

# Texas A&M University-Kingsville

## Student Organization Forum Committee Guidelines

Updated Spring 2022

### **Section I – General Provisions**

The function of the Student Organization Forum Committee (SOFC) is to review funding requests of recognized student organizations and to decide on the amount of funding to be awarded.

The purpose of the SOFC is to provide limited funds to recognized organizations to use for activities including but not limited to the following:

1. Registration fees for conferences
  2. Travel and hotel for student participants
  3. Fundraising supplies (\$150 maximum/school year)
  4. Printing: i.e. brochures, programs, announcements
  5. Speakers: i.e. honorarium, travel expenses, etc.
  6. Workshops sponsored by the organization
  7. Organization award banquets
  8. Activities that have wide appeal on campus, i.e. dances, concerts, etc.
  9. Student meals (meals—not to exceed over \$20.00 per day), GRATUITY will be reimburse up to 20%.
- A. Funds *may not* be used for the following:
1. Scholarships
  2. Alcohol
  3. Membership fees
  4. Social parties
  5. Advisor's conference fees, travel, and meals
  6. Individual student or students who are not members of an organization
  7. Support for a candidate for public office or to affect the outcome of legislation.
  8. Recruitment
  9. Student (meals—not to exceed over \$20.00 per day)
- B. Use of funds shall constitute an agreement between the student organization and the SOFC. All unused and undocumented funds must be returned to the SOFC and will be reallocated to other organizations.
- C. No funds will be awarded to an organization unless all prior funding requests for that organization are cleared and accounted for.
- D. All expense receipts and reimbursement forms must be completed and turned in to the Office of Student Activities.
- E. All funding requests must occur during the fall and spring semester.
- F. Extensions for the funding request deadline shall be at the discretion of the Leadership Coordinator and SOFC Chair on a case by case basis.
- G. Reallocation of funds must be requested by student organization 10 business days prior to the event.

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### **Section II – Representation and Responsibilities**

#### **Representation**

The SOFC shall be composed of the following membership:

1. Academic Organization Representative: **1** Agriculture/Natural Resources/Human Sciences / Business Administration
2. Academic Organization Representative: **1** Arts and Sciences & Education
3. Academic Organization Representative: **1** Engineering
4. Professional Organization Representative (**1** representative)
5. Cultural/International Organizations and Faith Based Organization Representative (**1** representative)
6. Social Greek Organization Representative (**1** representative)
7. Honor Societies Organization Representative (**1** representative)
8. Performing, Visual Arts, and Media Organization Representative (**1** representative)
9. Special Interest Representative (**1** representative)
10. Student At-Large (**1** representative)
11. Student Organization Forum Committee Chair (non-voting position)
12. Leadership Coordinator of Javelina Student Engagement Center (JSEC)(non-voting position)

#### **Representatives**

1. Shall be elected at Student Organization Leadership Conference by respective organizational categories for a term of one year beginning in the fall semester.
2. Each shall have a single vote.
3. Shall attend all SOFC functions.
4. Shall assist in organizing forums.
5. Shall notify SOFC Secretary of absence 24 hours prior to meetings.

#### **Chair**

1. Does NOT have to be an elected member of SGA.
2. Shall be appointed to a one year term by the SGA President and ratified by the SGA Legislative Branch.
3. Shall be appointed at the first official SGA meeting of the new session.
4. Shall vote only in the event of a tie. If the Chair is a current member of the organization in question, the Leadership Coordinator of Student Activities will cast the tie-breaking vote.
5. Act as a liaison between SGA & SOFC.
6. Once appointed, must serve on SGA Executive board.
7. Attend SGA meetings and report on SOFC activity.
8. Assist Secretary with funding letter notifications.

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### **Secretary**

1. Elected by SOFC representatives during the initial meeting for one-year term.
2. Does not receive an additional vote for position only receives one vote for position as a representative.
3. Maintain record and minutes of all proceedings.
4. Publish notifications for upcoming meetings and forums.
5. Works with Leadership Coordinator in creating and distributing notification letters of funding decision to organizations.

### **SGA Senator At-Large**

1. Shall be appointed to one year term by the SGA President & SOFC Chair and ratified by the SGA Legislative Branch.
2. In event of the SOFC Chair's absence, a Student At-Large member shall assume the SOFC Chair's responsibilities for that meeting.

### **Leadership Coordinator or Student Activities Representative**

1. Shall serve as a non-voting member.
2. Shall serve as an advisor on all matters.
3. Recognizes proposed organizations who have met minimum requirements as new organizations

### **Alternates**

1. Shall be elected at the Leadership Conference.
2. Shall attend student organization forums.
3. Shall attend SOFC meetings upon notification of representative absence.
4. Shall fill representative position upon removal of representative.
5. Shall fill any vacancies in accordance with Section II and approved by Leadership Coordinator of Student Activities and SOFC Chair.

### **Removal**

1. If a member of the committee fails to attend one (1) committee meeting without notifying the secretary prior to the meeting, that member shall lose his/her position.
2. The Leadership Coordinator must notify the individual of: removal of membership, reason for removal, and notification of opportunity to appeal decision. Committee member must appeal to the Director of Student Activities, in writing, within one week after notification.
3. When position becomes available alternate will be notified

## **Section III – Committee Functions**

### **Funding Meetings**

1. A quorum must be 6 voting members (excluding the SOFC Chair)

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2. SOFC Chair shall attend all meetings in case of a tie, and at that point will be required to cast a vote.
3. In the case that quorum is not met with the sufficient number of then business cannot be conducted as schedule.
4. While a student organization is under review, any SOFC members that are current members of that particular student organization will be required to exit the meeting room.

### **Forums**

1. SOFC shall assist the Office of Student Activities (OSA) in coordinating organization forums. Leadership Conference will count as the Fall semester forum.
2. Forums shall serve as a way for organizations to discuss issues, network, and receive important information among other things.
3. Student organization with non-attendance at forums will result up to 50% removed from awarded funding

### **Section IV – Requirements and Eligibility for Funding**

In order to qualify for funding, recognized organizations must:

1. Complete all renewal paperwork (annual funding requests, registration form, membership list, hazing compliance constitution as needed, etc.) by within 30 days from Leadership Conference via Collegiate Link.
2. Have at least two members, which consist of at least one of them being an officer or advisor, attend the Student Organization Leadership Conference in September. Organizations with one representative will be eligible to receive only half of allocated funds, unless otherwise approved by the Leadership Coordinator of Student Activities.
3. Have at least two members attend the Policies and Procedures & Risk Management, meeting in September which may occur at the Student Organization Leadership Conference.
4. Submit funding requests by the deadline as announced by SOFC.
5. Participate in a minimum of two (2) philanthropic service events per semester and documented via Collegiate Link.
6. Organization must submit record of all events conducted via Collegiate Link.
7. Participate in events deemed mandatory by the Director of Student Activities and/or the SOFC announced at least ten (10) business days prior to the event.
8. Have at least one member attend the Student Organization Forum held in Fall and Spring sponsored by Student Activities
9. Each organization must attend a minimum of 2 different workshops to be eligible to receive SOFC funding. A minimum of two members must attend each workshop during the February Leadership Month sponsored by Student Activities. Student Organization representatives may only represent one organization at any particular workshop.
10. Not receive direct money from student service fees or substantial funding through a University department.

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### **Section V – Criteria for Funding**

1. Priority will be given to: events open to all students, those activities posted on collegiate link on the calendar of event (2 weeks in advance), events predominantly funded by the sponsoring organization, events and conference which benefit the students and university community, organizations with the highest ranking within the Office of Student Activities, and to organizations that utilized allocated funds in the previous fiscal year.
2. The organization must submit a preliminary budget of activity justifying the requested funding.
3. The request for funding must explain how the university will benefit from activity or event.
4. The organization must show all current account balances and sources of income, i.e. dues, fundraising efforts, donations, etc.
5. The request for funding from a departmental student council organization will be limited to events that student council is directly and primarily in charge of.

### **Section VI – Procedures for Receiving Request for Funding**

#### **Preliminary Budget Approval**

1. The approval of preliminary budgets shall be evaluated by the SOFC without the presence of organization officers.
2. The deadline for submittal of the Annual Budget Request shall be the 2nd Tuesday of April of the year prior to the year being requested. (Example: Budget due April 14th 2020 for the academic year 2020-2021.
3. Notification of budget approval/disapproval will be sent to the organization's officers via collegiate link.

### **Section VII – New Organizations**

#### **Proposed Organizations**

1. Must submit paperwork demonstrating minimum requirements have been met by the deadline published by Student Activities to be approved for the current semester. If not submitted by the deadline, organization documentation will not be reviewed for approval until the next semester.
2. Must fulfill the minimum requirements as published by the Office of Student Activities
3. Are recognized by the Office of Student Activities Leadership Coordinator.
4. Are eligible only to receive \$300 award from SOFC once they have activated their organization account with Business Office. New organizations are not eligible to apply for funding from SOFC for the first year.

### **Section VIII – Reactivation Policy**

#### **Active Account**

1. If an organization account in Business Office is still open the organization must submit updated information to the Office of Student Activities.

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2. Account must have activity within previous five years to avoid being closed and funds seized by the Business Office, seized funds will be allocated for other university purposes.

### **Closed Account**

1. If an organization account has been closed by the Business Office for inactivity organization will be treated as a new organization.
2. The new organization must submit a New Student Organization packet to become recognized.

### **Section IX - Disbursement of Fund**

1. No organization will receive a check for the amount of funding available from the University. Due to the fact that the money allocated is University funds, very specific guidelines must be followed when requesting access to SOFC funds.
2. Funds can be accessed by means of reimbursement.
3. **Reimbursement:** Organizations will spend their own money and submit original receipts along with a SOFC reimbursement form to Student Activities. **This must be done within academic year, deadline for final reimbursement request for that academic year will be July 31<sup>st</sup>.** The office will process the paperwork and in 2-3 weeks the reimbursement will be added to the organization's agency account.
4. Sales tax is NOT reimbursable. **Not all expenditures will be reimbursed, only the amount the organization requested for funding.**

### **Section X – Amendments**

1. Amendments to the SOFC Guidelines must be approved by the SOFC
2. Quorum for meetings to make amendments to the guidelines shall consist of the majority of returning committee members
3. Amendments to SOFC guidelines will be made by the first Monday of April and approved by the committee by the first Monday of May and turned into the Director of Student Activities for final review.
4. The SOFC guidelines will be reviewed by the committee yearly, but amended every two years, unless an emergency arises, deemed so by the Leadership Coordinator of Student Activities.