. **Student Organization Recognition.** Any Student Organization properly registered with the University and recognized by the University will be recognized by CSG.
2. **Student Organization Funding Committee.** ~~Student~~ ~~organization funding during the academic year will be determined by the Student Organization Funding Commission (SOFC).~~ **The Student Organization Funding Committee (SOFC) shall be the entity through which the Assembly appropriates funding to recognized student organizations during the academic year.** SOFC shall consider funding requests and appeals for all student organizations and their events, activities, and initiatives under the guidelines established below.
   1. **Leadership.** The President shall, with the advice and consent of the Assembly, appoint a Chair of SOFC, **who shall be considered a CSG official**. The Chair of SOFC may appoint up to three Vice Chairs of SOFC **with the advice and consent of the Assembly**. SOFC Vice~~-~~Chairs may be authorized signers on SOFC accounts with approval by a simple majority vote of the Assembly. They shall be jointly referred to as "the chairs." ~~In addition, the Treasurer shall also be a non-voting member~~**~~s~~** ~~of SOFC and a member~~**~~s~~** ~~of the SOFC leadership team with the chairs~~. The chairs may ~~also~~ elect to appoint ~~a~~ SOFC Secretar**ies~~y~~** to assist them in administrative duties of the Commi~~ssion~~**ttee**. The chairs are permitted to vote and **the** Secretaries may on**ly** vote to break ties. **The Treasurer and the Finance Chair of the Assembly shall be non-voting members of SOFC and members of the SOFC leadership team with the chairs.**
   2. **Membership.** SOFC must have at least ten but no more than forty-five voting members. An application for membership shall be made public by the Chair of SOFC as expediently as possible at the beginning of each semester **after it has been approved by the Assembly.** The chairs shall review the applications. No person shall participate ~~whatsoever~~ in any activities, reviews, or votes of SOFC until completing Office of general counsel SOFC funding policies.
   3. **Disclosure.** The chairs shall produce and prepare a conflicts-of-interest form which must be submitted along with a nomination for SOFC membership. ~~Failure to submit shall cause a nomination to be out of order.~~ Such a disclosure form must ask, at a minimum, full name, uniqname, and a list of all student organizations the nominee is actively involved in or has a personal invested interest in. The disclosure form~~s~~ must **be** completed and approved by the chairs before the member can participate in SOFC activities. SOFC members shall inform chairs of conflicts that arise during **their membership** ~~funding semester~~. Failure to do so will result in the **automatic** recall of the member **before the Assembly**.
   4. **Schedule.** Funding shall be conducted on a rolling basis. Each semester shall consist of **nine** ~~9~~ funding application waves **and receipt deadlines,** with **dates and deadlines set by the chairs with the approval of the Assembly.**~~their own application dates set by the chairs~~**~~,~~** ~~and three receipt deadlines. A receipt deadline shall follow every third wave and apply only to the last three applications waves.~~ The number of funding waves **and receipt deadlines** may be adjusted **by** ~~at the discretion of~~ theChair~~s~~ based on the semester’s academic calendar **with the approval of the Assembly by a simple majority vote. A receipt deadline and the associated wave shall constitute a single “funding period”.**
   5. **Structure.** SOFC shall divide itself in to two or three **sub-**committees. ~~Every weekend, in which there was a submission deadline one or two committees shall conduct SOFC operations at the discretion of the chair. Committees shall alternate weeks in which they conduct funding operations.~~ The **C**~~c~~hair may move members between **sub-**committees when deemed necessary.
   6. **Review and Appeals.** ~~Each week in which there was an application deadline, a committee of SOFC shall conduct both reviews and appeals.~~ **Following each submission deadline for funding applications (i.e. “wave”), one or two sub-committees shall conduct SOFC operations at the discretion of the Chair. Sub-committees shall alternate responsibilities.** No member of SOFC may be in any way involved in the review or appeal of a student organization disclosed on their conflict**s** of interest~~s~~ form.~~, which shall require such a member to leave the meeting when such a review is being done~~. ~~SOFC may forgo the Appeals portion of application process for the semester with Assembly approval by a simple majority vote.~~
      1. **Review.** All new applications submitted **for a wave** ~~on that week’s deadline~~ shall undergo initial review **by that wave’s designated sub-committee(s), regardless of the application’s desired funding timeline**. ~~Applications that have been submitted by that week’s deadline for a future wave, will be considered at the current wave deadline~~ The **sub-**committee**(s)** shall review the application with all relevant information submitted and shall render a funding decision in the most expedient manner possible ~~following the deadline~~. ~~The~~ SOFC ~~committee~~ shall consider only information submitted with the application ~~and relative attachments~~ when **making funding decisions** ~~deciding~~.
      2. **Appeals.** Each student organization will have the option to appeal any decision rendered under initial reviews. Appeals **to decisions** from **a** ~~the preceding~~ wave are due on the deadline for applications of the following wave. No member~~s of the committee~~ who was a part of the initial review shall hear ~~the~~ **an** appeal **of that initial decision** ~~the following week~~**. SOFC may forgo the Appeals portion of application process for the semester with Assembly approval by a simple majority vote**
   7. **Funding Considerations.** Consideration for funding shall be based on criteria established by the chairs at the beginning of each semester. **The Assembly must approve the criteria for that semester by a simple majority vote; each semester, SOFC shall not award funding until the Assembly has approved the funding criteria.** ~~This~~ **These** criteria shall include**:** financial need~~,~~**;** quantity of students affected; the degree of effect on students; the effect on the Ann Arbor, University of Michigan, and general Michigan community; effort to receive funding from other sources; completeness of funding application**;** unique nature of the event; prior use of SOFC funding allocations; and any other considerations deemed appropriate by the SOFC chair**s**. SOFC shall determine funding awards on a content- and viewpoint-neutral basis. SOFC may not consider the membership, composition, political, or religious view of any organization when deliberating funding decisions. The Assembly shall have the right to change the funding criteria **at any time** by a **two-thirds majority** ~~simple majority~~ vote~~, provided such changes remain within the requirements of the Compiled Code and the Constitution~~.
   8. **Voting and Record Keeping.** The Chairs shall be required to maintain records of which **sub-**~~C~~ommittee and SOFC members conducted funding operations on any given week. Such records shall be available **~~online~~** within one week of the **business in question, upon request ~~conclusion of a funding weekend~~**. Failure to adhere to this shall result in the automatic recall of the **c**~~C~~hair**(**s**)** responsible for the funding session in question. Every decision made by SOFC shall require a simple majority vote of the present members. The SOFC Chair with consent of the vice-chairs shall have line-item veto power to remove or change funds award for the sole purpose of budgetary constraints. Such decisions must be included in the records.
   9. **Reporting.** SOFC shall be required to **make several reports throughout each semester.**
      1. **Funding Period Summary:** SOFC shall be required to submit an official report to the Assembly by 6:00pm on the Tuesday following a receipt deadline detailing funding activities **in that funding period**. Such a report must include: (1) the total amount of available funds SOFC had at the beginning of the period, **(2) the number of applications received that period, (3) the total amount of money rewarded that period, (4) the total amount of money claimed that period**, ~~(2) the amount each group reviewed and appealed initially applied for, (3) the amount awarded to each group under initial reviews, (4) the amount awarded to each group under appeals, as well as the amount they were initially awarded under reviews,~~ and (5) the amount of available funds SOFC has remaining. **The report shall be made available online and the SOFC Chair or their designee shall give a summary of the report during the assembly meeting.**
      2. **Beginning of Semester Report: Each Semester prior to the start SOFC business, the SOFC chair shall make a report before the Assembly regarding how SOFC will be operating during the semester. The report shall include a description of the membership application, the criteria that will be used for funding considerations, and the structure and schedule of funding waves and receipt deadlines. After the report, the Assembly shall vote to approve or modify the necessary items as designated by the Compiled Code.**
      3. **End of Semester Report: After the conclusion of the final funding period for each semester, SOFC shall submit a report detailing its funding activities over the whole semester. Such a report must include: (1) Total amount of funds allocated to SOFC and amount remaining, (2) Total amount of funding requested, awarded, and claimed during each wave for that semester, and (3) A breakdown of each student organization that submitted requests including number of requests, total amount requested, awarded, and claimed, and any details the chairs deem important with regards to a request including incomplete form or items ineligible for funding. The Chair of SOFC shall make this report available online and shall present it to the Assembly.**
   10. **Recall of a Member.** ~~If the Assembly believes that any member or chair has failed to follow the rules or guidelines established here, they~~ **The Assembly** may recall **a** ~~that~~ member or chair by a simple majority vote. The recall of a member or a chair shall not constitute the removal of that person. A recalled member or chair is required to appear at the next meeting of the Assembly, unless excused ~~by the President or~~ Speaker of the Assembly~~,~~**. If a member is excused, they must appear at the next meeting.** ~~d~~**D**uring **this meeting,** ~~which~~ the member shall be afforded the opportunity to explain the situation, and the Assembly shall have the opportunity to ask questions of the member. ~~If a member is excused, he or she must appear at the next available meeting.~~ The Assembly may **then vote to** remove ~~a~~**the** recalled member ~~if deemed appropriate by a two-thirds majority vote~~. If the member is not removed, **they** ~~he or she~~ shall no longer be considered under recall.
   11. **Removal of a Member.** A majority vote of the **c**~~C~~hairs is required to remove a SOFC member **internally**. The Assembly may remove any **recalled** Vice Chair or member of SOFC, ~~expect~~**except** the Chair, by a two-third majority vote ~~at any time~~. The Chair can be removed by the president with a two-thirds vote of the Assembly.
   12. **Other Provisions.**
       1. Funding applications to SOFC shall be made available to student organizations as soon as possible after the start of each term.
       2. Upon the request of an officer of a student organization, the Chair, or designee, shall provide a written justification for that organization’s award.
       3. Upon the request of any Assembly representative or executive official, the Chair, or designee, shall provide a written justification for the award of any organization.
       4. Any award to a student organization for which a receipt request for reimbursement is not submitted by the receipt deadline for the given wave shall be considered cancelled and shall revert to SOFC.
       5. In extreme financial situations, student organizations may apply to the chairs for advancing funding. If approved by the chairs, such funding may only be placed in the student organization’s SOAS account prior to receiving receipts. Receipts are still required by the appropriate deadline.
       6. Chairs must hold weekly office hours, throughout the semester while funding applications are being considered, to help advise student populations and student groups on funding. The SOFC Chair must have at least 2 sessions while Vice-chairs must have at least one session. Each session must occur on a weekday excepting school holidays and last for at least one hour. A majority vote by the chairs is required to cancel office hours
   13. **Student Organization Requirements.**
       1. All student groups applying for funding must be recognized with the Central Student Government and have a valid SOAS account.
       2. Student organizations must present accurate information to SOFC through written applications and any oral statements.
   14. **Conditions**
       1. SOFC may attach any conditions to their allocations regarding the use of funds.
       2. Student Organizations receiving funding must stipulate in a grant agreement that they will adhere to these conditions.
       3. Failure to adhere to the conditions attached to the agreement by SOFC shall results in the cancellation of the agreement, and all awarded funds shall revert to SOFC.
       4. SOFC shall not fund, unless deemed necessary by a two-thirds majority of the week’s **sub-**committee the following: capital goods, t-shirts, newspaper advertisements, hotel or airfare costs for students traveling from campus, gas, club sports fees assessed by the Athletic Department.
       5. Organizations receiving funding must agree to either include the phrase “Funded by SOFC and the Central Student Government” or place the CSG logo on a publication that is distributed for the event.
       6. Organization receiving funding for the purpose of showing films, movies, or video clips must ensure that all of the content is captioned.
   15. **Funding Ineligibility.** SOFC shall not fund an organization that is an organ of CSG, including Assembly Committees and Executive Commissions. An organization may be deemed ineligible for funding by a two-thirds vote of the Assembly.
   16. **Late Applications.** Late applications shall be considered only under extenuating circumstances. The chairs must approve, by majority vote, a late application submission. If not, the application shall be considered to be submitted for the following funding deadline.
   17. **Deadline Extensions.** SOFC may offer an extension on the receipt deadline of any wave with the concurrence a majority of the chairs.
   18. **Violations.** Any student organization presenting misleading or falsified information regarding activities, finances, membership, or any other required information will not have its application considered by SOFC. Failure to adhere to SOFC funding guidelines and policies may result in ineligibility, and SOFC may take into account an organization’s past use of SOFC-allocated funds. The chairs by a simple majority vote may determine additional penalties if deemed necessary.