

# University of Illinois at Urbana-Champaign Student Organization Resource Fee Board Bylaws

## Article I Name & Purpose

### Section 1. Name

- A. The name of this organization shall be the Student Organization Resource Fee Board at the University of Illinois at Urbana-Champaign (University) hereinafter referred to as the Board.

### Section 2. Purpose

- A. The Student Organization Resource Fee Board (Board) shall:
  1. Develop and institute policies and procedures to be used in the distribution of money obtained through the Student Organization Resource Fee.
  2. Recommend to the Chancellor or their designee the allocation of the SORF funds.
  3. Inform the student body of the allocation of the SORF by a financial report published at least semi-annually.
  4. Operate as transparently and efficiently as possible.

## Article II Membership

### Section 1. Composition

- A. The membership of the SORF Board shall consist of:
  1. Ten (10) students, at least two being graduate or professional students.
  2. Three faculty/staff members appointed by the Chancellor or their designee.
  3. The SORF Advisor serving as ex-officio, non-voting member.
- B. The Board may be supported by non-Board members, as deemed necessary for SORF function prior to the beginning of the academic year, and appointed as outlined in Article III, Section 2 (ex officio) serving on the Board without a vote.

### Section 2. Board Member Training

- A. The SORF Board will hold at least one mandatory training session for all Board members prior to the beginning of the Board performing its duties.
  1. The definition and importance of viewpoint neutrality, values clarification, conflict of interest and other topics will be covered at the training session.
- B. The Advisor shall facilitate the Board Member Training.
- C. Additional training may occur throughout the year as issues arise. Members who join the Board after the training session must attend a session that covers the same material and shall be required to sign a statement certifying their understanding of, and agreement to abide by the SORF Bylaws, the Viewpoint Neutrality Policy and conflict of interest exclusions.

### Section 3. Elections

- A. All voting student members shall be elected on an annual basis during the Spring student elections and certified by the Campus Student Election Commission.
- B. The term of office for all voting student members of the Board shall be for one academic year beginning at the start of the fifteenth week of the immediately preceding Spring semester and ending at the end of the fourteenth week of the Spring semester.
- C. A student on academic probation shall be ineligible to run for membership on the SORF Board.
- D. Candidates adhere to and agree to abide by, the SORF Bylaws, the Viewpoint Neutrality Policy and conflict of interest exclusions.

## **Section 4. Attendance**

- A. All members of the Board shall be expected to attend all meetings.
  - 1. If a member is unable to attend a meeting, they are expected to notify the Chairperson at least 48 hours in advance in writing.
  - 2. A member who is unable to attend a meeting is still expected to perform all work required of them and provide detail notes to the Chairperson about their rationale for funding recommendations and/or questions for the Board.
  - 3. If a member of the Board should attend a meeting unprepared for that meeting, they may be considered absent.
  - 4. Board members are eligible to request a Proxy to hold their vote. The SORF Board member must communicate this to the Chairperson 24 hours prior to the meeting indicating who will be their Proxy.
    - i. Failure to communicate a Proxy will result in the absence counting towards the absence limit.
    - ii. No Board member may hold more than one proxy vote at a meeting.
- B. If a member should be absent for two meetings, the Chairperson shall notify the member of their absences in writing.
  - 1. At any future meetings from which the member is absent, the Chairperson may recommend that the Board remove the offending member. The member shall be considered removed upon a 2/3 vote of the Board.
- C. Student members who are absent from any required office hours for any given week for which such absence is not excused by the Chairperson or Advisor, shall accrue one absence toward the absence threshold.
- D. Student members who do not complete their review assignments for any given allocation period shall accrue one absence toward the absence threshold.

## **Section 5. Removal**

- A. The Board, upon a 2/3 vote, may remove a member who demonstrates an inability to perform the duties of membership for reasons other than repeated absences.
- B. The Board, upon a 2/3 vote, may remove a member due to violations of the SORF Viewpoint Neutrality Policy. The member in question will be given at least 48 hours' notice of the vote and a reasonable opportunity to refute the allegations brought against him/her before the removal vote is taken.
- C. A student member who is no longer registered at the University of Illinois at Urbana-Champaign will forfeit their membership on the Board.

## **Section 6. Vacancies**

- A. The Board shall fill vacant student positions with the registered candidate who received the next highest number of votes based on the most recent spring election.
- B. If there are no additional students among the registered candidates of the previous election who are willing to serve, the Board shall conduct a search to fill the position.
- C. If a graduate/professional student position is vacant and there are no additional graduate or professional students among the registered candidates of the previous election who are willing to serve, the Board shall conduct a search amongst graduate/professional students to fill the position. After an extensive search, if a position is still vacant, then it may be filled by an undergraduate student for the remainder of the term of office.
- D. A search shall consist of announcements of vacancies and a call for applications, nomination by the Chairperson, and confirmation by a majority vote of the Board.

# **Article III Board Administration**

## **Section 1. Board Officers**

### **A. Officer Selections**

The Board shall annually select its own Chairperson, Vice Chairperson, and Treasurer from among the voting members at the first organizational meeting of the newly elected Board. The Secretary will be selected after a job search is conducted by the SORF Advisor in collaboration with the newly elected officers.

- 1. The outgoing Chairperson shall preside over the organizational meeting until either a presiding officer is appointed, or a Chairperson is elected.

## **B. Chairperson**

The Chairperson shall serve as the primary executive officer of the Board with the following responsibilities:

1. The general administration of the Board and its functions.
2. Representing the Board at all on-campus/public functions and interactions with student organizations, Illinois Student Government, other funding boards/organizations, and the University administration.
3. Review all applications prior to allocation meetings, serving as a second reviewer.
4. Authorizing the use of funds for expenses of the Board.
5. Assisting the Treasurer in the creation of a comprehensive annual budget for the SORF Board.
6. Coordinating the administration of the SORF Appeals process as well as the SORF Contingency Funding process.
7. Create subcommittees to review internal controls of the SORF Board.

## **C. Vice Chairperson**

The Vice Chairperson shall serve as the primary operations officer of the Board with the following responsibilities:

1. Overseeing outreach efforts to communicate the purpose and benefits of funding.
2. Organizing board meeting logistics.
3. Fulfilling the duties of the primary executive officer stated above if the Chairperson is absent or otherwise unable to perform their duties.

## **D. Treasurer**

The Treasurer shall serve as the primary financial officer of the Board with the following responsibilities:

1. Creating a comprehensive annual budget for the Board, including administrative and allocation estimates in collaboration with the SORF Advisor, Chairperson, and Vice Chairperson.
2. Reconciling expenses on a monthly basis.
3. Sending out a monthly report to the board regarding the financial state of affairs.

## **E. Secretary**

The Secretary shall serve as the primary communications officer of the Board with the following responsibilities:

1. Providing swift communication with treasurers regarding the status of their funding requests after board meetings.
2. Working with the rest of the Board to provide excellent service to RSOs during office hours.
3. The Secretary shall work with the Chairperson and SORF Advisor in order to facilitate, accurately record, and publish the proceedings of the Board.

## **F. General Officer Responsibilities**

1. Each officer is responsible for meeting with the SORF Advisor on a reoccurring basis.
2. Review SORF Funding applications as assigned by the SORF Chairperson
3. Attend all SORF Board Meetings
  - i. If unable to attend, notify the SORF Chair who will proxy for the respective board member..
4. Serve on subcommittees as directed by the SORF Officers
5. Check and respond to SORF service level email accounts within forty-eight hours.

## **G. Officer Removal**

Officers of the Board may be removed for good cause by a 2/3 vote of the remainder of the Board.

1. The Advisor shall convene a meeting of the Board within three (3) business days, and no sooner than one (1) business day, for the purpose of discussion and vote on the removal of the officer upon receipt of a petition of at least five Board Members.
2. The officer in question shall be provided with a copy of the petition, and date/time of the meeting at least one business day before it occurs.
3. The Chairperson shall preside over the hearing pertaining to removal of officer in question.
  - i. In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall preside over the hearing.
  - ii. In the event of a vacancy in the office of Vice Chairperson, an election shall be held as soon as practical.

## **Section 2. Board Employees**

- A. The Board may choose to hire student employees as deemed necessary.

- B. The Board shall post all positions in a public forum.

### **Section 3. Board Advisor**

- A. The Board shall have an Advisor, appointed by the Director of Student Engagement or their designee.
- B. The Advisor shall work with the officers and other SORF staff to facilitate the daily operation of the Board, as well as provide advice to Board members and to the Board as a whole.

The SORF Advisor will meet with the Board Officers weekly.

### **Section 4. Finances**

- A. Budget:

A budget shall be created to guide the Board on financial decision throughout the year.

The budget shall be aligned with the University fiscal year beginning on July 1 and ending on June 30 each year.

- B. Financial Reconciliation:

All financial transaction shall be reconciled at the end of the month and against financial documents as produced by the University.

### **Section 5. Subcommittees**

- A. The Board may establish subcommittees, as deemed necessary, to investigate policy changes and to explore resolutions with Registered Student Organizations that require accommodations on a case-by-case basis.

1. A subcommittee shall be led by one of the following individuals: Chairperson, Vice Chairperson, Secretary, or Treasurer.
2. A subcommittee shall consist of the Board members raising the question or concern which the subcommittee will address and at least one additional student Board member.
3. All subcommittees shall form no later than two weeks after the initial question or concern is raised and shall dissolve two (2) weeks after the committee provides a final recommendation to the full Board.

## **Article IV Governance**

### **Section 1. Regular & Special Meetings**

- A. The Board shall establish a regular meeting time as necessary for the Board's affairs.
  1. Agendas for all regularly scheduled meetings shall include time for Registered Student Organizations to address the Board.
- B. Special meetings may be called as needed by the Chairperson or upon the written request of three voting members of the Board. No meeting shall be called without seventy-two (72) hours' notice unless agreed upon by all voting members of the Board.
- C. Every effort shall be made to schedule meetings of the Board at the convenience of all voting members of the Board.
- D. Absence from special meetings shall not count towards a absences.
- E. All meetings shall be held at times and locations which are announced and open to the public.
  1. Detailed minutes shall be taken by the Secretary of all meetings in open session, which shall be approved by the Board and made public.

### **Section 2. Rules of Order**

- A. A quorum shall consist of two-thirds (2/3) of all non-vacant seats of Board members eligible to vote. Proxy votes approved by the Chairperson count towards quorum.
- B. Official Board votes shall be based on a count of those members present and voting.
- C. Any member of the Board who is a member or advisor of an organization requesting SORF funds or is affiliated with the activity for which money is being requested shall abstain from reviewing, commenting, debating, voting, motioning, or seconding as it relates to that request.
- D. A Board member may yield the floor to a non-Board member for the sole purpose of answering specific factual questions about the business at hand.
- E. The Chairperson shall serve as the initial Presiding Officer of all Board meetings. If the Chairperson is absent or

otherwise unable to act as Presiding Officer at any Board meeting, the line of succession is as follow regarding the role of presiding officer.

1. Vice Chairperson
  2. Treasurer
  3. Secretary
- F. If all aforementioned officers are absent or otherwise unable to act as Presiding Officer at any Board meeting, the Chairperson shall appoint a member of the Board to serve as Presiding Officer in their place.
- G. The Presiding Officer may only vote in the affirmative or negative in cases where such action would influence the outcome of the vote.
- H. The most current edition of Robert's Rules of Order shall be the official parliamentary authority of the SORF Board in all cases to which it is applicable and in which it does not conflict with the bylaws.

## **Article V**

### **Authorities & Fee Administration**

#### **Section 1. Policies & Procedures**

- A. A Any Registered Student Organization in good standing shall be eligible to apply for SORF funds and are entitled to an appeal of allocation decisions, so long as the appropriate requirements are met. For a Student Org to appeal, the Treasurer must submit the SORF Appeal Form located on the SORF Website within 48 hours of receiving notice of the Boards decision from the SORF Secretary.
1. An appeal can be granted if the Student Org Treasurer believes that that SORF Board incorrectly applied one, or more, of the SORF Funding Standards and Restrictions.
    - i. The following appeal requests will not be considered:
      1. Violation of SORF General Standard 8
      2. Violation of SORF General Standard 9
      3. Submitting the incorrect Application Type
      4. Insufficient or Incorrect Supporting Documentation
      5. Missing the SORF Application Deadline
  2. Should the SORF Board decide to uphold their original decision, a final appeal can be made to the Associate Vice Chancellor for Student Success, Inclusion, and Belonging.
- B. The application for SORF funds must be filed on the authorized form, including all required information, by the appropriate deadlines.
- C. Allocations shall be made during the Fall and Spring semesters by the SORF Board.
- D. The unspent SORF funds allocated to organizations shall revert to the SORF Board for reallocation after a time period set by a majority of the membership of the Board but never more than 60 days from the funded event/activity/stated purchase date. Any enacted time period shall remain in effect from year to year until amended by the Board.
- E. The Board shall have the right to set priorities for and percentages of funds allocated to categories of activities, programs and services.

#### **Section 2. Restrictions**

- A. No organization shall receive more than 2% of the SORF funds available in a year except in the circumstance of a contingency funding request or when overridden by the unanimous vote of all Board members present.

#### **Section 3. Recipients of SORF Allocations**

- A. All recipients of SORF allocations are responsible for:
1. Only using SORF funds for the purpose which they were allocated, unless an adjustment is approved.
- B. Expending and accounting for all SORF funds in a manner required by University and Board regulations.
- C. Promptly informing the Board of the cancellation of any activities for which funds have been allocated.

#### **Section 4. Policy Compliance**

- A. It is the responsibility of all Registered Student Organizations to read and understand all policies and procedures of the University, the Department of Student Engagement, the Division of Student Affairs, and the Board before applying for SORF funding.

- B. Organizations that receive SORF funding must follow all policies, procedures, and processes at all times. Those found to be in violation of any policy will be held responsible for return of any and all funds received during the time they were in violation of the policies.
- C. Any currently enrolled student at the University of Illinois at Urbana-Champaign may submit a complaint against an RSO for violating the SORF Standards & Restrictions and/or Bylaws utilizing the official process on the SORF website.
  - a. Complaints will be initially reviewed by the Chairperson and Advisor and then brought to the Board if it is determined to be a verified breach of the SORF Standards & Restrictions.
  - b. The SORF Boards decisions and sanctions related to all complaints will be submitted to the Vice Chancellor for Student Affairs prior to being communicated to the RSO in question.
- D. Any organization that attempts to defraud or mislead the Department of Student Engagement or the Board will be turned over to the Office of Student Conflict Resolution for review and could be held criminally liable for any funds received under false pretenses.
- E. The Board reserves the right to refuse funding if a Registered Student Organization does not communicate necessary information in a timely fashion, preventing the Board from making informed decisions.

### **Section 5. SORF Viewpoint Neutrality Policy**

- A. All Board members' decisions shall be made on a viewpoint-neutral basis.
- B. A decision made on a viewpoint-neutral basis is defined as one not considering the viewpoints being expressed by the recipient of the funds, and based entirely upon:
  - 1. Facts presented via e-mail correspondence with, conversations with, and presentations from representatives of the organization in question.
  - 2. Facts present in applications on file.
  - 3. Established SORF guidelines and procedures.
  - 4. Verifiable, factual information.

### **Section 6. Administrative Approval**

- A. Any changes to the bylaws, standards, and allocation recommendations shall require the approval of the Chancellor or their designee before going into effect.

## **Article VI Governing Documents**

### **Section 1. Amendments**

- A. Changes to the SORF Application, the SORF Board Bylaws, and the SORF Appeals process may be made by a 3/4 vote of all voting members at a regular or special meeting.
  - 1. Proposed changes to the SORF Bylaws shall be distributed to all members of the Board at least one calendar week before that meeting.

#### **B. Ratification and Revisions**

Ratified: November 16, 1979 by Vice Chancellor Stanley R. Levy

Revised: March 15, 1980  
 January 29, 1981  
 October 21, 1982  
 April 9, 1984  
 July 2, 1990  
 July 19, 1991  
 July 7, 1993  
 May 5, 1994  
 October 28, 1996  
 April 24, 1999  
 November 14, 2003  
 November 20, 2003

April 19, 2004

February 23, 2012

August 28, 2012

November 15, 2012

April 4, 2013

April 25, 2013

October 26, 2014

March 8, 2018

April 15, 2019

November 12, 2019

*April 30, 2020*

*April 28, 2022 by the Board. All previous versions are null and void.*