

# **Student Organization Appropriation Process (SOAP) Committee Constitution**

## **ARTICLE I - Name**

The name of this committee shall be the Student Organization Appropriation Process (SOAP) Committee.

## **ARTICLE II - Purpose**

The purpose of the SOAP Committee is to distribute funds from the General Activity Fee (GAF) account to registered student organizations at South Dakota Mines for each fiscal year. The fiscal year is defined as starting on July 1<sup>st</sup> and ending on June 30<sup>th</sup> of the following year. By the distribution of these funds, the SOAP Committee strives to provide the Student Association with the opportunity to participate in organizations that promote intellectual, social, and personal development of students as well as provide outlets for entertainment and recreational ventures. The SOAP Committee will adhere to BOR Policy 3.18 in its operations.

## **ARTICLE III - Membership**

### **Section 1 - SOAP Committee Members**

#### **A. Structure**

The SOAP Committee will be composed of both voting and non-voting members. Voting members may only be selected from those not specifically designated as non-voting members.

#### **B. Chairperson**

The SOAP Committee Chair shall be filled by the Chief Financial Officer as appointed by the Student Association Senate.

#### **C. Appointed Members**

The SOAP Committee must be filled with at least four appointed senators up to a maximum of six appointed senators. Members of the Student Association Senate Finance Committee will be the first to fill said positions, with any vacancies being filled by Student Association Senators as appointed by the Chairperson.

#### **D. Non-Voting Members**

The intent of non-voting members is to advise in their respective capacities and be witness to the proper functioning of the SOAP Committee.

##### **1. Non-voting members shall consist of the following:**

- a. Student Association President
- b. Student Association Vice President
- c. Business Office Representative
- d. Director of Student Engagement Office
- e. Dean of Students

### **Section 2 - Equal Opportunity**

- A. Membership of the SOAP Committee shall not be restricted due to race, sex, religion, color, national or ethnic origin, age, disability, military service or sexual orientation, in compliance with Federal law, including the provisions of Title IX of the education

Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

## ARTICLE IV - Member Responsibilities

### Section 1 - Eligibility

#### A. Membership

The membership of the SOAP Committee shall consist of registered students who have paid activity fees at South Dakota Mines. A registered student shall be defined as an enrolled student per South Dakota Board of Regents Policy section 2:8.3. All members are subject to the rules and regulations of the University.

#### B. Good Standing

Members of the SOAP Committee shall be in good academic and disciplinary standing as defined by the South Dakota Board of Regents and the University.

#### C. Fiscal Knowledge

Members of the SOAP Committee will be selected based off their knowledge of budgeting, fiscal planning, and fiscal responsibility, with preference being given to those have past experience on the Finance Committee.

### Section 2 - Powers

#### A. Chairperson

##### 1. Adherence to the Constitution

The Chairperson shall execute the provisions of this Constitution.

##### 2. Conduct Meetings

The Chairperson shall conduct and organize meetings.

##### 3. Advisory Capacity

The Chairperson may advise the SOAP Committee on funding decisions.

##### 4. Veto Power

a. In the event that a funding decision made by the SOAP Committee warrants a veto by the chair, the chair may do so.

i. Funding decisions that warrant a veto may include but are not limited to: favoring one organization over another for unjustifiable reasons, allocating large, unwarranted amounts of SOAP money to a single organization, or any decision that has been made in a way not adhering to the provisions of Article VII.

b. In the event that the Chairperson vetoes a decision made by the SOAP Committee the following procedure is followed:

i. The original allocation decision and the reasoning for the veto are presented to the non-voting members of the SOAP Committee.

ii. The non-voting members determine an appropriate course of action for the funding decision.

iii. The recommendations from the non-voting members are taken into consideration by the voting members and the decision is reevaluated accordingly.

## 5. Voting Power

- a. The Chairperson has voting power.

### B. Voting Members

#### 1. Allocation of SOAP monies

Voting members make allocation decisions based on the presentations and budget proposals of each respective organization or campus entity.

#### 2. Attendance

Voting members are required to attend all scheduled SOAP Committee meetings.

#### 3. Voting Power

Each voting member has a single vote.

### C. Non-Voting Members

#### 1. Veto Recommendations

Non-voting members consider vetoes made by the chairperson and evaluate the funding decision in question based on the criteria outlined in the SOAP Constitution. They then return recommendations to the voting members of the SOAP Committee.

#### 2. Attendance

Non-voting members are asked but not mandated to attend all scheduled SOAP Committee meetings.

#### 3. Voting Power

Non-voting members have no voting power.

## Section 3 - Length of term

### A. Termination of Term

SOAP Committee memberships will terminate after the Student Association Senate has approved a SOAP budget for the upcoming fiscal year.

## Section 4 - Vacancies

### A. Chairperson

In the event of a permanent vacancy of the Chairperson the member with the most amount of time served on the Finance Committee shall take precedence for filling the position. If no person has the most experience, then a new Chairperson will be selected from the remaining voting members by a majority vote of the voting members.

### B. Appointed Members

In the event where the SOAP Committee has fewer than the minimum of four appointed senators the Chairperson must fill the positions until the minimum is met. The Chairperson reserves the right to fill any appointed membership vacancies before the first SOAP Hearing is held.

## Section 5 - Recall and Impeachment

- A. The SOAP Committee, by a formal memorandum adopted by a two-thirds majority vote of the voting members of the SOAP Committee, may remove the Chairperson or any of the voting members.

1. Removal from the SOAP Committee shall be based on one or more of the following grounds:
  - a. Committing any act that is illegal, improper, or wrongful in conjunction with any policies set forth by Federal, State, or Local Law, Board of Regents, the University, and SOAP Constitution.
  - b. Misrepresentation of the University and SOAP Committee in front of any public entity.
  - c. Absences from more than three scheduled SOAP Committee meetings.
2. Formal request for removal of a position must be made to one of the non-voting members.
  - a. The purpose for requests being made to the non-voting members is to maintain an anonymous status of the originating party.
3. The non-voting members must deem the request appropriate and then present it to the SOAP Committee for consideration.
  - a. The defendant will be allowed a maximum of five minutes to state their reasons to repeal the proposed resolution.
  - b. Voting will take place in the absence of the defendant.
4. The removal of the SOAP Committee member will take place immediately after the vote is taken.

## ARTICLE V - Meetings

### Section 1 - General Meetings

The Chairperson shall exercise the power to announce meetings and preside over said meetings. Regular meetings will occur according to the fiscal year cycle, as deemed necessary by the Chairman.

### Section 2 - Funding Decision Meetings

Meetings held to determine final funding awards will be closed session.

### Section 3 - Quorum

Quorum shall be defined as 2/3 of voting members.

## ARTICLE VI - Funding Application Procedures

### Section 1 - Funding Methods

#### A. General SOAP Funding

General SOAP monies are appropriated for the operating budgets of organizations and campus entities for the fiscal year following the request.

#### B. Supplemental Funding

Supplemental Funding is funding available to organizations that have a need for additional funding. Supplemental Funding requests will be handled by the Finance Committee and are described in Article VIII Section 1.

### Section 2 - Funding eligibility

- A. Any organization wishing to receive funding from any of the available sources must be properly registered and not on organizational probation.

- B. Organizations must adhere to the funding eligibility requirements for each method of funding as defined in the following articles.

Section 3 - SOAP Deadlines

All dates pertaining to SOAP will be set by the Finance Committee and communicated no later than four weeks in advance of the SOAP workshops.

Section 4 - Call for SOAP applications

- A. Calls will be made by the Chairperson of the SOAP Committee no later than eight weeks from the application deadline.
- B. Calls will include the information applicable to SOAP including application deadlines, presentations and workshop dates, materials, changes, and other pertinent information as determined by the SOAP Committee.

Section 5 - Submission of SOAP application

- A. Applications must be submitted in their entirety by the stated deadline each fiscal year.
- B. Late submissions
  - 1. Applications submitted after the deadline must be approved by voting members of the SOAP Committee before consideration.
  - 2. All late applications will be subject to penalties deemed necessary by the SOAP Committee.

Section 6 - Notice of SOAP awards

- A. Notification of funding will occur at a minimum of three full weeks before the end of the spring semester.

## ARTICLE VII - Criteria for General SOAP Funding

Section 1 - Requirements

- A. All organizations must adhere to policies defined in the Board of Regents Policy 3:18.
- B. An official SOAP Application, including a proper and detailed budget signed by the organization's advisor must be filed in accordance with all policies stated on the application and those contained in the SOAP Constitution.
- C. Organizations must maintain an accurate record of expenditures to be used for budgeting purposes and to verify said purchases in cases where questions may arise. The Finance Committee is able to audit<sup>i</sup> and verify any expenditures and fundraising at any time. If information initially provided in the SOAP application is found to be incorrect or falsified, the organization is ineligible for general SOAP funding for the upcoming fiscal year.
- D. Contact information must be up-to-date with the Student Engagement Office.
- E. Organizations must be represented by at least one officer at one of the SOAP Workshops held each fall.
- F. Organizations must have at least 10 active members<sup>ii</sup>.
  - 1. If an organization has less than 10 active members but wishes to apply for SOAP funds, the organization may write a letter of request<sup>iii</sup> to the Finance Committee to

be considered for SOAP funds. Upon approval by the Finance Committee, the organization may proceed with all other funding requirements.

G. Additional requirements are based on the total request from the organization. Each category and its requirements are listed below. See Appendix A for a list of general requirements for each SOAP request range.

1. Requests between: \$0.01-\$999.99

a. Must fundraise<sup>iv</sup> 10% of the organization's total request and 10% of the required fundraised money must be monetary<sup>v</sup>.

2. Requests between: \$1,000.00-\$2,999.99

a. Must present to the SOAP Committee, highlighting the mission of the organization and the services it provides to South Dakota Mines. Additionally, the presentation should detail the current and proposed plans for the organization.

b. Must fundraise 15% of the organization's total request and 10% of the required fundraised money must be monetary.

3. Requests between: \$3,000.00-\$6,999.99

a. Must present to the SOAP Committee, highlighting the mission of the organization and the services it provides to South Dakota Mines. Additionally, the presentation should detail the current and proposed plans for the organization.

b. Must fundraise 20% of the organization's total request and 10% of the required fundraised money must be monetary.

c. Must submit fundraising receipts<sup>vi</sup> from the previously completed fiscal year<sup>vii</sup>.

4. Request between: \$7,000.00-\$9,999.99

a. Must present to the SOAP Committee, highlighting the mission of the organization and the services it provides to South Dakota Mines. Additionally, the presentation should detail the current and proposed plans for the organization.

b. Must fundraise 25% of the organization's total request and 10% of the required fundraised money must be monetary.

c. Must submit fundraising receipts from the previously completed fiscal year.

d. Submit proof of one community outreach event<sup>viii</sup> per academic year. Proof of event is a photo with summary of event and signature of the advisor.

5. Request between: \$10,000+

a. Must present to the SOAP Committee, highlighting the mission of the organization and the services it provides to South Dakota Mines. Additionally, the presentation should detail the current and proposed plans for the organization.

b. Must fundraise 40% of the organization's total request and 10% of the required fundraised money must be monetary.

c. Must submit fundraising receipts from the previously completed fiscal year.

- d. Submit proof of two community outreach events per academic year. Proof of event is a photo with a summary of event and signature of the advisor.
- e. If the organization receives \$10,000 or more, the organization's president and treasurer must meet with the Finance Committee during the fall semester of the fiscal year the allocation occurs. This meeting is to follow up with the organization and discuss how the SOAP funds will be spent. This meeting will be taken into consideration when allocating SOAP funds for the next fiscal year.

#### Section 2 - Restrictions for use of SOAP Funds

- A. SOAP funds may not be used for officer or individual salaries.
- B. SOAP funds may not be used to fund events that exclude any student from attending.
- C. SOAP funds may not be spent on individuals that are not current students of South Dakota Mines or alumni of South Dakota Mines for more than one year unless deemed acceptable by the Finance Committee. Exceptions may include funding events attended by non- South Dakota Mines persons that serve to provide community building or outreach.
- D. SOAP funds may not be used to purchase food, personal items, or items that facilitate fundraising unless the SOAP/Finance Committee has specifically approved these expenses for a student organization.

#### Section 3 - Restrictions for the allocation of SOAP Funds

- A. SOAP funds will not be allocated to events that involve sectarian ceremonies or exercises.
- B. SOAP funds will not be allocated to organizations that exclude membership from any students based on GPA or major.
- C. SOAP funds may be allocated for travel according to the rates set by the State of South Dakota Bureau of Administration Office of Fleet and Travel Management.
- D. SOAP funds may be allocated for food and personal items at the discretion of the SOAP/Finance Committee.

#### Section 4 - Priorities

The Student Association Senate's priorities in the funding of student organizations for the SOAP Allocation process shall be the following, in no particular order:

- A. Those that promote and support the current University Mission and Strategic Initiatives of South Dakota Mines.
- B. Those that aid in the educational experience of South Dakota Mines by encouraging learning outside the classroom.
- C. Those that provide a continual service to the students of South Dakota Mines.
- D. Those that promote interaction between South Dakota Mines and the Rapid City community through outreach programs and events.
- E. Those that work to further international and ethnic relations within South Dakota Mines.
- F. Those that utilize the location of South Dakota Mines as being in the Black Hills by making recreational and competitive activities available.

#### Section 5 - Allocation Decisions

- A. Methodology

1. Organizations will be evaluated based upon the accuracy of their budgets and how their budgets are used in the actual expenditures of allocated monies.
2. Organizations will be evaluated based upon their fundraising efforts, and the success of these efforts.
3. Presentations will be used as a tool of validating the expenditures included in the proposed budget and in validating the usefulness of the organization in regard to the university.
4. The history of an organization will be taken into consideration during deliberations.
5. Any organization that does not utilize 75% or greater of the allocated funds for the previous fiscal year will be subject to penalties unless extenuating circumstances are presented to the Finance Committee and deemed valid.
6. If the total request for funding of all recognized organizations exceeds the amount of available SOAP Funds, additional budget cuts will take place during the allocation process.

B. Rights of the SOAP Committee

1. The SOAP Committee reserves the right to allocate all, part, or none of the available monies.
2. The SOAP Committee reserves the right to deny any request, with justification provided to the club.
3. If an organization fails to meet any of the requirements listed in this constitution, the organization will be ineligible for SOAP funds for the fiscal year the application states.

## ARTICLE VIII - Supplemental Funding

Supplemental Funding is available to organizations that did not apply for general SOAP funding, or to organizations that have unforeseen or extenuating circumstances that require additional funding. The Student Association Senate and Finance Committee reserve the right to deny any funding request. If a funding request is denied the Finance Committee will provide justification to the organization.

### Section 1 - Supplemental Funding Requests

A. Requirements

1. Must be a recognized student organization meeting all SOAP eligibility requirements as found in Article VI, Section 1.
2. A supplemental application must be filled out and submitted to the Student Association Senate CFO. A funding application must be discussed in a Finance Committee meeting before being introduced as a resolution in a full Student Association Senate meeting.
3. Must provide proof that the current budget prohibits funding for event or activity that the request will be applied to.

B. Restrictions

1. The number of requests for supplemental funds may not exceed two in any given fiscal year.
2. Organizations cannot receive more than \$5000 in Supplemental Funding in any two consecutive fiscal years.

- a. An exception to this may be made by a 3/4 vote of the Student Association Senate.
- 3. If an organization did not receive general SOAP funding in both the current fiscal year and the previous fiscal year, the organization will be limited to only one allocation until the organization receives general SOAP funding.
  - a. This allocation will be limited to a maximum of \$750.
- 4. The request and allocation must follow the restrictions described in Article VII Section 2.
- C. Allocation Decisions
  - 1. Allocation decisions will be made using the same criteria as allocation decisions for General SOAP funding.
  - 2. All allocations will be subject to a majority Student Association approval of the request.
  - 3. The Student Association and by extension, the Finance Committee, reserves the right to allocate all, part, or none of the requested monies.

## ARTICLE IX - Funding Approval

- A. Final SOAP Allocations must be approved by a majority vote of the Student Association Senate.
- B. If the SOAP budget is not approved the SOAP Committee must reevaluate SOAP allocations and present an updated budget for approval at the following Student Association Senate Meeting.

## ARTICLE X - Grievance Policy

Any person or organization that believes that the policies and regulations outlined in this constitution have not been properly followed in the allocation of monies, may file claim with the Student Association President and present to the Student Association Senate.

- A. Grievances must be submitted to the Student Association President 7 calendar days before the meeting of Student Association Senate in which the aggrieved party wishes to raise their case.
- B. Grievance must be submitted within 14 calendar days after the events that caused the grievance have occurred.
- C. The submittal of grievances will be via written document, in the form of a memorandum.
- D. Final decisions involving grievances will be delivered by the Student Association Senate by way of majority vote.

## ARTICLE XI - General Article

In the case of discrepancies or lack of clarity in the above articles, the Finance Committee will resolve the issue at their discretion, followed by a 2/3 confirmation by the Student Association Senate.

## ARTICLE XII - Amendments

The Student Association Senate shall approve amendments to this constitution by a 2/3 majority vote.

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<sup>i</sup> **Audit**-The process of inspecting an organization's finances including accounts, expenditures, and fundraising.

<sup>ii</sup> **Active Members**- A member that attends majority of the organization's meetings and activities.

<sup>iii</sup> **Letter of Request**-A written statement or paragraph from the organization to the Finance Committee detailing why they should be eligible for SOAP funds.

<sup>iv</sup> **Fundraise**-Any monetary or material gain (i.e. donations, events which the organization gains money or services etc.). Any materials donated will be counted as fundraising with a picture of the material, brief description of the material, company or person that donated the material, estimated monetary gain, and signature of the advisor.

<sup>v</sup> **Monetary Fundraising**-Physical money that is fundraised by the efforts of the organization (i.e. bake sale, letters sent to companies asking for monetary donations, civic center fundraisers etc).

<sup>vi</sup> **Fundraising Receipts**-Statements from the organization's foundation or agency accounts indicating a monetary gain.

<sup>vii</sup> **Previously Completed Fiscal Year**-i.e. If the current fiscal year is 2019, then the previously completed fiscal year would be fiscal year 2018.

<sup>viii</sup> **Community Outreach Event**-Any event where an organization volunteers without any compensation in the Rapid City Community.

## Appendix A: SOAP Requirements

A general list of requirements for each amount of SOAP funds requested.

<b>Request: \$0.01-\$999.99</b>	SOAP Workshops
	Submit Budget
	Submit Application
	Advisor Signature
	Fundraise 10% (10% Monetary)
<b>Request: \$1,000.00-\$2,999.99</b>	SOAP Workshops
	Submit Budget
	Submit Application
	Advisor Signature
	SOAP Hearings
	Fundraise 15% (10% Monetary)
<b>Request: \$3,000.00-\$6,999.99</b>	SOAP Workshops
	Submit Budget
	Submit Application
	Advisor Signature
	SOAP Hearings
	Submit Fundraising Receipts
	Fundraise 20% (10% Monetary)
<b>Request: \$7,000.00-\$9,999.99</b>	SOAP Workshops
	Submit Budget
	Submit Application
	Advisor Signature
	SOAP Hearings
	Submit Fundraising Receipts
	One Community Outreach Event per Academic Year
	Fundraise 25% (10% Monetary)
<b>Request: \$10,000.00+</b>	SOAP Workshops
	Submit Budget
	Submit Application
	Advisor Signature
	SOAP Hearings
	Submit Fundraising Receipts
	One Community Outreach Event per Semester
	Fundraise 40% (10% Monetary)

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## Appendix B: SOAP Constitution Updates

Update 4/17/2019: Added the new SOAP Requirements drafted by the SOAP Constitution Committee.

Update 9/16/2020: Added SARE funding section.

Update 10/21/2020: Added school rebrand and other various name changes/clarifications, increased SOAP Committee membership to include two more appointed senators as voting members and Senate VP as a non-voting member, clarified when SOAP Committee memberships terminate, clarified Chairperson's power to fill appointed senator vacancies on the SOAP Committee, changed requirements for turning in a supplemental application, and clarified actions SOAP Committee must take if Senate vetoes a budget.

Update 4/7/2021: Removed SARE funding section in accordance with the Sunset Clause. Added SOAP funding for food and personal items at the discretion of the SOAP/Finance Committee. Clarified that travel rates used for allocations are derived from the State of South Dakota Bureau of Administration Office of Fleet and Travel Management.