

- I. Name: Student Organizations and Funding Committee, a subcommittee of College Government

- II. Purpose:
 - A. To fund on campus activities and various off campus events which are of interest to the student body, have direct on campus ramifications, and are directly related to the purpose of the sponsoring organization.
 - B. To distribute the Student Activity Fee among organizations constituted by the Student Organizations & Appointments Committee.
 - C. To maintain, monitor, and update financial policies.

- III. Membership:
 - A. Membership shall not discriminate on the basis of race, gender, creed, ethnicity, religion, sexual orientation, age, disability, or financial status.
 - B. Membership shall be open to all Student Activity Fee paying students.
 - C. At least 12 senators shall sit on the committee.
 - D. When possible, only one Senator from each constituency shall be permitted to sit on this committee.
 - E. Membership will be closed to new members after the second meeting due to the confidential nature of meeting topics.

- 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. Chair: the elected Student Bursar
 - a. Will be on the Cabinet of Senate.
 - b. Will be a member of UNITY.
 - c. Will be a voting member of Senate.

- d. Will be elected by the College community during the Senate election of all officers.
- e. Shall serve on Budgetary Affairs Committee.

2. Bookkeepers:

- a. Two or three bookkeepers will be employed by the Bursar.
- b. Shall be chosen through SOAC, with the committee consisting of the Advisor to the Bursar, the Bursar, and the CG VP.
- c. Will aid in the execution of office duties and will advise the Bursar as to the financial standing of the organizations' accounts.
- d. Will be paid by the Student Activity Fee funds by casual wage.

3. Secretary:

- a. Will be elected by the committee.
- b. Will assist the Bursar in operation of the committee.

D. Advisors

- 1. At least one accountant will be employed by the College as a financial advisor to organizations funded by SOFC.
- 2. The accountant will cosign all checks and make deposits for organizations in addition to periodically auditing accounts.

V. Powers and Duties

A. Of the Committee

- 1. Shall revise policy and procedures of funding student organizations when necessary.
- 2. All decisions made by the committee can be appealed through the Senate Policy and Ethics Committee. See Article XII.
- 3. All matters dealing with student organization finance must be presented to the committee:

- a. All allocations of budgets for student organizations must be approved by SOFC and the Bursar.
- b. All expenditures from the contingency fund must have the approval of both the Committee and Senate.
- c. The committee will consider special requests for additional funds and grants.

B. Of the Bursar

1. Shall be notified of all fundraisers.
2. Shall execute all fines.
3. Shall monitor all accounts of student organizations and communicate this information with organization Presidents and Treasurers.
4. Shall manage the use of the SAF.
5. Shall meet regularly with the Accountant and College Controller to discuss the management of student organization accounts.
6. Shall secure the SAF check from the Controllers Office at the start of each school year.

C. Of the Advisor

1. Shall serve in a purely advisory role to the Bursar and the Bookkeepers.
2. Shall assist in the education of treasurers annually and on a daily basis within the office.
3. Shall make no decisions regarding allocation of the SAF.

VI. Organizations Eligible to Receive SOFC Grants

- A. Only those student organizations that have been constituted by SOAC for more than one full semester may request regular funding grants from SOFC. Organizations in their first full semester as a SOAC constituted organization may only request Emergency Funding not to exceed \$500.

- B. Any student organization that asks its members to pay membership dues will not be eligible to apply for or receive SOFC funding. Student organizations who do not charge membership dues will be required to sign an honor code statement when turning in any budget to be considered for SOFC funding that directly states that they do not charge dues of their members.
- VII. Organizations Funding
- A. Funding is not automatic but based on:
 - a. Availability of funds.
 - b. Consideration of the organization's purpose as stated in its constitution.
 - c. A complete profile of the organization's resources, both financial and other, to be submitted by the organization's treasurer.
 - d. Adherence to SOFC guidelines.
 - B. Calendar of funding:
 - a. One **Treasurers training will take place** between turnover of Cabinet and the first week of May. A second training will take place during the following school year before 9/25.
 - i. The first training session must be held by both the newly elected Bursar and the turning-over Bursar in order to inform treasurers of SOFC legislation and to facilitate the transition of the new Bursar into her position.
 - ii. These meetings must be well publicized in order to facilitate attendance.
 - iii. Treasurers who are unable to attend any of these meetings must make an appointment for training with the Bursar.
 - iv. Organizations whose treasurers do not attend either training or a session with the Bursar will have their accounts frozen until such a training session is completed.

- b. **Fall Emergency Funding** deadline will be set for the last week in September.
 - c. **Uniquely Compelling** deadline will be set for the first, second, or third weeks in October.
 - d. **Lectures fund** deadlines shall be set according to the following guidelines:
 - i. First deadline for the following academic year at the end of April after spring budgeting.
 - ii. Second deadline in October.
 - iii. Third deadline in early November.
 - iv. Fourth deadline in late November.
 - v. Fifth deadline in February.
 - vi. If funds remain after the fifth date SOFC may vote to hold additional dates.
 - vii. These deadlines are suggestions and may be modified as the Bursar sees fit.
 - viii. All remaining funds and unused funds shall be donated to the SBOG Spring Weekend Account.
 - e. **Spring Emergency Funding** deadline will be set for the second week of the second semester.
 - f. Budget forms for spring funding will be available on the treasurers conference office by the end of the first semester.
 - g. The committee will recommend to Senate the **annual grants for student organizations by April 20th** for the following academic year.
- C. Deadlines: All deadlines will be strictly adhered to.
- D. SOFC reserves the right to terminate any funding allocations if an organization violates regulations set forth by SOAC, SOFC, SPEC, Senate, or General Judiciary (Article X).
- E. Budgeting:
- a. All organizations, with the exception of honorariums, will be budgeted under the category system outlined in Article VIII, A, n. These

organizations must submit a detailed itemization of how funds will be spent and this itemization must follow the guidelines set forth by SOFC.

- b. Honorariums
 - i. SOFC recognizes the following organizations as honorariums:
 - 1. Class Councils
 - a. Shall receive 2.5% of the SAF.
 - b. Davis Scholars shall receive 15% of this total.
 - c. First Year Council shall receive 10% of this total.
 - d. Sophomore Council shall receive 17% of this total.
 - e. Junior Council shall receive 23% of this total.
 - f. Senior Council shall receive 35% of this total.
 - 2. College Government
 - a. Shall receive 1.5% of the SAF.
 - 3. Committee for Political and Legislative Action
 - a. Shall receive 1.54% of the SAF.
 - 4. Dorms
 - a. Shall receive 4% of the SAF.
 - b. Large halls shall receive twice that of medium halls. Large halls include:
 - i. Bates
 - ii. Beebe
 - iii. Cazenove
 - iv. Claflin
 - v. Davis
 - vi. Freeman
 - vii. MacAfee
 - viii. Munger
 - ix. Pomeroy

- x. Severance
- xi. Shafer
- xii. Tower Court East
- xiii. Tower Court West
- c. Medium halls shall receive five times that of small halls. Medium halls include:
 - i. Dower
 - ii. Lakehouse
- d. Small halls include:
 - i. Cedar Lodge
 - ii. Cervantes
 - iii. French House
 - iv. Hemlock
 - v. Homestead
 - vi. Instead
 - vii. Orchard
 - viii. Simpson West
- 5. Film Society
 - a. Shall receive 4.05% of the SAF.
- 6. General Judiciary
 - a. Shall receive 0.29% of the SAF.
- 7. Legenda (Yearbook)
 - a. Shall receive 1.0% of the SAF.
- 8. Multi-Cultural Council (MCC)
 - a. Shall receive 0.15% of the SAF.
- 9. Schneider Board Of Governors (SBOG)
 - a. Shall receive 7.02% of the SAF.
- 10. Spring Weekend (via SBOG)
 - a. Shall receive 11.4% of the SAF.
- 11. Upstage
 - a. Shall receive 3.34% of the SAF.

12. WZLY (radio station)

- a. Shall receive 2.5% of the SAF.
- c. No organization budgeted according to this process shall be granted more than 15% of the working budget.
- d. Applications to SOFC to become an Honorarium organization must be received no later than the second Monday of the second semester.
 - i. No more than two members of the organization shall attend a SOFC meeting to state their case for becoming an honorarium and for asking for the proposed percentage of the budget.
 - ii. The status of any Honorarium that reverts more than 10% of its budget more than two years in a row shall be reconsidered by SOFC
- e. All non-Honorarium organizations shall be budgeted from the funds remaining after all Honorariums have received their percentages of the budget.
- f. The Bursar must present and explain reasoning behind any organization applying to SOFC and receiving \$0 allocation from SOFC for the academic year.

VIII. Policies

A. Financial

a. Uniquely Compelling

- i. Each Fall, a fund of \$10,000 is set aside from the contingency fund account for uniquely compelling.
- ii. SOAC approved organizations that have been constituted for at least one full year may apply for money from this fund to purchase a major capital expenditure or spend money on some other item termed illegal by this legislation.
- iii. SOFC does not have to spend the entire \$10,000 but may not spend more than this amount each fall.

- iv. In emergency situations, SOFC may approve an expenditure from the savings account to subsidize UC
- v. If an organization receives a uniquely compelling grant it must be used by the end of the fiscal year. After this point the monies will be reverted to the general pool. Organizations who don't use at least 90% of their U.C. grant will not be allowed to apply for uniquely compelling funds for the following academic year.
- vi. A uniquely compelling grant may only be used for the specific item requested.
 - 1. In applying for the funds, the organization must clearly state the item they want and where it can be purchased, including three price quotes.
 - 2. The organization must demonstrate that they have done research to ensure that they have found the lowest price; this must include at least three printouts or cutouts.
 - 3. The organization must state its purpose and demonstrate how this item will better enable the organization to meet its purpose.

b. Emergency Funding

- i. Each fall 8% of the total student activity fee will be set aside from the contingency fund for Emergency Funding. 5% will be used for Fall EF and 3% for Spring.
- ii. SOAC constituted organizations may apply for funding through EF at the beginning of each semester.
- iii. The money will be allocated according to the following guidelines:

1. Organizations will be classified in tiers according to priority & will be evaluated on a first-come-first-serve basis according to the tier system:
 - a. Tier 1: new organizations
 - i. Have either not been constituted before or have not received SOFC funding in the past three years
 - ii. Will be allowed to apply for and receive no more than \$500
 - iii. Will be given first priority & are guaranteed that their requests will be reviewed
 - b. Tier 2: old organizations who received \$0 in funding during spring budgeting
 - i. Will be given second priority.
 - ii. Will not be reviewed until all new organizations have been reviewed.
 - c. Tier 3: old organizations wishing to receive additional funds
 - i. Will be given third priority.
 - ii. Will not be reviewed until all new organizations have been reviewed.
2. Organizations shall budget under the category system outlined in later sections of this article. These organizations must submit a detailed itemization of how funds will be spent and this itemization must follow the guidelines set forth by SOFC.
3. SOFC shall allocate two-thirds of the EF budget in the first semester and one-third in the second semester.
4. In emergency situations, SOFC may approve an expenditure from the savings account to subsidize EF.

5. Any EF monies remaining in the organization's account by June 1 will be reverted to the general pool.

c. **Reversion of Funds**

1. If an organization does not use all of its SOFC monies granted during the academic year, all SOFC funds will be reverted to the general pool of funds.
2. Exceptions may be granted if a written financial appeal is submitted to and passed by SOFC prior to the end of the academic year.
3. Use of the reverted funds after June 1 of each year:
 - a. 30% but no more than \$30,000 shall remain liquid for the possibility of emergency expenditures
 - b. 20% shall be invested in low-risk investments, such as t-bills and treasury bonds

d. **Profits Accounts**

1. Monies obtained from sources other than SOFC grants shall be termed "profits."
2. Whenever feasible, organizations are strongly encouraged to charge admission to non-Wellesley students.
3. The use of profits shall be left up to the organization's discretion, assuming laws are not broken; therefore this money may be used for things termed illegal for SOFC grants.
4. Shall carry over from year to year; the only exception is the Senior Class Council, whose profits will revert to the general pool, unless decided otherwise by the

Bursar in consultation with the treasurers of the senior and alumnae classes.

5. Organizations rewarding Wellesley students monetarily or materially must deduct the amount of the expenditure from both their SOFC and profits accounts. This extra deduction will revert to the general pool of funds at the end of the fiscal year and will not be considered an expenditure in budgeting.

e. Negative Balances

1. If an organization incurs a negative balance, the Bursar must notify the organization and freeze the account at the start of the next academic year.
2. To be unfrozen, the organization's treasurer must submit a financial appeal, including ideas for raising money to recover the debt, to SOFC who will decide whether or not to unfreeze the account.
3. The organization must attempt to repay half of the debt in the current academic year and the remainder in the following year.

f. Raising Funds

1. The bursar must be notified of all fund-raisers via email to "fundraiser flyers" FirstClass conference.
2. Donations and solicitations:
 - a. An organization may receive donations, but may not solicit except under the following donations and with the approval of SOFC.
 - b. There shall be no door-to-door solicitations or door-to-door selling on campus.

4. All organizations must complete one fund-raiser per semester. Failing to do so will result in a \$25 fine from profits.
5. A student who writes a check to an organization during an effort by that organization to raise funds will be penalized if the check is returned to the bank due to insufficient funds (“bounced”). The charge will cover all handling costs and will be deposited into the general pool of funds.
6. Organizations must use profits monies to pay for fundraising expenses, not SOFC.
 - a. If an organization has insufficient funds, they must submit a financial appeal to SOFC for permission to go into profits debt.
 - b. An organization allowed to go into profits debt is expected to repay the debt within the academic year.

g. Student Organization Advisors and SOFC funds

1. Student Organization advisors of any SOFC funded organization who do not pay a SAF shall not be allowed to participate in decision-making during the budgeting process.
2. Such advisors shall not influence dispersion of SOFC or profits monies for that organization.
3. Decisions of this type are the sole responsibility of SAF paying members of that organization.
4. Violation of this rule could result in loss of SOFC funds to the organization at the discretion of SOFC and General Judiciary.

h. Admission Fees

1. Organizations funded by SOFC can not charge admission to Wellesley students for activities sponsored by SOFC monies; this includes events held or co-sponsored off campus. Admissions can be charged to Wellesley students only if profits are used to sponsor the event.
2. The only exceptions to Article VII, Section A, part h is as follows:
 - a. A large, on-campus concert put on by SBOG once per year, and the Student Activities Office will be allowed to use SOFC monies and still charge up to \$10/Wellesley student at the door of the event only and \$5/Wellesley student in advance of the event. The profits of such an event shall go toward covering the costs of that specific event only.
 - b. The Senior Class Council shall be permitted to charge admission to the Senior Week events held during the week between Spring semester finals and graduation. The admission fees shall be charged only to cover the cost of the events, not to profit.
 - c. Any SOFC funded organization may appeal to SOFC at least two weeks prior to an event for an exception to this rule by submitting a Financial Appeal. Such appeals will be voted on in a case-by-case basis at the discretion of SOFC. SOFC holds the right to deny any such appeal.

i. Food

1. All non-Honorarium Organizations:

- a. All SOFC funded organizations are allowed to request and use \$25 for food for the semester. This should be used toward open meetings/events that are well-publicized to the campus.
- b. Organizations wishing to apply for additional SOFC funding for food (at non-lecture events) may do so during Regular Budgeting and Emergency Funding using the following criteria: \$2/person attending the event or \$100, whichever is less.
- c. Organizations wishing to apply for additional SOFC funding for food at lectures may do so during Lecture Funding using the following criteria: \$2/person attending the event or \$100, whichever is less, as well as, \$15/meal for each speaker, with 2 meals allowed per day on campus.
- d. Such a request must be justified as to the specific need for food at the event and how this is intrical to the organization's purpose.

2. Honorariums

- a. Honorariums are not required to abide by the regular SOFC food policy.
- b. It is suggested that Honorariums use up to 50-60% of their yearly budget for food, however such an organization may use as much of their budget on food as they deem fit.
- c. This policy applies to all dorms, class councils, college government, and SBOG/Spring Weekend.
- d. All other honorarium organizations (Legenda, General Judiciary, CPLA, Upstage, WZLY, Film Society) must submit a proposal to SOFC at the start of the year, indicating their expected food usage for the year. This proposal need not be exact, but must be approved as a guideline by SOFC.

j. Rental and Loan Equipment Damages

1. SOFC may allocate monies from the savings account to pay for damages to equipment by student organizations.

k. Charities

1. SOFC money may not be given to charities or causes espoused by individual organizations.
2. Organizations may raise funds as stipulated in Article VIII, Section A, f.
3. Profits monies may be used for this purpose.

l. Capital Expenditures

1. Defined as the purchase of those items which last for more than one year.
2. SOFC funds may not be used for these goods except through Uniquely Compelling and as below:
 - a. For Uniform and performance attire.
 - b. The request for use of such monies for this purpose must indicate that the organization's main purpose is to perform or compete.
 - c. For repair of capital goods already owned.
 - d. Organizations may appeal to SOFC for exceptions to this rule.

m. Off-campus Activities

1. SOFC monies may not be used to fund off campus transportation, lodging, venue rental fees or entrance fees for events that will not have direct on-campus programming ramifications or are not necessary to the functioning of the organization as stated in its constitution.

n. **Category Budgeting/Funding**

1. All regular and emergency funding shall follow the following category budgeting system:
 - a. **Budgeting/Equipment Rental:** microphone rentals, audio-visual rentals, etc. Spending cap equal to electrician's overtime rate of \$28.86/hour OR case by case basis.
 - b. **Retreat:** only one retreat per year; \$200 per retreat
 - c. **Custodial:** Spending cap equal to custodial overtime rate of \$19.73/hour for a maximum time of two hours plus the length of the event (not all events require custodial fees to be paid; check with Special Events).
 - d. **Cultural Event:** MUST BE itemized by category/item. Requests will be evaluated item by item and the spending cap is determined on a case by case basis.
 - e. **Duplicating:** Spending cap of \$0.05 per page, cost of copying at the Wellesley College Copy Center. No money will be given for newsletters or minutes that can be sent via email.
 - f. **Entrance Fees:** Requests evaluated on a case by case basis. No more than 16 members for attendance of cheaper events and much fewer for more expensive events.
 - g. **Films:** Spending cap for reel films is \$100.00 per film. Spending cap for video rental is \$4 per video.
 - h. **Food:** Every organization may use \$25 toward food each year. SOFC will consider requests for food (beyond the \$25 limit) on a case by case basis and if approved will budget for food at the cost of \$2 x number of people attending the event or \$100, whichever is less. SOFC will not budget for food that can be obtained in a dining hall on campus.
 - i. **Membership Fees:** Requests evaluated on a case by case basis and only granted for organizations required to pay in order to legally exist.
 - j. **Mixers:** Spending cap of \$550 per mixer. Cap of one mixer per semester. (Expense takes into consideration WZLY DJ charges of \$91.50 for

the first hour and half that price for each additional hour for a total of \$268.75, including \$35 for party lights and \$5 for transportation).

- k. **Performance:** Evaluated on a case by case basis.
 - l. **Printing:** Limit of 900 copies per publication. New publications will be budgeted for 1 issue per semester. Publications older than one year may request to increase their number of publications and must justify their reasoning. Price information should be obtained from Wellesley College Printing Services and will be evaluated on a case by case basis.
 - m. **Publicity:** In accordance with the WEED poster policy, SOFC funds for 25 posters per event at a rate of \$0.05 per poster at the Copy Center.
 - n. **Ritual/Cultural Observances/Objects:** Evaluated on a case by case basis.
 - o. **Salary/Stipend:** Cap of 2 hours per week for 13 weeks per semester. Evaluated on a case by case basis.
 - p. **Transportation:** Spending cap of Senate Van: \$3 deposit + \$5 (for first 10 miles) + \$0.36 per remaining mile. **OR** \$0.36 per mile for a personal vehicle **OR** cost of plane ticket (well researched!!).. Transportation to MIT during the week will not be funded as organizations are expected to use the exchange bus. Organizations eligible to use the free Community Service van should do so. Exceptions must be justified and will be evaluated on a case by case basis.
 - q. **Uniform/Performance Attire:** Only given to organizations whose sole purpose is to perform or compete. Cap of 16 uniforms per organization per year. Proof of research for prices must be attached to the budgeting proposal (i.e. internet printout, magazine page) in order for request to be considered. Evaluated on a case by case basis.
2. **For use with Lectures Funding**
- a. **Building/Equipment Rental:** same as above
 - b. **Custodial:** same as above
 - c. **Food:** Cap for a reception is \$2.00/person and up to \$100, whichever is less. Cap for meals is \$15/person/meal and no more than one meal.

- d. **Honorarium/Fee:** Evaluated on a case by case basis.
- e. **Printing:** Evaluated on a case by case basis.
- f. **Publicity:** same as above
- g. **Transportation:** Evaluated on a case by case basis. Airfare must be cheapest possible option (verified by attaching internet, etc. research). SOFC will only fund for coach airfare. Ground transportation will be capped at \$0.36 per mile.

o. Lectures Funding

1. Each Fall, 18% of the SAF is set aside from the contingency fund account for lectures funding.
2. SOAC approved organizations that have been constituted for at least one full year may apply for money from this fund to hold a lecture on campus, including an individual lecturer, panel, or discussion session, and performances, such as comedians and actors/singers.
3. SOFC must follow the timing and allocating guidelines outlined in Article VII, Section B, d.
4. If an organization receives a lectures fund grant it must be used only for the lecture indicated. If the date changes, the organization must appeal to SOFC and notify the lectures bookkeeper.
5. At the end of the year, unused monies will be reverted to the general pool for the following year.
6. In applying for the funds, the organization must clearly complete the lectures fund application and budgeting template based on the category system listed in Article VIII, Section A, n.
7. SOFC shall not judge the lecture application based on content of the lecture but solely based on the following criteria:
 - a. Adherence to SOFC guidelines.

- b. Availability of funds.
 - c. Accordance with the organization's purpose.
 - 8. SOFC will decrease requests on a percentage basis in the event that funds are not available at the requested level.
 - 9. SOFC will only fund \$500 or up to 60% for a lecture event, whichever is greater.
 - 10. No funding will be given retroactively.
 - 11. New organizations can not receive lectures funding until their 3rd semester in existence.

- X. Illegal Spending and Violations of CG Policy
 - A. If there are any questions about legality of an expenditure, an organization is expected to contact the Bursar prior to making the purchase.
 - B. Checks will not be written to cover illegal expenditures. Responsibility lies on the members of the organization to cover such expenditures.
 - C. SOFC, the Bursar, and bookkeepers reserve the right to fine organizations in violation of SOFC policy by an amount decided by SOFC which can be appealed through SOFC and then SPEC (Article XI).
 - D. Notification of Fines:
 - 1. As soon as the Bursar is notified of a violation, a fine will be levied on the organization from profits.
 - 2. When the fine is levied, the Bookkeeper shall notify the President and/or Treasurer of the organization.
 - E. Violations of SPEC, Senate, SOAC or General Judiciary regulations may result in a fine levied on the organization's profits account by SOFC in accordance with recommendations by the committee in question.

- XI. Appealing a SOFC Decision

- A. The organization must first contact the Bursar within three weeks of the committee's initial decision. If the issue can not be resolved, the organization shall send no more than two members to a SOFC meeting to present their case for appeal.
 - B. A decision can only be appealed on the grounds that SOFC did not follow procedure as outlined in this Constitution or in its legislative documents.
 - C. SOFC may choose to retract or change the decision, in which case no further action will be taken.
 - D. If the decision stands, the organization may appeal to the Senate Policy and Ethics Committee.
 - 1. The organization must contact SPEC within two weeks of SOFC's decision with a written complaint followed later by an in person appearance at a SPEC hearing.
 - 2. The Bursar should be consulted and asked to submit a written explanation to SPEC followed later by an in person appearance at a SPEC hearing.
 - 3. The appeals process shall follow the SPEC guidelines.
- XI. Emergency Legislation
- A. At times when Senate is not in session:
 - a. loans and grants of SOFC funds to organizations may be presented to Cabinet of College Government by the Bursar.
 - b. Funds may be granted by a majority vote of this body.
 - c. Any funds granted through this procedure must be presented to Senate when it convenes.
 - d. If the grant is not approved by Senate, the organization's SOFC grant will be penalized during the following year for that amount.
 - B. At times when Senate is in session but SOFC wishes to make special grants outside of normal budgeting:
 - a. An appeal for a SOFC grant must be submitted to the Student Bursar with specifics regarding amount requested, item/service the money is

for, and reason that this can not be covered in the organization's current SOFC grant.

- b. This appeal will be heard by SOFC and approval requires a two-thirds majority vote.
- c. A passed appeal will allow the Bursar to allocate money to the student organization from the reverted funds of the previous year or from the savings account.
- d. Advice from the accountant on this decision may be requested.

XII. Activities

A. SOFC Meetings

1. The organization shall hold every year, two heavily advertised meetings that are open to the entire campus at the start of the first semester before membership has been solidified.
2. SOFC shall hold weekly meetings at a time to be decided by the committee. SOFC will follow the attendance policy outlined in the College Government Constitution.

XIII. 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.

XIV. Finance

A. The major source of funds is the Student Activity Fee paid by each student.

1. The SAF is increased each year by the same percentage as the rest of the comprehensive fee.

2. This serves to provide SOFC with a predictable stream of income that grows by a reasonable amount yearly to support student organization needs.
 3. The director of Budgeting and the Controller for the college will hold the specific information regarding the amount of money collected through the SAF and will communicate this information to the Student Bursar annually.
- B. There are three Student Activity Fee accounts held with Fleet.
1. The Contingency Account: at the beginning of each academic year, this account shall have 23% of the SAF revenues in it plus an additional \$10,000.
 - a. \$10,000 is allocated for Uniquely Compelling as indicated in Article VIII, Section A, a.
 - b. 18% is allocated for the SOFC Lectures Fund as indicated in Article VIII, Section A, o.
 - c. 5% is allocated for Emergency Funding of Organizations in the Fall and Spring as indicated in Article VIII, Section A, b.
 2. The Savings account: consists of reversion moneys (Article VIII, Section A, d) and is used in emergency situations with extreme caution. This money is invested in low-risk investments such as t-bills or treasury bonds. These monies shall be used at the discretion of the Bursar and SOFC.
 3. The checking account: consists of the remainder of the SAF and shall be used for regular Spring budgeting for SOAC constituted organizations.
 - a. Individual organizations may receive money from outside of the college.
 - b. Fund-raising efforts must follow guidelines in Article VIII, Section A, g.

XV. Adoption

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

XVI. Amendment

1. An amendment may be adopted to the constitution only when:
 - a. Adopted by a three-quarters majority vote of the stipulated quorum for constitutional business.

Sign and Date:

Lauren Fleischer, Student Bursar

CG Vice President

SOAC Senator #1

SOAC Senator #2

SOAC Senator #3