Pre-Meeting Agenda
Chairman Guo, Presiding
5:00PM

1. RSO Presentations
   a. ISAMS
   b. Zeta Phi Beta
   c. Illini Swing Society
2. Dinner – Cajun tots impressed again
3. Pre-meeting/informal discussions on items

Fall 4 2013 Allocation Meeting
Agenda
Chairman Guo, Presiding
6:00PM

1. Call to Order – 5:25pm
2. Roll Call
   a. Jaylin (out)
   b. Scott (out)
   c. Gina (out)
3. Approval of the Agenda
   a. Move 9d before Consideration of Appeals
   b. Vote: unanimously approved
4. Approval of the Minutes
   a. Fall 3 Minutes
      i. (Justin) Vote: unanimously approved
   b. Special Meeting Minutes
      i. (Shawn) Motion that attempt of formal meeting was conducted and informal minutes be added (Vote: unanimously passed)
ii. Vote: unanimously approved

5. Addressing Budget Policy (moved to before Consideration of Appeals)

6. Consideration of Appeals
   a. UIUC Medlife
      i. (Shawn) Deny because appeal process was not followed therefore
         an appeal in not warranted
      ii. Vote: 7-0-1 passed (denied)
   b. Women’s Club Basketball
      i. (John) Deny because SORF does not fund more than one event
         per application
      ii. Vote: 6-1-1 passed (denied)
   c. The Illini Swing Society
      i. (Shawn) Approve appeal at standard rates
      ii. Vote: 7-0-1 passed (approved)
   d. Krav Maga
      i. (Justin) Deny because RSO did not complete appropriate quizzes
      ii. Vote: 7-0-1 passed (denied)
   e. Illinois Student Association of Music Scholars (ISAMS)
      i. (John) Approve appeal and fund second event in application
         instead of first
      ii. Vote: 7-0-1 passed (approved)
   f. Illini Bowling Club
      i. (John) Deny because RSO does not have a complete roster
      ii. Vote: 7-0-1 passed (denied)
   g. Illinois Men’s Soccer Club
      i. (Victor) Approve appeal at standard
      ii. Vote: 6-1-1 passed (approved)
   h. International Genetically Engineered Machine Teams at Illinois
      i. (Berenice) Approve appeal because of extenuating circumstances
      ii. Vote: 6-0-2 passed (approved)
7. Consideration of Standard Funding Requests
   a. (Shawn) Motion to approve
   b. Vote: 7-0-1 passed (approved at standard)

No-Issues (Yellow) 24 requests totaling $17,577.96

<table>
<thead>
<tr>
<th>Request</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>1592162</td>
<td>American Marketing Association</td>
<td>2,645.00</td>
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<td>1592164</td>
<td>InterVarsity Christian Fellowship- Champaign Chapter</td>
<td>1,453.00</td>
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<tr>
<td>1592165</td>
<td>Korean Engineering and Science Society</td>
<td>168.90</td>
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<tr>
<td>1592171</td>
<td>Illini Equestrians</td>
<td>404.24</td>
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<tr>
<td>1592172</td>
<td>Illini Equestrians</td>
<td>824.03</td>
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<td>1592173</td>
<td>Illini Equestrians</td>
<td>404.24</td>
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<td>1592174</td>
<td>Illini Equestrians</td>
<td>51.70</td>
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<td>1592175</td>
<td>Illini Equestrians</td>
<td>51.70</td>
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<td>1592177</td>
<td>Recreational Volleyball</td>
<td>1,300.00</td>
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<td>1592183</td>
<td>Illinois Global Health Initiative</td>
<td>1070.00</td>
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<tr>
<td>1592187</td>
<td>Atheists, Agnostics, and Freethinkers (Illini Secular Student Alliance)</td>
<td>55.00</td>
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<tr>
<td>1592189</td>
<td>Veritas Forum at the University of Illinois at Urban-Champaign</td>
<td>804.00</td>
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<tr>
<td>1592190</td>
<td>The American Choral Directors Association, UIUC Chapter</td>
<td>112.50</td>
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<td>1592191</td>
<td>Linguaphiles Club</td>
<td>240.00</td>
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<tr>
<td>1592193</td>
<td>Illini Bowling Club</td>
<td>1,584.15</td>
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<td>1592194</td>
<td>Eco Illini Supermileage Vehicle Team</td>
<td>1,146.62</td>
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<td>1592197</td>
<td>Scandinavian Club</td>
<td>75.00</td>
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<td>1592198</td>
<td>Institute of Electrical and Electronics Engineers</td>
<td>430.00</td>
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<tr>
<td>1592200</td>
<td>Institute of Electrical and Electronics Engineers</td>
<td>1,075.00</td>
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<tr>
<td>1592202</td>
<td>Trial Team</td>
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<td>1592204</td>
<td>Illini Handball Club</td>
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<td>1592205</td>
<td>Illinois Hockey Club</td>
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<td>1592215</td>
<td>American Institute of Aeronautics and Astronautics Student Branch</td>
<td>78.84</td>
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<tr>
<td>1592222</td>
<td>Illinois Women's Volleyball Club</td>
<td>835.58</td>
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8. Consideration of Non-Standard Funding Requests

   a. Zero Fund (amounts shown are requested)

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<th>Request</th>
<th>Description</th>
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<tr>
<td>1592207</td>
<td>Quench Foundation</td>
<td>John $0.00</td>
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<tr>
<td>1592208</td>
<td>Quench Foundation</td>
<td>John Cancelled</td>
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<tr>
<td>1592160</td>
<td>Jewish Education Team</td>
<td>Shao Denied</td>
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   b. Partial Fund

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<th>Request</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>1592225</td>
<td>Jewish Education Team</td>
<td>Shao Denied</td>
</tr>
<tr>
<td>1592185</td>
<td>Fizaa</td>
<td>Shao Denied</td>
</tr>
<tr>
<td>1592211</td>
<td>Asian American Association</td>
<td>Shawn $249.89</td>
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</table>
9. Old Business
   a. Corrections to Bylaws Amendments
      i. There were various grammar and wording corrections
      ii. Vote: 5-0-3 passed
   b. Food Committee
      i. 1st meeting took place
      ii. John is working on proposal
   c. Presentation on SORF Fee Referendum
      i. This was postponed
      ii. Vote: unanimously passed
   d. Budget Policy Committee
      i. Committee was formed: Shawn, Justin, Eric, John
         1. Vote: unanimously passed
10. New Business
a. SORF Standards Amendments
   i. Add team registration cap
   ii. Vote: 7-0-1 passed
b. Revisions to the Appeal Process
   i. Vote: 7-0-1 passed
c. Affidavit for Photos
   i. Affidavit was rescinded
   ii. Vote: unanimously passed
d. Addressing Budget Policy (moved to 4.5) – see above

11. Chair’s Remarks
   a. SORF Open House Tuesday
      i. To express changes of standards to RSOs and students
      ii. Board members are encouraged to come

12. Advisor’s Remarks
   a. Budget updates
      i. There is enough money for Fall 5

13. For the Good of the Order
   a. Shawn loves SORF!

14. Adjournment – 8:45pm
WHEREAS, the Board is responsible for the fair allocation of the funds received by it from the students; and,

WHEREAS, to accomplish this goal, the Board maintains policies and standards for its allocation decisions; and,

WHEREAS, amendments to funding standards have been recommended to accommodate current allocations made and the anticipated revenues for the remainder of the 2013-2014 academic year; therefore,

BE IT RESOLVED, that the Board amends its governing documents, policies, manuals, handbooks and standards, with the exception of the bylaws, to reflect and enforce the funding standards as follows:

1. The maximum total of allocations for any one RSO is reduced from $8,000 to $6,000.
2. Funding for any one contractual services item, including travel for such request, shall have a maximum of $3,500.
3. The funding rate for University rentals is reduced from 75% to 50% and the funding rate for Non-University rentals is reduced from 50% to 25%.
4. The maximum allocation for any one travel event/activity across any number of RSOs is reduced from $3,500 to $1,500.
5. The maximum funding for ticketed travel shall be 25% of round-trip cost or $140, both exclusive of taxes and fees, whichever is less.
6. The maximum funding for lodging, subject to the occupancy standards, shall be 50% of cost or $55, both exclusive of taxes and fees, whichever is less.
7. The maximum funding for individual registrations, subject to the percentage maximum, is reduced from $75 to $50.

; and,

BE IT RESOLVED, that the amendments shall apply beginning with the Fall 5 2013 Funding Period; any request made in the Fall 1 to Fall 4 funding periods shall not be affected by these changes, and any RSO that has exceeded the revised maximum total of allocations for requests approved in the Fall 1 to Fall 4 funding periods shall not be required to forfeit any funds; and,
BE IT FURTHER RESOLVED, that the officers and advisor of the Board are charged to undertake these amendments and may take any reasonable action necessary to do so; and,

BE IT FURTHER RESOLVED, that the amendments shall take effect upon approval of a two-thirds vote of the Board and concurring approval of the Vice-Chancellor for Student Affairs.

Respectfully Submitted,

________________________________________
Shao-Hai Guo
Chairman

________________________________________
Attest: Matthew Stuart, Board Secretary
WHEREAS, the Board has a process for considering appeals of decisions of the Board and/or its members; and,

WHEREAS, the Board has received a number of appeals which have been categorically denied; and,

WHEREAS, the Board believes the appeals process should be revised to both better inform RSO treasurers and give the Board additional flexibility in hearing appeals; therefore,

BE IT RESOLVED, that the Board amends the appeals process, as formally outlined in the SORF Manual to reflect the accompanying changes; and,

BE IT FURTHER RESOLVED, that the officers and advisor of the Board are charged to undertake these amendments and may take any reasonable action necessary to do so; and,

BE IT FURTHER RESOLVED, that the amendments shall take effect upon approval of a two-thirds vote of the Board and concurring approval of the Vice-Chancellor for Student Affairs.

Respectfully Submitted,

________________________________________
Shao-Hai Guo
Chairman

________________________________________
Attest – Matthew Stuart, Board Secretary
**Appeals Process**

The SORF bylaws provide all registered student organizations with the right to appeal on any allocation decision, or to have the full Board review a decision of the SORF chairperson pertaining to their specific allocation(s).

All registered student organizations are entitled to an appeal of SORF allocation decisions, so long as the appropriate requirements are met. (Bylaws, V(A)1)

All registered student organizations are entitled to an appeal of decisions made by the SORF chairperson pertaining to their allocation, so long as the appropriate requirements are met. (Bylaws, V(A)2)

The following are the appeal requirements:

Each appeal must demonstrate at least one of the following grounds for appeal:

1. **Lack of communication** from the pre-reviewer to the treasurer. However, this will not be a basis for sustaining an appeal unless significant change results in the SORF allocation decision such that information that would change the decision of the Board was not made unavailable to the Board. A failure of the treasurer to provide information is not itself grounds for an appeal.

2. **The SORF allocation decision regarding the application was not based on substantial information.** That is, whether there were facts established in the application or RSO presentation that, if believed by the SORF Board, were insufficient to establish a funding decision based on an incorrect application of the facts or SORF policies existing at the time of the Board’s decision.

3. **There were clear extenuating circumstances which prevented the treasurer from following SORF policy.**

4. **New information or other relevant facts clearly not available at the time of the SORF application or allocation meeting because such facts are now available.**

If the appeal meets none of the grounds for appeal, then the Board chairperson may deny or move the appeal to the Board for discussion without consideration of the Board. All appeal decisions and denials of appeals are reviewed by and subject to the approval of the Chancellor or his/her designee.

The SORF bylaws provide all registered student organizations with the right to appeal and request a second hearing on any allocation decision, or to have the full Board review a decision of the SORF chairperson pertaining to their specific allocation(s).

Submission of a new application is required to fund a different item or expense not included on original SORF application. This process is to give RSOs an additional opportunity to present information to the Board that they believe proves that the application in question should have been funded under SORF policy.
In order to file an appeal, please email SORF@illinois.edu with the following information and “REQUEST FOR APPEAL – [Organization Name]” in the subject line. If the appropriate information is not provided, the Board chairperson is under no obligation to move your appeal forward.

1. Organization Name and applicable SORF Application Number(s)

2. Treasurer Name and Email

3. President Name and Email

4. Funding Period of the Original Request

5. Description of Original Request

6. Ground(s) for Appeal

6.7 Brief description of why an appeal is sought based on the ground(s) for appeal

Once reviewed by the SORF Board chairperson, the Treasurer and President will receive a return email response specifying any additional information that might be needed, as well as the next steps of the process.

If the RSO meets the appeal requirements, submits all of the requested information, and clarifies any questions, the Board chairperson shall schedule a hearing for the full Board to discuss the appeal. The appeal may be heard during a regularly scheduled Board Allocation Meeting, or at a special meeting called by the chairperson.

The RSO requesting an appeal may submit whatever documentation they would like to the Board that they believe would justify a reconsideration of their allocation amount/the chairperson’s decision. Additionally, the RSO may give a short presentation to the Board (during the RSO Presentation period), and/or be on hand for questions when the Board discusses the appeal.
Student Organization Resource Fee Board

36th Membership
2013-2014 Academic Year

14 November 2013
Resolution 2013-__
Vote: __/__/__

WHEREAS, the Board requires proof of attendance when students submit documentation to receive SORF funds for travel expenses; and,

WHEREAS, photos are commonly used as proof of attendance; and,

WHEREAS, photos are often received with insufficient detail as to denote the payee’s participation or that the payee actually traveled to the travel destination; and,

WHEREAS, SORF has no formal process for remedying photo issues; and,

WHEREAS, a process should be in place to submit alternative documentation; therefore,

BE IT RESOLVED, that the Board permits the submission of an affidavit as an accompaniment to a photograph within payment documentation to remedy deficiencies in the photograph serving as proof of attendance; and,

BE IT FURTHER RESOLVED, that Board endorses the attached document as the preferred form of affidavit; and,

BE IT FURTHER RESOLVED, that the Board intends this process to be accessible on an as needed basis and does not intend to make this process a publicly available alternative to submitting compliant photographs.

Respectfully Submitted,

________________________________________
Shawn J. Gordon
Vice-Chairman

________________________________________
Attest – Matthew Stuart, Board Secretary
WHEREAS, the Board is responsible for the fair allocation of the funds received by it from the students; and,

WHEREAS, to accomplish this goal, the Board maintains policies and standards for its allocation decisions; and,

WHEREAS, the Board has policies regarding the allocation of funds on a semester basis; and,

WHEREAS, such policies do not currently meet the Board's needs; therefore,

BE IT RESOLVED, that the Board rescinds policy #2: “Funding in Excess of Revenue from the Student Organization Resource Fee” from Resolution 2013-04; and,

BE IT FURTHER RESOLVED, that Board creates a committee of 3 persons with the charge to research and draft a long-term budget and finance policy; and,

BE IT FURTHER RESOLVED, that committee shall furnish its recommendation no later than the Spring 3 Allocation Meeting.

Respectfully Submitted,

_______________________________
Shawn J. Gordon
Vice-Chairman

Attest – Matthew Stuart, Board Secretary