

## CONSTITUTION: STUDENT ORGANIZATIONS & APPOINTMENTS COMMITTEE (SOAC)

### I. Name

- A. Student Organizations and Appointments Committee (SOAC)<sup>1</sup>

### II. Purpose

- A. To select student representatives to serve on committees of Academic Council and the Student Council to the Board of Trustees as required by the Constitution of the Wellesley College Association, and to fill special positions as decided by Senate.
- B. To serve as the primary liaison between said committees and the Senate of the College Government Association.
- C. To review and present to Senate student organization constitutions.

### III. Membership

- A. Membership shall not discriminate based on race, gender, creed, ethnicity, religion, sexual orientation, age, disability, or financial status.
- B. All members are expected to regularly attend all training and regular meetings.

### IV. Organization

- A. This organization shall abide by the Wellesley College Honor Code.
- B. This organization shall not discriminate based on race, gender, creed, ethnicity, religion, sexual orientation, age, disability, or financial status.
- C. Officers
  - 1. Chair
  - 2. Assistant Chairs (2)
  - 3. Secretary/(ies) (internal)
- D. Committee Members
  - 1. Senators
  - 2. Students at Large

### V. Powers and Duties

- A. Chair
  - 1. The Vice President of the College Government Association shall serve as chairwoman of this committee. She shall be elected as described in Article IX of the College Government Association Constitution.
  - 2. Shall be responsible for advertising and providing information about all open positions.
  - 3. Shall be responsible for actively recruiting members of the student body to serve as student representatives.
  - 4. Shall chair and be present and lead the interview team (1/2 of all interviews).
  - 5. When and if a special circumstance of conflict of interest that prevents the Vice President from fulfilling this duty should arise, the President of College Government shall assume this responsibility.
  - 6. Shall contact by e-mail all SOAC-appointed students at the end of the fall semester to check for any vacancies and/or problems.

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<sup>1</sup> The Student Organizations and Appointments Committee (SOAC) was formerly named Nominating Committee, or NomCom.

7. Shall organize a student activities and organization night at the start of each fall semester.

B. Assistant Chairs

1. Two Senators shall serve as Assistant Chairs of the Committee, one aiding with the overseeing of Appointments Committee (part of SOAC) positions, and the other aiding in the oversight of student organizations.
2. Shall assist the Vice President in all of her duties, and become acting Chairs should the Vice President be unable to fulfill her duties.
3. Assistant chairs shall be present and lead the interview teams (1/4 of the interviews each).

C. The Committee

1. Senators shall sit on this Committee in a number as determined by College Government.
2. Any student activity fee-paying member of the College community may volunteer to serve on the committee.
3. The Committee shall serve as a liaison between the Senate and the elected student representatives serving in all positions including, but not limited to, the committees of Academic Council and the Student Council to the Board of Trustees.
4. The Committee shall be responsible for conducting impartial and fair interviews of all applicants.
5. The Committee, with the aid of previous Student Organizations and Appointments Committee appointees and members of the Committees receiving appointees (including Academic Council and College Government-sponsored committees), shall be responsible for determining the questions appropriate for all interviews.
6. The committee shall be responsible for reviewing and voting on all submitted student organization constitutions.

D. Individual Members

1. All members shall attend all meetings and training periods of the Committee.
2. All members shall serve as interviewers;
  - a. Members shall serve on a rotational basis depending on time and availability
  - b. Members shall serve as needed;
  - c. Members shall be responsible for actively recruiting members of the student body to serve as student representatives.

VI. Activities

A. Meetings

1. The organization shall have at least one heavily advertised meeting per semester that is open to the public.

B. Constituting Student Organizations

1. In order to be recognized officially by the College Government Association, a student organization must have its constitution approved by the Student Organizations and Appointments Committee and Senate of the College Government Association. Official recognition includes the following rights:
  - a. Application for funding from SOFC;
  - b. High priority use of the College Government vehicles;
  - c. Official recognition in any College Government publications;

- d. Use of College programming meeting facilities through Special Events Office, the Office of Student Activities, and the Schneider Board of Governors;
  - e. Participation in College Government's Student Activities and Organizations Night.
1. In order to be recognized officially by the College Government Association, a Residence Hall must have its constitution approved by the Student Organizations and Appointments Committee, the House Presidents' Council Liaison, and Senate of the College Government Association. Official recognition includes the following rights:
    - a. Ability to apply for funding from SOFC;
    - b. Representation in Senate;
    - c. High priority use of the College Government vehicles.
  2. All constitutions must have the mandatory items stipulated in Appendix I in order of the Example Constitution and be submitted in Times New Roman 12 point font.
  3. Applications for approval shall be advertised and available at least one week prior to the deadline.
  4. The committee shall make available copies of old constitutions.
  5. An organization must submit one copy of the organization's constitution signed by the organization's president by the Committee-specified deadline;
  6. Constitutions will be due on a tier system.
    - a. Every third year, following a rotational alphabetical cycle, an organization must re-submit its constitution, in its entirety, signed by the president. Before re-submitting, an organization must vote as a body to approve its constitution.
    - b. During each of the two Academic Years following its [formerly: their] constitution approval, the organization must submit one re-activation form by the third Tuesday of April with the following items:
      - i. the name and signature of the President of the following Academic Year;
      - ii. the name and signature of the Treasurer of the following Academic Year;
      - iii. the name and signature of the Senator (if applicable) of the following Academic Year;
      - iv. the signature of the President agreeing to the membership dues clause;
      - v. a copy of the organization's constitution signed by the President of the organization;
      - vi. the cluster in which the organization designates itself, as listed on the re-activation form;
- Due to the different timeline on which House Councils operate, they are exempt from the above stipulations.
- c. Consequences of not turning in all the required information by the stipulated deadline include not being constituted by SOAC and not being SOFC-funded (if applicable) for the following Academic Year.
  - d. If an organization feels it has to have elections later than the April deadline, a statement must be submitted two weeks before the said deadline to the College Government Vice President delineating the reasons for the delay, with an alternative proposed deadline for submitting the re-activation form. SOAC reserves the right to deny appeals.

- e. The Student Organizations and Appointments Committee shall be responsible for informing organizations as to their tier status.
7. If a new organization is formed, it must submit its constitution by the deadline set by SOAC, one semester previous to the semester of desired operation. No constitutions will be received after the deadline.
  - a. A new organization must submit along with its constitution, a *Project Proposal Form* (Appendix II) and an *Organization Information Form* (Appendix III).
  - b. The committee shall approve a final list of successfully reviewed new constitutions and present it to Senate for final approval at a Senate session to be determined by the Vice President of College Government. The following criteria for constituting a new organization, in addition to the information mandated in Appendix I, are as follows:
    - a. set Executive Board officers;
    - b. a list of active general members;
  - c. All future potential presidents, whose organization is up for Senate approval, must give a 3-5 minute presentation of her proposed organization at the Senate session determined by the Vice President of College Government.
  - d. All new organizations will follow a three-semester track, which consists of the following:
    - a. during semester one, a new organization may only acquire the ability to book space and have a profits account;
    - b. near the end of semester two, a new organization may apply for constitution, while maintaining the privileges granted during semester one;
    - c. near the end of semester three, if a new organization is officially constituted, it may apply for Emergency Funding;
    - d. if the new organization receives Emergency Funding, it may be elevated to full-fledged organization status, with the privileges stipulated in Article VI., Item B, Number 1;
  - e. SOAC reserves the right to deny a new organization constitution if an already-existing, constituted organization has a similar purpose(s) to the proposed new organization;
8. Organizations that have been defunct for at least a year, that wish to be re-activated, shall follow the same constituting procedures as new organizations.
9. If an organization has altered or amended its constitution in any way, it must submit one copy of the new constitution at any time during the academic year. If an organization decides to change its name, it shall first consult with the College Government Vice President, Student Bursar, Head of the Office of Student Activities, and the Coordinator of Schneider Center.
10. Three committee members and the Vice President must review the new constitution;
11. One committee member and the Vice President must sign the reactivation form;
12. The committee shall approve a final list of successfully reviewed constitutions and present it to Senate for final approval.
13. All religious groups and organizations must have their constitutions approved by both the Committee and the Senate and must be registered with the Chaplaincy Office. All persons associated with recognized religious groups and organizations must abide by the College's definition of harassment; this may be considered to include:

- a. Any pursuit, including but not limited to electronically, conversationally or physically, with the intent of inviting someone to participate in an event without an initial request for information from the person herself;
  - b. Any attempt to encourage someone to quit the practice of one religion or creed in favor of another.
14. In order to be constituted, the committee requires all organizations to include in their constitution, the information highlighted in Appendix I, *Guidelines for Constituting Student Organizations*. Below is a summary of Appendix I:
- a. Organization name and corresponding acronym;
  - b. Organization purpose;
  - c. Clauses under Article III. *Membership* and Article IV. *Organization* stating that the association will not discriminate on the basis of gender, race, creed, ethnicity, religion, sexual orientation, age, disability, or financial status (see Article IV below). SOAC recognizes that some organizations have an interest in setting precursors to membership, such as skill-based and affinity-based support organizations. Skill-based organizations such as a cappella groups, dance groups, sports clubs, publishing clubs, etc. may require an individual to try-out or submit a piece of work before garnering membership status. In addition, organizations, whose purpose it is to function as a support network for a particular group, may stress that future members be able to identify with or share in the historical narrative experiences (i.e. shaped by an individual's religion, socioeconomic background, race, ethnicity, sexual orientation, disability, mental illness, etc.) of that group;
  - d. Adherence to SOFC policy, should the organization wish to be funded by this body and a promise to raise funds in accordance with SOFC legislation;
  - e. An outline of organization, power and duties, activities, quorum, finance, election and adoption;
  - f. All organizations must hold at least one adequately advertised meeting per semester that is open to the public.
15. The Student Organizations and Appointments Committee, reserves the right to not constitute any organization that does not follow the guidelines highlighted in Appendix I.
16. No organizations will be allowed to charter at Wellesley.
17. All organizations must have at least one president and one treasurer. Following the first semester of a new organization's existence, the president and treasurer cannot be the same person.
18. At least one mandatory Presidents Training shall take place soon after the deadline for re-activation forms. **At least one member from the Senate Policy and Ethics Committee (SPEC) shall be present at the training.**
19. The Student Organizations and Appointments Committee, in accordance with the Honor code, expects ethical behavior from all organizations. The committee reserves the right to bring acts it believes to be unethical to General Judiciary.
- 20. Appeals Process for Student Organizations.**
- a. **A student organization can only appeal to SOAC on the grounds that SOAC did not follow procedure as outlined in its constitution or in its legislative documents;**

- b. A written statement of appeal shall be submitted to SOAC within seven days of the SOAC decision. SOAC shall review its decision at the following committee meeting or on the electronic SOAC conference;**
  - c. The review shall consist of reading over its original decision process, and making sure the process followed its written guidelines in the SOAC constitution and/or in other related legislative documents;**
  - d. If the decision of SOAC stands after the internal appeals process, and the appealing party still believes that SOAC did not follow procedure in making the decision, the SPEC Chair must be contacted within two weeks of the appeal decision, with a written complaint followed later by an in-person appearance at a SPEC hearing;**
  - e. SPEC shall hear cases during its normal meeting time;**
  - f. The SPEC hearing process shall follow the procedure as outlined in the SPEC constitution;**
- C. Placement of Students on Campus Committees
- 1. Application Process for Student Positions
    - a. Applications will be available to students two weeks prior to the deadline.
    - b. Applications will be due on a specified date; late applications will be accepted only at the discretion of the Vice-President and/or SOAC.
    - c. All applicants must be interviewed to be considered for the position. Applicants missing their agreed-upon interview time forfeit their right to be considered for the position. Exceptions shall be made at the discretion of the Student Organizations and Appointments Committee.
    - d. The Vice President shall be responsible for attempting to fill all student representative positions on an ongoing basis throughout her term.
    - e. Students who will not be present for the application process of the term in which they wish to serve will be allowed to apply during the previous, appropriate application process. Her interview shall be videotaped, viewed the next year by the appropriate interview team, and compared to the applicant pool for the term in which she wishes to serve.
  - 2. Interview Process
    - a. The interview team shall consist of the Vice President or current committee member (Senator), and at least 2 other interviewers, two of which can be Student Organizations and Appointments Committee members, **Communications Committee members**, Cabinet members, or Students who previously served in the pertinent student representative position.
    - b. The Vice President shall serve on 1/2 of the interviews.
    - c. The Assistant Chairs (2) shall serve on 1/4 of the interviews each.
    - d. At least one Cabinet member or current committee member (Senator) shall be present at all times during the interview process.
    - e. The Vice President may invite guest interviewers to serve on the interview team;
    - f. It is suggested that students who have previously served on the committees receiving appointees act as guest interviewers during interviews for their respective committees.

- g. The interview team may not consider any prior knowledge of the applicant during the interview; applicants shall be judged solely on the basis of the interview and application process.
- h. All applicants for a single position shall be asked the same questions with few exceptions:
  - i. Interviewers may ask follow-up questions;
  - j. Interviewers may ask questions pertaining directly to the applicant's written application;
  - k. The Vice President shall ask all the applicants if, at the end of the interview, they have any questions for the committee.
- l. All members of the interview team are required to read the applicants written application prior to the interview.
- m. After each applicant's interview, the interview team will have an opportunity to discuss the applicant. The committee can choose to compare individual applicants in either the discussion or vote. This is especially encouraged in cases where there is a 2.0 or more discrepancy between candidates, a tie, or other cause to revisit individual applicants.
- n. After the interview and discussion, the individual members of the interview team shall each score the applicant;
- o. The leader of the interview team shall not score the applicants; (i.e. Vice President, Assistant Chairs);
- p. Individual interviewers scores will be kept confidential, only the vice-president will see either the individual or collective scores;
- q. Scoring shall be done on a scale of 1.0 through 7.0 as follows:
  - 1 – completely unqualified;
  - 2 – not very qualified, I do not recommend her;
  - 3 – I do not feel that she would be good for this position;
  - 4 – she is an adequate candidate for the position;
  - 5 – she would be good for the position;
  - 6 – she is very good, easily qualified for the position;
  - 7 – she is an ideal candidate for the position;
- r. Any candidate with a score lower than 4.5 will not be considered for the position;
- s. If there is a greater than 2.0 discrepancy among the individual interviewers' scores for one applicant, the team will discuss and score the applicant again.
- t. Scorers may use decimals to the tenths place (i.e. 5.4) if necessary, but no smaller fractions are allowed.
- u. In the event of a tie between two or more applicants for one position, the Committee may choose to compare individual applicants in either the discussion or vote. The committee may also choose to re-interview the tied applicants.
- v. It is preferred that all applicants for one position be interviewed by the same interview team; when this is not possible, the decision to use another interview team shall be made at the discretion of the Vice President.
- w. It is preferred that the interview team consists of 2 SOAC senators and 1 guest, but when not feasible, the appointment of the interview team may be made at the discretion of the Vice President.

- x. Should the Vice President apply for a position, the President of College Government will assume her duties for the interview process.
  - y. Should a committee member apply for a position, she may not also serve on the interview team for that position. In the case of positions for the Student Council to the Board of Trustees, Committee members who apply for one of the several sub-committees may not serve on any of the interview teams involved in the search for this committee.
  - z. All aspects of the application and interview process shall remain confidential.
3. Approval Process
- a. Student Representatives
    - i. All committee nominations shall be approved by Senate;
    - ii. The Vice President shall not submit any names for approval by Senate until at least 7 days have passed since all candidates were notified of the outcome of their interviews, to allow adequate time for appeals;
    - iii. If Senate is not in session, may be temporarily approved by Cabinet;
    - iv. When Senate returns to session, the body of Senate must confirm any temporary approvals made by Cabinet.
    - v. Upon selection to a committee student representative position, the student is required to sign the following statement:
      - 1. *As a representative of the student body, I hereby agree to serve the students by voicing their opinion on my committee or position and by voting according to the interests of the student body. I will regularly report to my liaison from the Student Organizations and Appointments Committee. I agree to attend Senate if requested and to give a report on my committee. I understand that failure to uphold my responsibilities, according to this contract and my job description, will result in removal from my position.*
    - vi. Students resigning from the position before the duration of the term shall be barred from holding any other Student Organizations and Appointments Committee positions throughout the duration of her college career. Student Organizations and Appointments Committee shall enforce this clause at their discretion, keeping in mind individual extenuating circumstances.
  - b. Organization Constitutions
    - i. All committee approved constitutions shall be approved by Senate;
    - ii. All College Government approved constitutions shall be signed by the Vice President of College Government and be filed with the College Government Office.
4. Appeals and Complaint Process
- a. Appeals to Committee Interview Procedure
    - i. Any student wishing to appeal the decision of the committee must begin the appeal process within seven days of receiving notification of her position status.
    - ii. The appealing student may submit a written complaint to the Senate Policy and Ethics Committee (SPEC).
    - iii. The Senate Policy and Ethics Committee shall hear the appeal.
  - b. Complaints Regarding Individual Student Representatives
    - i. Any member of the Wellesley College community can complain formally about any Student Organizations and Appointments Committee elected position holder;

- ii. To complain formally about any Student Organizations and Appointments Committee elected position holder, the Vice President must be informed in writing. No anonymous complaints will be pursued;
- iii. The Vice President shall use her discretion to determine in which of the following two ways the matter should be handled;
- iv. The Vice President may chose to deal with the issue herself by simply speaking with the position holder against whom the complaint has been filed;
- v. The Vice President may chose to refer the matter directly to Wellesley College administration;
- vi. If the matter is referred to Student Organizations and Appointments Committee, the position holder against whom the complaint has been filed will attend a hearing with the Vice President, three members of Student Organizations and Appointments Committee, chosen at the Vice President's discretion, and the person who has filed the complaint;
- vii. Both parties, the three members of Student Organizations and Appointments Committee, and the Vice President shall read the written complaint and a discussion for the matter shall follow;
- viii. The interviewing team shall be responsible for determining whether or not the complaint(s) is/are valid and if removal is necessary;
- ix. The only voting members of the interviewing committee are the three Senators;
- x. By unanimous vote, the committee can choose, without the approval of the entire body of Senate, to bring some form of disciplinary action against the position holder;
- xi. Should the committee chose to recommend removal, by a unanimous vote, the position holder will be given three options;
  - 1. Should the position holder choose to do so, she may resign at this time;
  - 2. Should the position holder have no objections, she will be removed from her position at this time;
  - 3. Should the position holder object to the removal, on procedural grounds, she may bring a complaint before the entire body of Senate;
- xii. In Executive Session, Senate will hear the procedural complaint of the position holder and may question both the position holder and the interviewing team;
- xiii. The Vice President, as well as the three Senators who sat on the interviewing team, shall be removed from the quorum and Senate shall decide by majority vote whether or not the procedure was fair;
- xiv. Should senate decide that the procedure was fair, the position holder will be removed from her position;  
Should Senate decide that the procedure was unfair, the position holder will return to their position with no further action to be taken against her;
- xv. There is no procedure for appealing the decision of the interviewing committee based on reasons other than those procedural.

VII. Quorum

A. Transaction of Business

1. A majority of the members of the Committee is required.

B. Constitutional Business

1. Three-quarters of the committee is required.

VIII. Finance

A. The Committee

1. The College Government Association shall fund the committee.

IX. Election

A. Transaction of Business

1. A majority of the members of the Committee is required.

B. Schedule of Officer Elections

2. The Vice President shall be elected according to the process outlined in Article IX of the College Government Association Constitution.

X. Adoption

A. The Policy

1. This Policy shall be valid when:
  - a. Adopted by two-thirds majority vote of the stipulated quorum for the constitutional business;
  - b. Adopted by a two-thirds vote of the Senate.

XI. Amendment

A. The Policy

1. This Policy shall be amended by a three-quarters vote of the committee and a two-thirds vote of the Senate.

### Appendix I: Guidelines for Constituting Student Organizations

College Government oversees all student organizations on campus. Every year, all student organizations must establish their standing as an official student organization of Wellesley College through due Senate process. The Student Organizations and Appointments Committee (SOAC) reviews the constitutions of student organizations before submitting them for Senate final approval. As stated under article VI, section B of the SOAC constitution, official recognition as a student organization of Wellesley College includes the following rights:

1. Application for funding from the Student Organizations Funding Committee;
2. High priority use of the College Government vehicles;
3. Official recognition in any College Government publications;
4. Use of College programming meeting facilities through Special Events Office and the Schneider Board of Governors;
5. Participation in College Government's Student Activities and Organizations Night;
6. Are given organization-related First Class privileges i.e. organizations conference and mail.

*The College Government Vice President oversees the constituting process and all student organization related issues. Before submitting student organization constitutions for Senate final approval, the organization's constitution must be reviewed and signed by three SOAC committee members and the Vice President. Before being signed and later submitted for Senate final approval, all constitutions must include the guidelines highlighted below. SOAC reserves the right to not constitute organizations that do not meet these guidelines. SOAC, in accordance with the Honor code, expects ethical behavior from all organizations. The committee reserves the right to bring acts it believes to be unethical to General Judiciary.*

Remember that constitutions will be due on a tier system. Every third year, following a rotational alphabetical cycle, an organization must re-submit its constitution, in its entirety, signed by the president. Before re-submitting, an organization must vote as a body to approve its constitution. If a new organization is formed, it must submit its constitution in the beginning of the semester on the deadline set by SOAC. No constitutions will be received after the deadline. Constitutions will only be received after the deadline if the Vice President is given at least a week's notice before the deadline. Extensions will only be given due to extenuating circumstances and a case-to-case basis. All tardy Constitutions without extensions [within a week after the deadline] will be fined. Old organizations will lose 5% of their allocated budgets from the previous year. New Organizations will lose 5% of their allocated budgets of the current year. Absolutely no Constitutions will be accepted after the one-week fine period [a week after the stipulated deadline]. If an organization has altered or amended its constitution in any way, it must submit one copy of the new constitution at any time during the academic year.

- Article I Organization Name, list the organization's full name followed by appropriate acronym, if any;
- Article II Purpose, list the organization's purpose;
- Article III Membership, list all criteria, if any, for becoming a member. An organization must state that it does not discriminate in membership on the basis of gender, race, creed, ethnicity, religion, sexual orientation, age, disability, or financial status (see Article IV below). SOAC recognizes that some organizations have an interest in setting precursors to membership, such as skill-based and affinity-based support organizations. Skill-based organizations such as a cappella groups, dance groups, sports clubs, publishing clubs, etc. may require an individual to try-out or submit a piece of work before garnering membership status. In addition, organizations, whose purpose it is to function as a support network for a particular group, may stress that future members be able to identify with or share in the historical narrative experiences (i.e. shaped by an individual's religion, socioeconomic background, race, ethnicity, sexual orientation, disability, mental illness, etc.) of that group.
- Article IV Organization, list the names of the organization's officers and advisor (s) if any. Under this section must appear verbatim the following clauses: 1) This organization shall not discriminate on the basis of gender, race creed, ethnicity, religion, sexual orientation, age, disability or financial status; and 2) This organization shall adhere to the Wellesley College Honor Code

- Article V Powers and Duties, list all the powers and duties of every officer in the organization as well as the powers and duties of the advisor, if any
- Article VI Activities, under this section must appear a statement promising that the organization will each semester, hold at least one adequately advertised meeting that is open to the public;
- Article VII Quorum, list that a majority of the members is needed to carry out official business. Under this section must appear a statement stating that three-quarters of the members must be present in order to carry out constitutional business;
- Article VIII Finance, list how the organization plans to finance itself. Should the organization wish to be funded by the Finance Committee, a statement of adherence to Finance Committee policy should be included under this section as well as a promise to raise funds in accordance with Finance Committee legislation. For organizations that are not funded by the Finance Committee, the following clause must appear verbatim under this section: If needed, financial aid will be made available to members who demonstrate need. The matter will be decided in confidence with the member, the President, and the Treasurer.
- Article IX Election, list a schedule of officer elections (i.e. only in the spring, fall, etc.); include instructions on what to do should spring-elected positions remain unfilled until the fall. Finally, include a listing of officer eligibility for all officer positions
- Article X Adoption, list two clauses stating that: 1) the constitution shall be valid when adopted by a two-thirds majority vote of the stipulated quorum for constitutional business; and 2) the constitution shall be valid when a copy has been signed by the President of the Organization and by the Vice President of the College Government Association, and is filed in the College Government Office
- Article XI Amendment, list exact procedure and rules for amending the organization's constitution
- Before submitted for final approval to Student Senate, the organization's president must sign and date her constitution. In addition, clearly marked, should be four spaces for the signatures of three committee members and the Vice-President of College Government.

### Example of a Constitution

- I. Name
- II. Purpose
- III. Membership

IV. Organization

- A. This organization shall adhere to the Honor Code.
- B. This organization shall not discriminate on the basis of race, gender, creed, ethnicity, religion, sexual orientation, age, disability, or financial status.
- C. Officers
  - 1. President
  - 2. Treasurer
- D. Advisors (OPTIONAL)
  - 1. 1
  - 2. 2

V. Powers and Duties

Of the Officers

- 1. The President:
  - a. Shall...
  - b. Shall...
- 2. The Treasurer
  - a. Shall...
  - b. Shall...
- B. Of the Advisors
  - 1. Shall...

VI. Activities

A. Meetings

- 1. The organization shall hold every semester, at least one heavily advertised meeting that is open to the entire campus.

VII. Quorum

A. Transaction of Business

- 1. A majority of members of the organization is required.

B. Constitutional Business

1. Three-quarters of the organization is required.

VIII. Finance

- A. The organization will finance itself by (i.e.: with SOFC funds/without SOFC funds).
- B. In addition to and SOFC funds, the organization shall have one fundraiser a semester.
- C. The organization shall adhere to all SOFC regulations.

IX. Election

- A. Schedule of Officer Elections
- B. Officer Eligibility
  1. President
  2. Treasurer

X. Adoption

- A. The Constitution shall be valid when:
  1. Adopted by a two-thirds majority vote of the stipulated quorum for constitutional business
  2. a copy has been signed by the President of the Organization and by the Vice President of the College Government Association, and is filed in the College Government Office.

XI. Amendment

- A. Describe procedure and rules for amending the Organization's constitution.

Sign and Date:

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Organization President

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CG Vice President

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SOAC Senator #1

SOAC Senator #2

\_\_\_\_\_  
SOAC Senator #3

Appendix II: PROJECT PROPOSAL FORM

Due \_\_\_\_\_ outside the CG office in the “CG VP Drop Box”

The following Proposal Form is a way SOAC can assess the nature of your proposed organization. The project you propose must be a realistic project for your organization. All proposals must have the information that is above the line clearly stated. The rest of the information below the line may be submitted in any format or medium individuals see fit.

Date Submitted:

Contact Name(s) of Application:

Extension(s) and FirstClass User Name(s):

Name of Organization:

Description of Organization (in a phrase *not* a paragraph):

Project Name:

Proposed Budget (be as detailed as possible):

.....

- a. Purpose of Project to the Wellesley Community
- b. Objective of the Project
- c. Brainstormed Idea
- d. Plan (be as detailed as you can i.e. prep schedule)
- e. Persons to be contacted
- f. Resources
- g. Potential Co-sponsorship

### Appendix III: ORGANIZATION INFORMATION FORM

This form will be filed away in Wellesley College Archives at the end of the Academic year together with other information requested by the College Government throughout the year.

Due \_\_\_\_\_ Hard copy to the SOAC Drop Box outside the CG Office and an electronic copy to the “Mid-Year Review” conference.

Organization Name:

Year Organization was first constituted (please indicate any times in which the organization went inactive/reactivated, etc.):

Direction to Organization’s FirstClass Forum:

Website address (if applicable), and date site was created and last updated:

Please circle one:

Fall Election or Spring Election for Executive Board Members  
SOFC funded or independently funded

If SOFC funded, how much SOFC funding has your organization received this year?:

Please approximate what percentage of your budget has been allocated for what purposes (i.e. 15% for speaker’s honorarium, etc.):

Coach or advisor name and contact information, if organization has one, and length of time this person(s) has been in position:

Off- or on- campus liaison or sister group(s) (sister groups include Academic departments):

Does your organization receive funding from sister group(s) and/or off-campus branches?:

If so, how much funding does your organization receive?:

Approximate number of active members (please also describe how your organization defines an “active” member, i.e. “someone who has attended three organization events,” etc.):

Structure of organization (committees, etc.):

E-Board Members: (name, year and extension)

President:

Treasurer:

Others:

Description of organization (Please include, purpose, goal, any affiliations, etc.):

Brief history of organization (especially of how it relates to serving a particular need to the Wellesley community, and/or world at large):

Annually organized activities (approximate dates):

Summary of \_\_\_\_\_ activities:  
current academic year

Objective/Goal/Project for \_\_\_\_\_  
next academic year

Projection for \_\_\_\_\_ activities:  
next academic year

Category(ies) your organization would best fit into (i.e. Philanthropic, Programming, Publication, Cultural, Political, Performing Arts, Religious, etc.):

Other information or comments that you would like to be documented: