



Boca Raton Campus
Policies and Procedures
Updated June 1, 2011

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1. Purpose of the Council of Student Organizations (COSO)

- a. COSO is charged with the responsibility to provide an official voice for student organizations, inform all students of COSO activities and encourage participation in them, and objectively allocate A&S Fees granted by the Campus Budget Committee in accordance with COSO's statutes and procedures so as to not violate the Student Government Constitution or Statutes.

2. 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 in April. This re-registration process is a combination of registering on Collegiate Link, sending at least two club members to the Leadership Conference in the fall, completing the online club training module, and if your club uses COSO funds, have at least two officers financially certified through the office of Accounting and Budgeting, (preferably the club President and Treasurer).

- b. Councils and Classifications:

The Council of Student Organizations is broken down into six different councils. Every student organization is placed into a Council that best fits their purpose.

The six Councils and their descriptions are as follows:

- i. Academic: The Academic Council consists of clubs that have a related purpose of academic achievement. Examples are the Society of Automotive Engineers, Philosophy Club, and Pre-Law Society.
- ii. Graduate: The Graduate Council consists of clubs that are strictly aimed toward graduate students. Examples are Coastlines Literary Magazine, Women's Studies Graduate Student Association, and Anthropology Graduate Student Union.
- iii. Multicultural: The Multicultural Council consists of clubs that strive to expand the knowledge of the different cultures that are represented in the FAU community. All organizations affiliated with religion or faith shall be a part of the Multicultural Council.
- iv. Greek: The Greek Council consists of the fraternities and sororities within the four Greek councils at Florida Atlantic University. These four councils are the National Pan-Hellenic Council, the Interfraternity Council, the College Panhellenic Association, and the Multicultural Greek Council.
- v. Sports: This council represents all of the clubs and organizations pertaining to athletic related purposes. Most of the clubs and organizations within this council compete against other colleges around the nation in their respective sporting event. Other sports clubs and organizations meet to teach students about unknown sports which can lead to lifelong

hobbies. Some examples of clubs within the Sports Council are the Men's Rugby Club, Sailing Club, and Women's Lacrosse Club.

- vi. Special Interest: The Special Interest Council is made up of clubs and organizations that might not fit into another council category. Of course all clubs are beneficial to the FAU community, but if the club/organization is not geared toward academics, sports, Greek Life, graduate students, or Multicultural then their club belongs under the Special Interest Council. Because of this, the Special Interest Council hosts some of the most diverse clubs/organizations; some examples include: Resident Student Association, Student Alumni Association, and Owls Supporting Diversity Club.

3. COSO Executive Board

- a. Who is on the Board? The COSO Executive Board consists of the Director, Associate Director, six Council Chairs, and the House of Representatives Ways and Means Chair or his/her designee.
 - i. COSO Director is appointed by the Boca Raton Campus Governor.
 - ii. COSO Associate Director is appointed by the COSO Director.
 - iii. The six Council Chairs are selected by the COSO Director and Associate Director, and then recommended for approval by the majority of clubs present at the first COSO meeting of the Fall Semester.
- b. Responsibilities: The COSO Executive Board is responsible for representing all of the recognized FAU student organizations and providing a resource for any concerns regarding club funding, club management, officer transition, and anything that clubs could use to better their organization.
 - i. The COSO Director oversees all student organizations and is the official resource for clubs concerns. The COSO Director is the Chair of all COSO meetings and is not a voting member unless there is a tie between the Council Chairs.
 - ii. The COSO Associate Director is the Vice Chair of the COSO Executive Board and responsible for recording meeting minutes. The Associate Director is also a resource for all clubs and is not a voting member on the Executive Board unless there is a tie between council Chairs and the COSO Director is absent.
 - iii. The Council Chairs are responsible for holding monthly council meetings in order to maintain an updated schedule of events with their council and to answer any concerns students organizations might have. Council Chairs must attend all COSO Executive Board meetings, training sessions, and funding meetings (annual budget meetings and emergency/new club funding meetings). Each Council Chair is a voting member on the COSO Executive Board for all clubs funding business.

- c. Requirements: To apply for one of the Council Chair positions, the student must be a current member of an organization on the Boca Raton campus within that Council. The applicant must also:
 - i. Be a full time student on the Boca Raton Campus who will be in attendance for fall and spring of the next academic year.
 - ii. Have an overall grade point average of 2.7 or above.
 - iii. Be in good standing with Florida Atlantic University.
 - iv. Have the ability to make responsible and ethical budgetary decisions not bias of any organizations from personal experience or involvement.
- d. Application Process: Applications for the Council Chair positions are reviewed by the COSO Director, Associate Director, and COSO Advisor. The COSO Staff will then proceed to selecting the top candidates for an interview and then the staff will select one candidate for each council to present to the clubs for approval at the first COSO meeting of the fall semester. Applications can be found in the Club House, Collegiate Link, and www.fau.edu/sil.

4. Register a New Organization

- a. Statement of Intent to Organize: Any student(s) wanting to begin a new Student Organization shall file a “Statement of Intent to Organize” form with the Office of Student Involvement & Leadership on the campus on which they wish to form.
 - i. After submitting the completed form to the Office of Student Involvement & Leadership and receiving approval, the group may then hold and advertise meetings on campus. This is considered provisional status.
 - ii. The provisional status is granted for a period of six (6) weeks, during which time the group must submit a “Petition for Official Registration” and Constitution.
 - iii. Failure to submit a “Petition for Official Registration” and Constitution within the appropriate deadline shall deactivate the Student Organization and the group will not be able to function as a Student Organization and may no longer hold or advertise meetings on campus.
- b. Petition for Official Registration: The “Petition for Official Registration” shall be filed as soon as the membership of the organization is largely complete and within the six (6) week time frame from the “Statement of Intent to Organize.” The Petition for Official Registration must include:
 - i. Two Founding Students: The names, signatures and FAU Z numbers of the two founding students.
 - ii. Ten Members: The names, signatures and student ID numbers of at least 10 students, including officers (depending on the specific requirements of the campus), who are members of the Student Organization. The ten members can include the two founding students.

- iii. **Faculty Advisor:** The name, telephone number, FAU e-mail address and signature of the Student Organization's selected advisor. The advisor must be a full-time faculty or AMP/SP staff member employed by Florida Atlantic University.
- c. **Student Organization Constitution:** All registered Student Organizations are required to have a constitution. A constitution is a document that defines the long-term purpose and the structure of the organization. The constitution should only be changed through a clearly defined amendment process. The process should include advance notice, one week discussion and more than a simple majority vote. The Office of Student Involvement & Leadership must approve all constitutional changes. See the Club & Organization Manual constitution writing guidelines.
 - i. **Off-Campus Affiliation:** If the organization is affiliated with an off-campus organization, the constitution of the parent organization must also be filed.
- d. **Status of New Organization Registration:** The petitioning organization will be notified in writing by the Office of Student Involvement & Leadership of its acceptance or, in cases of denial, the reasons for denial. The petitioning organization may submit an appeal to the Dean of Students on its respective campus.

5. Re-Registration of an Existing Organization

- a. **Re-registration:** In order to be considered a recognized student organization at Florida Atlantic University, organizations must re-register every year in April. This re-registration process is a combination of:
 - i. Successfully registering on Collegiate Link (www.fau.edu/getinvolved)
 - ii. Two members attending the Student Leadership Conference in the fall. Students are only allowed to represent one organization in the fulfillment of this requirement.
 - iii. Two officers completing the online club training
 - iv. Two officers completing fiscal certification through the Office of Accounting and Budget (only required if your club uses COSO funds) *preferably the club President and Treasurer.
- b. **Penalties of Non-Compliance:** If the re-registration requirements are not met by the deadline, student organizations will lose any COSO funds allocated for the next academic year as well as all privileges of being a recognized student organization. The intent of this rule is to ensure that the University has accurate contact information for each group and ensures accountability and development in our student leaders. The student organization must register their organization as a new organization in the following fall semester in order to be eligible for the

privileges of recognized student organizations IF they fail to meet re-registration requirements.

6. Funding Policies

- a. COSO and A&S Fees: COSO is charged with the responsibility to allocate A&S Fees granted by the Campus Budget Committee in accordance with COSO's statutes and procedures so as to not violate the Student Government Constitution or Statutes.
 - i. Activity and Service Fees (A&S) are fees included in each student's tuition. A&S fees are used to fund the Student Union, Campus Recreation, student programming, student organizations, 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 Funds are provided to promote the mission of the student organization. Student organizations should not use COSO funds to promote self-interests or interests of a specific department. Student organizations must be able to clearly demonstrate how their student organization monies are being used to benefit the largest number of current FAU students possible. Any student organization event/activity funded by COSO monies must be open to all current FAU students.
 - ii. The following policies are rules and restrictions for COSO allocations as well as student organization expenses.
 1. Rules and Restrictions—COSO CANNOT Fund for:
 - a. Food/refreshments for general meetings (any regular business meeting/non-event)
 - b. Cash awards, scholarships, or gift card
 - c. Alcohol or weapons
 - d. Political campaigns (this does not pertain to elections within your organization)
 - e. Personal Items (i.e. office supplies for personal use)
 - f. A fundraiser. You cannot use your COSO money for any part of a fundraising event.
 - g. Services/materials (flyers, balloons, posters, buttons, etc.) already covered by the Club House.
 - h. Student specific personalized items (i.e. business cards, jerseys)
 - i. On-campus room rental: the Student Union facilities are free to student organizations. Please check with the Student Union before

attempting to reserve space if you have questionable items that may incur costs

- j. All forms for club expenditure must be submitted to the Office of Accounting and Budget no later than May 15. If the date of May 15 falls on a weekend, holiday, or for any reason is on a day when the Universities offices are closed, then the deadline will be one business day after May 15.
 - k. Funds that are not used by the May 15 deadline will be re-allocated to the COSO contingency account.
2. COSO Funding Limitations:
- a. No more than \$7 per student organization t-shirt (this does not include screen/service fees)
 - b. No more than \$16 per student organization polo (this does not include screen/service fees)
 - c. No more than \$800 for performers (this includes speakers, coaches, bands, trainers, etc.). The \$800 limit is for the total expense per academic year.
 - d. Equipment is based on a case by case basis and is up to the COSO Executive Board to be deemed acceptable. All equipment purchased with COSO funds must be kept in a COSO Storage Locker, unless it is too large and then must be kept in an acceptable location approved by the COSO Executive Board. COSO Storage Locker applications can be found in the COSO Workroom and online at www.fau.edu/sil/forms.
 - e. All COSO funds are solely for current FAU students (not including faculty or alumni).

7. Funding Procedures

- a. Funding Opportunities: The COSO Executive Board is responsible for allocating funds through 1. Annual Budgeting, 2. New Club Funding, and 3. Emergency Funding. When submitting a COSO funding request, the COSO Executive Board evaluates the requests based on the following:
 - i. Price Justification (invoice or price quote from the vendor)
 - ii. Detail on allocation request form
 - iii. Thoroughness of planning
 - iv. Number of FAU students benefitting from request
 - v. Alternative sources of funding and actions taken to support self funding
 - vi. Success/impact of previous events
 - vii. Overall benefits of previously allocated funds
 - viii. Amount, frequency and nature of prior requests
 - ix. The duplication of another organization's program or service

- x. History of organization
 - xi. Disciplinary action/organization misconduct
- b. Annual Budgeting Procedure
- i. All registered clubs and organizations must go through the annual budgeting process in order to receive funding.
 - ii. Annual Budget packets are available on November 1st in the COSO Workroom and www.fau.edu/sil/forms.
 - iii. COSO will hold three Informational Sessions to help organizations learn how to complete the Annual Budget Packet. We recommend all student organizations attend in order to complete the budget packet efficiently and accurately. COSO reserves the right to make these Informational Sessions mandatory for student organizations requesting funding.
 - iv. Once the Annual Budget Packet is submitted, organizations are encouraged to select a time for a Budget Hearing to further explain and answer any questions regarding the submitted Budget Packet. COSO reserves the right to make these Budget Hearings mandatory for student organizations requesting funding.
 - v. Every registered club and organization that applies for funds through annual budgeting and meets all deadlines will be guaranteed at least \$250 (regardless of request).
 - vi. The maximum dollar amount (regardless of request) than can be allocated through the annual budgeting process is \$10,000.
 - vii. If an Annual Budget Request is submitted within a 72 hour period after the original deadline, the organization must submit a Justification for Late Submission to the COSO Director, which will then be either approved or denied by the COSO Executive Board by a majority vote (50% +1).
 - viii. Any submissions after the 72 hour grace period will not be accepted.
- c. New Club Funding Request Procedure
- i. Any club that is formed after the Annual Budget deadline is eligible for New Club Funding.
 - ii. New Club Funding requests are due one business day before the COSO Funding Meeting with all justification attached.
 - iii. Each organization requesting funds must attend the COSO Funding Meeting in order to be allocated funds.
 - iv. The organization requesting funds shall be granted time to make a statement to the COSO Executive Board and answer any questions the Executive Board deems necessary.
 - v. The COSO Executive Board will then proceed to vote on an amount to allocate the organization.

- vi. If the request has been tabled for more than two meetings, it is automatically tabled indefinitely.
 - vii. The maximum amount (regardless of request) that can be allocated for New Club Funding is \$500 per organization per semester. This \$500 amount can be obtained via separate requests within the semester.
- d. Emergency Club Funding Procedure
- i. Emergency funding is defined as monies allocated for circumstances that are beyond the scope and/or control of the registered club or organization. For example, unexpected security costs related to a program that has already been budgeted through the annual budgeting process, or an organization that was not funded due to the previous officer's negligence.
 - ii. Organizations that are registered after the Annual Budgeting Process are not eligible for Emergency Funding.
 - iii. Emergency Funding requests are due one business day before the COSO Funding Meeting with all justification attached.
 - iv. Each organization requesting funds must attend the COSO Funding Meeting in order to be allocated funds.
 - v. The organization requesting funds shall be granted time to make a statement to the COSO Executive Board, and answer any questions the Executive Board deems necessary.
 - vi. The COSO Executive Board will then proceed to vote on an amount to allocate the organization.
 - vii. If the request has been tabled for more than two meetings, it is automatically tabled indefinitely.
 - viii. The maximum amount (regardless of request) that can be allocated for registered clubs and organizations through emergency funding is \$1,000 per organization per semester. This \$1000 amount can be obtained via separate requests within the semester.

8. Travel

- a. COSO cannot allocate any funds for student travel (including day travel, out of state travel, registration fees for an event off campus, etc).
- b. To apply for travel funding, refer to the Travel Policies and Procedures found at <http://www.fau.edu/dean/Forms.php>.

9. Duties and Powers

- a. COSO and Executive Board
 - i. COSO has the right to amend these policies at any time. Such amendments shall be ratified upon approval by Student Involvement and Leadership.
 - ii. It is the duty of COSO to allocate funds in a manner which strives for efficient and equitable financial management practices.

- iii. COSO has the duty 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.
 - iv. COSO reserves 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 that enrich student experiences and development.
 - v. COSO reserves the right to amend requests made during the Annual Budget Process and New Organization and Emergency Funding meetings in its effort to meet its duties, the goals and objectives of the COSO Board, and to place stipulations and conditions upon the use and access of allocated funds for said purpose.
 - vi. The Director reserves the rights to deny access to allocated funds should a registered organization violate those general policies and laws established by Florida Atlantic University.
 - vii. The Director shall determine the eligibility of a club or organization to make request for funding.
- b. Leaders of Clubs and Organizations
- i. Each leader of a recognized club or organization assumes the responsibility of submitting detailed and accurate requests when applying for funds, whether it is annually or by semester.
 - ii. 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.
 - iii. Student leaders assume the responsibility for ensuring that expenditures of allocated funds remain at or below the amount approved for each item. At no time will an organization be allowed to engage in deficit spending practices. 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, COSO Statutes, Travel Policies and A&S Fee Policies.