



The Constitution of Student Organization Allocation Council (SOAC)

WHEREAS A GRANT, *legally authorized by the Board of Regents of the University of Michigan System for use by Recognised Student Organizations (RSOs) of the University of Michigan-Dearborn, will be funded by all students, whether or not they benefit individually from the use of said grant, through a mandatory student fee;*

WHEREAS THE MANDATORY NATURE OF SAID STUDENT FEE *places a great obligation on its trustees and benefiting RSOs to meet or exceed any regulation stipulated by federal, state, local, university system, or university authorities;*

STUDENT ORGANIZATION ALLOCATION COUNCIL (SOAC) IS THEREFORE ESTABLISHED *to enhance student life through support of student programming and services, which complement the academic experience and support the mission of the University of Michigan-Dearborn, and to provide the students of the University of Michigan-Dearborn with a broad and diverse co-curricular student experience;*

AND FOR THESE SERVICES OUTLINED, *SOAC is determined to practice tolerance, to not utilize hazing as a method of determining fitness of membership at any time during a member's tenure or onboarding, and to not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status, as well as political affiliation,*
AND IS ORDERED TO BE THE SOLE MANAGING TRUSTEES OF SAID GRANT.

CREATED: 12 SEPTEMBER 2019

REWRITTEN: 22 DECEMBER 2025

LAST AUDIT (INTERNAL OR EXTERNAL): 22 DECEMBER 2025

1. MATTERS FUNDAMENTAL.

1.1. **Membership Defined. (AS OF 22 DECEMBER 2025)**

- 1.1.1. SOAC is composed of up to ten (10) officers: Chair, Vice Chair, Fraternity and Sorority Life Category Representative, Health and Wellness Category Representative, Hobbies and Recreational Category Representative, Professional and Honorary Category Representative, Academic Category Representative, Diversity, Equity, and Inclusion Category Representative, Social Activism and Civic Engagement Category Representative, and Secretary. No member may hold concurrent positions except the Secretary.
- 1.1.2. An SOAC advisor is employed through, appointed by, and/or dismissed by, the Office of Student Life. The Advisor is a member of SOAC *ex-officio*. The Advisor may serve for their continuous employment at the University of Michigan-Dearborn. A new Advisor will be appointed within seven (7) academic days after dismissal by the Office of Student Life or resignation.
- 1.1.3. An officer must be enrolled in at least six (6) credits if an undergraduate student at the University of Michigan-Dearborn, and four (4) credits if a graduate student at the University of Michigan-Dearborn.
- 1.1.4. An officer must hold a minimum 2.50 overall GPA with no non-academic code of conduct violations. Should a member cease to meet the above academic requirements, said member will be removed.
- 1.1.5. An officer must be available during the weekly scheduled meeting times. Exceptions are confirmed by a majority vote of confidence.
- 1.1.6. An officer must be up-to-date on FUEL training and onboarded by SOAC within thirty (30) academic days after the member's first day.
- 1.1.7. An officer joins by appointment, which may occur at any time of the year. All appointments are confirmed by a majority vote of confidence. Pending a confirmation vote, an appointee acts as an interim member.
- 1.1.8. A Category Representative must be an active member of an RSO or SSO within the category they are appointed to represent at the time of appointment and throughout their tenure. Failure to maintain active membership may result in removal in accordance with SOAC removal procedures.

1.2. Same; Voting. (AS OF 22 DECEMBER 2025)

- 1.2.1. A Category Representative casts one vote in any voting matter. This vote is not cumulative.
- 1.2.2. The Vice Chair casts one vote in any voting matter. This vote is not cumulative.
- 1.2.3. The Chair casts a tie-breaking vote on any voting matter which results in a tie. The Chair's vote does not count towards quorum.
- 1.2.4. An interim member may cast one vote, if granted permission by the Chair.
- 1.2.5. If any member is also a member of a requesting organization or a co-sponsoring organization, they must abstain from voting.
- 1.2.6. A majority vote is needed to carry any motion.

1.3. Same; Terms and Resignation. (AS OF 22 DECEMBER 2025)

- 1.3.1. The Chair and Vice Chair are appointed, and may be re-appointed, every academic year.
- 1.3.2. The Category Representatives are appointed by the SOAC at the conclusion of a standard application and interviewing process.
- 1.3.3. An officer serves for the duration of their continuous enrollment at the University of Michigan-Dearborn.
- 1.3.4. The Chair may resign by written notice to all current members in SOAC and its Advisor.
- 1.3.5. The Vice Chair may resign by written notice to the Chair and the SOAC Advisor.
- 1.3.6. The Category Representatives may resign by written notice to the Chair and the SOAC Advisor.

- 1.3.7. The Advisor may resign by written notice to SOAC and to the Director of the Office of Student Life.
- 1.3.8. Written notice is issued in writing or typed, accompanied by the relevant signature(s), or by email. Texts, social media direct messages, and screenshots, do not count as written notice.
- 1.3.9. All resignations are immediate unless otherwise noted in a written notice by the resigner.

1.4. Same; Removal, Appeal, and Reinstatement. (AS OF 22 DECEMBER 2025)

- 1.4.1. During a meeting, any member, including the Chair, may move for the removal of another officer for neglect of duty, malfeasance, and/or other improper conduct that impacts the function or credibility of SOAC.
 - 1.4.2. A removal vote requires a two-thirds ($\frac{2}{3}$) supermajority vote, excluding the officer facing removal.
 - 1.4.3. A removal is immediate following a successful vote. A removed member may appeal their removal.
 - 1.4.4. A removed officer is only reinstated by the appointment process outlined above.
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2. MATTERS POSITIONAL.

2.1. **Chair Defined. (AS OF 22 DECEMBER 2025)**

- 2.1.1. The Chair is nominated by the unanimous consent of the Student Government President, the Advisor, and the previous Chair or the previous Vice Chair. After nomination, the Chair is appointed by SOAC by a vote of confidence by all current officers.
- 2.1.2. The Chair may be the presiding officer (President) or finance-managing officer (Treasurer) of any RSO or SSO. If appointed, the Chair must publicly disclose they are a presiding officer or finance-managing officer of an RSO or SSO with the following italicized text, in no less than twelve-point, on VictorsLink and in their email signatures sent on behalf of SOAC: “Per SOAC’s Constitution, I am required to publicly disclose that, in addition to being the Chair of SOAC, I am the presiding officer or finance-managing officer of an RSO or SSO”.

2.2. **Same; Duties. (AS OF 22 DECEMBER 2025)**

- 2.2.1. The Chair oversees SOAC operations.
- 2.2.2. The Chair conducts, or will appoint someone to conduct, all meetings.
- 2.2.3. The Chair serves as the liaison between the Office of Student Life, student organizations, and SOAC.
- 2.2.4. The Chair sets the agenda for meetings and ensures that all agenda items are covered.
- 2.2.5. The Chair fills all open positions by initiating an application and interview process with the Advisor.
- 2.2.6. The Chair helps process follow-up forms.
- 2.2.7. The Chair and the Advisor ensures the Office of Student Life Financial Specialist transfers funds in a reasonable timeframe.
- 2.2.8. The Chair evaluates if a decision or policy should be placed into review.

2.3. **Vice Chair Defined. (AS OF 22 DECEMBER 2025)**

- 2.3.1. The Vice Chair may not be a Category Representative.
- 2.3.2. The Vice Chair will not be the presiding officer or finance-managing officer of any RSO or SSO without the consent of the Chair.

2.4. **Same; Duties. (AS OF 22 DECEMBER 2025)**

- 2.4.1. The Vice Chair assists the Chair in overseeing SOAC operations.
- 2.4.2. The Vice Chair takes the place of the Chair if the Chair is temporarily unavailable.
- 2.4.3. The Vice Chair ensures that Category Representatives and the Secretary are fulfilling their duties by requesting updates and verifying the completion of tasks by accessing the SOAC Google Drive.
- 2.4.4. The Vice Chair maintains the SOAC public webpage.
- 2.4.5. The Vice Chair helps process follow-up forms.
- 2.4.6. The Vice Chair may either perform RSO outreach through open office hours or by-appointment office hours. Said office hours may be online or in-person.

2.5. **Category Representative Defined. (AS OF 22 DECEMBER 2025)**

- 2.5.1. A Category Representative must be an active member of an RSO or SSO within the category they are nominated to represent or must have other relevant experience that makes them a good fit for the role.
- 2.5.2. A Category Representative cannot be the presiding officer or finance-managing officer of any RSO or SSO without the consent of the Chair.

2.6. Same; Duties. (AS OF 22 DECEMBER 2025)

- 2.6.1. A Category Representative is the contact for organizations that fall under their category.
- 2.6.2. A Category Representative will maintain a firm understanding of all policies pertaining to SOAC operations.
- 2.6.3. A Category Representative reviews all funding form submissions for student organizations under their category.
- 2.6.4. A Category Representative may either perform RSO outreach through open office hours or by-appointment office hours. Said office hours may be online or in-person.

2.7. Secretary Defined. (AS OF 22 DECEMBER 2025)

- 2.7.1. The Secretary may also be a Category Representative.
- 2.7.2. If the Secretary is absent from a meeting, the Chair may appoint a replacement for that meeting.

2.8. Same; Duties. (AS OF 22 DECEMBER 2025)

- 2.8.1. The Secretary takes meeting minutes.
 - 2.8.2. The Secretary maintains attendance records.
 - 2.8.3. The Secretary is the chief recordkeeping officer of any and all files and documents.
 - 2.8.4. The Secretary is informed of any category changes and new organizations.
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3. MATTERS OPERATIONAL.

3.1. Meetings Defined. (AS OF 22 DECEMBER 2025)

- 3.1.1. All officers are required to attend regularly scheduled meetings.
- 3.1.2. All officers must be present for at least half ($\frac{1}{2}$) of the meeting to be marked present.
- 3.1.3. Quorum is a majority of voting members. This includes both sitting and interim members.
- 3.1.4. All meetings are public, and RSOs are welcome to attend and present requests at meetings.
- 3.1.5. The latest edition of [Robert's Rules of Order Newly Revised](#) is the sole resource on parliamentary procedure when not in contradiction with the Constitution of SOAC.

3.2. Attendance. (AS OF 22 DECEMBER 2025)

- 3.2.1. Absences may be categorized as either excused or unexcused based on a two-thirds ($\frac{2}{3}$) supermajority vote.
- 3.2.2. An officer may be excused for extenuating circumstances, such as illness, that prevent them from attending the meeting. In such cases, written notice must be submitted to the Chair, Vice Chair, and/or Advisor at least twenty-four (24) hours before the meeting.
- 3.2.3. An officer may not be excused if sufficient written notice is not provided, or if the officer exceeds two (2) absences in a semester. If an officer accumulates more than two (2) unexcused absences, a meeting will be scheduled with the officer, the Chair, and the Advisor.
- 3.2.4. Exceptions may be granted on a case-by-case basis by a two-thirds ($\frac{2}{3}$) supermajority vote. An excused absence can only be granted if written notice is provided to the Chair, Vice Chair, and/or Advisor in advance.

3.3. LBSA Defined. (AS OF 22 DECEMBER 2025)

- 3.3.1. The positions which qualify for a service award are Chair, Vice Chair, Fraternity and Sorority Life Category Representative, Health and Wellness Category Representative, Hobbies and Recreational Category Representative, Professional and Honorary Category Representative, Academic Category Representative, Diversity, Equity, and Inclusion Category Representative, and Social Activism and Civic Engagement Category Representative.
- 3.3.2. All positions which qualify for a service award will receive a service award according to the Leadership and Best Service Award policy and approval through the Leadership and Best Service Award Steering Committee.

3.4. Budget Defined. (AS OF 22 DECEMBER 2025)

- 3.4.1. SOAC will receive a budget from the grant it is provided. Said budget will fund service awards in full, if warranted, and additionally no more than \$2000.00 of programming funding per fiscal year per organization.
- 3.4.2. No more than \$300.00 of the \$2000.00 above may be used for merchandise and promotional items.
- 3.4.3. No more than \$500.00 of the \$2000.00 above may be used for team building exercises.
- 3.4.4. SOAC may fund its own off-campus events.

3.5. Review Defined. (AS OF 22 DECEMBER 2025)

- 3.5.1. If a vote is not in accordance with the rules of the University of Michigan-Dearborn, the Office of Student Life, or SOAC, the Chair may place a vote under review, placing the vote on hold.
- 3.5.2. The Chair and Advisor jointly either approve, thereby making the outcome of the vote binding, or deny the vote, rendering the outcome of the vote null and void. This process is final and binding.

3.6. Amendment and Constitutional Review Defined. (AS OF 22 DECEMBER 2025)

- 3.6.1. The Constitution of SOAC may be amended by a two-thirds ($\frac{2}{3}$) supermajority vote, with amendments effective immediately.
 - 3.6.2. The Constitution of SOAC will be submitted to mandatory review by the Office of Student Life once every three (3) years.
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