UND Student Senate
Sunday, January 25, 2015
River Valley Room
6:00 p.m.

I. Call to Order

II. Approval of Consent Agenda
   A. Senate Minutes:
      1. 12/7/14
   B. Positions
      1. Governmental Affairs Commissioner-Chase Johnson
      2. Governmental Affairs Commissioner-Derek LaBrie
      3. SOFA Liaison-Britten Crowes
      4. SOFA Liaison-Tre Tollefson

III. Guest Speakers
   A. Ken Carlson and Stephanie Baas-University Counseling Center

IV. Reports
   A. Executive
      1. President-Tanner Franklin
      2. Vice President-Brett Johnson
      3. Chief of Staff-Jazmyln Friesz
      4. Treasurer-Matt Bluhm
      5. Graphic Design-Whitney Oberg
      6. Governmental Affairs Commissioner-
      7. Governmental Affairs Commissioner-
      8. SOFA Chair-Blake Andert
      9. UPC Chair-Cassy Landborg
     10. Committees
         a. Judicial: Senator Steiner
         b. Appropriations:
         c. State and Local: Mitzel
     11. Subcommittee Reports
   B. Special Reports
      1. Constituent Reports
      2. Other Matters Arising

V. Unfinished Business

VI. New Business
   A. Election of the Elections Chair
   B. Election of the Parliamentarian
   C. SOFA Bylaws Changes
   D. SR1415-05 Support for North Dakota Senate Bill 2150
   E. SR1415-06 Support for North Dakota House Bill 1233

************ All are Welcome to Attend ************
F. SR1415-07 Support for North Dakota House Bill 1261
G. Open Discussion on Senate Meeting Times

VII. Announcements/Public Comment
    A. February 1st Meeting Time

VIII. Adjournment

**********All are Welcome to Attend**********
**STUDENT SENATE ATTENDANCE RECORD**

January 25th, 2015

<table>
<thead>
<tr>
<th>Senators</th>
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<td>Alexander Johnson</td>
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<td>Travis Clark</td>
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**Please keep this sheet within Senate members**

Please Write Legibly!
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<th>Guests 1/25/15</th>
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<td>Case Gerhardt</td>
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<td>Jed Hansen</td>
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Student Senate
January 25th, 2015
River Valley Room
6:00 pm

Minutes

Members
Daniel Frank
Ryan Brown
Jasmine Joy
Sam Lema
Travis Clark
Brandan Beyer
Derek LaBrie
Derek Steiner
Alexander Johnson
Matthew Kopp
Taylor Nelson
Chase Johnson
Declan O’Higgins
Meghan Olsen
John Mitzel
Patti Tedjasukmana
**Jeremiah Enright
Leah Larson
Dylan Diede
**Edward Sobotta
Alexandra Miller
Danielle Kellimer
**RJ Morin

Non-Voting Members
Tanner Franklin
Brett Johnson
Cassy Landborg
Matthew Bluhm
Blake Andert
Jazmyn Friesz
Chase Johnson
Derek LaBrie

Visitors
Cassie Gerhardt
Jed Hanson
Paige Blanchard
Trey Tollefson
Collin Hanson
Megan Hoffman

* Arrived after call to order
** Absent
*** Left before adjournment
**** Excused Absence

CALL TO ORDER

Vice President Johnson called the 1/25/15 meeting of the UND Student Senate to order at 6:01 PM.

APPROVAL OF CONSENT AGENDA

V.P. Johnson announced that the approval of Derek LaBrie and Chase Johnson as the new Government Affairs Commissioners, as well as two new SOFA Liaisons, had been added to the consent agenda.

Senator Steiner stated that one SOFA Liaison, Britten Croves, was not at the Judicial Subcommittee meeting and was not appointed to the position.

V.P. Johnson replied that as such, the appointment of Britten Croves as a SOFA Liaison would be tabled.

MOTION

Senator Kopp moved to approve the consent agenda without
VOTE

(00:01:23) MOTION TO APPROVE THE CONSENT AGENDA CARRIED.

GUEST SPEAKERS

Ken Carlson and Stephanie Baas from the University Counseling Center spoke to the Senate body. They reported that their center has been successful in meeting the UND Student Body’s needs, and they are looking forward to continuing that effective service. Part of their success, Carlson said, was due to the counseling center’s re-vamping. Staff had been reorganized, new positions created, and their goals and values had been realigned to better serve the UND students.

REPORTS

Executive Reports

V.P. Johnson reported that he has been attending various meetings, including building infrastructure and class schedules.

Treasurer Bluhm announced that the executive team was attending the last SFAC meeting on January 27.

C. Johnson reported that he and D. LaBrie attended NDSU over the weekend, and the resolutions before currently before Senate came out of those meetings.

B. Andert stated that two new liaisons were approved this week.

C. Landborg announced that Comedy Night would be held this Friday in the Loading Dock at 9 pm, and encouraged everyone to attend.

Committees

Judicial

Senator Steiner said the subcommittee approved one SOFA liaison, and the two GAC appointees.

Appropriations

No report.

State & Local

Senator Mitzel reported that the subcommittee approved the three resolutions before Senate tonight. Additionally, Senator Larson was voted as Vice Chair.

Subcommittees
Communications
No report.

Internships
No report.

Special Reports

Constituent Reports
No reports.

Other Matters Arising
No other matters arising.

UNFINISHED BUSINESS
No unfinished business.

NEW BUSINESS
A. 2015 Elections Chair
V.P. Johnson opened the floor for Elections Chair nominations.

Senator Steiner asked if the other person who had been interested in the position was still interested.

V.P. Johnson replied that she was still interested, but because she had no way of getting a hold of her, she would not be able to be approved into the position. He said that B. Andert, however, was interested in the position.

Senator Larson asked if the bylaws would have to be suspended in order for a non senator to be approved into the position.

V.P. Johnson replied that yes, they would need to be suspended.

MOTION
Senator Larson moved to suspend the bylaws so a non-senator could be approved into the Elections Chair position.

Senator Tedjasukmana seconded the motion.

DISCUSSION
No discussion.

VOTE
(00:27:28) MOTION TO APPROVE SB1415-13 CARRIED.

Senator Nelson nominated B. Andert for the position.

B. Andert accepted the nomination.

MOTION
Senator Tedjasukmana moved to approve B. Andert as the Elections Chair.
VOTE

(00:28:22) MOTION TO APPROVE B. ANDERT AS 2015 ELECTIONS CHAIR CARRIED.

B. Election of Parliamentarian

Senator Mitzel nominated Senator Kopp for the position.

Senator Kopp accepted the nomination.

MOTION

Senator Larson moved to approve Senator Kopp for the Parliamentarian position without objection.

VOTE

(00:29:23) MOTION TO APPROVE SENATOR KOPP AS PARLIAMENTARIAN CARRIED.

C. SOFA Bylaws Changes

Senator O’Higgins said that the majority of the changes were typos and grammar.

MOTION

Senator Larson moved to approve the SOFA Bylaw Changes.

Senator Nelson seconded the motion.

DISCUSSION

No discussion.

VOTE

(00:32:04) MOTION TO APPROVE THE SOFA BYLAW CHANGES CARRIED.

D. SR 1415-05

V.P. Johnson introduced SR 1415-05, Support for North Dakota Senate Bill 2150, to the Senate floor.

Senator Kopp said the ND SB 2150 would allow students facing academic punishment to have legal counsel or non-legal counsel accompany them to the disciplinary meetings. The legal/non-legal counsel would not be able to speak at the meetings. The student would also be able to appeal their case under the bill.

MOTION

Senator Mitzel moved to approve SR 1415-05.

Senator Brown seconded the motion.

DISCUSSION

Senator Mitzel said that this bill supported students’ due process rights, and felt that it was a good idea to support it.

VOTE

(00:37:32) MOTION TO APPROVE SR 1415-05 CARRIED.

E. SR 1415-06

V.P. Johnson introduced SR 1415-06, Support for the North Dakota House Bill 1233, to the Senate floor.

Senator Brown said that ND HB 1233 would prohibit the tuition increase until 2017. The dollar amount was still subject to change,
but the legislature wanted to allocate monies to Higher Education in order to help offset the higher tuition.

MOTION

Senator Kopp moved to approve SR 1415-06.

Senator Beyer seconded the motion.

DISCUSSION

No discussion.

VOTE

(00:40:26) MOTION TO APPROVE SR 1415-06 CARRIED.

F. SR 1415-07

V.P. Johnson introduced SR1415-07, Support for North Dakota House Bill 1261, to the Senate floor.

V.P. Johnson said that this bill revolved around open resources, and would effectively help reduce costs of textbooks and other academic supplies.

Senator Sobotta asked what the phrase “Emergency Measure” meant on the bill.

D. LaBrie said that a lot of bills had that phrase on them, and it most likely referred to when the bills could be passed.

Senator Clark asked what specific steps would be taken to implement this program.

V.P. Johnson said that he was unsure since he has not seen the full bill. However, previous, similar resolutions have either allocated money for the program or to research on the issue.

C. Johnson said that the universities would look into what kind of modules would be useful and go from there.

MOTION

Senator Beyer moved to approve SR 1415-07.

Senator Brown seconded the motion.

DISCUSSION

Senator Clark said that this program would be beneficial in the short term, but could be detrimental in the long term because prices for all resources are only going up.

C. Johnson said that the phrase “Emergency Measure” meant that the bill could be passed before August 1, which is when all ND legislature becomes law.

VOTE

(00:46:12) MOTION TO APPROVE SR 1415-07 CARRIED.

G. Open discussion on Senate Meeting Times
V.P. Johnson commented that the Senate meeting times have been discussed for a long time in the StuGov office. He presented the research the executive team had compiled on class times, and said that the best times they have found would be Tuesday, Wednesday, and Thursday at 6 pm. He then opened the floor for general discussion.

D. LaBrie said that aerospace students have class at any time, any day, and during the week was not a very conducive time for the aerospace senators.

Senator Larson commented that labs tend to go very late, and that made it hard for students to attend. Additionally, weekday meetings were not conducive to student athletes. She also suggested the Senate advertise the Sunday meeting times to faculty and administration in order to increase attendance.

Senator Clark said that there were a lot of administrative and academic meetings during the week, leaving Sunday the most convenient time.

Senator Tedjasukmana said that the weeknight meeting would be hard for student athletes to attend.

V.P. Johnson stated that the meeting time would not go into effect until the next year. As such, the time would be in the election packet, so the candidate would have prior notice of the time before considering the position.

Senator Larson said that halfway through the year when everyone’s schedule changes, leaving weekday times hard to accomplish.

Senator Mitzel asked if anyone had anything bad to say about the Sunday times.

No one had anything bad to say about the Sunday times.

At the end, there was a general consensus that Sunday at 6 pm was the best time, and should remain the Senate meeting time.

**PUBLIC COMMENT/ANNOUNCEMENTS**

V.P. Johnson proposed that Senate meet at 1 pm on February 1st, rather than 6 pm.

There were no objections, so the time was approved.
ADJOURNMENT

The 1/25/15 meeting of the Student Senate was adjourned without objection at 6:57 pm.

Respectfully Submitted,

Brett Johnson
Chair

Dolly Meyer
Recording Secretary
# Senate Bills - From Unallocated Receivables

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Allocations from Receivables $ 573,786.84
Allocations from Investments $ -

Total FY15 Allocations $ 637,586.84

Total Unallocated FY15 Receivables & Investments $ 292,669.87

**Unallocated FY15 Receivables** $ 17,691.51

(Amount left to Senate Bills before using any Investments)

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### UPC

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<th>Full Year Budget</th>
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### SOFA

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STUDENT ORGANIZATION FUNDING AGENCY (SOFA)
BYLAWS

ARTICLE I.

FUNCTIONS OF THE SOFA

A. Allocations of SOFA Funds
   1. To be eligible for SOFA funds all recognized student organizations must meet the following criteria. Any organization not meeting these criteria will not have their request heard by SOFA:
      a. An organization must be a Recognized Student Organization “in good standing” as defined by the Code of Student Life.
      b. An organization’s constitution must comply with the Code of Student Life non-discrimination clause.
      c. Any organization whose constitution does not comply with the Code of Student Life non-discrimination clause must update their constitution before they will be eligible for funding.
      d. An organization must meet the financial obligations as outlined in Article II of these Bylaws.
      e. An organization representative must have completed at least one Treasurer’s Workshop annually before the organization is eligible for funding.
      f. An organization must have a current officer roster and Constitution on file with the Student Involvement and Leadership Office.

2. General guidelines regarding the SOFA funding.
   a. Retroactive funding will be defined as:
      1. Programming, Equipment, Operating, Transportation, and Publication requests will not be heard or funded if any transfers out of an organization’s funds for the items or event have been made prior to allocations from the Student Organization Funding Agency.
      2. Programming and Transportation requests will not be heard or funded if the date of the travel or event has passed before the meeting in which the request is scheduled to be heard.
      3. Publication requests will not be heard or funded if the publication has been published before the meeting in which the request is scheduled to be heard.
      4. No organization will be funded retroactively except under extenuating circumstances.

b. Allocation of funds will be on a “first come, first served” basis.
   c. Academic Instruction: It is the opinion of the SOFA that the cost of formal academic instruction should be borne by non-student fee dollars appropriated funds; therefore, the SOFA funds shall not be allocated for any credit generating activity, though not wholly inclusive to, classroom, academic credit towards graduation, or credit appearing on transcript.
Request forms are available through the Student Involvement website on Collegiate Link (www.involvement.und.edu). Requests must be submitted by at least one (1) SOFA meeting prior to the meeting the organization would appear before the SOFA.

In order to be considered for SOFA funding, a student representative from the organization requesting funding must appear before the SOFA at the date and time designated by the SOFA. If for extenuating circumstances a student representative cannot appear, a proxy must attend in their place. SOFA funds shall not be allocated for the following:

1. National dues
2. Membership dues
3. Trophies and/or awards of any type
4. Travel for the purpose of job recruitment and/or interviews
5. Purchase of alcoholic beverages
6. Recruitment of new or transfer students to the University of North Dakota
7. Letterhead or official stationary
8. Instructional and/or coaching fees that would directly promote formal individual certification or recognition
9. Uniforms or equipment which are of a personal nature
10. Fund raisers
11. Monthly service charges for telephone use by student organizations
12. Publication subscriptions
13. Parade floats
14. Banners, except for the purpose of advertising
15. Personalized name badges
16. Computer hardware, software, supplies and equipment with exception of paper, CD-Rs, and DVD-Rs, flash drives and SD cards
17. Film and film/digital photo processing
18. More than half (1/2) of alumni or student mailing labels except for publication requests
19. Mailing of organization minutes
20. Expedited shipping and handling and delivery charges
21. Any other items listed on the Accounting Services Unallowable Expenditures list
22. Weapons/Ammunition (reference NDCC 12-1-01-04 (6) (10) and 62-1-01, University Policy)

General Points of evaluation
1. Relevance of the organization or the activity to the educational mission of the University of North Dakota.
2. The extent to which the organization is open to all students and its activities are campus-wide in scope and significance.
3. Relevance of the request to the organization’s purpose as stated in its constitution.
4. Relative number of students directly involved in and affected by the activity.
5. The quality of student involvement.
6. The extent to which the organization has made effective use of the SOFA funds previously allocated.
7. Financial contribution of the organization’s own funds it intends to contribute towards the activities.
8. The total amount requested.
9. The nature and purpose of the request.

All requests for summer funding which begin prior to the start of the following academic year must be heard during the spring semester in accordance with the regular spring deadlines and regulations.

Funds will be transferred into the student organization’s on-campus account after the approval of the minutes from the meeting in which the request was approved.

General guidelines are subject to review and exception if extenuating circumstances are apparent.

B. General Operating and Program Funding Guidelines and Definitions

1. Statement: Operating and Programming Funds are intended to defray the costs of maintaining the daily operations and special activities of an organization. Requests for travel and/or equipment funds must be made through separate application except when under and for a performer’s expense as requested as such.

a. Request forms must be submitted at least one (1) SOFA meeting prior to the meeting the organization would appear before the SOFA.

1. Operating Budget Request Forms are used to request supplies that help maintain the daily operations of the organization including office supplies, postage, long distance telephone expense, advertising, printing, and other.

2. Program Budget Request Forms are used to request funds for any program, seminar, or workshop in which performer’s fees, advertising, printing, or other incurred costs that are to be incurred.

b. Line Item: After any allocation has been approved by the SOFA, the organization is expected to act in accordance with each line item allocated. The SOFA line item amounts of organizations receiving $500.00 or more in SOFA funds may be modified up to five (5) percent of the total SOFA allocation. Those organizations receiving less than $500.00 in SOFA funds may modify their SOFA line item amounts up to fifteen (15) percent of the total SOFA allocation. In both cases, the SOFA’s approval is needed for greater modification.

2. A reusable banner may be funded up to $200.00, and a single use banner may be funded up to $100.00.

C. Operating Funding
1. Budgets must be submitted to the SOFA by the first meeting day of October for the fall semester or the first meeting day of February for the spring semester by the closing time of the Student Government Office. No operating budgets will be accepted after these dates. The only exception is for a group approved by the Student Involvement and Leadership Office/Policy Committee after this date. Organizations may receive only one (1) allocation for operating expenses during each fiscal year. Budget requests may be made for the entire fiscal year as followed by Student Government.

--- SOFA may fund Operating Expenses up to a total of $1,000.00.

b. Operating Report: Any organization must submit an operating report within the time frame specified under Article V Section B of the SOFA Constitution. The report must be in no later than the last SOFA meeting of the year.

D. Program Funding

a. SOFA funds may be provided for any programs that are seen as a benefit to the University of North Dakota campus and student organizations. This includes conferences, speakers, films, dances, etc. in the greater Grand Forks area.

1. All programs funded by the SOFA must be open to all students.
2. Programs must be student planned and student run.
3. No student organization or program may receive funds for a single event from more than one funding source of Student Government.

4. All programs sponsored by the SOFA must appropriately recognize the SOFA, a division of Student Government, for its sponsorship. "Cosponsored by the Student Organization Funding Agency, a Division of Student Government," must be placed on all preapproved advertisements, posted at the event, and read aloud before the performance or event.

5. Organizations may receive only two (2) allocations for programming expenses during each fiscal year.

b. All organizations involved in a coalition effort must be named on one request form.

c. It is the goal of the SOFA to offer free programming and education to UND students, however, groups may charge admission for programs funded by the SOFA under the following conditions:

1. University of North Dakota student admission prices must be priced proportionally with the amount of money the SOFA has given.
   a. For example:
      i. If the SOFA funds 75% of the program, student tickets must be 75% lower than the normal admission price.
      ii. If the SOFA funds 50% of the program, student tickets must be 50% (half) lower than the normal admission price.

2. At a minimum, UND student tickets must always be 25% less than the general public tickets.
3. All prices for tickets must be approved by the SOFA prior to the event. If the ticket prices are unable to be set in the meeting before the event, the price must be approved by the SOFA Chair and the SOFA Advisor prior to the sales of any tickets.

4. If profit is generated and expenses are within the budgetary provisions identified to the SOFA, then all profit shall be returned to the SOFA up to the amount originally funded.
   a. Profit shall be defined as the difference between all income (e.g. admission prices) minus all expenses as outlined in the SOFA approved program budget.
   d. The SOFA cannot fund any student organization’s proposed budget more than 75% of the budget amount.
   e. The SOFA will place a maximum of $8,000.00 that is able to be funded for any single programming event.

f. Performer’s Fees

   Any organization requesting funds for payment of a performer’s fee must submit a contract submitted by the performer of the performer’s fee with the Program Budget Request Form.

   3.1. The SOFA may fund up to $25.00 for gifts in lieu of the performer’s fee.
   3.2. The SOFA may not fund fees to students for any services provided.
   4.3. Any performer receiving funds for traveling by ground will be funded by using the ND state vehicle rate for a mid-sized sedan. Performers traveling by air will receive funding based on ground travel using the ND state vehicle rate for a mid-sized sedan. Cost for flight/train tickets will be used in the event that the calculated amount to be funded for ground travel is greater than that of the actual means of transportation used.

   g. Performer’s Costs

   1. The SOFA does not fund honoraria for employees, faculty, staff, or students of the University of North Dakota.
   2. The SOFA will fund the current state rates for lodging and/or meals for performers.
   3. No more than $4,000.00 may be allocated towards one speaker/performance contract.

h. Food/Refreshments

   1. The SOFA is willing to fund food and/or refreshments for programs.
   2. The SOFA will only fund for food up to 20% of the budget of other items included on the request.
   3. The SOFA reserves the right to determine if food is a necessity for the program and if it should be funded or not.

   i. Program Report: Organizations must submit a program report within the time frame specified under Article V Section B of the SOFA Constitution. The Program Report must be accompanied by copies of all receipts and or contracts from the event.

E. Transportation Funding
1. Statement: The SOFA transportation allocations are intended to defray part of the actual cost of travel, making possible a broader spectrum of organization activities. It is expected that students make some contribution towards their transportation. The prescribed general criteria shall apply, along with the following to transportation funding:

220 a. Limits: No absolute maximum is placed on transportation allocations to individual organizations. However, the SOFA will fund only three (3) trips per fiscal year.

b. Organizations must submit a schedule of events along with written confirmation from their destination (if applicable) with all transportation requests.

2. Transportation Defined:

a. Transportation Budget Request Forms are used for the request of funds to help defray the cost of travel by the student organizations.

b. Area travel is travel in the greater Grand Forks area and is not funded by the SOFA.

c. The SOFA will determine the amount to be funded determined by a pre-set formula used by the agency.

d. The SOFA reserves the right to edit the amount to be funded in any way as the agency members see appropriate.

e. The SOFA shall fund no more than 4,000 miles total of an organization's request.

235 If the distance to be travelled exceeds this amount, it shall be considered 4,000 for the purpose of figuring the amount to be funded, domestic or international.

3. Amount of Funding:

240 a. The SOFA will fund only for travel related expenses that can be verified with itemized receipts, or set mileage formulas.

b. The SOFA will fund only three (3) trips per fiscal year, at a maximum of $8,000.00 per trip.

bs. Transportation funding may be used to help defray the costs of:

1. Tickets for plane or train related to the transportation request.
2. Gas related to the transportation request.
3. Hotel stays related to the transportation request.
4. Registration fees for conferences/events related to the transportation request.
5. Food/drinks not including alcoholic beverages.

4. Transportation Reports: Organizations must complete a Transportation Report Form upon returning from their trip in accordance with Article V Section B of the SOFA Constitution. The Transportation Report must be accompanied with copies of all receipts pertaining to what the money allocated was spent on during the trip. Upon receipt of the transportation report, the Student Body Treasurer, SOFA Chair Chair, and/or Vice Chair Chair will determine if the monies were spent in accordance with the SOFA rules.

255 If these monies have been deemed spent inappropriately, the Student Body Treasurer will withdraw the funds from the student organization's account if funds were already transferred.

F. Equipment Funding
1. Statement: Equipment funds shall be made to recognized student organizations for the acquisition of necessary equipment. The prescribed general criteria shall apply with the following to equipment funding.
   a. Equipment Defined: Equipment may be considered to be material (vital to the accomplishments of an organization’s purpose), of a permanent quality and a non-personal nature. Supplies that would reasonably be depreciated in a time period greater than one year are considered equipment.
   b. Eligible Organizations Defined: “Equipment intense” or those considered by the agency to focus their activities around the use of equipment are eligible for equipment funding. Each request shall be evaluated on its own merits by the agency.
   c. Funding Limit: The SOFA will place a maximum amount to be funded of $8,000.00 on all equipment requests. No absolute maximum is placed on any single request for the amount budgeted by the SOFA. The SOFA will fund 60% of Equipment Requests. Organizations requesting Equipment funding are expected to acquire the additional amount through fundraising and/or other alternative sources.
   d. Submission: Equipment budget Request Forms may be submitted at any time during the academic year.
   e. Funding: The SOFA will not fund any clothing, equipment, or uniforms of a personal nature.
   f. Upkeep-Additions: The expense of equipment upkeep and purchases of additional equipment within the SOFA’s fiscal year will not be funded by the SOFA.
   g. Storage-Control: The organization must have adequate storage facilities for equipment on campus as well as an adequate control policy over its use.
   h. All organizations requesting equipment funding must submit two (2) price quotes for each item which funding is being requested.

2. Equipment Reports:
   a. Equipment must be purchased within 4 weeks of the approval of funding from the SOFA.
   b. Organizations receiving equipment funding are required to submit an Equipment Report to Student Government as specified in Article V Section B of the SOFA Constitution.
   c. Reports must be accompanied with copies of the receipts for the purchase of equipment.
   d. If receipts and/or reports are not submitted the allocated funds shall be withdrawn from the student organization’s account. If the amount of purchase is less than the quoted amount used to calculate the total, the SOFA will adjust these accounts to re-calculate the amount to be funded and the remaining balance will then be withdrawn out of the student organizations on campus account.

G. Publication Funding
1. Statement: Publication funds shall be allocated to recognized student organizations to allow students the opportunity to create publications that are oriented toward UND students, staff, and faculty.

   a. Publication Defined:
      1. A publication is an issue or series of issues of typed material offered for sale or distribution through a printed medium.
      2. Publication Budget Request Forms are used for the request of funds to help defray the cost of publications by recognized student organizations.

   b. The general SOFA funding criteria shall apply, along with the following additional restrictions specifically for publications:
      1. Publications consisting primarily of commercial advertising.
      2. Publications consisting solely of advertising for candidates for office and their platforms.

   c. Publications that are for sale at regular price to the UND student body:
      a. The SOFA will allow sale of publications to the general public.
      b. Allowance of a discounted rate for students is required and is based on the SOFA's funding percentage of the overall publication.

   d. Publications that violate federal copyright and trademark laws.

   e. Publications aimed primarily at or exclusively at audiences other than students, faculty, and staff at UND.

   c. Evaluation Criteria: The following are additional points of evaluation that the SOFA will consider while hearing a publication request. General SOFA evaluative criteria will remain in force; additional publication criteria may include:
      1. Relevance of the publication to its target audience.
      2. Size of the publication's target audience.

   4. Previously approved publications have met their designated purpose.

   5. Volume and frequency of issues/copies to be printed and distributed,

2. Amount of Funding:
   a. The SOFA will determine the amount to be funded determined by a pre-set formula used by the agency.

   b. The SOFA reserves the right to edit the amount to be funded in any way as agency members see appropriate.

   c. The SOFA shall fund no more than two publication funding requests for each qualifying student organization per fiscal year.

   d. All publications must meet the SOFA's financial procedures for the current fiscal year in order to retain any SOFA funding allocations.

   e. The SOFA will place a maximum of $5000.00 that is able to be funded for any single publication request.

3. Publication Reports: Organizations must complete a Publications Report Form upon completion of the approved publications during the current fiscal year in accordance with Article V Section B of the SOFA Constitution.

   a. The Publication Post Report must be accompanied with copies of all proof of expenditures for the approved publication.
b. As each issue of an approved publication is being released, at least one copy of
the issue must be submitted to the SOFA in order to track an organization’s
progress. An additional copy of each issue must also be submitted with the
publication post report.
c. Upon receipt of the publication report, the Student Body Treasurer, SOFA Chair,
and/or Vice Chair will determine if the allocation was spent in accordance with
the SOFA rules. If the allocation is deemed spent inappropriately, the Student
Body Treasurer will withdraw the funds from the student organization’s account.

ARTICLE II

FINANCIAL PROCEDURES AND OBLIGATIONS OF ORGANIZATIONS

A. Statement: The following procedures are required of student organizations receiving money
from the Student Organization Funding Agency (SOFA). These procedures are necessary to
insure consistency among student accounts. All student organization on-campus accounts must
be run through the Accounting Services and those who have received Student Government
funding must be audited yearly.

1. Ordered Books: Any organization requesting SOFA funds must have its financial books
updated and in order. Financial books of the organizations are subject to review by the
SOFA at any time, and must be returned to the Assistant Program Director for Student
Involvement and Leadership Office or other designated UND staff or faculty for an
annual audit at the end of the spring semester. Audits must be completed by the last day
of finals of the spring semester. If an organization does not have their audit completed by
this date, their allocated funds will be returned to the SOFA. For groups travelling after
May 1st, their annual audits will be due by the first SOFA meeting of September or their
funds will be returned to the SOFA. Checks: The SOFA discourages the practice of
organizations writing checks to themselves or to individuals in the organization.

2. Accounting Services Rules: When withdrawing money, the representative must present a
properly signed voucher to Accounting Services. The request must be signed by two (2)
of the following: President or Treasurer of the organization, and the faculty/staff advisor.

3. Receipt of Expenditures: When a representative withdraws money, supporting evidence
or proof of the obligation (e.g. invoices, signed receipts) must be presented with the
voucher. If any invoice or signed receipt is not available, Accounting Services policies
must be followed to verify the proper usage of all SOFA allocated funding. If an
individual has charged any item to bring any financial obligations to an organization, the
individual’s signature is required on the receipt.

4. Overdrawn accounts will be frozen automatically by Accounting Services.
5. In the event that the SOFA rescinds funding from an organization and a negative balance
is then incurred, the balance and all debts incurred shall be the responsibility of the
organization.

6. SOFA Action: If there is evidence of misuse of SOFA allocated funds, improper
accounting procedures, or evidence that students are denied the right to determine how
the SOFA allocated funds are to be spent, the organization is subject to one or more of the following actions:
   a. Freezing of funds.
   b. Recall of funds.
   c. The SOFA may recommend that an organization’s Constitution be revoked.
   ed. Any additional actions or penalties may be instituted as per the University’s Code of Student Life.

7. Individual Responsibility: Unauthorized expenditures of the SOFA funds or overdrafts in SOFA accounts incurred by individuals shall be the sole responsibility of those persons incurring the obligation.

ARTICLE III

A. The SOFA may suspend its bylaws with a two-thirds (2/3) majority vote to avoid imposing an absurd, unjust, or unintended consequence of any section of the bylaws.
Title of Motion: ____________________________________________________________________________

Date: 1-25-2015

Motion: It was moved by Alexander Johnson, seconded by Patti Tedjasukmana, "to ________
SUSPEND THE BY-LAWS TO ALLOW A NON-SENATOR TO BE ELECTIONS CHAIR.

______________________________________________________________________________________

NAME            INITIALS     YES  NO  ABSTAIN
Alexander Johnson    AJ        X    
Alexandra Miller     AM        X    
Brandon Beyer        BS        X    
Chase Johnson        
Daniel Frank         DF        X    
Danielle Kelliher    DK        X    
Declan O'Higgins     DO        
Derek LaBrie         
Derek Steiner        DR        V    
Dylan Diede          DD        J    
Edward Sobotta       
Jasmine Joy          JJ        
Jeremiah Enright     
John Mitzel          JM        X    
Leah Larson          LL        X    
Matthew Kopp         
Meghan Olsen         MO        X    
Patti Tedjasukmana    TC        V    
RJ Morin             
Ryan Brown           RB        X    
Sam Lerma            SL        X    
Taylor Nelson        TN        X    
Travis Clark         TC        

Motion Carried       Motion Failed
STUDENT SENATE VOTING RECORD

Title of Motion: ________________________________

Date: 1-25-2015

Motion: It was moved by Larson, seconded by Nelson, "to _________________________________."

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Motion Carried    Motion Failed
STUDENT SENATE VOTING RECORD

Title of Motion: ____________________________

Date: 1-25-2015

Motion: It was moved by Mitzel ________, seconded by Brown ________, “to ________."

APPROVE SR 1415-05: SUPPORT FOR SB 2150

__________________________________________

__________________________________________

NAME | INITIALS | YES | NO | ABSTAIN
--- | --- | --- | --- | ---
Alexander Johnson | AJ | X | | |
Alexandra Miller | AM | X | | |
Brandon Beyer | BB | X | | |
Chase Johnson | | | | |
Daniel Frank | DF | X | | |
Danielle Kelliher | DK | X | | |
Declan O’Higgins | DO | X | | |
Derek LaBrie | DL | | | |
Derek Steiner | DS | X | | |
Dylan Diede | DD | X | | |
Edward Sobotta | ES | | | |
Jasmine Joy | JJ | | | J
Jeremiah Enright | JE | | | |
John Mitzel | MJ | X | | |
Leah Larson | LR | | | J
Matthew Kopp | MK | X | | |
Meghan Olsen | MO | X | | |
Patti Tedjasukmana | PT | | | |
RJ Morin | RJ | | | |
Ryan Brown | RB | X | | |
Sam Lerma | SL | X | | |
Taylor Nelson | TN | X | | |
Travis Clark | TC | X | | |

Motion Carried  Motion Failed
STUDENT SENATE VOTING RECORD

Title of Motion: ________________________________

Date: 1-25-2015

Motion: It was moved by **Kopp**, seconded by **Beyer**, "to________

APPROVE SR 1115-06: SUPPORT FOR N.D. HB233

____________________________________

____________________________________

NAME | INITIALS | YES | NO | ABSTAIN
--- | --- | --- | --- | ---
Alexander Johnson | **A-J** | X |  |  |
Alexandra Miller | **A-M** | X |  |  |
Brandon Beyer | **B-B** |  | X |  |
Chase Johnson |  |  |  |  |
Daniel Frank | **D-F** |  | X |  |
Danielle Kelliher | **D-K** |  | X |  |
Declan O'Higgins | **D-O** |  | X |  |
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Derek Steiner | **D-S** | √ |  |  |
Dylan Diede | **D-D** | √ |  |  |
Edward Sobotta |  |  |  |  |
Jasmine Joy | **J-J** |  |  | √ |
Jeremiah Enright |  |  |  |  |
John Mitzel | **J-M** |  | Y |  |
Leah Larson |  |  |  |  |
Matthew Kopp | **M-K** | X |  |  |
Meghan Olsen | **M-O** | X |  |  |
Patti Tedjasukmana |  |  | √ |  |
RJ Morin |  |  |  |  |
Ryan Brown | **R-B** |  |  | X |
Sam Lerma | **S-L** | X |  |  |
Taylor Nelson | **T-N** |  | X |  |
Travis Clark |  |  |  | X |

Motion Carried  Motion Failed
STUDENT SENATE VOTING RECORD

Title of Motion: 

Date: 1-25-2015

Motion: It was moved by __________, seconded by __________, "to _______."

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Motion Carried  Motion Failed