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1. **Purpose of the Council of Student Organizations (COSO)**
   
   a. **COSO is responsible for providing an official voice for student organizations,** inform all students of COSO activities and opportunities, and objectively allocate A&S Fees granted by the Campus Budget Allocation Committee (CBAC) in accordance with COSO’s statutes and procedures so as to not violate the Student Government Constitution or Statutes.

2. **COSO Composition**
   
   a. **All Registered Student Organizations:** In order to be considered a recognized student organization at Florida Atlantic University, organizations must re-register every year with the office of Student Involvement.

   b. **Councils and Classifications:** The Council of Student Organizations is broken down into five different councils. Every student organization is placed into a Council that best fits their purpose. The five Councils and their descriptions are as follows:
      
      i. **Academic Council:** The Academic Council consists of student organizations that have a purpose related to support an academic discipline or pursue academic achievement.
      
      ii. **Multicultural/Spiritual Council:** The Multicultural/Spiritual Council consists of organizations that strive to expand students’ knowledge of the different cultures represented in the FAU community and abroad. All organizations affiliated with religion or faiths are included in this Council.
      
      iii. **Fraternity and Sorority Life Council (FSLC):** The Fraternity and Sorority Life Council is comprised of the fraternities and sororities within the six Greek councils at Florida Atlantic University. These six councils are the National Pan-Hellenic Council, the Inter Fraternity Council, the College Pan Hellenic Association, the Multicultural Greek Council, Order of Omega and the Fraternal Values Society.
      
      iv. **Sports Club Council (SCC):** This Council represents all of student organizations that are athletic/sports related. Special facilities or space should be required for their activities. Their mission should be competitive in nature and they should have the potential to join a National body/organization. Entry into the Sports Club Council will be determined after the student organization has formed and applied to the Sports Club Council for entry.
      
      v. **Special Interest Council (SIC):** The Special Interest Council is made up of organizations that might not fit into another council category. All clubs are beneficial to the FAU community, but if the club/organization is not geared toward academics, sports, fraternity or sorority life, or multicultural/spiritual then their organization belongs under the Special Interest Council. Because of this, the Special Interest Council hosts some of the most diverse clubs/organizations.

   c. **Council Structure and Function:**
      
      i. **All student organizations under their respective councils attend Funding Meetings with the exception of organizations under the Fraternity and Sorority Life Council (FSLC) and the Sports Clubs Council (SCC).**
         1. Fraternities and Sororities and Sports Clubs do not apply for Funding Meetings or Annual Budget Funding individually. These organizations are provided with COSO funding through the Annual Budget for their entire council, which then is in charge of allocating such funds among their respective organizations.
         2. Once allocated an amount, the funds remain in S00324 and are subject to all COSO Policies with consideration given to the 6 respective councils within the FSLC.
      
      ii. **The Academic, Multicultural/Spiritual, and Special Interest Councils will function as Councils directly managed and overseen by the COSO Director and will manage their Funding Meetings and Annual Budget processes with the final approval of the COSO Executive Board.**

   d. **Sports Club Council:** On behalf of the Council of Student Organizations, the Sports Club Council (SCC) has been created to provide funding, training, facilities, and other administrative support to the member clubs of this council.
      
      i. **The SCC is advised by the Campus Recreation and Fitness Center’s Assistant Director of Competitive Sports with support from the advisor of the Council of Student Organizations.**
      
      ii. **Sports Clubs exist to promote and develop interest in a particular sport activity. Interests may be competitive, recreational, instructional or any combination of the three. Participation in Sports Clubs is strictly voluntary and membership is open to all enrolled FAU students.**
      
      iii. **As Registered Student Organizations (RSO’s), Sports Clubs are developed by students under the supervision of Campus Recreation.**
      
      iv. **To be considered a Sports Club, the organization must be athletic and competitive in nature, require specialized athletic facilities for practice, and generally report to a sport-specific national governing body.**
      
      v. **In order to be considered a Sports Club under the SCC, the organization must have been an active organization for 1 year.**
      
      vi. **The Sports Club Council will hear requests from sports clubs to join the SCC at their monthly meetings and require a majority vote for entry into the SCC.**
vii. Sport Club Council Composition:

1. Chair:
   a. Hired by the Competitive Sports, Assistant Director in late summer/early fall.
   b. Responsibilities include:
      i. Oversight of the Sports Club Council and alignment with all policies, procedures, and regulations of the University,
      ii. Supervise and control the activities of all organizations under the council,
      iii. Be familiar with Robert’s Rules of Order to conduct meetings,
      iv. Preside over all meetings and call all meetings to order,
      v. Maintain communication and collaborate with COSO Director and the Student Involvement office,
      vi. Ensure every club’s paperwork is current,
      vii. Be one of the signers on SCC financial documents,
      viii. Work in conjunction with the SCC Treasurer to prepare and present the SCC budget to the Council of Student Organizations Executive Board,
      ix. Ensure all officers are performing their duties as defined herein,
      x. Assist the Vice Chair and Treasurer with management of the Budget Point System,
      xi. Attend Council of Student Organizations Executive Board Meetings,
      xii. Meet monthly with the Assistant Director of Competitive Sports to discuss progress, duties, and expectations.

2. Vice-Chair:
   a. Elected by active sport club members/participants.
   b. Volunteer position.
   c. Responsibilities include:
      i. Assist the Chair in his/her duties,
      ii. Assumes the Chair’s responsibilities in his/her absence,
      iii. Keep accurate records of all meetings in the Secretary’s absence,
      iv. Plan and be responsible for all retreats and training of the organization in line with Campus Recreation, the Student Involvement office, and COSO policies,
      v. Meet monthly with the Assistant Director of Competitive Sports to discuss progress, duties, and expectations.

3. Secretary:
   a. Elected from active club sport membership.
   b. Volunteer position.
   c. Responsibilities include:
      i. Notify members of meetings via email and/or telephone,
      ii. Keep accurate records of all meetings,
      iii. Maintain an accurate list of all members and their contact information,
      iv. Perform a roll call of all members and maintain an attendance record,
      v. Prepare ballots for elections,
      vi. Keep copies of all governing documents available for members,
      vii. Meet monthly with the Assistant Director of Competitive Sports to discuss progress, duties, and expectations,
      viii. Check Executive Board email and communicate on a regular basis and keep up communication with clubs and interested members.

4. Treasurer:
   a. Elected from active club sport membership.
   b. Volunteer position.
   c. Responsibilities include:
      i. Keep an accurate account of all funds received and expended,
      ii. Provide monthly budget updates to each member organization,
      iii. Be responsible for collecting a cumulative budget report for the SCC prior to the beginning of each fiscal year,
      iv. Work in conjunction with the SCC Chair to prepare and present the SCC budget to COSO,
      v. Provide financial records sufficient to allow the Assistant Director of Competitive Sports to perform audit,
      vi. Assist Sports Club members with the Student Government Fiscal Training,
      vii. Check Executive Board email on a regular basis and keep up communication with clubs and interested members.
e. Fraternity & Sorority Life Council (FSLC):
   i. The FSLC budget will be determined by the COSO Executive Board.
   ii. Chair:
      1. Hired by the Fraternity & Sorority Life, Assistant Director in late summer/early fall.
      2. Responsibilities include:
         a. Oversight of the FSLC and alignment with all policies and procedures of the University,
         b. Report to the COSO Executive Board,
         c. Supervise and control the activities of the Council,
         d. Preside over all FSLC meetings and call all meetings to order,
         e. Maintain communication with the COSO Director and the Student Involvement Office
            and ensure every clubs’ paperwork is current,
         f. Work to prepare and present the FSLC annual budget to the Council of Student
            Organizations Executive Board,
         g. Be familiar with Robert’s Rules of Order to conduct meetings,
         h. Establish and post annual goals and objectives for their council,
         i. Hold monthly council meetings, provide agenda and meeting minutes for each,
         j. Attend COSO Executive Board Meetings and special COSO events as requested by the
            COSO Director,
         k. Commitment would consist of approximately 20 hours a month,
            i. Variations of this time commitment may occur, especially during the spring
               semester when annual budget allocations are voted upon.

f. COSO Executive Board:
   i. The COSO Executive Board consists of the Director, Associate Director, Assistant Director(s), and the House
      of Representatives Ways and Means Chair or his/her designee.
   ii. Duties and Powers:
      1. Duties:
         a. Representing all registered FAU student organizations.
         b. Providing resources for any concerns regarding club funding, club management, and
            anything that clubs could use for the betterment of their organization.
         c. To allocate funds in a manner that strives for efficient and equitable financial
            management practices.
         d. To interpret and implement these policies in a manner that is in the best interests of its
            recognized student groups and the students of the University.
      2. Powers:
         a. COSO has the right to amend these policies at any time; the COSO Executive Board and
            the House of Representatives shall ratify such amendments upon voting and approval.
         b. COSO reserve the freedom to implement these policies on a case-by-case basis so as to
            ensure fairness and provide student organizations with the resources required to produce
            quality programs.
         c. The Director, Associate Director, and Advisors have the signature approval authority on
            all expenses made through S00324, therefore student organizations must have their
            Expense Justification packet to the Club House for signatures before turning in their
            completed packet to Activities and Service Fee Accounting and Budgeting (ASAB)
            Office.
   iii. COSO Director:
      1. Appointed by the Boca Raton Campus Governor.
      2. Oversees all student organizations and is the official resource for clubs concerns.
      3. Is the Chair of all COSO meetings and is not a voting member unless there is a tie.
      4. Reserves the rights to deny access to allocated funds should a registered organization violate these
         policies and all regulations established by Florida Atlantic University.
      5. Shall determine the eligibility of a club or organization to make request for funding.
   iv. COSO Associate Director
      1. Appointed by the COSO Director.
      2. Is the Vice Chair of the COSO Executive Board and responsible for recording meeting minutes.
      3. Represents a resource for all clubs and is not a voting member on the Executive Board if there is a
         tie and the COSO Director is absent.
   v. COSO Assistant Directors:
      1. Appointed by the COSO Director.
2. The COSO Assistant Director(s) is (are) the Vice Chair(s) of the COSO Executive Board and are voting members.

3. Funding Policies
   a. COSO and A&S Fees:
      i. COSO is responsible for the allocation of A&S Fees granted by the Campus Budget Allocation Committee (CBAC) in accordance with COSO’s statutes and procedures so as to not violate the Student Government Constitution or Statutes.
         1. The Activity and Service (A&S) Fee is a fee included in each FAU student’s tuition.
         2. A&S fees are used to fund student programs, such as the Student Union, Campus Recreation, Student Media, Student Government, and a variety of other student support entities.
      ii. A&S Fee policies supersede the following COSO policies, and can be found in Chapter 200: Fiscal and Finance Code of the Florida Atlantic University Student Government Student Body Statutes.
   b. COSO Funding and Expense Policies:
      i. COSO reserves the right to amend requests made during the Annual Budget Process and Funding Meetings in its effort to meet its duties, goals, and objectives, and to place stipulations and conditions upon the use and access of allocated funds for said purpose.
      ii. COSO Funds are provided to promote the mission of student organizations under COSO jurisdiction.
      iii. Student organizations should not use COSO funds to promote self-interests or interests of a specific off-campus entity.
      iv. Student organizations must be able to clearly demonstrate how their funds will be used to benefit the largest number of current FAU students possible.
      v. All forms for club expenditure must be signed by the COSO Director or Associate Director and submitted to the Activities and Service Fee Accounting and Budget (ASAB) Office no later than April 15 or the last spending day of the Fiscal Year.
         1. If the date of April 15 falls on a weekend, holiday, or for any reason is on a university holiday, the deadline will be one business day after April 15.
      vi. Any student organization event/activity funded by COSO funds must be open to all current FAU students.
         1. Rules and Restrictions. COSO cannot provide funds for:
            a. Food/refreshments for general meetings (any regular business meeting/non-event),
            b. Cash awards, stipends, scholarships, or gift cards,
            c. Alcohol or any legally-limited substance,
            d. Weapons,
            e. Political campaigns for officer elections within their respective organization,
            f. Personal Items (i.e. office supplies for personal use),
            g. Fundraising,
            h. Services/materials (flyers, balloons, posters, buttons, etc.) already offered at the Club House,
            i. Equipment already provided through the Club House or any other Student Government program (filming cameras, speakers, karaoke machine, projector, radio, digital camera, etc.),
            j. Student-specific/personalized items (i.e. business cards, jerseys).
   c. COSO Funding Limitations:
      i. Organizations may not spend more than $9 per t-shirt (this includes screen service or any additional cost or fees).
      ii. Organizations are limited to one t-shirt per member per semester.
      iii. Organizations may not spend more than $16 per polo (this does not include screen/service fees).
         1. Organizations may only request funding for polos to be used for special events (competitions, seminars, conferences, etc.) representing Florida Atlantic University.
      iv. All COSO funds are solely for current FAU students (not including faculty or alumni).
   d. Funding Procedures
      i. The COSO Executive Board is responsible for allocating funds through:
         1. Annual Budgeting.
         2. Funding Meetings.
      ii. When submitting a COSO funding request, the COSO Executive Board evaluates the requests based on the following:
         1. Price Justification (invoice or price quote from vendors),
2. Detail on allocation request form,
3. Thoroughness of planning,
4. Number of FAU students benefitting from request,
5. Alternative sources of funding and actions taken to support self-funding,
6. Success/impact of previous events,
7. Overall benefits of previously allocated funds,
8. Amount, frequency, and nature of prior requests,
9. History and standing records of organization with the University and COSO,
10. Disciplinary action/organization misconduct.

iii. Annual Budget Procedure
1. All registered clubs and organizations must go through the annual budgeting process in order to receive funding for the next academic year.
2. Submission deadline: Annual Budget packets are available in mid-November and must be submitted by January 31st.
3. The maximum dollar amount (regardless of request) than can be allocated through the annual budgeting process is $10,000 per organization.
   a. A student organization is NOT eligible for this maximum unless they have been consistently registered for more than three (3) academic years.
4. Late submission: If an Annual Budget Request is submitted within a 48-hour period after the original deadline, the organization must submit a Justification for Late Submission, which will then be either approved or denied by the COSO Executive Board by a majority vote (50% +1 votes).
   a. Any submissions after the 48-hour grace period will not be accepted.

iv. Organization Funding Request Procedure:
1. Any club that is officially recognized as a Student Organization after the Annual Budget deadline in the Spring semester is still eligible to request through funding meetings in the Fall semester.
2. Funding requests are due two business days before the COSO Funding Meeting along with all expense justifications that must be attached.
3. Each organization requesting funds must attend the COSO Funding Meeting date specified on the request in order to be considered for funding.
   a. If a funding request is submitted through Owl Central and the organization does not attend the funding meeting on the requested date, their funding request will be tabled until the following meeting.
   b. If such request has been tabled for more than two meetings, it is automatically tabled indefinitely.
4. All organizations requesting funds shall be granted time to make a statement to the Executive Board and answer any questions the Executive Board deems necessary.
5. The Executive Board will then proceed to vote on an amount to allocate the organization.

v. Travel Funding:
1. COSO will not allocate any funds for student travel (including day travel, in-state or out-of-state travel, registration fees for an event off campus, etc.)
2. To apply for travel funding, refer to the Travel Policies and Procedures found at http://www.fau.edu/sg/sgtravel.php

4. Leaders of Clubs and Organizations
   a. Each leader of a recognized club or organization assumes the responsibility of submitting detailed and accurate requests when applying for funding, re-registration, and officer transition, whether it is annually or by semester.
   b. It is the duty of student organization leaders to be familiar with those policies that relate to the use of A&S fee funds, including those of Florida Atlantic University.
   c. Student leaders assume the responsibility for ensuring that expenditures of allocated funds remain at or below the amount approved for each item.
      i. At no time will an organization be allowed to engage in deficit spending practices.
      ii. Such actions will have a negative impact on subsequent funding allocations.

For further information regarding policies and procedures of Florida Atlantic University, refer to Regulation 4.006, Student Organization Manual, COSO Statutes, Travel Policies and A&S Fee Policies.

Revised on 6/19/2015
WHEREAS: The internal policies of the Council of Student Organizations, hereafter referred to as COSO, have become outdated and have not kept up with practice, and;

WHEREAS: A revision of COSO’s internal policies allows for a better functioning of COSO’s activities, and;

WHEREAS: The existing council chair system has not worked in practice and needs to be abolished, and;

WHEREAS: New restrictions must be put in place affecting the way in which COSO allocates A&S fees to Registered Student Organizations, and;

WHEREAS: The existing policy contained numerous grammatical errors; NOW;

THEREFORE BE IT RESOLVED: That the attached 2015-2016 COSO policies be passed as revised, and;

THEREFORE BE IT FURTHER RESOLVED: That upon the passage of these policies the House of Representatives Rules and Polices Committee shall ensure that the 700 Statutes are consistent with the newly revised COSO policies.