



The Policies and Procedures of Student Organization Allocation Council (SOACPP)

STUDENT ORGANIZATION ALLOCATION COUNCIL (SOAC) serves 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 serves to provide the students of the University of Michigan-Dearborn with a broad and diverse co-curricular student experience;

AS A MEANS OF PROMOTING THIS MISSION, SOAC provides support and funding to student organizations to produce programs that contribute to said student organization's advancement;

ADDITIONALLY, SOAC is determined to practice tolerance 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;

THESE POLICIES AND PROCEDURES ESTABLISH A BASIS for student organizations to request funding and to ensure the use of funds for academic, professional, and recreational enhancements to the student organizations, student body, and campus of the University of Michigan Dearborn.

LAST AUDIT (INTERNAL OR EXTERNAL): 2/16/2026

1. RULES OF CONSTRUCTION.

1.1. **Eligibility for RSO and SSO Funding Defined. (AS OF 16 FEBRUARY 2026)**

- 1.1.1. Registered Student Organizations (RSOs) AND Sponsored Student Organizations (SSOs) may apply for funding. The Office of Student Life (OSL) must acknowledge an RSO and/or an SSO for it to apply for funding.
- 1.1.2. Sponsored Student Organizations (SSOs) may apply for funding based on F (funding)= 2000 (eligible amount)– (a (funding allocated by sponsoring department) + $\frac{p \text{ (beginning balance)}}{4}$), where F is the amount of funding an SSO may receive in a fiscal year from SOAC, a is the SSO's allocation from their sponsoring department for the current fiscal year, and p is the principal in all of said SSO's accounts as of 30 June of the previous fiscal year. Documented proof for a and p must be provided by the SSO's sponsoring department. OSL must acknowledge an SSO for it to apply for funding.
- 1.1.3. Any RSO that becomes an SSO during a fiscal year will have any allocations from SOAC during the current fiscal year added to a .
- 1.1.4. If F is less than or equal to zero, then an SSO is ineligible for funding from SOAC.
- 1.1.5. An RSO or SSO's presiding officer and finance-managing officer must be up-to-date on FUEL training to be eligible to apply.
- 1.1.6. An RSO or SSO must be in good standing with OSL to apply for funding. Having a deficit account balance voids eligibility for funding.

1.2. **Accountability Defined. (AS OF 16 FEBRUARY 2026)**

- 1.2.1. SOAC funds programs, not student organizations. Approval of programming funding, therefore, does not constitute financial support for RSOs nor qualifying SSOs.
- 1.2.2. RSOs and SSOs are held accountable by SOAC and the entire student body of the University of Michigan-Dearborn for the appropriate use of funds.
- 1.2.3. An RSO or SSO that fails to comply with The Policies and Procedures of SOAC may be fined and/or denied future funding

1.3. **Amendments Defined. (AS OF 16 FEBRUARY 2026)**

- 1.3.1. The Policies and Procedures of SOAC may be amended by a two-thirds ($\frac{2}{3}$) supermajority vote of SOAC.
 - 1.3.2. All pending forms are evaluated on The Policies and Procedures of SOAC at the time of submission.
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2. RULES OF FUNDING.

2.1. **RSO Funding Defined. (AS OF 16 FEBRUARY 2026)**

2.1.1. RSO funding requests for the current fiscal year are available between 1 July and 15 June. All funding requests made after 15 June of the current fiscal year will come from said RSO's or qualifying SSO's available funding for the following fiscal year.

2.1.2. RSOs have an eligible funding maximum of \$2,000.00 in a given fiscal year. Said funding must be used in the fiscal year it was granted, beginning 1 July and ending 30 June.

2.2. **SSO Funding Defined (AS OF 16 FEBRUARY 2026)**

2.2.1. Qualifying SSO funding requests for the current fiscal year are available between 1 July and 15 June. All funding requests made after 15 June of the current fiscal year will come from said RSO's or qualifying SSO's available funding for the following fiscal year.

2.2.2. Qualifying SSOs have a funding maximum of *F* in a given fiscal year. Said funding must be used in the fiscal year it was granted, beginning 1 July and ending 15 June.

2.3. **Same; Additional RSO and SSO Funding Defined. (AS OF 16 FEBRUARY 2026)**

2.3.1. Out of the eligible funding maximum of \$2,000.00 in a given fiscal year, Registered Student Organizations (RSOs) and qualifying Sponsored Student Organizations (SSOs) may request operational funding through a separate operational expenses form, with a maximum allocation of \$500.00 per fiscal year (effective September 1, 2026).

2.3.2. Operational items are defined as reusable items that support the ongoing, day-to-day operations of an organization. Purchased operational items must be retained by the organization and reused across multiple programs or semesters.

2.3.3. Organization dues, membership fees, league fees, subscriptions, monthly/annual bills, and tax fees cannot be funded.

2.3.4. Out of the eligible funding maximum of \$2,000.00 in a given fiscal year, RSOs and qualifying SSOs have an eligible funding maximum for promotional items of \$300.00 in a given fiscal year. Promotional items include any items with RSO and qualifying SSO branding. Promotional items must have the name of their RSO and qualifying SSO on them. Fraternity and Sorority RSOs and qualifying SSOs are exempt from name requirement. Promotional items must be given, free of cost, to any student who requests said promotional item. Promotional items exclusively for officers/advisors are not funded by SOAC.

2.3.5. Out of the eligible funding maximum of \$2000.00 in a given fiscal year, RSOs and qualifying SSOs have a funding maximum for travel funding to \$1000.00 in a given fiscal year.

2.3.6. Travel funding is no more than twenty percent (20%) of the entire grant in a given fiscal year. If this limit is met, travel funding is suspended for the rest of that given fiscal year.

2.3.7. RSOs alone who have successfully hosted programs in the immediately preceding Fall term may be granted an additional \$1,000.00 in funding during the Winter term of a given fiscal year, for a total funding maximum of \$3,000.00 in a given fiscal year.

2.3.8. RSOs and qualifying SSOs may apply for additional funding at an SOAC meeting only, approved by a majority vote. The additional funding amount must be specified. A contact from the RSO or qualifying SSO must be present during this vote.

2.3.9. RSOs and qualifying SSOs may only have one approval of additional funding in a given fiscal year.

2.4. Same; Start-Up RSO and SSO Funding Defined. (AS OF 16 FEBRUARY 2026)

- 2.4.1. RSOs and qualifying SSOs newly recognized within a semester by OSL may apply for start-up funding of \$250.00 in a given fiscal year. This start-up funding is in addition to the funding maximum of \$2000.00 in a given fiscal year.
- 2.4.2. Start-up funding may be used on programs, promotional items, operational items and travel.

2.5. Funding Restrictions Defined. (AS OF 16 FEBRUARY 2026)

- 2.5.1. RSOs and qualifying SSOs may not use their funding maximum on alcoholic beverages, drugs, gifts, prizes, recurring service billings, capital expenses, financial loans, existing debts, supporting or opposing any particular government official, political party, or political candidate, payment for services/products sold by corporate partners, any programs or any operational items for programs where UM-Dearborn students are required to pay to participate, or corporate recruitment. Programs with a corporate representative present may be funded so long as said corporate representative's objective is not to recruit people to their specific organization or to make a profit for the company through the sale of their items.
 - 2.5.2. RSO and qualifying SSO programs must be free and open to all students in order to receive funding.
 - 2.5.3. RSOs may request donations during a program if all marketing material states, verbatim, "Donations are not required to participate, but are politely requested" in at least 12 point font, with color and font matching surrounding text, and located spanning the width of the marketing material.
 - 2.5.4. RSOs and qualifying SSOs may make their program ticketed if all marketing material states, verbatim, "Free tickets are available for any and all UM-Dearborn students" in at least 12 point font, with color and font matching surrounding text, and located either spanning the width of the marketing material or bordering ticket prices.
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3. RULES OF APPLICATION.

3.1. **Applications Defined. (AS OF 16 FEBRUARY 2026)**

- 3.1.1. RSOs and qualifying SSOs may apply for funding as often as desired throughout a given fiscal year.
- 3.1.2. RSOs and qualifying SSOs must submit any funding applications at least seven (7) academic days prior to the program taking place.
- 3.1.3. Category Representatives may approve funding requests of less than \$200.00 from RSOs and qualifying SSOs within their category unilaterally.
- 3.1.4. SOAC votes on all funding requests at or exceeding \$200.00 at their weekly meetings. SOAC requires funding applications to be completed in advance of the meeting where they are to be approved. Meetings are not required for SOAC decision-making processes for event funding requests.
- 3.1.5. All programs, excluding travel, must have posted advertisements at several locations on campus that are clearly visible to the public, and/or public posts by public social media accounts on the internet at least five (5) academic days prior to the program taking place. Once program funding is approved, any and all program marketing materials must include the SOAC logo. RSOs and qualifying SSOs failing to include the SOAC logo on program marketing materials will be fined \$50.00 from the remainder of their approved funding maximum. Proof of posting such advertisements must be provided. For internet posts, screenshots must include time of posting and proof it was posted by a public social media account.
- 3.1.6. All funding request forms must be available on the SOAC public webpage.
- 3.1.7. RSOs and qualifying SSOs must fill out funding request forms and Follow Up Forms completely with all required information to be considered.
- 3.1.8. RSOs and qualifying SSOs may not fund programs retroactively.
- 3.1.9. SOAC may rescind funding any time after approval should violations of the Policies and Procedures SOAC be discovered.
- 3.1.10. Any SOAC member may request an RSO contact attend a weekly meeting to ensure said RSO's program aligns with The Policies and Procedures of SOAC, and answer any further questions concerning their program.

3.2. **Same; One Time Pass Defined. (AS OF 16 FEBRUARY 2026)**

- 3.2.1. Every RSO and qualifying SSO has one (1) One Time Pass to be used at SOAC's discretion during a given fiscal year.
- 3.2.2. Any time any funding request or Follow-Up Form is submitted late, an RSO's or qualifying SSO's One Time Pass may be used to absolve the RSO and qualifying SSO of any consequences.
- 3.2.3. If an RSO or qualifying SSO has used their One Time Pass, a Follow-Up Form from the current fiscal year may have its requirement to be submitted within the semester of the fiscal year in which the event or merchandise took place waived by a two-thirds ($\frac{2}{3}$) supermajority vote.
- 3.2.4. The One Time Pass may not forgive a deficit account balance, nor forgive multiple forms at once.

3.3. **Program Funding Defined. (AS OF 16 FEBRUARY 2026)**

- 3.3.1. RSOs and qualifying SSOs may fill out the Funding Application Form to apply for funding, not to exceed \$3000.00 in a given fiscal year.
- 3.3.2. The program must occur on the University of Michigan-Dearborn campus.
- 3.3.3. Program funding may cover programs like mixers, socials, guest lectures, general body meetings, or other programs open to all members of the student body.

3.4. **Same; Co-Sponsorship Defined. (AS OF 16 FEBRUARY 2026)**

- 3.4.1. RSOs and qualifying SSOs may fill out the Co-Sponsorship Program Application to apply for program funding, not to exceed \$3000.00 in a given fiscal year, as an RSO or qualifying SSO hosting a co-

sponsored program.

- 3.4.2. RSOs and qualifying SSOs may fill out the Co-Sponsorship Authorization Form to apply for program funding, not to exceed \$3000.00 in a given fiscal year, as an RSO or qualifying SSO co-sponsoring a co-sponsored program (i.e., contributing funding to a hosting RSO's or qualifying SSO's program). This form may be filled out by any contact within a co-sponsoring RSO or SSO. This form must be completed by all co-sponsoring RSOs or qualifying SSOs.
- 3.4.3. Any funding a co-sponsoring RSO or qualifying SSO fails to authorize will be taken from the hosting RSO's or qualifying SSO's funding.
- 3.4.4. Promotional item funding may be pooled for Co-sponsored programs. The name and/or logo of each RSO and/or qualifying SSO, hosting or co-sponsoring, must be present on said promotional items. On the Co-Sponsorship Authorization Form, each co-sponsoring RSO and/or qualifying SSO must agree to the use of their promotional item funding.

3.5. Travel Funding Defined. (AS OF 16 FEBRUARY 2026)

- 3.5.1. RSOs and qualifying SSOs may fill out the Travel Application to apply for travel funding, not to exceed \$1000.00 in a given fiscal year, to an event or conference. Said event or conference may occur anywhere outside the University of Michigan-Dearborn campus.
- 3.5.2. Travel funding may cover expenses like registration for or travel to (i.e., fuel and tolls) a national, regional, or local event or conference, room and board, and/or food on a *per diem* basis. Additionally, mandatory supplies may be approved on a case-by-case basis.
- 3.5.3. Travel funding may not be used for an off-campus event hosted by an RSO or qualifying SSO for solely its membership and/or solely UM-Dearborn students.
- 3.5.4. The Travel Application must be filled out with documentation of the event or conference that proves said event or conference's legitimacy.
- 3.5.5. RSOs and qualifying SSOs may be asked to join SOAC General Body Meetings to answer any questions or concerns about their travel application,

3.6. Same; Travel Reimbursements Defined. (AS OF 16 FEBRUARY 2026)

- 3.6.1. The travel reimbursements for food is \$50.00 per day, per person, or the federally determined *per diem* rate, whichever is lower.
- 3.6.2. The travel reimbursement for gas is the University of Michigan-Dearborn standard rate.

3.7. Follow Up Defined. (AS OF 16 FEBRUARY 2026)

- 3.7.1. RSOs and qualifying SSOs must submit a Follow Up Form at most ten (10) academic days after the approved program took place to receive reimbursement, with day one (1) being the day after the approved program took place. After ten (10) academic days late, half of the total amount of approved funding is removed from the remainder of that RSO's or qualifying SSO's funding maximum. After thirty (30) academic days late, the total amount of approved funding is removed from the remainder of that RSO's or qualifying SSO's funding maximum. All Follow Up Forms must be completed by June 15th of the current fiscal year for RSO's or qualifying SSO's.
- 3.7.2. RSOs and qualifying SSOs submitting late Follow Up Forms amount that would result in penalties exceeding the amount of funding available to them, said RSO may not request funding for the rest of that given fiscal year.
- 3.7.3. An RSO or qualifying SSO that fails to fill out one (1) Follow Up Form must receive approval for their next funding request at a weekly SOAC meeting, regardless of cost. If follow up procedures are followed correctly, said RSO or qualifying SSO may then request funds normally once more.
- 3.7.4. Scanned copies of all receipts must be turned into SOAC by the requesting RSO or qualifying SSO. Any

expenditures for which a receipt is not provided will not be reimbursed.

3.7.5. Only one transfer of funds will occur for any program.

3.7.6. All Follow Up Forms must be submitted within the semester of the fiscal year during which the event took place. All submissions must be received no later than June 15th of the current fiscal year, regardless of the event date.
