



**FAU** COUNCIL OF STUDENT ORGANIZATIONS  
Student Government  
**Policies and Procedures**

**Florida Atlantic University  
Student Government  
Council of Student Organizations (COSO)  
Boca Raton Campus  
Funding and Emergency Funding Policies and Procedures**

**CHAPTER I: STATEMENTS**

**Title A:** Statement of purpose: The Council of Student Organizations (COSO)

**Section 1:** 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.

**Section 2:** The Council of student organizations is made up of a representative from six councils and a Director. The councils are Academic, Multicultural, Special Interest, Greek, Sports, and Graduate.

**Section 3:** The COSO Executive Board shall consist of a COSO Director, an Assistant Director, six (6) Council Chairs, and the House of Representatives Campus Action Chair or his or her designee.

**Section 4:** There shall be an Academic Council, a Graduate Council, a Greek Council, a Multicultural Council, a Special Interest Council, and a Sports Council.

**Title B:** Statement of purpose: Club/Organization Funding

**Section 1:** The purpose of club funding is to assist Florida Atlantic University recognized student clubs and organizations in developing events and activities for students on campus, enriching leadership and learning opportunities, and providing support for organization infrastructure. It is designed to supplement the independent fundraising activities of these clubs and organizations.

**Title C:** Statement of purpose: Funding Policies

**Section 1:** The Purpose of this policy manual is to create a transparent system for the allocation and distribution of club funding to Student Involvement and Leadership (SIL), recognized student organizations, and Student Government while maintaining the flexibility and adaptability of the COSO Board to meet the needs of these groups and maintain effective financial practices.

**Title D:** Statement of Policy Application and Authority

These policies shall apply to all matters regarding the hearing of requests for funding, allocation of funds by COSO, administrative orders issued by the director of COSO, implementation of allocated funds by clubs and organizations, and all other issues related to the funding of recognized clubs and organizations by COSO.

**CHAPTER II: GENERAL FUNDING INFORMATION**

**Title A:** Registration

**Section 1:** In order to receive funds. All existing clubs and organizations must be registered. Registration is completed through Collegiate Link. Clubs and organizations must have a minimum of 8 active members. Registration takes place once every year. Registration begins early April and ends the second Friday of September. Clubs are encouraged to register early.

**Section 2:** Clubs who do not register by the deadline will be at risk of losing their allocated funds. COSO only recognizes and allocates funds to registered student organizations.

**Title B: Appropriation of Funds**

**Section 1:** 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.

**Section 2:** Student organizations must be able to clearly demonstrate how their student organization monies are being used to promote FAU and their student organization.

**Section 3:** COSO funds cannot be used to pay for or plan fundraising activities.

**Section 4:** Student organizations must be able to demonstrate that their COSO funds are being used to benefit the largest number of students possible. Any student organization event/activity funded by COSO monies must be open to all FAU students.

**Section 5:** Equipment funded by COSO must be kept in a location that is deemed acceptable by Student Involvement and Leadership. The organization and the advisor must maintain an inventory sheet. The inventory sheet must be provided to SIL/COSO.

Yearly inspections of equipment will be completed by SIL/COSO. COSO will not fund one piece of equipment in excess of \$300.

**Section 6:** Uniforms/costumes (i.e. a dance uniform for one performance) cannot be purchased using COSO funds.

**Section 7:** COSO will only allocate \$7 maximum per t-shirt.

**Section 8:** Any requests by student, student organization or SG program for individual or group travel must be registered and submitted through an application process to the Student Travel Committee. See the Student Travel Policy. COSO will not allocate funds for travel.

**Title C: Establishment of Tiers**

**Section 1:** Categorization of costs or expenses expected to be incurred for an event, activity or investment in resources by a club or organizations which are to be funded, in whole or in part, by the Council of Student Organizations. There shall be three (3) distinct tiers under which funds allocated shall be classified.

**Tier 1:** For requests to fund on or off campus programming open to all FAU undergraduate and graduate students. All events must be actively marketed to students in and outside of the organization's standard demographic. Clubs and organizations may not charge FAU students who attend or partake in such events funded through A&S fees. Events should enrich the lives of students by offering, leadership, cultural, academic, athletic, or professional development.

**Tier 2:** For requests to fund expenses related to philanthropic and service programs or events. Expenditures paid under this tier may be for on or off-campus events which promote service or philanthropy. Such events must be open to all FAU students and should be of no charge if A&S fees are being used.

**Tier 3:** For requests to fund the purchase of items that will assist in building club infrastructure, recruit, and retain members, or provide for

general program or member development. Items funded may include, but are not limited to, materials, equipment, and service fees for banquets and award receptions, and promotional items. (This is not a complete list, and requests are viewed on a case by case basis).

**Title D:** Allocation evaluation

**Section 1:** The COSO Board evaluates all funding request including annual budgeting, semester funding for newly formed organizations, and emergency funding using a variety of criterion such as:

- i. Thoroughness of planning
- ii. Detail of Allocation request form
- iii. Benefit to the student body and organization members
- iv. Alternative sources of funding and actions taken to support self-funding
- v. Success/impact of previous events
- vi. Overall benefits of previously allocated funds
- vii. Amount, frequency and nature of prior requests
- viii. The duplication of another organization's program or service
- ix. History of organization
- x. Disciplinary action/Organization misconduct

### **CHAPTER III: BUDGETING**

**Title A:** Annual Budgeting

**Section 1:** All registered clubs and organizations must go through annual budgeting process in order to receive funding. Budgets are submitted mid-March of each year for the following academic year (i.e., mid March 2011 budget submitted is for the Fall 2011/Spring 2012 academic year). The budget form may be found on the Student Involvement and Leadership website, under forms ([www.fau.edu/sil](http://www.fau.edu/sil)). Organizations will receive notification in early February detailing proper procedures for completing the budget.

**Section 2:** No club or organization may request additional funding through COSO throughout the semester unless of an emergency. Clubs and organizations must work with the budget allotted. Clubs should capitalize on options such as fundraisers and sponsors.

**Section 2:** Given the number of registered clubs and organizations, the maximum dollar amount (regardless of request) that can be allocated through the annual budgeting process is \$10,000.

**Section 3:** Every registered club and organization that applies for funds through annual budgeting process will be guaranteed at least \$250 (regardless of request).

**Section 4:** COSO allocates funds for the academic year. Monies that are not used by December 15 of each year will be re-allocated to the COSO contingency account. Funds allocated should be used throughout the academic year, unless prior arrangements were made with COSO and SIL.

**Title B:** Semester Hearings (formerly Additional Funding)

**Section 1:** COSO will maintain a contingency budget each semester to fund start up costs for newly formed registered clubs and organizations as well as for emergency funding.

**Section 2:** 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.

**Section 3:** The maximum amount (regardless of request) that can be allocated for newly formed registered clubs and organization through start up funding is \$500.

**Section 4:** The maximum amount (regardless of request) that can be allocated for registered clubs and organization through emergency funding is \$1000.

**Section 5:** All hearings shall follow Florida Open Meeting Law, shall be chaired by the director of COSO, and shall be governed by Robert's Rule of Order.

**Section 6:** Each organization requesting funds shall be granted time to make a statement to the COSO board for each request filed, with the total allotted to be set by the Executive Board of COSO.

**Section 7:** COSO shall evaluate requests upon criteria including, but not limited to:

- i. I Thoroughness of planning
- ii. Detail of Allocation request form
- iii. Benefit to the student body and organization members
- iv. Alternative sources of funding and actions taken to support self-funding
- v. Success/impact of previous events
- vi. Overall benefits of previously allocated funds
- vii. Amount, frequency and nature of prior requests
- viii. The duplication of another organization's program or service
- ix. History of organization
- x. Disciplinary action/Organization misconduct

## CHAPTER IV DUTIES AND POWERS

### **Title A** COSO and its Board members

**Section 1:** COSO has the right to amend at any time these policies. Such amendments shall be ratified upon approval by SIL.

**Section 2:** It is the duty of COSO to allocate funds in a manner which strives for efficient and equitable financial management practices.

**Section 3:** 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.

**Section 4:** 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.

**Section 5:** COSO reserves the right to amend requests made during Club/Organization Funding requests in its effort to meet its duties and 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.

**Section 6:** The Director reserves the right to deny access to allocated funds should a club or organization violates those general policies and laws established by Florida Atlantic University.

**Section 7:** The Director shall determine the eligibility of a club or organization to make request for funding.

### **Title B** Leaders of Clubs and Organizations

**Section 1:** Each leader of a recognized club or organization assumes the responsibility of submitting detailed and accurate applications when making requests for funds, whether it is annually or by semester.

**Section 2:** It is the duty of student organization leaders to be familiar with those policies that relate to the use of Activity & Services fee funds, including those of Florida Atlantic University.

**Section 3:** All club officers must be certified through the Accounting and Budgeting online training on Blackboard. The officer only needs to complete the training once, and the training travels with the person no matter which organization they are affiliated with throughout their years in college.

**Section 4:** All club officers/leaders must attend the annual Student Leadership Conference held in the fall semester.

**Section 5:** 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.